



THE REPUBLIC OF LIBERIA
Liberia Maritime Authority
Office of Deputy Commissioner of Maritime Affairs

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INITIAL BAREBOAT CHARTER REGISTRATION

A. LIST OF REQUIREMENTS

- 1. Application for Official Number, Call Sign and Registration of Vessel (RLM 101A);
- 2. Evidence of Authority;
- 3. Status of Classification;
- 4. Withdrawal of the Right to Fly Present Flag;
- 5. Certificate of Ownership and Encumbrance from Present Flag (it may be included in the Withdrawal of the Right to Fly Present Flag);
- 6. Charterer's Letter of Request (it may be included in the Bareboat Charterparty Agreement);
- 7. Charterer's Oath or Affirmation of Undertaking (it may be included in the Bareboat Charterparty Agreement);
- 8. Shipowner's Letter of Consent (it may be included in the Bareboat Charterparty Agreement);
- 9. Bareboat Charterparty Agreement;
- 10. Preferred Mortgagee(s) Letter of Consent;
- 11. Proof of Liability Insurance;
- 12. Application for Minimum Safe Manning Certification (MSMC);
- 13. International Safety Management (ISM) Code Declaration forms (RLM-297); and
- 14. Registration Fees.

Note: For items 1, 12 and 13 please see attached forms

B. LIST OF ADDITIONAL REQUIREMENTS

Please note that the below additional documents may be applicable. Moreover, some documents may be provided after registration of the vessel has completed:

- 1. Ownership of the Vessel – Liberian entity or Foreign Maritime Entity (FME);
- 2. Application for Waiver of Ownership (if shipowning entity is an FME);
- 3. Application for Waiver of Age (applicable only if vessel is over 20 years of age);
- 4. Class and Statutory Survey Reports (if vessel is 15 years of age and older);
- 5. Bunker Blue Card (if vessel is more than 1,000 gross tons);
- 6. Blue Card (if vessel is an oil tanker);
- 7. Application for INMARSAT Terminals; and
- 8. Interim International Ship Security Certificate (ISSC).

Note: For items 2, 3, 7, and 8 please see attached forms.

C. POST CLOSING REQUIREMENTS

- 1. Full Term Ship Radio Station License; and
- 2. LRIT Test (Long Range Identification and Tracking).

A. EXPLANATION OF REGISTRATION REQUIREMENTS

1. One (1) duly executed and acknowledged original RLM-101A form must be submitted;
2. One (1) duly executed and acknowledged original Power of Attorney or officer certified Corporate Resolutions must authorize one or more named persons to act for or behalf of the owner in making application for registration of the vessel and to perform all acts necessary to accomplish the registration;
3. A statement or affidavit issued by the vessel's current Classification Society confirming the vessel has a valid Classification Certificate and the vessel type/classification and notations issued. It must be received at least one (1) day prior to registration; (Note: The Classification Societies will not provide the statement or affidavit to LISCR without authorization of the current vessel owner/operator, if the vessel is not currently registered in Liberia. If the applicant is not the current vessel owner/operator, the applicant should request the owner/operator to provide this authorization to the Classification Society);
4. Original evidence from the Present Country of Registry to the Withdrawal of the Right to Fly Present Flag;
5. Original official Certificate issued by the Present Country of Registry setting forth the ownership of the vessel and recorded encumbrances;
6. One (1) duly executed original Charterer's Letter of Request;
7. One (1) duly executed and acknowledged original Charterer's Oath or Affirmation of Undertaking;
8. One (1) duly executed original Shipowner's Letter of Consent;
9. One (1) original or true copy of the Charterparty Agreement executed and acknowledged or Officer Certified True Copy of the Charterparty Agreement;
10. One (1) duly executed Preferred Mortgagee(s) Letter of Consent on Mortgagee(s) letterhead;
11. Proof of Liability Insurance can be in the form of P&I cover note, Certificate of Entry, Confirmation of Entry, or Declaration of Entry. Proof must include coverage of bareboat charterer's crew repatriation obligations. A copy of Proof of Liability Insurance will be acceptable if received directly from the P&I club;
12. One (1) original or copy of Application for Minimum Safe Manning Certification; and
13. One (1) original or copy of form RLM-297 (2 pages) identifying the "Company" and the "Designated Person" must be submitted.

B. EXPLANATION OF ADDITIONAL REGISTRATION REQUIREMENTS

1. **VESSEL OWNERSHIP** - A vessel registered in Liberia must be owned by a Liberian corporation, registered business company, limited partnership or LLC, or by a Foreign Maritime Entity (FME) (an entity existing in another jurisdiction and registered in Liberia for the purpose of owning or operating a vessel).

Please note that before any documents, in particular mortgage documents, are prepared, the availability of the name of the owning entity (whether the vessel is to be registered with a Liberian corporation, etc. as owner or with a foreign entity registered as a foreign maritime entity as owner) should be ascertained. The Registry is not able to accept two entities of any kind with the same or a very similar name.

In order to ensure the prompt registration of a vessel under the Liberian Flag, it is advisable to complete the registration of a ship owning entity (whether Liberian or FME) at least three (3) days prior to scheduled registration of the vessel. LISCR's Corporate Department can be reached at corporate@liscr.com;

2. One (1) duly executed and acknowledged original Application for Waiver of Ownership must be submitted for a ship owning entity filed as an FME (use form RLM 101A);
3. One (1) duly executed and acknowledged original Application for Waiver of Age must be submitted for vessels over twenty (20) years of age. In addition, a safety inspection by a Liberian nautical inspector may be required as a condition of registration (use form RLM 101A);
4. For vessels that are fifteen (15) years of age or older, copies of the most recent *Special Survey*, *Drydock (bottom) Survey*, if conducted since last Special Survey, and *Statutory Survey Reports* must be reviewed by the Flag Administration's Head of Maritime Operations & Standards prior to registration (Refer to note in A.3, if the vessel is not currently registered in Liberia.);
5. One (1) original or electronic original Blue Card for the Bunker Civil Liability Convention for Oil Pollution Damage, 2001 (Bunker Convention) must be submitted for vessel of more than 1,000 gross tons (**required as of November 21, 2008**);
6. One (1) original Blue Card must be submitted for tankers carrying more than 2,000 net tons of oil in bulk as cargo;
7. One (1) original or copy of Application for INMARSAT Terminals must be submitted directly to LISCR's Inmarsat Activation Department at inmarsatactivations@liscr.com; the form can be found at <http://www.liscr.com/liscr/Maritime/InmarsatActivations/tabid/198/Default.aspx>; and
8. The Ship Security Plan must be submitted to the Administration for approval prior to the Interim Security Verification (ISPS Code/19.4.2).

Note: In case of any changes in closing date, owner must ensure that P&I proof remains valid and covers the vessel as of the new registration date.

C. EXPLANATION OF POST CLOSING REQUIREMENTS

1. Full Term Ship Radio Station License

Please note that a Temporary Radio License valid for 90 day will be issued upon registration of the vessel based on the Application for Official Number (RLM-101A).

In order to obtain a full term Radio License, Application for Ship Radio Station License (Form RLM-104) must be submitted to vesselcertificates@liscr.com within ninety (90) days of registration. The form is available through Vessel Certificates department or it could be downloaded from LISCR website www.liscr.com; and

2. LRIT EQUIPMENT TEST

Only the following Testing Application Service Providers (Testing ASP) are authorized to conduct LRIT Conformance Tests on Liberian flagged vessels:

Pole Star Space Application Limited Email: lrittesting@polestarglobal.com (T) +44 (0)207 313 7400 (F) +44 (0)20 7313 7401	Fulcrum Maritime Systems Ltd. Email: enquiries@fulcrum-maritime.com (T) +44 (0)1708 788400 (F) +44 (0)1708 788402	TRANSAS Telematics Limited Email: lrit@transastelematics.com (T) +44 (0)23 8045 8544 (F) +44 (0)23 8045 8733
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Ships which **have** on board a LRIT Conformance Test listing one of the above authorized Testing ASPs are not required to be re-tested, but are recommended to apply for a Liberia issued LRIT Conformance Test Certificate and the current LRIT Conformance Test document should be sent to vesselcertificates@liscr.com for processing.

Ships which **do not have** on board a LRIT Conformance Test listing one of the above authorized Testing ASPs are required to have a new Conformance Test of the LRIT equipment by one of the authorized Testing ASPs, which shall be conducted soonest possible upon activation of the Inmarsat Mobile Number (IMN). Upon a successful test, the ASP will inform the Administration and a new LRIT Conformance Test Certificate will be issued and sent to the vessel Owner/Operator.