|  |  |
| --- | --- |
| **Checklist for Change of Owner** | |
|  | |
| **Vessel Name:** |  |
| **IMO No:** |  |

| **Description** | **Form** | **Submitted/ Issued** |
| --- | --- | --- |
| **Application Forms / Certificates Required** | | |
| Application for Registration | PPR01-F01 |  |
| Authorised Officer Declaration  *(Under company seal, or Notarised & Apostilled or signed before Registrar)* | PPR01-F14 |  |
| Declaration of Ownership on behalf of a body corporate  *(**Notarised & Apostilled or signed before Registrar)* | PPR01-F09 |  |
| Bill of Sale *(Notarised & Apostilled or signed before Registrar)*  *PPR01-F05 Bodies Corporate*  *PPR01-F06 Individual or Joint Owner* | PPR01-F05  PPR01-F06 |  |
| Managing Owner / Manager Declaration | PPR01-F13 |  |
| Application for Safe Manning Document *(if applicable)* | PPO01-F05 |  |
| Shipboard Working Arrangements *(if applicable)* | PPO01-F06 |  |
| EPIRB registration submission *(if applicable)* | PPR01-F07 |  |
| Ship Station Licence – Application Form *(if applicable)* | PPR01-F02 |  |
| ISM Code Declaration of Company | PPR01-F17 |  |
| Application for Continuous Synopsis Record (CSR) form 2 | - |  |
| Security Communication Statement | PPR01-F04 |  |
| DMLC Part I Application[[1]](#footnote-1) | PPO01-F07 |  |
| **Certificates Required** | | |
| Certificate / financial security for shipowners’ liability (MLC reg 4.2) *(if applicable)* | - |  |
| Certificate /financial security for repatriation (MLC reg 2.5.2) *(if applicable)* | - |  |
| Maritime Labour Certificate | - |  |
| DMLC Part II1*(is issued by RO)* | - |  |
| Certificate of Company Incorporation | - |  |
| Civil Liability for Bunker Oil Pollution Damage (Bunker) *(All vessels over 1000 GT)* | - |  |
| Civil Liability for Oil Pollution Damage (CLC) *(Tankers only)* | - |  |
| Civil Liability for the Removal of Wrecks (Wreck CLC) *(All vessels over 300 GT)* | - |  |
| Evidence of P&I cover *(all vessels)* | - |  |
| Confirmation of mortgagees *(if applicable)* | - |  |
| Amendment to Charter Party *(for Bareboat Charter IN and OUT)* | PPR01-F16 |  |
| **Certificates Issued** | | |
| Certificate of Registry | *VHQ* |  |
| Continuous Synopsis Record (CSR) | *VHQ* |  |
| Ship Station Licence *(if applicable)* | *VHQ* |  |
| Updated LRIT contact list to Fulcrum | *Email* |  |
| Safe Manning Document *(if applicable)* | *VHQ* |  |
| CLC Certificate *(Tankers only)* | *VHQ* |  |
| Bunker Certificate *(All vessels over 1000 GT)* | *VHQ* |  |

1. DMLC I application is to be reviewed by Operation department when there are exemption/equivalence to be approved. [↑](#footnote-ref-1)