



ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

PROCEDURE FOR THE REGISTRATION OF SHIPS

Administrative requirements:

1. Application for Registration
2. Minimum Safe Manning Application
3. Apostilled legalised Bill of Sale or Builder's Certificate (**an original is required for the full term registration**)
4. Recent Good Standing Certificate and Certificate of Incumbency listing the Directors and Shareholder(s)
5. Permission for Transfer or recent Transcript of Register and/or recent Non-Encumbrance Certificate (**a Deletion Certificate is required for the full term registration**)
6. International Tonnage Certificate, 1969 (vessels of 24m and over) or Tonnage Certificate issued by the RO on behalf of SVG (vessels of less than 24m)
7. Accounting Authority Identification Code (A.A.I.C.) / P.S.A. and confirmation from the Authority that they are settling the Radio Traffic Accounts
8. Certificate of Entry from the vessel's P & I (Third Party Liability, Cargo & Crew)
9. Payment of the relevant fees

Technical Requirements:

Class and Statutory:

- a. Classification Society to confirm that the vessel is in class and has valid statutory certificates. The Classification society should also confirm that the vessel's class will be retained under the St. Vincent and the Grenadines flag and that new certificates will be issued after completion of the necessary surveys
- b. Confirmation from authorized organization that interim SMC, ISSC and MLC /MLC Inspection Report are being issued

International Safety Management (ISM Code) (when applicable):

- c. ISM Document of Compliance and ISM Declaration of Company

International Ship and Port Facility Security (ISPS) Code (when applicable):

- d. Application Form for Continuous Synopsis Record and copies of all previously issued Continuous Synopsis Records
- e. Company Security Officer (CSO) and Designated Person Ashore (DPA) Declarations
- f. LRIT Conformance Test Report (see Circ. SOL 030)

Maritime Labour Convention (MLC) (when applicable):

- g. Application for the issue of the Declaration of the Maritime Labour Convention (DMLC) Part I

FOR MASTER AND OFFICERS: APPLICATION FOR THE ISSUE OF THE STCW 78, (AS AMENDED), ENDORSEMENT IF THEY ARE NOT IN POSSESSION OF THESE DOCUMENTS.

FOR ALL SEAFARERS: APPLICATION FOR SEAMAN'S BOOK, IF THEY ARE NOT IN POSSESSION OF SAME.

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