**Initial Registration Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Provisional Registration (6 months)** | | | | | |
| ***Required documents*** | | ***Submitted*** | | | ***Comments*** |
| ***Yes*** | ***No*** | ***Pending*** |
| *1.* | *RE-DOC-11 – Know your Customer Form (KYC)* |  |  |  |  |
| *2.* | *Copy of notarized BOS (where applicable)* |  |  |  |  |
| *3.* | *Radio Accounting Authority letter (RAA) (where applicable)[[1]](#footnote-1)* |  |  |  |  |
| *4.* | *Copy of applicant’s passport* |  |  |  |  |
| *5.* | *RE-DOC-13 – Application for Minimum Safe Manning (MSM) Certificate[[2]](#footnote-2)* |  |  |  |  |
| *6.* | *Proof vessel is free & clear from all mortgages, encumbrances and liens* |  |  |  |  |
| *7.* | *TE-DOC-20 - RO Confirmation letter (to be submitted to Technical Department)* |  |  |  |  |
| *8.* | *Copy of International Tonnage Certificate* |  |  |  |  |
| *9.* | *Signed Quotation* |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Permanent Registration (5 years[[3]](#footnote-3))** | | | | | |
| ***Required documents*** | | ***Submitted*** | | | ***Comments*** |
| ***Yes*** | ***No*** | ***Pending*** |
| *1.* | *RE-DOC-11 – Know your Customer Form (KYC), Original* |  |  |  |  |
| *2.* | *Original notarized BOS (where applicable)* |  |  |  |  |
| *3.* | *Original Deletion from previous Flag* |  |  |  |  |
| *4.* | *LRIT Conformance Test[[4]](#footnote-4)* |  |  |  |  |
| *5.* | *Valid BCC / CLC / WRC (where applicable)[[5]](#footnote-5)* |  |  |  |  |
| *6.* | *Copy of Deletion CSR (where applicable)* |  |  |  |  |
| *7.* | *Crew List signed[[6]](#footnote-6)* |  |  |  |  |

***Note for applicants****: This form is for reference only and does not need to be submitted when applying for registration.*

1. Not mandatory for ships operating within sea areas A1 and A1+A2. [↑](#footnote-ref-1)
2. Subject to the approval of Registrar of Seamen. [↑](#footnote-ref-2)
3. MSM & SSL Certificates will be issued yearly. [↑](#footnote-ref-3)
4. Ships fitted with Automatic Identification System (AIS) and operating exclusively within sea area A1 are not required to comply with LRIT. [↑](#footnote-ref-4)
5. CLC Only for Oil Tankers and for Ships that carry 2000 Tons of oil in Bulk / BCC for Vessels of 1000 GT and above / WRC for vessels of 300GT and above [↑](#footnote-ref-5)
6. Revised crew list shall be submitted upon any crew changes [↑](#footnote-ref-6)