



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

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TRANSFER FROM ANOTHER FLAG

A. LIST OF REQUIREMENTS

- 1. Application for Official Number, Call Sign and Registration of Vessel (RLM 101A);
- 2. Evidence of Authority;
- 3. Proof of Ownership;
- 4. Status of Classification;
- 5. Proof from Present Registry that Vessel is Free of Recorded Liens and Encumbrances;
- 6. Consent to Transfer Vessel to the Liberian Registry and Cancellation Certificate of Present Registry;
- 7. Proof of Liability Insurance;
- 8. Application for Minimum Safe Manning Certification (MSMC);
- 9. International Safety Management (ISM) Code Declaration forms (RLM 297); and
- 10. Registration Fees.

Note: For items 1, 9, and 10 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 Requirement (if vessel is over 20 years of age);
- 4. Affidavit of Non-Registration (if applicable);
- 5. Class and Statutory Survey Reports (if vessel is 15 years of age and older);
- 6. Bunker Blue Card (if vessel is more than 1,000 gross tons);
- 7. Wreck Removal Blue Card (if vessel is 300 gross tons and above);
- 8. CLC Blue Card (if vessel is carrying more than 2,000 net tons of oil in bulk as cargo);
- 9. Application for INMARSAT Terminals; and
- 10. Interim International Ship Security Certificate (ISSC).

Note: For items 2, 3, 4, 8, and 9 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. One (1) duly executed and acknowledged original Bill of Sale (BoS) transferring title to the applicant. If the applicant requires the BoS to be recorded, then two (2) original BoS all duly executed and acknowledged. Acknowledgment may be subscribed by Liberian Special Agent, Liberian Consul, notary public, or other officer authorized to administer oaths by the law where acknowledgment is made. Consularization or apostille are not required. Please note that Liberia does not require any specific format of BoS. One of the printed forms commonly seen and approved by the international maritime community (e.g. BIMCO, UK/MCA, Norway, Panama etc.) is acceptable. If vessel's ownership will not change upon registration under the Liberian Flag, then proof of ownership may be accomplished by the submission of the original Certificate of Ownership and Encumbrance (COE), or original Transcript of Registry from the previous Flag Administration, or original Certificate of Cancellation from the previous Flag Administration;
4. 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);
5. Proof from Present Registry that Vessel is Free of Recorded Liens and Encumbrances might be provided in the form of a free and clear COE issued by the previous Flag Administration, or a Transcript of Registry from previous Flag Administration stating that vessel is free and clear of any liens and/or encumbrances, or a Certificate of Cancellation. A copy of the COE issued at the time of registration and faxed or e-mailed to LISCR directly from the previous Flag Administration will be sufficient. However, the original COE will have to subsequently be submitted;
6. If a Consent to Transfer or Certificate of Cancellation is not available at the time of registration, then one (1) duly executed original Letter of Undertaking (LOU) should be provided on Buyer's Letterhead, undertaking to delete the vessel from the previous Flag Administration within thirty (30) days of registration of the vessel under the Liberian Flag;
7. 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 owner's crew repatriation obligations. A copy of Proof of Liability Insurance will be acceptable if received directly from the P&I club;
8. One (1) original or copy of Application for Minimum Safe Manning Certification; and
9. 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 a 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. One (1) duly executed and acknowledged original Affidavit of Non-Registration must be submitted in the event there is a gap in time between the date the vessel deleted from the previous Flag Administration and the date it registers in the Liberian Registry;
5. 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.4, if the vessel is not currently registered in Liberia.);
6. 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**);
7. One (1) original or electronic original Blue Card for the Nairobi International Convention on the Removal of Wrecks 2007, must be submitted for vessel of 300 gross tons and above (**required as of April 14, 2015**);
8. One (1) original or electronic original CLC Blue Card for the Convention on Civil Liability for Oil Pollution Damage (CLC) must be submitted for tankers or other cargo ships carrying more than 2,000 net tons of oil in bulk as cargo;
9. 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
10. 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, BCLC and CLC Blue Cards remain valid and cover 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 three (3) months 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 three (3) months 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: lritesting@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.