

### 1C. Checklist for Registration of Ships - Second hand acquisition in India - Temporary Pass

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	
	<b>Step-1: Approval for Name, Call Sign, MMSI and Official Number and Step-2: Issuance of Carving and Marking Note (Note: Step-1 and Step-2 can be executed concurrently)</b>	
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	Principal Particulars of ship to be registered as per the given format	
4	Copy of Previous Certificate of Registry. (In case of Bareboat registry then both the main COR and bareboat COR to be submitted)	
5	Copy of International Tonnage Certificate issued by flag or IACS members	
6	Copy of Memorandum of Agreement to buy the vessel specifying the approximate date and place of take over	
	<b>Step-3: Certificate of Survey and Step - 4 Signing of Declaration of Owner ship (Note: Step-3 and Step-4 can be executed concurrently)</b>	
7	Original Carving & Marking Note issued by the Registrar based on approved Tonnages duly verified by the MMD Surveyor	
8	Photographs of Carving and Markings done on the vessel bow, stern, Engine room bulkhead and brass plate in Wheel house.	
9	Original Certificate of Survey issued by MMD Surveyor in Form no. 16 after physical verification on board the vessel, certifying the particulars of the ship.	
10	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,	
10	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.	
11	Original Instrument of Sale executed and legalized by the seller in case of acquisition of second hand vessel.	
12	No-Encumbrance certificate from the previous flag or Transcripts of Register with NOC from previous flag for change of ownership and registry in another flag.	
13	Copy of valid certificate of competency of Master who is onboard at the time of registration.	
	<b>Step-5: Issuance of Certificate of Registry - Temporary Pass</b>	
14	Copy of Statutory Certificates issued under previous flag/RO	

15	Original Builder's Certificate issued by the builder. 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).	
16	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.	
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	
	<b>Note: Registrar of MMD can issue Temporary Pass with a validity of 30 days upon verification of items from Sr.No.7 to 18.</b>	
	<b>Step-6: Issuance of Certificate of Registry - Permanent (Note: Documents to be submitted within one months or at the next Indian Port whichever is earlier)</b>	
19	Original Deletion Certificate from previous flag. If registration under ex flag was only provisional or Bare boat registry, then the Deletion certificate from Permanent registry is also needed	
	<b>Step-7: After the issuance of COR - Permanent</b>	
20	Copies of statutory certificates issued by the Recognised Organisation	
21	Copy of approved Crew Accommodation Plan under Indian Rules. (If any change in the number of certified accommodation then Company shall apply for alterations in COR immediately)	
	Note: Shaded boxes are not applicable	
	<b>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 &amp; penalties</b>	