



Kiribati Ship Registry Pte Ltd

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REGISTRY CIRCULAR RC/2/2012

05/17

TO : Ship Owners, Ship Managers and Ship Operators

SUBJECT : **SINGLE DELIVERAGE VOYAGE (SDV) REGISTRATION PROCEDURES**

PURPOSE : This Circular is to inform all Owners / Managers / Agents on the procedures for Single Delivery Voyage (Special) Registration under Kiribati flag.

A. GENERAL INFORMATION

1. Special registration applies for registration of vessel(s) for a single delivery voyage from one port to another, usually for the purpose of delivering a new or second-hand vessel to its new buyers, or for delivery for demolition/scrap.
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. Vessel(s) registered under Special registration will be issued with Provisional registry certificate(s) specific to the voyage of the vessel once the conditions are met for SDV registration.

B. REGISTRATION DOCUMENTS FOR SUBMISSION

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. Memorandum of Agreement* or Notarized Bill of Sale* (for existing vessels) or Builder's Certificate / Builder's Contract (for new buildings)
6. Company Certificate of Incorporation
7. 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.

Prior to release of the Original Provisional registry certificate(s), the following documents shall be submitted by email to (ops@kiribaship.com):

1. Statutory Certificates issued to the vessel by the RO on behalf of Kiribati
2. Delivery Crew List to ensure that all OFFICERS have valid Kiribati Crew Endorsements (applicable to manned vessels)
3. 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)
4. P&I and H&M Insurance Cover
5. Continuous Synopsis Record (CSR) File and application for next CSR document (applicable to vessels that comply to the ISPS Code and ONLY if required)
6. Bunker Blue Card (if applicable – refer to Marine Circular 10/2009)
7. Civil Liability Convention Blue Card (if applicable)
8. Wreck Removal Convention Certificate with Blue Card (if applicable – refer to Marine Circular 29/2015)
9. COSPAS SARSAT EPIRB Registration Certificate (applicable to self-propelled manned vessels)

Best regards,

Operations Department
Kiribati Ship Registry