



# Registration Procedure (RP30):

## Documentation to be submitted for change of Managers

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.

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

	<b>DOCUMENT</b>	<b>Applicable Y/N</b> (to be completed by MR/client)	<b>Date Completed or Received</b> (to be completed by SKANReg)	<b>Notes</b>
1	CSR Amendment form CT010 F2	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Application form A12 for issuance of a Minimum Safe Manning Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Document of Compliance for the ship managers (the Company)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	Safety Management Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	International Ship Security Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	Application Form A21 – ISPS Code Declaration of CSO Application Form A22 – ISM Code Declaration of Company & Declaration of Designated Person	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	P&I Insurance Certificate issued under the new management company if current P&I Cover is issued under the Managers name.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	EPIRB Registration form to be submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	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"/>		
10	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

For SKANReg use only

	<b>DOCUMENT</b>	<b>TICK BOX</b>
1	SKANReg to review all documents and if approved to issue the applicable documents/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 advise Fulcrum of new contact details	
4	SKANReg to dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate.	