



Merchant Shipping Secretariat

No.79, Technical Junction, Maradana Road, Colombo 10, Sri Lanka
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Check List for Registration of Ships in Sri Lankan Flag Administration

No	Description	Tick (✓) if attached	Office use			Remarks
			Y	N	N/A	
1	Request letter and Application ^{1*}					
2	Builder's Certificate (for new build) Or Original Bill of Sale (for other Ships)					
3	Notarized proof of ownership ^{2*} (Bill of Sale or Builder's Certificate)					
4	A Declaration of the applicant for the ownership of the ship ^{3*}					
5	Power of Attorney ^{4*}					
6	Board resolutions (both buying & selling companies- as applicable)					
7	Form 2 - certified true copy of the Business Registration ^{5*}					
8	Form 20 - certified true copy of Notice of Change of Director/Secretary and Particulars of Director/Secretary					
9	Certificate of Class or Seaworthiness Certificate ^{6*}					
10	Ship Surveyor's Approval (applicable for more than 20 years old Ships) ^{7*}					
11	Deletion Certificate of previous registration ^{8*}					
12	Certified Copies of the Previous <ul style="list-style-type: none"> • Certificate of Registry • Continuous Synopsis Records (CSR) 					
13	Details of Mortgage (as applicable)					
14	Proof of No Encumbrance					
15	Proof of free from Lien					
16	Request for ship station license – (call sign)					
17	Statutory Certificate issued to the vessel by existing flag (Certified Copies) ^{9*}					
18	Insurance and Liability Covers ^{*10}					
19	The name of the Master, officers, and crew of the ship and their nationality (IMO Crew List)					

Notes:

1*	Applications are to be in triplicate, see the specimen of application as Schedule 1 [An application for the registry of a ship shall be made in the case of other bodies corporate, by their agent, and the authority of the agent shall be testified by writing, if appointed by natural persons, under the hands of the appointers, and if appointed by a body corporate, under the common seal of that body.]
2*	Notarized proof of ownership - If the applicant owns a vessel under a foreign flag and the vessel is being transferred to the Sri Lanka Flag without changing the ownership, proof of ownership is duly legalized by a competent authority.
3*	As per the Annexure 2 (specimen)
4*	Power of Attorney of Selling Company (if any agent signs the bill of sale on behalf of the company)



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5*	<p>Business Registration as per the Companies Act, 07 of 2007 of Sri Lanka,</p> <p>Legal Background</p> <ul style="list-style-type: none"> • Merchant Shipping Act No. 52 of 1971 (Amended) - Part III - Registry (Registration of Sri Lanka Ships) • Merchant Shipping (Registration of Sri Lankan Ships owned by Sri Lankan Companies with Foreign Shareholders) Regulation (No.257/5-1983) • Merchant Shipping (Registration) Regulations, no. 1 of 2006 (No. 1,469/22)
6*	<p>Certificate of Class or Seaworthiness Certificate from SL flag approved classification society (below mentioned)</p> <ul style="list-style-type: none"> • American Bureau of Shipping (ABS) • Bureau Veritas (BV) • China Classification Society (CCS) • Det Norske Veritas (DNV) • Indian Register of Shipping (IRS) • Korean Register of Shipping (KR) • Lloyds Register (LR) • Nippon Kaiji Kyokai (NK) • Registro Italiano Navale(RINA) • Russian Maritime Register of Shipping (RS)
7*	<p>Ship Surveyor's Approval – if the ship is more than 20 years old from the date of its construction, it shall be approved by a Ship Surveyor acceptable to the Director General of Merchant Shipping, Sri Lanka.</p>
8*	<p>Certificate of cancellation of previous registration (or consent letter or an undertaking letter to provide flag cancellation certificate within 6 weeks of the date of purchase of the ship by the new owner)</p>
9*	<p>Possession of relevant Statutory certificates under the IMO Conventions, as applicable</p> <ol style="list-style-type: none"> 1. Status of Classification 2. Cargo Ship Safety Construction Certificate 3. Cargo Ship Safety Equipment Certificate 4. Cargo Ship Safety Radio Certificate 5. Passenger Ship Safety Certificate 6. Certification as a Passenger Craft or Special Purpose Craft ** 7. Safety Certificate for High-Speed Craft *** 8. International Load Line Certificate / International Load Line Exemption Certificate 9. Certificates issued under the Marpol Convention 10. Document of Compliance (ISM Code) 11. Safety Management Certificate 12. International Ship Security Certificate 13. Crew Accommodation certificate. 14. MLC certificate (DMLC Part I & II) 15. Details of Crew – IMO Crew List <p>** For Special Purpose Crafts</p> <ol style="list-style-type: none"> 16. Compliance with SPS Code 2008 (for vessels constructed on or after 13th May 2008) 17. Compliance with SPS Code (IMO Res. A. 534(13)) (for vessels constructed before 13th May 2008) 18. Consideration of major modifications under SOLAS 11-1/1.3 11. New vessel compliance with SPS Code 2008 (if applicable) <p>*** For High-Speed Crafts: Compliance with the HSC Code (for high-speed craft) where applicable</p> <ol style="list-style-type: none"> 19. HSC Code chapter and regulation compliance 20. Stability and subdivision compliance (HSC Code Chapter 5) 21. Machinery and electrical installations (HSC Code Chapter 9) 22. Fire protection and life-saving appliances (HSC Code Chapters 7 and 8) 23. High-speed craft safety certificate (HSC Code Chapter 10)
10*	<p>Insurance and Liability covers.</p> <ol style="list-style-type: none"> 1. P & I Cover 2. H & M Cover 3. Certificate issued under the Convention of Civil Liability for Oil (as Applicable) 4. Certificate issued under the Convention of Civil Liability for Fuel (as Applicable)