**Yacht Registration Checklist**

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| **Provisional Registration (non-commercial)** | | | | | |
| ***Required documents*** | | ***Submitted*** | | | ***Comments*** |
| ***Yes*** | ***No*** | ***Pending*** |  |
| *1.* | *RE-DOC-11 – Know your Customer Form (KYC)* |  |  |  |  |
| *2.* | *Copy of notarized Bill of Sale (where applicable)* |  |  |  |  |
| *3.* | *Copy of Notarized Builder’s Certificate (if new Ship)* |  |  |  |  |
| *4.* | *Copy of applicant’s passport* |  |  |  |  |
| *5.* | *Simplified tonnage Measurement or ITC (where applicable)* |  |  |  |  |
| *6.* | *Proof vessel is free & clear from all mortgages, encumbrances, and liens* |  |  |  |  |
| *7.* | *RO letter (applicable only for yachts of more than 24 metres in length and/or 400 GT and above)* |  |  |  |  |

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| **Permanent Registration (5 years)** | | | | | |
| ***Required documents*** | | ***Submitted*** | | | ***Comments*** |
| ***Yes*** | ***No*** | ***Pending*** |  |
| *1.* | *Original Know your Customer application form (KYC)* |  |  |  |  |
| *2.* | *Original notarized BOS (where applicable)* |  |  |  |  |
| *3.* | *Original Deletion from previous Flag* |  |  |  |  |

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| **For commercial yachts of more than 24 metres, the below documents are also required:** | | | | | |
| ***Required documents*** | | ***Submitted*** | | | ***Comments*** |
| ***Yes*** | ***No*** | ***Pending*** |  |
| *1.* | *RO Confirmation Letter* |  |  |  |  |
| *2.* | *Application for Minimum Safe Manning (MSM) Certificate* |  |  |  |  |

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| **Procedure** |
| 1. The Vessel is submitted for evaluation and name check at the Technical & Registration Department. |
| 1. Evaluation outcome is communicated to the Registration Officer/ Applicant. |
| 1. Required documents for provisional registration are submitted to the Registration department. |
| 1. Vessel’s details are inserted in Online Ship Registration Software (OSRS). |
| 1. Provisional Certificate of Registry (COR) and Ship Station License (SSL) are issued by SLMARAD[[1]](#footnote-1). |
| 1. Registration Department informs the Registration Officer/ Applicant to download the Certificates from the OSRS. |
| 1. Within 180 days, all the required documents for permanent registration to be submitted to the Registration department for the issuance of Permanent Certificates. |

***Note for applicants****: This form is for reference only and does not need to be submitted when applying for registration.*

1. In case of the registration of a commercial yacht, Minimum Safe Manning (MSM) Certificate will be also issued along with COR and SSL. [↑](#footnote-ref-1)