Kiribati Ship Registry Pte Ltd

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REGISTRY CIRCULAR
RC/2/2012

11/26

TO : Ship Owners, Ship Managers and Ship Operators

SUBJECT : **SINGLE DELIVERY VOYAGE (SDV) REGISTRATION PROCEDURES**

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

A. GENERAL INFORMATION

1. SDV registration applies for registration of vessel(s) for a single delivery voyage from one port to another, usually for the purpose of delivering a new or second-hand vessel to its new buyers, or for delivery for demolition/scrap.

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. Vessel(s) registered under SDV registration will be issued with Provisional registry certificate(s) specific to the voyage of the vessel once the conditions are met for SDV registration.

B. REGISTRATION DOCUMENTS FOR SUBMISSION

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 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. Vessel's RO confirmation that survey and statutory certification will be carried out on behalf of Kiribati (new building)

6. 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)

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.*

It is the responsibility of the ship owner / manager to ensure that the following is carried out prior to vessel undertaking its delivery voyage:

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

    Documents tab – Provisional – Outstanding:

    (i) P&I Certificate of Insurance (if not submitted earlier)

    (ii) COSPAS SARSAT EPIRB Registration Certificate (Website: https://www.406registration.com)

    (iii) Crew List (where applicable)

    CSR File tab:

    (iv) Continuous Synopsis Record (CSR) File

    Statutory Certificates File tab:

    (v) Statutory Certificates issued to the vessel by the RO

12. 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