



Kiribati Ship Registry Pte Ltd

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REGISTRY CIRCULAR RC/1/2012

07/24

TO : Ship Owners, Ship Managers and Ship Operators

SUBJECT : **NORMAL REGISTRATION PROCEDURES**

PURPOSE : This Circular is to inform all Owners / Managers / Agents on the procedures to register vessels under Kiribati flag for NORMAL registration on Kiribati Registry for International Ships (KRIS) Portal.

A. GENERAL INFORMATION

1. Normal registration applies for ship owners / operators, who in their capacity, wish to register their vessel(s) for Provisional & Permanent registration under Kiribati.
2. Kiribati has adopted the Vessel Electronic Certificates Implementation (refer to Marine Circular 37/2017).
3. To login to KRIS Portal or to register for an account, please head to KRIS Portal login page found at <https://kiribaship.com>.
4. Application for registration and the submission of all registration documents (refer to Part B) shall be done on KRIS Portal.
5. KRIS Portal users will be able to access their vessel(s) online and download invoices, registry certificates, exemption letters etc. after a vessel is successfully registered. In addition, a user will also be able to access an array of services which includes applying for crew endorsements (refer to Registry Circular RC/5/2012), exemptions, deletion etc.
6. Please email (ops@kiribaship.com) for any questions relating to KRIS Portal.
7. The vessel(s) will first be issued with Provisional registry certificates up till six (6) months and once the conditions are met for Permanent registration, the vessel will be issued with the Permanent registry certificates. For more details on the requirement of Permanent registration, please refer to section (B) below.

B. REGISTRATION DOCUMENTS FOR SUBMISSION

PROVISIONAL REGISTRATION

The below documents (as applicable) shall be uploaded on KRIS Portal at the end of the online registration process in order for the Administration to review the application:

1. Notarized copy of Bill of Sale* (existing vessel) or Builder's Certificate / Builder's Contract (new building)
2. Existing Certificate of Registry (existing vessel)
3. Existing International Tonnage Certificate (existing vessel)
4. Vessel's Recognised Organisation (RO) confirmation that change of flag survey is in progress of being arranged (existing vessel)
5. Evidence of P&I cover (refer to Marine Circular 11/2009 for list of accepted P&I clubs) in any of the following formats:
 - (i) Letter of Entry or Certificate of Entry
 - (ii) Conditional / Provisional P&I Cover (pending submission of Provisional Certificate of Registry to the P&I club)
6. Vessel's RO confirmation that survey and statutory certification will be carried out on behalf of Kiribati (new building)
7. Certificate of Incorporation / Good Standing (registered owner)
8. Certificate of Incumbency (registered owner)
9. Applicant's Passport or ID
10. Power of Attorney to Applicant (required only where the Applicant is not a Director)

Note:

- **Kindly ensure seller is the same as previous owner indicated in the Existing Certificate of Registry. Otherwise, a letter of authorization from the previous owner (or Power of Attorney) is required to ensure seller is authorized to make the sale.*

PERMANENT REGISTRATION

For conversion from Provisional to Permanent registration (no additional fees involved), the following documents shall, before expiry of Provisional Registration, be:

11. Delivered/Couriered to the Administration:

- (i) Original Notarized Bill of Sale / Builder's Certificate (will be returned after sighting) or Notarized Certified True Copy of the applicable document (will *not* be returned)
- (ii) Original Deletion Certificate from previous registry (applicable to existing vessels)

12. Uploaded to the vessel's file in the KRIS portal (where applicable):

Documents tab – Permanent – Outstanding:

- (i) P&I Certificate of Insurance
- (ii) LRIT Conformance Test Report (refer to Marine Circular 5/2008)
- (iii) COSPAS SARSAT EPIRB Registration Certificate (Website: <https://www.406registration.com>)
- (iv) MLC 2006 Regulation 2.5 Standard A2.5.2 Financial Security Cover (if applicable – refer to Marine Circular 33/2016)
- (v) MLC 2006 Regulation 4.2 Standard A4.2.1 Financial Security Cover (if applicable – refer to Marine Circular 33/2016)
- (vi) Crew List (where applicable)

CSR File tab:

- (vii) Continuous Synopsis Record (CSR) File

Statutory Certificates File tab:

- (viii) Statutory Certificates issued to the vessel by the RO

13. Applied through the vessel's file in KRIS portal:

CSR File tab:

- (i) Apply for next CSR document under Kiribati

Registry & Attestation/Exemption Certificates tab – Apply for Miscellaneous Certificates

- (ii) Bunker Convention Certificate
- (iii) Civil Liability Convention Certificate

Best regards,
Operations Department
Kiribati Ship Registry