

**CHECKLIST – DOCUMENTS TO BE SUBMITTED FOR REGISTRATION OF:**

- (a) Newbuildings
- (b) Ships Transferring to Singapore Flag

(More information can be found on our website [www.mpa.gov.sg](http://www.mpa.gov.sg) or email us at [marine@mpa.gov.sg](mailto:marine@mpa.gov.sg))

S/N	LIST OF DOCUMENTS FOR PROVISIONAL REGISTRATION
1.	<b>Completed Original Application for Registration as a Singapore Ship Form</b> <ul style="list-style-type: none"> <li>a) Form is available at <a href="https://digitalport.mpa.gov.sg">https://digitalport.mpa.gov.sg</a>.</li> <li>b) The form can be in an electronic format with secured electronic signature or in wet ink. Original Form signed in wet ink is to be submitted to the Ship Registry as soon as practically possible. Form with secured electronic signature to be emailed to <a href="mailto:marine@mpa.gov.sg">marine@mpa.gov.sg</a>.</li> </ul>
2.	<b>Completed Copy of Appointment of Agent Form</b> <ul style="list-style-type: none"> <li>a) Applicable if the Declarant of the Application Form (Item 1) is not the Director/Secretary of the owning company.</li> </ul>
3.	<b>Completed Copy of Appointment of Manager Form</b>
4.	<b>Owner Particulars</b> <ul style="list-style-type: none"> <li>a) Printout of company business profile from the Accounting and Corporate Regulatory Authority (ACRA) or equivalent, showing the required minimum paid-up capital.</li> <li>b) If the shareholding company is Singapore-incorporated, its ACRA business profile must also be provided.</li> <li>c) ACRA profile(s) must be dated no earlier than 3 calendar months before provisional registration date.</li> </ul>
5.	<b>Evidence of Ownership</b> <ul style="list-style-type: none"> <li> <b>5.1 Copy of Builder Certificate (BC) for Newbuildings</b> <ul style="list-style-type: none"> <li>a) BC should clearly state particulars of the ship and owner, including owner's full registered address as per ACRA profile. Provisional BC can be accepted.</li> <li>b) The signatory should be at least Director-level or equivalent representative from the shipyard.</li> <li>c) If signatory is an Attorney-In-Fact (or Legal Representative), a copy of the Power of Attorney (POA) or Legal Representative certificate must be provided.</li> <li>d) If the BC and POA is signed by the same person, a Board of Director's Resolution is to be provided.</li> <li>e) If there are any intervening changes in ownership, both the BC and Bill of Sale (BoS) must be provided.</li> </ul> </li> <li> <b>5.2 Copy of Bill of Sale (BoS) for Ships Transferring Flag</b> <ul style="list-style-type: none"> <li>a) BoS should clearly state particulars of the ship, seller and buyer, including buyer's full registered address as per ACRA profile.</li> <li>b) BoS is to be signed by two Directors or a Director and a Secretary. BoS signed by a Director can be accepted but with the presence of a witness. This also applies to entities with a single director. If signatory is an Attorney-In-Fact, a copy of the Power of Attorney (POA) must be provided. If both signatory to BoS and POA is the same person or sole signatory is not an Attorney-In-Fact, a Board of Director's Resolution is to be provided.</li> <li>c) If there are any intervening changes in ownership, all the intermediate BoS must also be provided.</li> <li>d) A draft dated BoS with watermark across that reads "for provisional registration" can be accepted, provided an additional supporting undertaking letter/email to submit copy of the dated and signed BoS on the day of delivery, and that if the vessel is not delivered on that day, to inform MPA as soon as practically possible.</li> </ul> </li> <li> <b>5.3 Copy of Transcript from Former Registry for Ships Transferring Flag</b> <ul style="list-style-type: none"> <li>a) Applicable only if there is no change in ownership.</li> <li>b) The date of issuance must not be more than 3 working days before the provisional registration date.</li> </ul> </li> <li> <b>5.4 Copy of Bill of Sale (BoS) from Sheriff's Court for Ships Transferring Flag</b> <ul style="list-style-type: none"> <li>a) Applicable for arrested ships that are acquired via sheriff's sale.</li> <li>b) In the absence of a BoS, Court Order/Judgement Letter must be provided.</li> </ul> </li> </ul>
<b>Translation of Documents</b>	
a) If language of any document is not in English, it must be accompanied with an English copy by a certified translator.	

Place of Execution/Notarisation and Legalisation/Apostillation <sup>1</sup> of Documents	
	<p>a) Builder Certificate, Bill of Sale and/or Power of Attorney (mentioned in item 5), if executed overseas, must be notarised and Singapore legalised or apostilled. The notarial certificate should confirm the identity of the signatory(ies), his/her ability to bind the Entity and the authenticity of the signature(s). The document can be attested/apostilled before the Singapore consulate-general in the country of execution in lieu of notarisation subject to the consular's requirements. Where there is no Singapore consulate office, the document can be apostilled.</p> <p>b) If the above documents are executed in Singapore by signatory(ies) acting on behalf of foreign entities and the country of execution is not indicated, a letter or official email from the signatory(ies) confirming that the documents were executed in Singapore or Singapore notarisation of the documents must be provided.</p>
	<b>Evidence that Ship is Free from Registered Encumbrances</b>
6.	<p><b>6.1 Copy of Clean Transcript from Former Registry</b></p> <p>a) The date of issuance must not be more than 3 working days before the provisional registration date.</p> <p><b>6.2 Letter of Undertaking from Buyer/Owner that Ship will be Free of Registered Encumbrances</b></p> <p>a) In the absence of a clean transcript, an undertaking letter from the buyer/owner to confirm that the ship will be free of encumbrances on the day of provisional registration. No mortgage will be registered with the Singapore Registry till then.</p> <p>b) A copy of Clean Transcript or Deletion Certificate from the former Registry must be provided on the day of provisional registration. The original Deletion Certificate which is required for conversion to permanent registration is to be submitted as soon as it is available but before expiry of provisional registration.</p>
	<p><u>Buyer Undertaking Letter Template</u>  <u>[Company Letterhead]</u>  <i>The delivery of [Ship Name] (the "Ship") from [Name of Seller and Company Address] to [Name of Buyer and Company Address] is scheduled to take place on/around [DD/MM/YYYY]. Once title to the Ship has been passed to us, the Ship will be registered under the Singapore Flag and a copy of the clean Certificate of Encumbrance/Transcript or Deletion Certificate issued by [Name of Outgoing Registry] will be provided to the Maritime and Port Authority of Singapore on the day of flag change. There are currently no/existing (Note from MPA: buyer/owner to select appropriate mortgage wording) mortgage(s) over the ship under the [Name of Outgoing Registry].</i>  <i>In this regard, we hereby undertake to ensure that the Ship will be free of any encumbrances on the day of flag change to Singapore and that no mortgage will be registered with the Singapore Registry of Ships until the clean Certificate of Encumbrance/Transcript or Deletion Certificate issued by [Name of Outgoing Registry] in respect of the Ship is provided to the Maritime and Port Authority of Singapore.</i></p>
7.	<p><b>Value of Ship in Singapore dollars</b></p> <p>a) To declare ship's market value in the online ship registration application or via email to marine@mpa.gov.sg. The owner may use the value reflected in documents submitted such as the Bill of Sale but in Singapore dollars.</p>
8.	<b>Tonnage Certificate</b>
	<p><b>8.1 Copy of Interim Tonnage Certificate for Newbuildings</b></p> <p>a) In the absence of an interim Tonnage Certificate, a Statement from Class reflecting the ship type, tonnage (GT and NT) details and dimensions (length, breadth, depth) can be accepted.</p>
	<b>8.2 Copy of Tonnage Certificate Issued under the Former Registry</b>
9.	<b>Class Certificate</b>
	<p><b>9.1 Copy of Interim Class Certificate for Newbuildings</b></p> <p>a) In the absence of an interim Class Certificate, a Statement from Class reflecting the ship type, tonnage (GT and NT) details and dimensions (length, breadth, depth) can be accepted.</p>
	<p><b>9.2 Copy of Class Maintenance Certificate for Ships Transferring Flag</b></p> <p>a) In the absence of a Class Maintenance Certificate, the Class Certificate under the former registry with a valid survey endorsement can be accepted.</p> <p>b) If there is to be a change in Class, a Statement from the new Class can be accepted.</p> <p>c) If the ship was in lay-up prior to the flag transfer, a Statement from Class can be accepted.</p>

<sup>1</sup> The Apostille Convention entered into force for Singapore on 16 September 2021. All Contracting Parties are obliged to accept apostilles as sufficient to verifying the origin of the underlying document. The Registrar will accept apostilles in place of legalisation for incoming foreign public documents from the Contracting Parties of the Apostille Convention. For foreign public documents executed from non-Contracting Parties, legalisation is still required, where applicable.

S/N	LIST OF DOCUMENTS FOR PERMANENT REGISTRATION
1.	<b>Evidence of Ownership</b> <ol style="list-style-type: none"> <li>Original BC, BoS and/or POA duly notarised and Singapore legalised/apostilled if executed overseas must be provided for sighting and endorsement. Documents will be returned after that. The document can be attested/apostilled before the Singapore consulate-general in the country of execution in lieu of notarisation subject to the consular's requirements. Where there is no Singapore consulate office, the document can be apostilled.</li> <li>If a provisional BC is used to register vessel, its original permanent BC which the yard will generally issue on the day of delivery, duly notarised and legalised/apostilled if executed overseas must be provided. If the content in the permanent BC is different from the provisional BC submitted at point of provisional registration, please provide an email/letter: <ol style="list-style-type: none"> <li>From yard: To explain the reason(s) for issuing the provisional and permanent BC and the difference in the issue date and/or signatory; or</li> <li>From owner: To explain the reason(s) should there are minor changes such as address</li> <li>The email account must be from the entity itself and not from third party account</li> </ol> </li> </ol>
2.	<b>Original Deletion Certificate (applicable for Ships transferring to Singapore flag)</b> <ol style="list-style-type: none"> <li>This document will be kept by MPA's Registry Department.</li> </ol>
3.	<b>Copy of Full Term Class Certificate</b>
4.	<b>Copy of Full Term Tonnage Certificate</b>
5.	<b>Confirmation from owner/manager/ISM manager that the ship has valid Trading Certificates, where applicable:</b> <ol style="list-style-type: none"> <li>Cargo Ship Safety Construction Certificate</li> <li>Cargo Ship Safety Equipment Certificate (including Form E)</li> <li>Cargo Ship Safety Radio Certificate (including Form R)</li> <li>30-Mile Limit Passenger Ship Safety Certificate/Port Limit Passenger Ship Safety Certificate</li> <li>Safety Certificate for High Speed Craft</li> <li>Mobile Offshore Drilling Unit Safety Certificate</li> <li>International Load Line Certificate/Singapore Load Line Certificate</li> <li>International Oil Pollution Prevention Certificate and Supplements/Singapore Oil Pollution Prevention Certificate</li> <li>International Air Pollution Prevention Certificate and Supplements/Singapore Air Pollution Prevention Certificate</li> <li>International Sewage Pollution Prevention Certificate</li> <li>Document of Compliance</li> <li>Safety Management Certificate</li> <li>International Ship Security Certificate</li> <li>International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk</li> <li>International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk</li> <li>Crew Accommodation certificate</li> </ol>