



THE REPUBLIC OF LIBERIA  
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**FLAG TRANSFER IN LAID UP STATUS**

**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. Statement from vessel's Classification Society;
- 5. Affidavit Re No-movement While Noted in Lay-up Status by Class Society;
- 6. Proof from Present Registry that Vessel is Free of Recorded Liens and Encumbrances;
- 7. Consent to Transfer Vessel to the Liberian Registry and Cancellation Certificate of Present Registry;  
and
- 8. Registration Fees.

*Note: For items 1 and 5 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 a FME);
- 3. Application for Waiver of Age Requirement (if vessel is over 20 years of age);
- 4. Affidavit of Non-Registration (if applicable);
- 5. Proof of Liability Insurance (not compulsory if no crew on board); and
- 6. Bunker Blue Card (if vessel is more than 1,000 gross tons).

*Note 1: For items 2, 3 and 4 please see attached forms.*

*Note 2: To qualify for registration under "official lay-up" status the vessel should not have on board class*

## **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. Class Statement must indicate that in the opinion of the Society the vessel, if surveyed at the time of lay-up, would have met the requirements for the issuance of Classification and Tonnage Measurement Certificates;
5. One (1) duly executed and acknowledged original affidavit must be prepared by owner stating that the vessel will not be moved or navigated while it is out of Class;
6. 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; and
7. If Consent to Transfer or Cancellation Certificate is not available at closing, then one (1) duly executed original Letter of Undertaking (LOU) should be provided on Shipowner'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.

## **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](mailto:corporate@liscr.com).

2. One (1) duly executed and acknowledged original Application for Waiver of Ownership must be submitted for 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 and 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. 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 – *THIS REQUIREMENT IS NOT COMPULSORY IF THERE WILL BE NO (SKELETON) CREW ON BOARD*; and
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).

***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.***