
Checklist for Registering a Commercial Vessel

(Before You Apply for Registration, Make Sure That the Following Information/Documents Are Available.)

I. Vessel Details

01 Proposed Name of the Vessel

A Preferred Name **B** Alternative Name(s)

02 If a New Vessel

- Name and Address of Builder
- Yard Number

03 If the Vessel Sailed under Another Flag

- Last Name
- Flag

04 Type of Vessel

05 Keel Laying Date

06 Classification Society

07 Proposed Trade of the Vessel

08 Bare Boat Charter

09 Propulsion

10 Tonnage

A Net Tonnage **B** Gross Tonnage **C** DWT

11 IMO Number

II. Applicant's Details

01 Name and Full Address of the Shipowner Company

02 IMO Number

03 Nationality and Applicant(s)

04 Copy and Trade Register Excerpt

05 Name and Full Address of the Ship Owner

06 Purchase Price of the Vessel

07 Amount of Bank Mortgage

08 Equity Amount

III. ISPS Contact

01 Name and Full Address of the Ship Owner

02 Purchase Price of the Vessel

03 Amount of Bank Mortgage

04 Equity Amount

II. ISPS Contact

01 CSO Name

02 24 Hour Telephone

03 E-Mail

04 IMO Number

V. Accounting Contact

01 Company Name

02 Contact Name

03 Telephone

04 Mail

IV. Documents to be Submitted

01 Application for Document of Minimum Safe Manning ([Link to Application Form](#))

02 Contract of Insurance for the Crew

03 Copy of the International Tonnage Certificate

04 For New Vessels:

- Builder's Certificate in Original
- Bill of Sale Approved Original
- Confirmation of Non-Registration During Construction Period in Original

For other Vessels:

- Bill of Sale Approved Original
- Deletion Certificate and Confirmation That the Deletion Occurred Free of Mortgages and Other Encumbrances in Original

05 Protocoll of Delivery and Acceptance (Signed by Both Parties)

06 Certificates of Classification

- Cargo Ship Safety Construction Certificate
- Cargo Ship Safety Equipment Certificate
- Cargo Ship Safety Radio Certificate
- International Load Line Certificate
- International Tonnage Certificate
- Panama Canal Tonnage Certificate (If Available)
- Suez Canal Special Tonnage Certificate
- International Oil Pollution Prevention Certificate (MARPOL, Annex 1)
- International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk (MARPOL, Annex II) (If Required)
- International Sewage Pollution Prevention Certificate (MARPOL, Annex IV)
- Certificate concerning the Prevention of Pollution by Garbage (MARPOL, Annex V)
- International Air Pollution Prevention Certificate (MARPOL, Annex VI)
- Certificate of Compliance for the Carriage of Dangerous Goods (If Required)
- Medicine Chest Certificate
- Deratting Certificate or Deratting Exemption Certificate
- Coverage of Loading, Stability and Grain Manuals
- Safety Management Certificate (ISM Code)
- Continuous Synopsis Record (CSR Code) (If Not a Newbuilding)
- International Ship Security Certificate (ISPS Code)
- Maritime Labor Convention Certificate



07 Liability Insurance

- Bunker Civil Liability Convention for Oil Pollution Damage (CLC BlueCard)
- Nairobi International Convention on the Removal of Wrecks
- Convention on Civil Liability for Oil Pollution Damage (CLC Oil Pollution, Tankers and Cargo Vessels Carrying More than 2'000 Net Tons of Oil in Bulk as Cargo)

08. Evidence of Authority (If Applicable)

A Copy of the Power of Attorney (POA) That Grants One or More Persons to Act on Behalf of the Owner (Not Required for Directors and Officers of the Owner).

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