



# Registration Procedure (RP1):

## Documentation to be submitted at Provisional Registration

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	Application Form for provisional registration (A1) received	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Application form for MSMC (A12) received	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Power of Attorney or Board Resolution (where necessary) confirming the authority of the person signing the Application Form	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	Letter from Owner/Manager re SKN endorsements	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	Evidence of Title showing the transfer of ownership, e.g. Bill of Sale, Builder Certificate, court documents, Protocol of delivery (see notes A & B)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	For applications by a Company, a copy of its Certificate of Incorporation (if previously submitted not required to be re-submitted)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	For applications by individuals a copy of their passport(s), clearly showing their full name and other details as submitted on Form A1. (if previously submitted not required to be re-submitted)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	Existing International Tonnage Certificate (ITC 1969) or for new building a Keel Laid Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	For Ships below 24m length existing National Tonnage certificate <b>OR</b> Certificate of Admeasurement from an authorised Classification Society/RO or a surveyor recognised by <b>SKANReg</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
10	For fishing vessels a copy of the current Fishing Licence is to be submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>		
11	Certificate of Registry for current flag (see Note C).	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12	A Certificate or Letter of Attestation dated no more than 14 days before this Application, issued by an authorised Classification Society/RO/RSO (see Note D below) stating that the vessel will be issued with valid statutory certificates on our behalf. Where the RO and RSO are different organisations a Certificate/Letter of Attestation from both is required for the respective certificates that they issue (See note D).	Yes <input type="checkbox"/> No <input type="checkbox"/>		
13	Current Continuous Synopsis Record (CSR) - where ISPS Code is applicable to the size/type of ship. (see Note C)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
14	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"/>		
15	Copy of DMLC Part I and DMLC Part II and MLC Certificate issued under current flag (within 3 months)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
16	If not assigned Owner, Owners Agent or MR to provide SKANReg with proof that Owner/Company IMO Number has been applied for	Yes <input type="checkbox"/> No <input type="checkbox"/>		
17	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"/>		
18	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

If vessel has been detained within the last 12 months we require the following additional documents:

	DOCUMENT/ACTIONS	Applicable Y/N (to be completed by MR)	Date Completed or Received (to be completed by SKANReg)	Notes
1	Document of Compliance & Safety Management Certificate of the Managers (ISM Company)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Date of last Dry-Docking and Special Survey	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Intended date of next special survey	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	SKANReg to examine the documents submitted and may also request a Flag State Inspection to be carried out before confirming whether we can accept the ship	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	If SKANREG requires a FSI to be carried out, written confirmation to be submitted by Owner confirming they agree to pay the fees in advance for the FSI	Yes <input type="checkbox"/> No <input type="checkbox"/>		

FORM CODE: RP1	ISSUE No: 002	REVISED: 22/09/2013
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**Notes:**

- a) In cases where the ownership remains the same as under the previous registry and the ship has permanent registration under the previous registry, a Bill of Sale is not required, instead we would require to see the Permanent Certificate of Registry from previous registry.
- b) For NEW BUILDINGS, instead of a Bill of Sale, submit a document signed by the builder of the ship and/or the Class Society containing a true account of the proper dimensions and tonnages of the ship, as estimated by him, and of the date and place where it was built, and of the name of the person, if any, for whom the ship was built, or the name of the person to whom it was delivered. Such documents can be known as a Builders Certificate or Keel Laid Certificate (See our example Certificate CT8) or similar name. If in doubt about the acceptability of a document consult SKANReg Not required for newbuildings.
- c) Not required for new buildings
- d) "RO" means Recognised Organisation & "RSO" means Recognised Security Organisation
- e) This is only required where ISM & ISPS Codes are applicable to the ship

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	DOCUMENT	TICK BOX
1	Minimum Safe Manning Certificate Application (A12) passed to Assistant Registrar of Senior Registration Executive	
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"> <li>• Paris MOU</li> <li>• Tokyo MOU (Under Performing Ships)</li> <li>• Mediterranean MOU</li> <li>• Black Sea MOU (Watch List)</li> <li>• Indian Ocean (Watch List)</li> <li>• Riyadh MOU</li> <li>• Caribbean MOU</li> <li>• USCG</li> </ul> <p>For fishing vessels SKANReg to Check the following websites for Illegal, Unregistered, Unreported Vessels:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.Neafc.org">http://www.Neafc.org</a></li> <li>• <a href="http://www.lccat.int">http://www.lccat.int</a></li> <li>• <a href="http://www.lotc.org">http://www.lotc.org</a></li> <li>• <a href="http://www.lattc.org">http://www.lattc.org</a></li> <li>• <a href="http://www.Nafo.int">http://www.Nafo.int</a></li> <li>• <a href="http://www.ccamlr.org">http://www.ccamlr.org</a></li> <li>• <a href="http://www.gfcm.org/gfcm/topic/166233/en">http://www.gfcm.org/gfcm/topic/166233/en</a></li> <li>• Indian Ocean Watch List</li> <li>• <a href="http://www.iomou.org/inspmain.htm">http://www.iomou.org/inspmain.htm</a></li> <li>• Norway Black List</li> <li>• <a href="http://www.fiskeridir.no/english/fisheries/norwegian-black-list">http://www.fiskeridir.no/english/fisheries/norwegian-black-list</a></li> <li>• North Atlantic - <a href="http://www.neafc.org/blist">http://www.neafc.org/blist</a></li> <li>• South Atlantic - <a href="http://www.seafo.org/welcome.htm">http://www.seafo.org/welcome.htm</a></li> </ul>	
3	SKANReg to review all documents and check application forms are completed correctly and in full. If approved, SKANReg to issue the applicable documents/certificates or SKANReg issues a NO1 which authorises the MR to issue the applicable documents/certificates with a validity of six (6) months.	
4	SKANReg to issue a Owners Introduction Letter	
5	If SKANReg did not issue the documents, copies of the documents/certificates, which have been issued by the MR, are to be sent by fax/email to SKANReg within 48 hours.	
6	SKANReg to make entries in the Certificate Index and Registry Book of the numbers and distinguishing marks assigned and other information required to be recorded therein.	
7	Crew List Received (within 30 days)	
8	LRIT Conformance Test Certificate received (within 30 days)	
9	Bunker Civil Liability Certificate/Civil Liability Certificate issued (within 30 days if applicable)	
10	EPIRB Registration Form received (within 30 days)	
11	CSR Amendment Form – received (within 30 days if applicable)	
12	Deletion CSR from previous flag – received (within 90 days) (If not received CSR still to be issued with notation that CSR from previous flag not received as per website)	
13	CSR issued (within 2 months). Issued within 2 months to allow time to get it onboard.	
14	Within 120 days Owner, Owners Agent or Maritime Registrar to send documents for Permanent Registration	

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