**Initial Registration Checklist**

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| **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* | [ ]  | [ ]  | [ ]  |       |

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| **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)