



Maritime Circular No.16

To:
Ship – Owners /Managers / Operators/, Registration Officers (RegOffs), Recognised Organisations

Subject:
Ship Registration and De-Registration Procedure

Date:
02nd October 2017

References:
N/A

Purpose

To establish procedures for Registration of Ships under Sierra Leone Flag and outline the process of registration.

To give instructions for the Initial, BBC IN, BBC OUT and Special Registration of vessels under Sierra Leone Flag, as well as instructions on how to obtain Deletion from the registry.

To give the necessary support to Registration Officers to prepare the documentation.

Application

1. Initial Registration Procedure
(also applies for Special Registration for Single Delivery Voyage and Non-navigational registration)
 - a. The vessel is submitted for evaluation and name check at the Technical Department & Registrar.
 - b. Evaluation outcome is communicated to the Registration Officer / Applicant from the Registrar.
 - c. Required documents for provisional registration are submitted to the Registrar / Registration department. (Ref.: RE-DOC-14 – Initial Registration Checklist)
 - d. Vessel's details are inserted in the Online Ship Registration Software (OSRS).
 - e. Provisional Certificate of Registry (COR), Ship Station License (SSL) and Minimum Safe Manning Certificate (MSM) are issued by the Registrar.
 - f. The Registrar informs the Registration Officer/ Applicant to download the Certificates from the OSRS.
 - g. Within 180 days from the date of provisional registration, all the required documents for permanent registration shall be submitted to the Registrar / Registration department for the issuance of Permanent Certificates.

Notes: *for the renewal of the MSM and SSL Certificates, a signed quotation for annual dues and a valid BCC/CLC (if applicable) are the only requirements.*

2. Bareboat Charter In (BBC IN) Registration
 - a. The vessel is submitted for evaluation and name check at the Technical Department & Registrar.
 - b. Evaluation outcome is communicated to the Registration Officer/ Applicant from the Registrar.
 - c. Required documents for provisional registration are submitted to the Registrar/ Registration department. (*Ref.: RE-DOC-15 – BBC IN Registration Checklist*)
 - d. Vessel's details are inserted in the Online Ship Registration Software (OSRS).
 - e. Provisional Certificate of Registry (COR), Ship Station License (SSL) and Minimum Safe Manning Certificate (MSM) are issued by the Registrar.
 - f. The Registrar informs the Registration Officer/ Applicant to download the Certificates from the OSRS.
 - g. Within 180 days from the date of provisional registration, all the required documents for permanent registration shall be submitted to the Registrar / Registration department for the issuance of Permanent Certificates.

3. Bareboat Charter Out (BBC OUT) Registration
 - a. The vessel is submitted for evaluation and name check at the Technical Department & Registrar.
 - b. Evaluation outcome is communicated to the Registration Officer/ Applicant from the Registrar.
 - c. Required documents for provisional registration are submitted to the Registrar/ Registration department. (*Ref.: RE-DOC-16 – BBC OUT Registration Checklist*)
 - d. Provisional Certificate of Registry (COR) and Letter of Consent are issued by the Registrar.
 - e. Within 180 days from the date of provisional registration, all the required documents for permanent registration shall be submitted to the Registrar / Registration department for the issuance of Permanent Certificate of Registry.

4. Deletion of vessel from the registry
 - a. Required documents for Deletion/ Termination of Registry are submitted to the Registrar/ Registration department. (*Ref.: RE-DOC-17 – Vessel Deletion Checklist*)
 - b. Deletion Certificate and Deletion CSR are issued by the Registrar via OSRS. The Official Letter for BBC IN Termination is issued manually by the Registrar.
 - c. The Registrar informs the Registration Officer to download the Certificates from the OSRS or in case of BBC IN the Registrar sends a copy of termination letter to the Registration Officer/Applicant via email and Original Letter via courier within 24 hours of issuance.

5. The above will enter into effect as of 02nd October 2017.

For additional information please contact SLMARAD at info@slmarad.com

Revision Status

Date	Revision	Comments - Changes
02/10/2017	0	Initial - Adopted