



# 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](mailto:info@kiribaship.com) Website: <https://kiribaship.com>

## REGISTRY CIRCULAR RC/3/2012

02/24

**TO** : Ship Owners, Ship Managers and Ship Operators

**SUBJECT** : **BAREBOAT CHARTER IN (BBC-IN) REGISTRATION PROCEDURES**

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

### **A. GENERAL INFORMATION**

1. Kiribati has adopted the Vessel Electronic Certificates Implementation (refer to Marine Circular 37/2017).
2. To login to KRIS Portal or to register for an account, please head to KRIS Portal login page found at <https://kiribaship.com>.
3. Application for registration and the submission of all registration documents (refer to Part B) shall be done on KRIS Portal.
4. 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.
5. Please email ([ops@kiribaship.com](mailto:ops@kiribaship.com)) for any questions relating to KRIS Portal.
6. The vessel(s) will first be issued with BBC-In Provisional registry certificates up till six (6) months and once the conditions are met for Permanent registration, the vessel will be issued with the BBC-In 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. Underlying Certificate of Registry (Permanent)
2. Existing International Tonnage Certificate
3. Vessel's Recognised Organisation (RO) confirmation (by letter or email) that change of flag survey is in progress of being arranged
4. Notarized Bareboat Charter Agreement
5. Letter of Consent from underlying Registry
6. Bareboat Charterer's Company Certificate of Incorporation / Good Standing
7. Bareboat Charterer's Company Certificate of Incumbency

8. Applicant's Passport or ID
9. Power of Attorney to Applicant (required only where the Applicant is not a Director)

**PERMANENT REGISTRATION**

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

1. Delivered/Couriered to the Administration:
  - (i) Original Notarized Bareboat Charter Agreement (will be returned after sighting) or Notarized Certified True Copy (will *not* be returned)
  - (ii) Letter of Consent from underlying Registry
2. Uploaded to the vessel's file in the KRIS portal (where applicable):

**Documents tab – Permanent – Outstanding:**

- (i) P&I (refer to Marine Circular 11/2009) and H&M Insurance Cover
- (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

3. 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 (refer to Marine Circular 10/2009)
- (iii) Civil Liability Convention Certificate

Best regards,

Operations Department  
Kiribati Ship Registry