

**St. Kitts & Nevis
International Ship
Registry**

*Flying the flag of the
Federation worldwide.*



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Maritime Circular to Maritime Registrars, Shipowners, Masters, Managers & Operators of St. Kitts & Nevis Ships, Classification Societies, Recognised Organisations, Recognised Security Organisations, Surveyors of Ships & Flag State Inspectors to this Administration, Seafarers & IMO Member States

Maritime Circular No. MC/09/09

DATE: 1st August 2009

PROCEDURE FOR TRANSFER OF CLASSIFICATION SOCIETY/RECOGNISED ORGANISATION

The aim of this Maritime Circular is to harmonise procedure for and the statutory surveys to be carried out by the gaining Classification Societies/Recognised Organisation/Recognised Security Organisations (Class/RO/RSO) recognised by this Maritime Administration when a transfer of Class/RO/RSO occurs. Deviation from these requirements is only allowed after written agreement from **St. Kitts & Nevis International Ship Registry (SKANReg)**.

- 1) When owners intend to change the Class/RO/RSO:
 - i. The Class/RO/RSO the owner/manager has chosen for the ship (the gaining Class/RO/RSO) are to confirm in writing to **SKANReg** that the vessel has been or will be surveyed and issued by them with valid statutory certificates, for the vessel's size, type and intended trade.
 - ii. Where the RO and RSO are different Organisations, written confirmation from both is required for the respective certificates that they issue.
 - iii. If 'Class' is to be maintained by a Society different to the RO issuing statutory Certification, again confirmation from that Society is required for the respective services they will be carrying out.
 - iv. An example wording for such correspondence/Certificate/Letter of Attestation is attached to this Maritime Circular.
 - v. This written confirmation may accompany the Application Form (A5) for 'Change of Vessel Details' or be sent separately by the Class Society.
 - vi. **NOTE: SKANReg** may require confirmation from the losing Class/RO/RSO that the owners/managers have no financial obligations outstanding to them before accepting the change.
- 2) For Statutory Certificates closely linked to the Class (Load Line, Construction, MARPOL, etc.) which are still valid, the same scope of survey as that required for Class Hull, with a minimum of Mandatory Annual Survey (e.g. if an intermediate survey Hull is required, then annual survey for Load Line, annual or intermediate survey for Construction or MARPOL, according to the ships type), will be required. The Statutory Certificates will then be re-issued for the remaining period of validity as stated in the Statutory Certificates issued by the losing Class/RO. In case of expired or extended certificates, renewal statutory surveys should be carried out.
- 3) For other Statutory Certificates (Equipment, Radio, Passenger), a renewal survey is required.

- 4) For Statutory Certificates not issued by the losing Class/RO, an initial survey is required.
- 5) In case of conditional certificates, in addition to the above survey requirements, the deficiencies endorsed by the losing Class/RO shall be re-examined and dealt with as necessary. Limit dates of these deficiencies cannot be extended unless authorised in writing by **SKANReg** Head Office.
- 6) The gaining Class/RO should not, unless authorised in writing by **SKANReg** Head Office, issue Short Term and/or Full Term Statutory Certificates, or other documents enabling the vessel to trade until all overdue statutory surveys and all overdue statutory recommendations previously issued against the subject vessel, as specified to the Owner by the losing Class/RO, have been completed and rectified.
- 7) However, in urgent cases, the attention of Class/RO is drawn to the relevant clauses within the "Agreement for Delegation of Statutory Services" between themselves & this Administration, that where, temporarily, the requirements of an applicable instrument (IMO Convention or Code, National Rules) cannot be met, the Class/RO's surveyor will specify such measures or supplementary equipment as may be available and/or necessary to permit the vessel to proceed to a suitable port where permanent repairs or rectifications can be effected or replacement equipment fitted. In such cases, **copy of the documentation issued by the Class/RO MUST be immediately sent to SKANReg.**
- 8) Where the ship is in possession of a Continuous Synopsis Record, the Master should complete an Amendment Form showing the new Class/RO/RSO and send a copy to **SKANReg** who will then issue a new CSR to show the changes.
- 9) The losing Class/RO is requested to provide the gaining Class/RO with the ship's Port State Control History Reports, including:
 - 1) Place(s) and date(s) of PSC inspection(s) / detention(s) during their period issuing Statutory Certificates for the ship or the last three (3) years, whichever is the shorter period - (as far as available in the ship's or their files).

Thank you for your co-operation in this matter.

Yours truly,



Nigel E. Smith
International Registrar of Shipping and Seamen

To be prepared on RO headed paper or the suggested wording contained herein sent by email/fax

ATTESTATION/STATEMENT OF FACTS*

(Required from Recognised Organisation (Class Society) for a Provisional Registration application)

Suggested wording

Date

TO

St. Kitts & Nevis International Ship Registry
York House, 48-50 Western Road
Romford, Essex
RM1 3LP
UK

Dear Sirs,

RE: mv (intended name of ship) & if applicable (ex- name of ship)
IMO Nbr XXXXXXXX –
Class Society Ref Nbr (if applicable)

(Name of Owners/intended Owners) have applied to this Society to survey the abovementioned ship and issue Statutory Certification as below*/as applicable to the size, type & intended trade of the ship*.

(Note to RO's - Certificates intended to be issued are to be listed here)

We hereby confirm that (name of RO) intend to do this within 14 days of the date of this letter at (location/port*) *(optional information which can be inserted if the location is known)* and after completion of surveys will advise the Administration of the Statutory Certificates issued.

(Note to RO's - this can be done by sending copies of certificates to the office of the International Registrar or by advising that the information is available on the RO's website).

Yours truly,

Signature & Name of authorised surveyor/official of RO

* delete/insert as applicable