



Registration Procedure (RP15):

Documentation to be submitted for a Dispensation for a vessel to be Bareboat Chartered Out from SKN Flag (Permanent)

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 Copy.

(*Certified Copy is a copy of the Original document, certified by the issuing authority 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 90 days of the original application for Registration or Bareboat Charter, whichever is the earlier. Failure to do so may result in a delay to the Permanent Registration or withdrawal of the Consent to Bareboat Charter Out and therefore, possible 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	Application form A1 and A7 to be duly completed and signed	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Evidence of Title showing the transfer of ownership, e.g. Bill of Sale, Builders Certificate, court documents, Protocol of delivery	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	a) For applications by a Company, a copy of its Certificate of Incorporation (if previously submitted not required to be re-submitted) b) 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"/>		
4	Original Bareboat Charter Party(ies) duly notarised or legalised in the country(ies) of the Owner or Bareboat Charterer.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	Written Consent of the Mortgagee authorising the vessel to register in the Bareboat (second) Register(s), if the vessel is subject of a Mortgage(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	a) International Tonnage Certificate (ITC 1969) issued on behalf of St. Kitts & Nevis OR if this was not issued due to the timing of the Registration and Bareboat Charter, then an ITC issued by the Flag of the Bareboat Charterer OR b) by the Flag of the Bareboat Charterer OR c) a Certificate of Measurement issued by a Classification Society/RO giving details of the GRT/NRT and principals dimensions (L, B, D) of the vessel, if ITC 69 is not applicable.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	Deletion Certificate from the previous Registry.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	Statutory Certificates issued on behalf of St. Kitts & Nevis, by a Classification Society(s)/Recognised Organisation (RO)/Recognised Security Organisation(RSO) OR if these were not issued due to the timing of the Registration and Bareboat Charter, a Statement from an RO/RSO that they have or will be issued for the Flag of the Bareboat Charterer.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	Certificate of Registry issued by the Bareboat Charter Flag	Yes <input type="checkbox"/> No <input type="checkbox"/>		
10	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

For SKANReg use only

	DOCUMENT	TICK BOX
1	SKANReg to review all documents and if approved to issue the applicable 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 documents for notarization, if applicable	
4	SKANReg to dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate	