



Registration Procedure (RP6):

Documentation to be submitted for 3 Month Special Purpose 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.

This documentation can be submitted by Fax or Email.

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 A1 duly completed and signed	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Application form A12 duly completed and signed	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	Crew list to be submitted	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) (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).	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	For Ships below 24m length, pleasure yachts, small craft etc, existing National Tonnage certificate OR Certificate of Admeasurement from an authorised Classification Society/RO or a surveyor recognised by SKANReg	Yes <input type="checkbox"/> No <input type="checkbox"/>		
10	Certificate of Registry for current flag (see Note C).	Yes <input type="checkbox"/> No <input type="checkbox"/>		
11	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 E).	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12	For vessels performing the voyage under tow: 1 – Copy of Insurance certificate for the voyage or confirmation of the vessel being insured for the voyage and 2 - Certificate of Suitability of Towing Arrangements (issued by the Classification Society/RO)	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	Copy of DMLC Part II and MLC Certificate issued under current flag	Yes <input type="checkbox"/> No <input type="checkbox"/>		
15	Contract with an AAIC for Radio Traffic Accounting OR letter from AAIC confirming existence of contract	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"/>		

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) "RO" means Recognised Organisation & "RSO" means Recognised Security Organisation
- d) For Registration of Ships below 24m length, pleasure yachts, small craft etc, if the vessel is not Classed, a Certificate/Letter of Attestation from a surveyor recognised by SKANReg listing the legislation that the vessel will be surveyed for and the certification that will be issued
- e) This is only require where ISM & ISPS Codes are applicable to the ship

For SKANReg use only

	DOCUMENT	TICK BOX
1	Minimum Safe Manning Certificate Application (A12) passed to Assistant Registrar of Senior Registration Executive	
2	Check all PSC websites plus Equasis/SeaWeb website for detention record. If any detentions in last year, check with Registrar/Technical Manager before proceeding: <ul style="list-style-type: none"> • Paris MOU • Tokyo MOU (Under Performing Ships) • Mediterranean MOU • Black Sea MOU (Watch List) • Indian Ocean (Watch List) • Riyadh MOU • Caribbean MOU If fishing vessel check NEAFC and other websites.	
3	SKANReg to review all documents. 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 three (3) months.	
4	SKANReg to issue a Owners Introduction Letter	
5	CSR issued (within 2 months). Issued within 2 months to allow time to get it onboard.	
6	Blue card for Civil Liability Certificate/Bunker Civil Liability Certificate to be submitted within 30 days of registration (if applicable)	
7	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.	
8	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.	