

# **Checklist for Registering a Commercial Vessel**

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

## I. Vessel Details

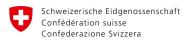
- 01 Proposed Name of the Vessel
- **A** Preferred Name **B** Alternative Name(s)
- 02 If a New Vessel
- Name and Address of Builder
- Yard Number
- 03 If the Vessel Sailed under Another Flag
- Last Name
- Flag
- 04 Type of Vessel
- 05 Keel Laying Date
- 06 Classification Society
- 07 Proposed Trade 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 Mortage
- 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 Mortage
- 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
- Coverpage 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

#### Federal Department of Foreign Affairs FDFA **Swiss Maritime Navigation Office SMNO**

#### 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)

A Copy of the Power of Attorney (POA) That Grants One or More Persons to Act on Behalf of

## **08. Evidence of Authority** (If Applicable)

the Owner (Not Required for Directors and Officers of the Owner).