



## Registration Procedure (RP28):

### Documentation to be submitted for an Exemption Certificate or Letter of Dispensation

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 documentation must be submitted as an original or certified true copy of the original document

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

	<i>DOCUMENT</i>	<i>Applicable Y/N</i> (to be completed by MR/client)	<i>Date Completed or Received</i> (to be completed by SKANReg)	<i>Notes</i>
1	Application form for an Exemption Certificate or Letter of Dispensation – Form A16, duly completed and signed.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	For exemptions to be issued by the Class Society/RO, the Owners request should be sent direct from the class society/RO responsible for the ship with their recommendations	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	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"/>		
4	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

*For SKANReg use only*

	<i>DOCUMENT</i>	<i>TICK BOX</i>
1	Class to approach SKANReg with owners request stating recommendations	
2	SKANReg to forward request to Technical Manager or International Registrar for approval	
3	Once approved, SKANReg to advise MR of fees to be submitted	
4	SKANReg to authorise Class upon receipt of quotation	
5	Class/RO to submit a copy of the exemption issued	
6	If exemption to be issued by SKANReg, SKANReg to review all documents and if approved to issue the applicable documents/certificates	
7	SKANReg to make entries in the Certificate Index and in the exemption spreadsheet and other information required to be recorded therein	
8	SKANReg to dispatch the documents if applicable	