Kiribati Ship Registry Pte Ltd

Singapore Operations Office:

10 Anson Road #25-14, International Plaza, Singapore 079903

Tel: +65 6225 0555 Email: info@kiribaship.com Website: https://kiribaship.com

REGISTRY CIRCULAR
RC/1/2012

11/26

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. Where activation of Inmarsat Terminal(s) is/are required:

   - Obtain your assigned Kiribati Call Sign and MMSI Number.
   - Submit your activation request to Kiribati's authorized Satellite Service Provider (SSP) prior to registration.
   - **Terminal activation will take effect upon official activation of vessel registration and receipt of security deposit by the SSP.** (Please refer to Marine Circular 26/2013 at https://kiribaship.com/marinecircular).

8. 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 Deletion Certificate from previous registry, except where the certificate is issued only in Electronic Format (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

AFTER PERMANENT REGISTRATION

14. An updated Crew List should be submitted whenever there are changes to the crew.

15. Renewed P&I Certificate of Entry and relevant Blue Cards shall be submitted prior to the expiry of the present cover.

16. Any changes to the Directors and/or Shareholders of the Registered Owner must be notified no later than 30 days of the change being filed.

17. A recent Company Certificate of Incumbency of the Registered Owner issued within 3 months of submission shall be submitted prior to renewal of the vessel's registration.

Best regards,

Operations Department
Kiribati Ship Registry