



Kiribati Ship Registry Pte Ltd

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REGISTRY CIRCULAR RC/8/2026

08/26

TO: Ship Owners, Ship Managers, Ship Operators, Ship Masters, Ship Officers, Classification Societies

SUBJECT: CHANGE OF REGISTERED OWNER

PURPOSE: This circular provides guidance on the requirements and procedures for a change of the Registered Owner for a Kiribati-flagged vessel.

A. COMPLIANCE SCREENING

1. The new Registered Owner and its beneficial owners are subject to due-diligence and compliance screening to ensure that the change will not expose the Kiribati Administration to regulatory, reputational, or compliance risks.
2. In the event where the new Registered Owner is a company or other legal entity, a complete shareholding structure chart shall be provided, clearly identifying all direct and indirect shareholders and the ultimate beneficial owner(s).

B. DOCUMENTS TO BE SUBMITTED PRIOR TO ACTIVATION OF REGISTRATION UNDER NEW REGISTERED OWNER

1. [Form K1] Application for Registration of Vessel
2. [Form BOD] Beneficial Ownership Declaration Form (For Compliance Purposes)
3. Certificate of Incumbency
4. Certificate of Incorporation / Good Standing
5. Applicant's Passport or ID
6. Power of Attorney to Applicant (required only where the Applicant is not a Director)
7. Notarized Bill of Sale
8. Protocol of Delivery and Acceptance (if available)

C. DOCUMENTS TO BE SUBMITTED AFTER TO ACTIVATION OF REGISTRATION UNDER NEW REGISTERED OWNER (where applicable)

1. P&I Certificate of Insurance with the assured being the new Registered Owner
2. Financial Security in respect of Shipowners' Liability as required under Regulation 4.2, Standard A4.2.1 Para 1(b) of MLC 2006, as amended (refer to Marine Circular MC-33/2016)
3. Financial Security in respect of Seafarer Repatriation costs and liabilities as required under Regulation 2.5.2, Standard A2.5.2 of MLC 2006, as amended (refer to Marine Circular MC-33/2016)
4. H&M Insurance with the assured being the new Registered Owner for vessels intending to register a Mortgage (refer to Registry Circular RC/6/2012)
5. Certificate of 406 MHz Beacon (EPIRB) Registration Certificate (refer to Marine Circular MC-7/2026)

6. Crew List (where there are officers serving on board)

D. APPLICATIONS REQUIRED BY NEW REGISTERED OWNER (where applicable)

1. [Form CSR (Amendment)] Application for Amendment of Kiribati Continuous Synopsis Record (CSR), for issuance of next CSR
2. Certificate of Endorsement (COE) for each officer as per Crew List
3. Bunker Convention Blue Card by P&I insurer (refer to Marine Circular MC-10/2009), for issuance of Bunker Convention Certificate (BCC)
4. Wreck Removal Blue Card by P&I insurer (refer to Marine Circular MC-29/2015), for issuance of Wreck Removal Convention Certificate (WRCC)
5. Civil Liability Convention Blue Card by P&I insurer (refer to Marine Circular MC-12/2009), for issuance of Civil Liability Certificate (CLC)
6. [Form DMLC Part I] (refer to Marine Circular MC-33/2016), for issuance of Declaration of Maritime Labour Compliance Part I (DMLC Part I)

E. REGULAR UPDATES REQUIRED BY NEW REGISTERED OWNER (where applicable)

1. An updated Crew List should be submitted whenever there are changes to the crew
2. Renewed P&I Certificate of entry and relevant Blue Cards shall be submitted prior to the expiry of the present cover
3. 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.
4. A recent Company Certificate of Incumbency of the Registered Owner issued within three (3) months of submission shall be submitted prior to renewal of the vessel's registration.

F. NOTES

1. All Forms may be downloaded at: <https://www.kiribaship.com/form>
2. All Registry Circulars may be downloaded at: <https://www.kiribaship.com/registrationprocedures>
3. All Marine Circular may be downloaded at: <https://www.kiribaship.com/marinecircular>

Please do not hesitate to contact us should you have any further queries.

Best regards,

Operations Department
Kiribati Ship Registry