



# Registration Procedure (RP26):

## Documentation to be submitted for issuance of a Non Encumbrance 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.

This documentation can be submitted by Fax or Email.

The vessel will be considered to be Free of Encumbrances on the date of issuance of the Certificate whether the same has been sent to the Owner as a copy by fax or email or as the original.

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>
<b>1</b>	Application Form A6 duly completed and signed.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>2</b>	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"/>		
<b>3</b>	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

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	<b>DOCUMENT</b>	<b>TICK BOX</b>
<b>1</b>	SKANReg to review all documents and if approved to issue the applicable documents/certificates	
<b>2</b>	SKANReg to check with MR that they have no outstanding fees due	
<b>3</b>	SKANReg to check there is no mortgage registered against the vessel	
<b>4</b>	SKANReg to make entries in the Certificate Index	
<b>5</b>	SKANReg to dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate	