



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

22980 Indian Creek Drive  
Suite 200  
Dulles, VA 20166 USA  
Telephone: +1-703-790-3434  
Fax: +1-703-790-5655

99 Park Avenue  
New York, NY 10016  
Telephone: +1-212-697-3434  
Fax: +1-212-697-5655

## **NEWBUILDING REGISTRATION**

### **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 of Liability Insurance;
- 6. Application for Minimum Safe Manning Certification (MSMC);
- 7. International Safety Management (ISM) Code Declaration forms (RLM 297);
- 8. CSR Declaration form; and
- 9. Registration fees.

*Note: For items 1, 7, and 8 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. Affidavit from Owner of Non-Registration (if applicable);
- 4. Bunker Blue Card (if vessel is more than 1,000 gross tons);
- 5. Wreck Removal Blue Card (if vessel is 300 gross tons and above);
- 6. CLC Blue Card (if vessel is carrying more than 2,000 net tons of oil in bulk as cargo);
- 7. Application for INMARSAT terminals; and
- 8. 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 and/or 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) original Builder's Certificate dated not earlier than ten (10) days prior to registration and/or Bill of Sale to Owner, 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;
4. Status of Class: An *Interim* or *Provisional Certificate of Classification* or, if the vessel is still under class survey, a *Statement* or *Confirmation of Build* issued by the vessels current Classification Society that confirms the vessel is under survey by the class society, the vessel's intended classification and notations to be assigned and that required certificates will be issued on behalf of Liberia upon satisfactory completion of the surveys. This must be received at least one (1) day prior to registration;
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;
7. One (1) original or copy of Application for Minimum Safe Manning Certification;
8. One (1) original or copy of form RLM-297 (2 pages) identifying the "Company" and the "Designated Person" must be submitted; and
9. One (1) original or copy of CSR Declaration Form to be submitted by the shipowner in order to effect the initial registration of a Liberian vessel (Form RL-5003).

## **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 a ship owning entity filed as a FME (use form RLM 101A);
3. One (1) duly executed and acknowledged original Affidavit of Non-Registration must be submitted in the event there be a gap in time between the date the vessel is delivered to the Owner and the date it registers in the Liberian Registry;
4. 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**);
5. 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**);
6. One (1) original or electronic 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](mailto: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, BCLC, CLC and WRC 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](mailto: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](http://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:

<b>Pole Star Space Application Limited</b> Email: <a href="mailto:lrittesting@polestarglobal.com">lrittesting@polestarglobal.com</a> (T) +44 (0)207 313 7400 (F) +44 (0)20 7313 7401	<b>Fulcrum Maritime Systems Ltd.</b> Email: <a href="mailto:enquiries@fulcrum-maritime.com">enquiries@fulcrum-maritime.com</a> (T) +44 (0)1708 788400 (F) +44 (0)1708 788402	<b>TRANSAS Telematics Limited</b> Email: <a href="mailto:lrit@transastelematics.com">lrit@transastelematics.com</a> (T) +44 (0)23 8045 8544 (F) +44 (0)23 8045 8733
--	---	---

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](mailto: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.