



Kiribati Ship Registry Pte Ltd

Singapore Operations Office:

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

Tel: +65 6225 0555 Fax: +65 6225 0550 Email: info@kiribaship.com Website: www.kiribaship.com

REGISTRY CIRCULAR RC/3/2012

05/17

TO : Ship Owners, Ship Managers and Ship Operators

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

PURPOSE : This Circular is to inform all Owners and Managers on the procedures to register vessels under BBC-In registration with Kiribati flag.

A. GENERAL INFORMATION

1. BBC-In registration applies to bareboat charterers / operators, who in their capacity, wish to register their vessel(s) for BBC-In Provisional & Permanent registration under Kiribati flag.
2. On confirmation of registration, Owners / Managers / Agents will be provided with user-id and password to access the online registration. The same user-id and password may be used for applying Kiribati Crew Endorsements which is required for all officers (refer to Registry Circular RC/5/2012) and for future vessel online registration and/or crew endorsements.

Note:

- *Should you encounter any problems during the online application process, please contact this office either by phone or email (+65 6225 0555 / ops@kiribaship.com)*
3. The vessel(s) will first be issued with BBC-In Provisional registry certificates 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

Please email (ops@kiribaship.com) copies of the following documents:

1. Application Form K1 printed from online submission (duly signed and stamped)
2. Existing Registry and Trading Certificates
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. Written Consent from the Registered Mortgagee (if applicable)
7. Bareboat Charterer's Company Certificate of Incorporation
8. Bareboat Charterer's Company Certificate of Good Standing OR Certificate of Incumbency (Not required for all jurisdictions)

9. Notarized Charterer's & Applicant's Passport/ ID (if the charterer is different from the applicant)

Once the above documents are verified and confirmed in order, Kiribati will issue the Provisional Bareboat Charter-In registry certificate(s) after receipt of payment of the agreed Registration fees.

PERMANENT REGISTRATION

For conversion from Provisional to Permanent registration (no additional fees involved), **the following documents must be couriered to our office before expiry of Provisional Bareboat Charter-In certificates:**

1. Original Application Form K1 printed from online submission (duly signed and stamped)
2. Original Notarized Bareboat Charter Agreement (will be returned to charterer after sighting by the registry)
3. Original Letter of Consent from underlying Registry

In addition to the above, the following documents should be submitted by email (ops@kiribaship.com) **before expiry of Provisional Bareboat Charter-in registry certificates:**

4. Statutory Certificates issued to the vessel by the RO on behalf of Kiribati
5. Current Crew List to ensure that all OFFICERS have valid Kiribati Crew Endorsements (applicable to manned vessels)
6. Certificate of Proficiency for Security-Related Training for all Seafarers in accordance to STCW VI/6 (applicable to vessels that comply to the ISPS Code – refer to Marine Circular 27/2013)
7. P&I and H&M Insurance Cover
8. Continuous Synopsis Record (CSR) File and application for next CSR document (applicable to vessels that comply to the ISPS Code)
9. LRIT Conformance Test Report (if applicable – refer to Marine Circular 5/2008)
10. Bunker Blue Card (if applicable – refer to Marine Circular 10/2009)
11. Civil Liability Convention Blue Card (if applicable)
12. Wreck Removal Convention Certificate with Blue Card (if applicable – refer to Marine Circular 29/2015)
13. COSPAS SARSAT EPIRB Registration Certificate (applicable to self-propelled manned vessels)
14. MLC 2006 Regulation 2.5 Standard A2.5.2 Financial Security Cover (if applicable – refer to Marine Circular 33/2016)
15. MLC 2006 Regulation 4.2 Standard A4.2.1 Financial Security Cover (if applicable – refer to Marine Circular 33/2016)

Best regards,

Operations Department
Kiribati Ship Registry