

1A. Checklist for Registration of New Build ships in India or Abroad - COR Permanent

Sr.No.	List of documents required	Remark Yes/No
	Master Documents for the Company and Proprietorship (Required only once initially. To be updated by the company as and when any changes were effected.)	
A	Copy of Certificate of Incorporation of company	
B	Copy of Memorandum and Articles of Association of the Company' with 'Shipping' as an objective	
A	Notarised copy of the registered document of proprietorship, if firm name to be mentioned in the registry	
Step-1: Approval for Name, Call Sign, MMSI and Official Number		
1	Application for registry and allotment of name of vessel, call sign etc in the prescribed format in company letter head.	
1	Application for registry and allotment of name, call sign etc. in plain paper in case of single owner or joint owners	
2	Original notarised declaration of shares of each joint owner on stamp paper, signed by all joint owners	
3	Copy of Ship building Contract/agreement between buyer and shipbuilder together with details of new built vessel	
4	An undertaking that the vessel would be registered within 12 months and that to-be-allotted MMSI number would be used only for that vessel	
Step-2: Issuance of Carving and Marking Note		
5	Principal Particulars of ship to be registered as per the given format	
6	Approved Tonnage computation by RO or MMD, in case of new built ships	
7	IMO Number allotted to be vessel by Lloyds Fairplay	
Step:3 Certificate of Survey Step:4 Declaration of Ownership (Note: Step 3 & 4 can be done concurrently)		
8	Original Carving & Marking Note issued by the Registrar based on approved Tonnages duly verified by the authorized Surveyor (In India by MMD. For ships built abroad surveyor of RO can verify)	
9	Photographs of Carving and Markings done on the vessel bow, stern, Engine room bulkhead and brass plate in Wheel house.	
10	Original Certificate of Survey issued by authorized Surveyor in Form no. 16 after physical verification on board the vessel, certifying the particulars of the ship. (In India MMD Surveyor shall do the survey. If vessel is built abroad then IRS may be authorized by PO)	
11	Original Board Resolution signed by the Company Secretary (or two directors of the company) specifying a)Details of the proposed purchase of the ship and b). Authorising a/the person/s to sign / execute documents on behalf of the company. (For Declaration of Ownership)	

11	Document similar to the board resolution signed by proprietor, if single owner or signed by all joint owners, specifying details of the proposed purchase of the ship. (For Declaration of Ownership)	
12	Any Instrument of Sale by which the ship was previously sold (If applicable)	
13	Copy of valid certificate of competency of Master who is onboard at the time of registration.	
	Step:5 Registration of the Vessel (Issuance of COR)	
14	Original Builder's Certificate issued by the builder clearly stating that the vessel is fully built and dated after successful completion of Inclining experiment and Sea trials. This is to be signed by the builder, containing a true account of the denomination and the tonnage of the ship, date and place of built, for whom built, yard number etc. (In case such details are unknown, a declaration to that effect is required from the owner).	
15	Original Protocol of Delivery and Acceptance signed by both seller and buyer, stating that the full title of the ship transferred to the buyer without any liens, mortgages and encumbrances upon receipt of payment.	
16	Certificate/letter from the RO to Registrar stating that vessel is fully built, surveys completed (pending issuance of certificates for want of registry) and the vessel is fit to proceed to sea.	
17	Declaration of Ownership (on prescribed Forms; No.5 for company) duly filled to be submitted. Note: Declaration is to be signed directly by the duly authorised person of the Company as per Board resolution in presence of the Registrar or a person duly authorised by him. Place of such attestations to be mentioned. Declarer individual is to be an Indian citizen. Passport/Govt ID to show as evidence of Identity. The number of shares is to be mentioned clearly (e.g. All or 10 out of 10).	
17	Declaration of Ownership (on prescribed Form No. 4 for Joint Owners and No.3 for Proprietors / individual owners) duly filled to be submitted. Note: Declaration is to be signed directly by the owners (if Proprietor / joint owners) in presence of the Registrar or a person duly authorised by him. Place of such attestations to be mentioned. Declarer individual is to be an Indian citizen. Passport/Govt ID to show as evidence of Identity. The number of shares is to be mentioned clearly (e.g. All or 10 out of 10). In case a ship / share is owned by more than one person, declaration is to be made by each one of them	
18	Following Drawings of the vessel approved / stamped by RO are to be submitted. 1. General Arrangement 2. Midship Section 3. Crew Accommodation plan	
	Step-6 - After the issuance of Certificate of Registry	
19	Copies of certificates issued by the Recognised Organisation within three months after issuance of Certificate of Registry	
20	Bharatkosh Fees Receipt	
	Note: Shaded boxes indicate Not Applicable.	

	<p>Note: If COR was applied online based on scanned documents then all the original documents shall be sent to be Registrar immediately upon registration and in any case with in 30 days. Delay in submission of original documents will lead to cancellation of Trading license & penalties</p>	
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