



**LIBERIAN
REGISTRY**



THE REPUBLIC OF LIBERIA
**LIBERIA MARITIME
AUTHORITY**



Office of Deputy Commissioner of Maritime Affairs

BAREBOAT CHARTER RE-REGISTRATION

Change of Charterer

A. OUTGOING CHARTERER'S REQUIREMENTS – Termination of Bareboat Charter Registration (BCR)

- 1. CHARTERER'S NOTICE TO BCR TERMINATION
- 2. EVIDENCE OF AUTHORITY (if applicable)
- 3. RELEASE OF NOTICE OF POSSIBLE FOREIGN MORTGAGE (if applicable)
- 4. PAYMENT of deletion fees and outstanding dues

B. NEW CHARTERER'S REQUIREMENTS – Initial Bareboat Charter Registration (BCR)

Please note the vessel's official number and call sign will remain the same.

- 1. REGISTRATION OF NEW CHARTERER in Liberian Corporate Registry
- 2. APPLICATION for Vessel Bareboat Charter Registration
- 3. EVIDENCE OF AUTHORITY (if applicable)
- 4. BAREBOAT CHARTERPARTY: Addendum or Deed of Novation to the existing Charterparty
- 5. CONSENTS TO BCR: Underlying Flag & Mortgagee(s)
- 6. CERTIFICATE OF OWNERSHIP & ENCUMBRANCE: Underlying Flag
- 7. PAYMENT of fees

C. LIST OF TECHNICAL REQUIREMENTS

- 1. CLASS: Evidence of Seaworthiness; Verification of class status
- 2. CONVENTION COMPLIANCE: STCW, ISM and ISPS
- 3. LIABILITY INSURANCE

SEE EXPLANATION OF REQUIREMENTS ON THE NEXT PAGE

In case of any questions, please contact Registrations@liscr.com or any LISCR office.



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A. EXPLANATION OF OUTGOING CHARTERER'S REQUIREMENTS – Termination of Bareboat Charter Registration (BCR)

1. CHARTERER'S NOTICE TO BCR TERMINATION:

A copy of a duly executed consent from the Charterer, stating:

- a. Vessel name and official number;
- b. Charterer's name and domicile;
- c. Owner's name and domicile;
- d. Name of the underlying ship's registry and
- e. That the bareboat charter has been terminated, or that the owner registered in the underlying registry is in possession and control of the vessel;
- f. The name and title of signor should be printed beneath the signors' signature.
- g. Notarization or Acknowledgment is not required.

2. EVIDENCE OF AUTHORITY:

A copy of a duly executed Power of Attorney, Corporate Resolution or Minutes of the Meeting is required if the Charterer's Notice of Termination to BCR Termination are executed by a third party on behalf of the Charterer and not by an officer or director of the company. The copy of the Power of Attorney must be signed and either notarized by a notary public or acknowledged by a Liberian Special Agent.

3. RELEASE OF NOTICE OF POSSIBLE FOREIGN MORTGAGE:

A copy of a duly executed and acknowledged release of each mortgage. Evidence of authority of the individual executing the Release by means of a Power of Attorney, Certified Resolution of Board of Directors or Specimen Signature Book of the Mortgagee is required if the Release is signed by a third party and not an officer or director of the Mortgagee.

4. PAYMENT OF DELETION FEES:

NOTE: *If a vessel does not complete the deletion process by December 31st, Tonnage Tax Fees for the following year will become due on January 1st, as per Article 83 § 1 of RLM 107 "Any and all annual fees payable under the Maritime Regulations shall be paid in advance by January 1st of the year in respect of which such fees are due."*

B. EXPLANATION OF NEW CHARTERER'S REQUIREMENTS – Initial Bareboat Charter Registration (BCR)

1. REGISTRATION OF NEW CHARTERER/REGISTERED OWNER in Liberian Corporate Registry:

A vessel registered in Liberia must be owned by a Liberian entity (Corporation, Limited Liability Company, Limited Partnership, etc.) or by an entity existing in another jurisdiction that registers in Liberia as a Foreign Maritime Entity (FME). Alternatively, an entity existing in another jurisdiction may re-domicile into Liberia for free.

The registration of the vessel's owner must be completed with LISCR's Corporate department (corporate@liscr.com) or a regional office of your choice before the vessel can be registered in Liberia.

Allow at least three (3) working days to register a Liberian entity or an FME prior to registering the vessel.

Name availability: Please check the availability of the intended name of the vessel owner. Names that are identical or too similar to an existing Liberian entity cannot be accepted.

Important: *The name of the vessel owner in the vessel registration and mortgage recording documents must match the name of the vessel owner registered in Liberia.*

2. APPLICATION FOR BAREBOAT CHARTER REGISTRATION:

A copy of a duly executed Form RLM-101BCR.



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3. EVIDENCE OF AUTHORITY (if applicable):

A copy of duly executed and acknowledged Power of Attorney, a copy of the Corporate Resolution, or Minutes of the Meeting authorizing one or more named persons to act on behalf of the owner as attorney-in-fact to execute and submit application for registration of the vessel is required.

Note: *Directors and officers of the Charterer do not have to submit their evidence of authority.*

4. BAREBOAT CHARTER AGREEMENT:

A copy of a duly executed bareboat Charter Agreement. Notarization or acknowledgement is not required.

5. CONSENTS TO BAREBOAT REGISTRATION IN LIBERIA:

- a. **Flag:** A copy of duly executed evidence of withdrawal of the right to fly the present (underlying) flag during the period of bareboat charter registration in Liberia issued by the Underlying Flag administration on the request of the underlying owner.
- b. **Mortgagee(s) (if applicable):** A copy of duly executed consent to BCR registration in Liberia by the mortgagee(s) on record in the Underlying Flag as per Certificate of Ownership and Encumbrance. The consent on the Mortgagee Letterhead may also include consent to name changes and BCR renewals for the duration of the charter party.

6. CERTIFICATE OF OWNERSHIP AND ENCUMBRANCE:

A copy of a customary certificate issued by the underlying flag administration to evidence recorded mortgages.

C. EXPLANATION OF TECHNICAL REQUIREMENTS

1. CLASS:

Note: *If classification society does not change, no class documents are required.*

If there is a transfer/change of class at the time of re-registration, the following requirements apply:

- a. A copy of the Transfer of Class Agreement (TOCA) between the losing and gaining (new) class society; or
- b. A statement or email from the gaining class society stating that they are conducting surveys for transfer of class and, upon satisfactory completion, will issue Statutory Certificates on behalf of Liberia. It must be received at least one (1) working day in advance of re-registration closing date.
- c. All overdue surveys are to be completed, and all conditions of class closed during the change of class surveys, unless the Administration authorizes postponement of the conditions of class. This will be verified prior to finalizing the vessel's re-registration.

2. CONVENTIONS COMPLIANCE:

- a. STCW: a copy of Application for Minimum Safe Manning Certificate – Form FR CER-006-01
- b. ISM: a copy of ISM Declaration of Company and Person/DPA – Forms RLM-297A & RLM-297B
- c. ISPS: a copy of CSO Declaration and Ship Security Plan if applicable – Form RL 5004

3. LIABILITY INSURANCE:

- a. **Bunker Civil Liability Convention for Oil Pollution Damage 2001 (Bunker Spill):** a copy of Bunker CLC Blue Card (vessels of more than 1,000 gross tons).
- b. **Nairobi International Convention on the Removal of Wrecks 2007 (Wreck Removal):** a copy of WRC Blue Card (vessel of more than 300 gross tons).
- c. **Convention on Civil Liability for Oil Pollution Damage (CLC – Oil Pollution):** a copy of CLC Blue Card (tankers or other cargo ships carrying more than 2,000 net tons of oil in bulk as cargo).