



Registration Procedure (RP31):

Documentation to be submitted for a Transhipment Licence

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.

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	Norwegian EEZ Application Form	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Acceptance of quotation from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

For SKANReg use only

	DOCUMENT	TICK BOX
1	SKANReg to review all documents and check application forms are completed correctly and in full.	
2	<p>Check all PSC websites plus Equasis/SeaWeb website for detention record. If any detentions in last year, check with Registrar/Technical Manager before proceeding:</p> <ul style="list-style-type: none"> • Paris MOU • Tokyo MOU (Under Performing Ships) • Mediterranean MOU • Black Sea MOU (Watch List) • Indian Ocean (Watch List) • Riyadh MOU • Caribbean MOU • USCG <p>SKANReg to Check the following websites for Illegal, Unregistered, Unreported Vessels:</p> <ul style="list-style-type: none"> • http://www.Neafc.org • http://www.lccat.int • http://www.lotc.org • http://www.lattc.org • http://www.Nafo.int • http://www.ccamlr.org • Indian Ocean Watch List http://www.iomou.org/inspmain.htm • Norway Black List http://www.fiskeridir.no/english/fisheries/norwegian-black-list • North Atlantic - http://www.neafc.org/blist • South Atlantic - http://www.seafo.org/welcome.htm 	
3	SKANReg to contact Fulcrum to ensure Owner has ordered the VMS System	
4	SKANReg to email the Norwegian Authorities attaching the Norwegian EEZ application form requesting the vessel to be accepted	
5	Vessel details to be passed to Fulcrum to update their database	
6	SKANReg to check vessel is reporting LRIT	