



**MARITIME CIRCULAR No. 16**

To:

**Owners/ Operators/ Managers/ Agents, Registration Officers, Recognized Organizations**

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Subject:

**Initial Registration Procedure**

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Date:

**15<sup>th</sup> of April 2015**

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Reference:

**Initial Registration**

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## **1. Purpose**

- To establish procedures for Initial Registration of Ships under Sierra Leone Flag and outline the process of registration.
- To give instructions for the Provisional and Permanent Registration of vessels under Sierra Leone Flag.
- To give the necessary support to Registration Officers to prepare the proper certificates and documentation.

## **2. Scope**

The following procedure applies for the Initial Registration of Ships under Sierra Leone Flag and the issuance of Provisional and Permanent Certificate of Registry, Provisional and Permanent Minimum Safe Manning Certificate, Provisional and Permanent Ship Station License.

## **3. Responsibility and Authority**

- 3.1. Registrar** – Authorizes the concerned Registration Officer to issue the Documentation. The Registrar has the authority to issue Provisional and Permanent Certificates as and when necessary on receipt of application and all required documents. The Registrar also shall be responsible for reviewing of all documentation submitted by the Applicants / Registration Officers and for timely reporting of matters related to Registration, to the Sierra Leone Maritime Administration. The Registrar shall have the authority to provide the Registration Officers, the Call Signs, Official Numbers, MMSI Numbers and Authorization Number. The Registrar shall be solely responsible for maintaining the Register of Ships and making timely entries.

**3.2. Registration Officer (REGOFF)** – Has the authority to issue Provisional Certificates upon obtaining the Authorization from the Registrar, the responsibility to follow the Registrar's instructions and implement the Registration Procedure. To have direct contact with the Owners, to collect all the documents necessary for Registration process, to send Registration Certificates, Forms, and Supporting Documents to Registrar and to collect the Registration fees on time and as agreed.

#### **4. Provisional Registration – Process**

**4.1.** The Registration Officer/Applicant submits to the Registrar the Acceptance of Quotation (via online Fee Calculator). The Registration Officer/Applicant sends an e-mail with the vessel's details (Vessel's Name, IMO#, GRT, KW, Year of Build and Type of Vessel). The Registrar will verify the availability of Names. The Technical Manager will perform a preliminary detailed Background Evaluation on the vessel and determine if the vessel can be accepted by the Administration. The following shall be reviewed by the Registrar prior to give Authorization number for Provisional Registration:

- Vessel is/was engaged in any illegal activities or in the list of Office of the Foreign Assets Control (**OFAC**). The Registrar should check the OFAC List by checking the IMO Number, Vessel Name and all other Ownership Companies of the vessel. If the Ship is in the OFAC List, then the Registration process should be stopped.
- Vessel is Older than 20 years.
- Vessel has 2 or more Detentions or Vessel has an average of 20 or more deficiencies during PSC Detentions or follow up within the last 12 months prior to Sierra Leone Flag. **Note: Vessel that is currently detained is not accepted to enter or register under this Flag Administration.**
- Vessel is coming from a Black Listed Flag.
- Vessel has been involved on a collision or casualty within the last 12 months prior the vessel changing Flags.
- Vessel has not been constructed to navigate International Waters (Vessels constructed for Coastal or River Navigation).
- Vessel has no outstanding Dry Dock Survey or Annual Survey.

If one or more of the above are met by the vessel, the Registrar shall contact the Registration Officer; the Registrar may request a Pre –entry survey on the vessel prior to the vessel Registration under Sierra Leone Flag. If the vessel is engaged in any illegal activities or in the list of Office of the Foreign Assets Control (**OFAC**), the Registrar should stop the Registration Process right away and inform the Registration Officer that the vessel is not accepted to enter this Registry or register under the Flag.

**At the Time of Registration, the IMO Number of the Vessel and the Owner shall be collected by Registration Officer. If the IMO Number of either of the vessel or the owner is not available, Registration Officer must request for any Documentary proof that an application to obtain IMO number has been submitted. Failure to have IMO Number for the vessel and the Company or not having Documentary proof will result to no acceptance of the Vessel's Registration Application.**

The Registration Officer should use SLMARAD's online Fee Calculator to obtain quotation and submit it once owners accept it or request a quotation from SLMARAD's Accounting department and send the accepted Quotation back to the Registrar once owners accept it. The Registration Officer sends to the Registrar within 48 hours an acceptance of Quotation that shall be completely filled. The Registrar will inform Registration Officer of the decision concerning Acceptance of the Vessel, Quotation and Further instructions (If Applicable). The Registrar provides authorization number for the Provisional Registration to the Registration Officer after Registration Officer considered that the Registration Officer has sent all required Documents duly completed to the Registrar.

**4.2.** The Registrar shall review the Documents using checklist and give Authorization to Registration Officer to proceed or issue the Provisional Registration as the case may be or otherwise. The Registrar also provides the Call Signs, Official Number, MMSI and Authorization Number to the Registration Officer.

**4.3.** The Registration Officer shall issue the Provisional Registration Certificates and forward a copy of the certificates issued and all the required Documents to the Registrar within 48 hours.

**4.4.** The Registrar shall review the Provisional Certificates issued and if all are in order, enters the ship details in the Register of Ships. If review of Provisional Certificates issued is not satisfactory, the Registrar shall advise the concerned Registration Officer for rectification of error. The Registrar will save all the documents in the vessel data base folder.

**4.5.** Validity of the Provisional Registry Certificates

The following Provisional Registration Certificates shall be valid for 06 months from the date of issuance:

- Provisional Certificate of Registry
- Provisional Minimum Safe Manning Certificate
- Provisional Ship Station License
- Attestation Letter for CSR will no longer be issued by this Administration. Instead, the RegOff, shall request the Owner to duly complete and sign CSR Form 2 keep the original on board and send a copy to the RegOff, who will forward it to the Registrar until vessel is ready to apply for issuance of CSR.

## 5. Required Documents for Provisional Registration

**(All Documents must be written in English or translated in English)**

- 5.1. Copy of Bill of Sale duly Notarized.
- 5.2. Copy of Builder's Certificate (for New Build Vessel)
- 5.3. Copy of Court Decision, in case the vessel was bought by auction court order.
- 5.4. Application for Registration. Form to be duly filled out by typewriter and signed by the owner or applicant who is authorized by the owner. **\*Note:** If the Application was not applied by the Owner, the Owner shall provide an Authorization Letter to the person who applied on behalf of the Owner stating the relationship of the authorized person.
- 5.5. For Applications by Company:
  - 5.5.1. Copy of Certificate of Incorporation or Certificate of Good Standing.
  - 5.5.2. Articles of Incorporation.
  - 5.5.3. Shareholders Certificate.
  - 5.5.4. Copy of Passport of Director.
- 5.6. For Applications by Individuals:
  - 5.6.1. Copy of Passport.
- 5.7. Copy of Previous ITC (International Tonnage Certificate)
- 5.8. Copy of Previous Registration Certificates- COR, MSMC, SSL, (CSR- If Applicable).
- 5.9. Copy of RAA letter where the RAA Company shall confirm that the vessel is under their company. **\*Note:** The RAA letter is mandatory only for areas A1+A2+A3 and A1+A2+A3+A4.
- 5.10. OFAC confirmation. (Screenshot showing SND results)
- 5.11. RO confirmation letter. SLMARAD has a standard format of the RO letter which shall be submitted.
- 5.12. Copy of Previous Class and Survey Status (If Available).
- 5.13. Acceptance of Quote.
- 5.14. Original Declaration for a Company & KYC Form - **to be submitted within 3 months from Initial Date of Registration.**
- 5.15. Any other documentation as SLMARAD's Registrar may deem necessary for processing Registration.

## 6. Extension of Provisional Registry Certificates

- 6.1. For Extension of the Provisional COR, MSMC and SSL, the validity date is for 03 months from the last valid date of Certificate. The date of issuance shall state the current date (cannot be backdated or advanced)
- 6.2. The RegOff shall request from the owner to submit a written request by email or application for extension and then forward it to the Registrar along with the signed quotation and required documents.
- 6.3. Before extensions can be granted, the following documents are required:
  - 6.3.1 OFAC SDN results.
  - 6.3.2 Copy of valid Class and Statutory Certificates issued on behalf of SL Flag.
  - 6.3.3 Copy of updated Crew list along with copies of SL Endorsements or RACs
- 6.4. The RegOff shall submit coloured copies of Extended Certificates to the Registrar within 48 hours of issuance.
- 6.5. The Registrar shall save documents in Database.

## 7. Permanent Registration - Procedure

- 7.1. Within 180 days from the date of first Provisional Registration, all the required Documents for Permanent Registration should be submitted to the Registrar by the Registration Officer. If the vessel does not have the required Documents for Permanent Registration, the Registration Officer must advise the owner's vessel to apply for Extension.
- 7.2. The Registrar will review all documents using check list for Permanent Registration and shall use the Office of Foreign Assets Control (OFAC) Check List. If all in order, the Registrar will issue the Permanent Certificates.
- 7.3. The Registrar will dispatch through Registration Officer the applicable Permanent Certificates to the Owner, Owner's Agent, Maritime Representative or as appropriate.
- 7.4. The Registrar will make entries in the Registry for Merchant Ships and update it concerning any other information required to be recorded therein, as per Merchant Shipping Act of 2003. The Registrar must save all the documents in the Vessels database folder.
- 7.5. Validity of Permanent Registry Certificates:
  - Permanent Certificate of Registry: **5 years** (counted from the date of 1<sup>st</sup> Provisional Certificate).

**\*Note: 1 year for Non-Propelled Barge (counted from the date of 1<sup>st</sup> Provisional Certificate) the permanent COR will be issued yearly in order to get the payment for the annual taxes.**

  - Permanent Minimum Safe Manning Certificate: **1 year** (counted from the date of 1<sup>st</sup> Provisional Certificate).

- Permanent Ship Station License: **1 year** (counted from the date of 1<sup>st</sup> Provisional Certificate).
- Permanent Certificate of Registry – YACHT: **5 years** (counted from the date of 1<sup>st</sup> Provisional Certificate).
- Permanent Continuous Synopsis Record has no expiration date, new CSR must be issued when any information on CSR has changed.

## 8. Required Documents for Permanent Registration

### (All Documents must be written in English or translated in English)

- 8.1. Original Notarized or certified true copy of the Bill of Sale (showing the transfer of ownership) or original Builder's Certificate.
- 8.2. Original Deletion Certificate from the previous Registry
- 8.3. Copy of Deletion CSR (if applicable)
- 1.1. Original Application Form duly signed by the Owner or the Applicant who is authorized by the Owner. **\*Note:** If the Application was not applied by the Owner, the Owner shall provide an Authorization Letter to the person who applied on behalf of the Owner stating the relationship of the authorized person.
- 1.2. Copies of Valid Statutory and Class Certificates (including ISM, ISPS if applicable)
- 1.3. Updated Crew List, copy of SL COEs including the certificate of Endorsement for the Special Certificate for passengers and tankers.
- 1.4. Copy of valid RAA.
- 1.5. Copy of LRIT Conformance Report Certificate
- 1.6. Copy of valid BCC and/or CLC if applicable (CLC Only for Oil Tankers and for Ships that carry 2000 Tons of oil in Bulk.) (BCC for Vessels from 1000 GT and above).
- 1.7. Copy of DMLC if applicable
- 1.8. OFAC SDN search result.
- 1.9. Original Declaration for a Company & KYC Form - **to be submitted within 3 months from Initial Date of Registration.**
- 1.10. Any other Documentation as SL - Registrar may deem necessary for processing Permanent Registration from time to time.

## 2. Renewal of Permanent Registration

**The Request for Renewal needs to be submitted the minimum 15 days before Expiration Date.**

2.1. A signed quotation by the RegOff, Owner (**\*Note: When an owner, wishes to submit his request directly through SLMARAD, a penalty shall apply, since SLMARAD aims all owners to be serviced through our RegOffs**), Owner's Agent to be sent by letter/fax/email/online Fee Calculator after it has been approved by the owner to the Registrar. Any signed quotation signed must be paid. No signed quotation can be cancelled.

## 2.2. Required Documents for Renewal of the Certificates:

- Copy of Valid Statutory Class Certificates (including SMC, ISSC, DOC if applicable), or Statement of Fact from the RO to carry renewal survey.
- Copy of Valid Letter from Radio Accounting Authority (RAA) – If Applicable.
- Updated Crew List, Copy of SL COEs – ***If Available otherwise request for the issuance of the same to be submitted***, including the certificate of Endorsement for the Special Certificate for passenger and tankers (If Applicable).
- Copy of LRIT Certificate.
- Copy of valid BCC If Available otherwise request for the issuance of the same to be submitted.
- Copy of valid CLC If Available otherwise request for the issuance of the same to be submitted.
- Copy of valid DMLC If Available otherwise request for the issuance of the same to be submitted.
- OFAC SDN search result.
- Original Declaration for a Company & KYC Form - **to be submitted within 3 months from Initial Date of Registration.**
- Any other Documentation as SL - Registrar may deem necessary for processing Permanent Registration from time to time.

2.3. The Registrar to review all documents and if Documents are in order and payment is received, shall issue Permanent Certificates and dispatch them through Registration Officer to the Owner, Owner's Agent or other as appropriate.

### Revision

Initial 01<sup>st</sup> December 2014: Adopted