



Registration Procedure (RP22):

Documentation to be submitted for a vessel Terminating the Bareboat Charter Contract and returning to SKANReg

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

	DOCUMENT	Applicable Y/N (to be completed by MR/client)	Date Completed or Received (to be completed by SKANReg)	Notes
1	Application form A11 duly completed for the issuance of Ship Radio Station Licence	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Application form A12 duly completed for the issuance of Minimum Safe Manning Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Copy of the termination of the Bareboat Charter Agreement signed by both parties and duly notarised or legalized in the country of the Owner or Bareboat Charterer	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	Written Consent of the Mortgagee giving permission for the vessel to terminate the Bareboat Charter(s), if the vessel is subject of a Mortgage(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	Deletion Certificate from Bareboat Charter Flag	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	Deletion CSR and CSR file issued by Bareboat Charter Flag	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	CSR Amendment Form	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	A Certificate or Letter of Attestation dated no more than 14 days before this Application, issued by an authorised Classification Society/RO/RSO (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	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	Application Form A21 – ISPS Code Declaration of CSO Application Form A22 – ISM Code Declaration of Company & Declaration of Designated Person	Yes <input type="checkbox"/> No <input type="checkbox"/>		
10	Blue card for the issuance of a CLC/Bunker CLC (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
11	DMLC Part I, Part II and MLC Certificate issued under BBC Flag if applicable	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12	Application Form A25 for issuance of DMLC Part I (if applicable) together with a copy of the P&I Insurance Certificate of Entry, or other evidence of financial security for Shipowners obligations to seafarers	Yes <input type="checkbox"/> No <input type="checkbox"/>		
13	Contract with an AAIC for Radio Traffic Accounting OR letter from AAIC confirming existence of contract.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
14	LRIT Conformance Test Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>		
15	EPIRB Registration Form	Yes <input type="checkbox"/> No <input type="checkbox"/>		
16	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"/>		
17	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

For SKANReg use only

	DOCUMENT	TICK BOX
1	Minimum Safe Manning Certificate Application (A12) passed to Assistant Registrar of Senior Registration Executive	
2	SKANReg to review all documents and check application forms are completed correctly and in full. If approved, SKANReg to issue or authorise the MR to issue the applicable documents/certificates with a validity of six (6) months.	
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	Crew List Received (within 30 days)	
6	CSR issued (within 2 months).	
7	Send vessel details to IHS Fairplay	
8	Within 120 days Owner, Owners Agent or Maritime Registrar to send documents for Permanent Registration if vessel currently under provisional registration	