**Bareboat Charter In (BBC IN) Registration Checklist**

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| **Provisional BBC IN Registration (6 months)** |
| ***Required documents*** | ***Submitted*** | ***Comments*** |
| ***Yes*** | ***No*** | ***Pending*** |
| *1.* | *RE-DOC-11 – Know your Customer Form (KYC)* | [ ]  | [ ]  | [ ]  |       |
| *2.* | *Copy of notarized BBC Agreement* | [ ]  | [ ]  | [ ]  |       |
| *3.* | *Copy of Letter of Consent from sleeping Flag* | [ ]  | [ ]  | [ ]  |       |
| *4.* | *Copy of applicant’s passport* | [ ]  | [ ]  | [ ]  |       |
| *5.* | *RE-DOC-13 – Application for Minimum Safe Manning (MSM) Certificate[[1]](#footnote-1)* | [ ]  | [ ]  | [ ]  |       |
| *6.* | *Radio Accounting Authority letter (RAA) (where applicable)[[2]](#footnote-2)* | [ ]  | [ ]  | [ ]  |       |
| *7.* | *Copy of International Tonnage Certificate* | [ ]  | [ ]  | [ ]  |       |
| *8.* | *Signed Quotation* | [ ]  | [ ]  | [ ]  |       |

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| **Permanent BBC IN Registration [[3]](#footnote-3)** |
| ***Required documents*** | ***Submitted*** | ***Comments*** |
| ***Yes*** | ***No*** | ***Pending*** |
| *1.* | *RE-DOC-11 – Know your Customer Form (KYC), Original* | [ ]  | [ ]  | [ ]  |       |
| *2.* | *Original notarized BBC Agreement* | [ ]  | [ ]  | [ ]  |       |
| *3.* | *LRIT Conformance Test[[4]](#footnote-4)*  | [ ]  | [ ]  | [ ]  |       |
| *4.* | *Valid BCC / CLC / WRC (where applicable) [[5]](#footnote-5)* | [ ]  | [ ]  | [ ]  |       |
| *5.* | *Copy of Deletion CSR (if applicable)* | [ ]  | [ ]  | [ ]  |       |
| *6.* | *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. Subject to the approval of Registrar of Seamen [↑](#footnote-ref-1)
2. Not mandatory for ships operating within sea areas A1 and A1+A2. [↑](#footnote-ref-2)
3. Validity depends on the Bareboat Charter Agreement and how many annual dues are paid in advance. [↑](#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)