



Registration Procedure (RP29):

Documentation to be submitted for Deletion of Vessel

This checklist is used as an indication to allow an Owner/MR to check the documents required for registration. Please complete the relevant sections of the checklist and submit with application form and supporting documents.

All documents are to be submitted in the English Language. Where the document has been issued in a language other than English, then a True Translation into English is to be attached to it.

This documentation can be submitted by Fax or Email.

Within 90 days of this Application – Original Certificate of Registry (Provisional CT001 or Permanent CT002) issued by St. Kitts & Nevis International Ship Registry is to be returned to SKANReg

Additional documentation to that stated as SKANReg may deem necessary for the changes in question or from time to time

	DOCUMENT	Applicable Y/N (to be completed by MR/client)	Date Completed or Received (to be completed by SKANReg)	Notes
1	Application Form A4 duly completed.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Confirmation from AAIC that there are no outstanding amounts due by the Owner.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	If the vessel is equipped with Inmarsat, Inmarsat de-activation procedure must be carried out together with the deletion procedure	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	CSR Amendment form to be submitted (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	Where the vessel was only Provisionally Registered or Registered for Special 3-months Registration, then the Original or Notarised Copies of items 2, 3 & 5 from Registration Procedure RP3 must be submitted. (See Note A below)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	If the vessel is in the status of Bareboat Charter (BBC) Into or Out from SKANReg , a) BBC termination agreement between owner and charterer is required. b) For BBC out, a Deletion Certificate from the 2 nd Registry is required.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	Any mortgages that need to be discharged before deletion certificate can be issued	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	Acceptance of quotation from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary (See Note B)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Notes:

A) Extract from Registration Procedure RP3

Item 2 - Evidence of Title showing the transfer of ownership (see notes A & B) duly notarised or authenticated by a Notary, a Maritime Registrar or Diplomatic Mission of St. Kitts & Nevis

Item 3 –

- i. For applications by a company, original current Certificate of Good Standing or equivalent
- ii. For applications by individuals, an authenticated copy of their passport(s), clearly showing their full name and other details as submitted on Form A1.

Item 5 - Deletion Certificate from the previous Registry.

B) All outstanding Fees must be paid before a Deletion Certificate will be issued.

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	DOCUMENT	TICK BOX
1	SKANReg to review all documents and if approved to issue the applicable certificates	
2	SKANReg to make entries in the Registry Book and Certificate Index of the registration and other information required to be recorded therein	
3	SKANReg to state vessel as SOLD on EPIRB database	
4	SKANReg to delete vessel from LRIT Portal	
5	SKANReg to notify the RO that the vessel has been deleted and request them to withdraw all statutory certificates issued on behalf of St. Kitts & Nevis	
6	SKANReg to forward the CSR file to the Flag the vessel will be registered with (if applicable)	
7	SKANReg to forward DMLC Part I, DMLC Part II and MLC Certificate to the Flag the vessel will be registered with (if applicable)	

8	SKANReg to dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate	
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