



# Kiribati Ship Registry Pte Ltd

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## REGISTRY CIRCULAR RC/1/2012

05/17

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

**SUBJECT** : **NORMAL REGISTRATION PROCEDURES**

**PURPOSE** : This Circular is to inform all Owners / Managers / Agents on the procedures to register vessels under Kiribati flag for NORMAL registration.

### **A. GENERAL INFORMATION**

1. Normal registration applies for ship owners / operators, who in their capacity, wish to register their vessel(s) for Provisional & Permanent registration under Kiribati.
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 Provisional registry certificates and once the conditions are met for Permanent registration, the vessel will be issued with the 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 (applicable to existing vessels)
3. Vessel's Recognised Organisation (RO) confirmation (by letter or email) that change of flag survey is in progress of being arranged (applicable to existing vessels)
4. Vessel's RO confirmation (by letter or email) that survey and statutory certification will be carried out on behalf of Kiribati (applicable to new buildings)
5. Notarized copy of Bill of Sale\* (for existing vessels) or Builder's Certificate / Builder's Contract (for new buildings)
6. Company Certificate of Incorporation
7. Company Certificate of Good Standing OR Certificate of Incumbency (not required for all jurisdictions)
8. Owner's & Applicant's Passport or ID (if the owner is different from the applicant)

**Note:**

- *\*Kindly ensure seller is the same as previous owner indicated in Form K1 and the previous 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.*

Once the above documents are verified and confirmed in order, Kiribati will issue the Provisional 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 certificates:**

1. Original Application Form K1 printed from online submission (duly signed and stamped)
2. Original Notarized Bill of Sale or Builder's Certificate (will be returned to owner after sighting by the registry)
3. Original Deletion Certificate from previous registry (not applicable for new buildings)

In addition to the above, the following documents should be submitted by **email** (ops@kiribaship.com) **before expiry of Provisional 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 Convention 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