



Registration Procedure (RP4):

Documentation to be submitted at Renewal of Permanent Registration

(Including Ship Radio Station Licence and Minimum Safe Manning Certificate)

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.

The documentation mentioned should be submitted within 120 days of the original application for Registration. Failure to do so may result in a delay to the Renewal of Permanent Registration and will result additional costs for the Owner/Applicant.

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 for Renewal of Permanent Registration - Form A9, duly completed and signed.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Application form A11 to be duly completed and signed	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Application form A12 to be duly completed and signed together with a copy of crew list	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	Letter from Owner/Manager re SKN endorsements if applicable	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	For applications by a company, original current Certificate of Good Standing or equivalent	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	For applications by individuals a notarised or authenticated by a Notary, a Maritime Registrar or Diplomatic Mission of St. Kitts & Nevis, copy of their passport(s), clearly showing their full name and other details as submitted on Form A9	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	Statement by a Recognised Organisation (RO) listing the current valid Class & Statutory Certificates issued on our behalf	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	For fishing vessels a copy of the current fishing licence is 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

	DOCUMENT	TICK BOX
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 dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate	