



Registration Procedure (RP8):

Documentation to be submitted for Provisional Registration of a Pleasure Vessel <24 meters < 300 Gross Tons

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 (A2) received	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	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"/>		
3	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"/>		
4	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"/>		
5	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"/>		
6	Pleasure Vessel Affidavit	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	Existing National Tonnage certificate OR Certificate of Admeasurement from an authorised Classification Society/RO or a surveyor recognised by SKANReg (see note B)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	Certificate of Registry for current flag (see Note C).	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	Radio station licence for current flag (see Note C).	Yes <input type="checkbox"/> No <input type="checkbox"/>		
10	Letter of Appointment of Maritime Resident Agent	Yes <input type="checkbox"/> No <input type="checkbox"/>		
11	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"/>		
12	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, instead we would require to see the Permanent Certificate of Registry from previous registry.
- 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.
- Not required for new buildings

For SKANReg use only

	DOCUMENT	TICK BOX
1	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.	
2	SKANReg to issue a Owners Introduction Letter	
3	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.	
4	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.	
5	SKANReg to issue National Tonnage Certificate & Pleasure Vessel Safety Certificate	
6	Within 120 days Owner, Owners Agent or Maritime Registrar to send documents for Permanent Registration	

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