



Kiribati Ship Registry Pte Ltd

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REGISTRY CIRCULAR RC/9/2026

08/26

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

SUBJECT: CHANGE OF ISM COMPANY

PURPOSE: This circular provides guidance on the requirements and procedures for changing ISM Company for a Kiribati-flagged vessel.

A. COMPLIANCE SCREENING

The proposed ISM Company 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.

B. DOCUMENTS TO BE SUBMITTED FOR UPDATING OF THE REGISTER AND ISSUANCE OF CONTINUOUS SYNOPSIS RECORD (CSR)

1. [Form BOD] Beneficial Ownership Declaration Form (For Compliance Purposes)
2. [Form Management Company] Declaration of Management Company
3. [Form Designated Person] Declaration of Designated Person
4. [Form CSO] Declaration of Company Security Officer
5. Document of Compliance (DOC) – ISM Code (issued by RO)
6. Safety Management Certificate (SMC) – ISM Code (issued by RO)
7. International Ship Security Certificate (ISSC) – ISPS Code (issued by RO)
8. [Form CSR(Amendment)] Application for Amendment of Kiribati Continuous Synopsis Record
9. Maritime Labour Certificate (MLC) – MLC, 2006 (issued by RO)

C. NOTES

1. All Forms may be downloaded at: <https://www.kiribaship.com/form>

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

Best regards,

Operations Department
Kiribati Ship Registry