

St. Kitts & Nevis International Ship Registry

*Flying the flag of the
Federation Worldwide*



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Maritime Circular to Maritime Registrars, Ship-owners, 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/56/13

DATE: September 2013

This Maritime Circular Replaces MC/46/12 issued in April 2012

PROCEDURE FOR CHANGE OF NAME OF A ST. KITTS & NEVIS REGISTERED SHIP

This Maritime Circular contains the procedure to be adopted and instructions to be followed by the various parties involved when the name of a ship is to be changed where the ownership is remaining the same.

Instructions to Shipowners/Managers

Owners wishing to change the name of their ship are to make an application using Form A5 (available on our website www.stkittsnevisregistry.net). This application should be made through their Maritime Registrar or to SKANReg Head Office. The application should include the date and port at which the change of name is to take place and the contact details of the local office of the Class Society/Recognised Organisation who will be dealing with this.

If the requested name is approved, upon payment of the required fee, SKANReg Head Office will issue authorization, usually by email, to the Class Society/Recognised Organisation for the ship's name to be changed in accordance with the Owners request. This authorisation will usually be sent to the Class Society/Recognised Organisation local office dealing with this and to the Head Office.

After the change of name has occurred the owner/manager must immediately send a copy of the Certificate of Registry showing the change of name to their Maritime Registrar, who will forward this to SKANReg Head Office. It is not necessary to send copies of other certificates.

When applicable, Owners must ensure that their Managers instruct the Master to update the Continuous Synopsis Record (CSR) and send a copy of the Amendment Form to SKANReg immediately, as above, for SKANReg to issue a further CSR reflecting the new name.

SKANReg will issue replacement certificates showing the new name as needed and dispatch these to the Maritime Registrar to forward to the owner for placing onboard. The old certificates should be returned from the ship to SKANReg for cancellation.

Instructions to the Class Society/Recognised Organisation surveyor attending to oversee the change of name

Strike through the existing name on certificates issued by SKANReg (see below **) and insert the new name in Capital Letters.

Strike through the existing name on statutory certificates issued or approved by your Organisation as our Recognised Organisation for the ship and insert the new name in Capital Letters and/or follow any appropriate internal procedure of your Organisation for this process.

Sign and stamp all certificates where a change has been made with the date the name was changed.

** The ships name can be changed on the following certificates issued by SKANReg:

- Provisional & Permanent Certificate of Registry
- Provisional & Permanent Radio Station Licence
- Minimum Safe Manning Certificate
- Exemption Certificates
- Civil Liability Certificates
- DMLC Part I
- Official Log Books

If you have any questions about this Maritime Circular, please contact us.

Yours truly,



Nigel E Smith
International Registrar of Shipping and Seamen