



# Registration Procedure (RP3):

## Documentation to be submitted at Permanent 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 documentation must be submitted as an original or certified true copy of the original document**

(\*Certified Copy is a copy of the Original document, certified by a Notary, a Maritime Registrar or Diplomatic Mission of St. Kitts & Nevis that it is a True Copy of the original)

**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 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	Original Application form for Registration (Form A1) received	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Original Application form for Ship Radio Station Licence (Form A11) to be submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Evidence of Title showing the transfer of ownership (see notes A & B) duly notarised or authenticated by a Notary, a Maritime Registrar or Diplomatic Mission of St. Kitts & Nevis	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	For applications by a company, original current Certificate of Good Standing or equivalent	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	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 A1.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	Deletion Certificate from the previous Registry.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	Full Term Tonnage Certificate issued on behalf of St. Kitts & Nevis (ITC or National)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	Where ISM applies to ship, full term DoC for Managers. If unavailable written confirmation from RO HQ that it is in process	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	Full Term Safety Equipment (or Certificate of Compliance or Inspection for ships below 500 GT or which SOLAS does not apply) or if not issued, explanation from RO HQ why or when it will be issued.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
10	Full Term International Ship Security Certificates (where ISPS applies to the ship) issued or if not issued, explanation from RO HQ why or when it will be issued.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
11	Hull & Machinery Class Certificates issued (to check for any restrictions on sailing area and engine size)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12	Full Term Safety Radio Certificate or if not issued, explanation from RO HQ why or when it will be issued.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
13	Ship Radio Station Survey Report completed and stamped by the Classification Surveyor or an approved Radio Technician, which includes details of the Ship Radio Station equipment.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
14	Written Confirmation from AAIC confirming existence of contract received	Yes <input type="checkbox"/> No <input type="checkbox"/>		
15	For fishing vessels a fishing license is to be submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>		
16	Documents for issuance of CSR to be submitted if not already issued.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
17	EPIRB registration form (A18) if not previously submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>		
18	LRIT Conformance Test Certificate issued on behalf of SKANReg if not previously submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>		
19	Crew List (to check against BOSS to make sure all seafarers have our documents)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
20	Submit a Blue Card for the issuance of a Civil Liability or Bunker Convention CLC if applicable and if not already issued	Yes <input type="checkbox"/> No <input type="checkbox"/>		
21	photo(s) of the ship showing the name and port of registry	Yes <input type="checkbox"/> No <input type="checkbox"/>		
22	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

**Notes:**

- 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.
- 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.
- For a vessel that is laid up we require a statement from the class society/RO stating they will survey the vessel and issue certificates on our behalf once the vessel is ready to trade and confirmation from the Master or DPA confirming the vessel has been marked with the name and Port of Registry

**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	

<b>FORM CODE:</b> RP3	<b>ISSUE No:</b> 002	<b>REVISED:</b> 07/11/2013
--------------------------	-------------------------	-------------------------------