

GUIDE TO THE REGISTRATION OF SHIPS IN SINGAPORE

1 PREREQUISITES FOR REGISTRATION

1.1 Only the following persons may be registered as owners of Singapore vessels:

- .1 citizens / permanent residents (PRs) of Singapore; and
- .2 companies incorporated in Singapore.

1.2 A vessel may be registered under the ownership of a foreign, or a locally owned, Singapore incorporated company.

- .1 A foreign owned company is a company incorporated in Singapore in which more than 50% of its equity is owned by non-citizens of Singapore;
- .2 A local owned company is a company incorporated in Singapore in which more than 50% of its equity is owned by citizens of Singapore, or by another local owned company.

1.3 A vessel owned by a foreign owned company may be registered under the following conditions:

- .1 The company must have a minimum paid-up capital of S\$50,000; and
- .2 The vessel must be at least 1,600 GT and be self-propelled.

1.4 Notwithstanding the minimum paid-up capital requirements, the Registrar may in his discretion, waive them PROVIDED that the company and/or its related corporation(s) have registered, applied to register, or have informed the Registrar that they will apply to register:

- (i) 1 ship at least 40,000 NT;
- (ii) 2 ships aggregate tonnage 40,000 NT;
- (ii) 3 ships aggregate tonnage 30,000 NT;
- (iii) 4 ships aggregate tonnage 20,000 NT; or
- (iv) 5 ships of any aggregate tonnage

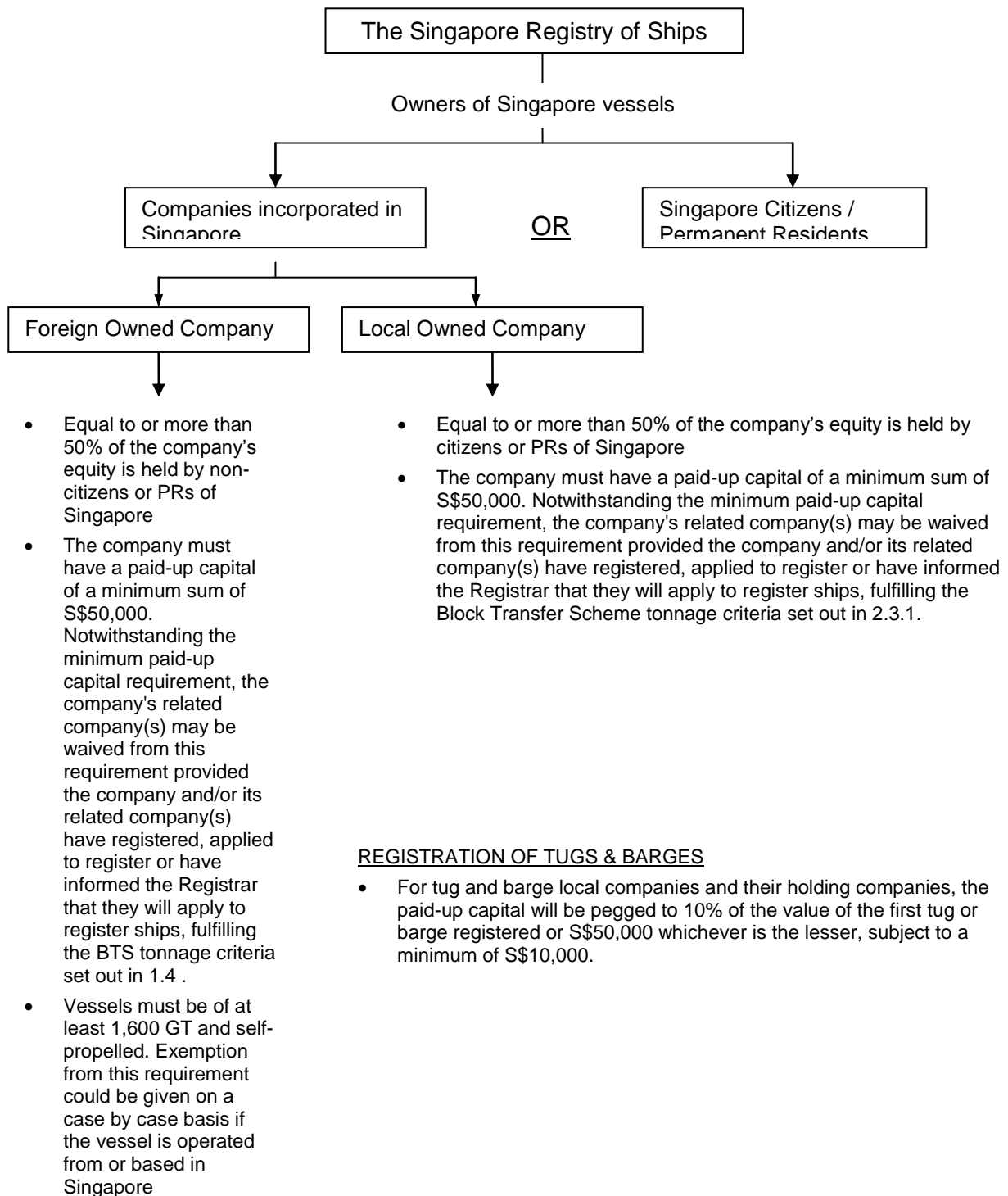
1.5 An exemption from the requirement in paragraph 1.3.2 above, may be granted by the Registrar in his absolute discretion on a case by case basis, if the vessel is operated from or based in Singapore. Owners must apply to the Registrar for this exemption.

1.6 A vessel owned by a local owned company may be registered if the company satisfies the requirement in paragraph 1.3.1 above.

1.7 For tug and barge owning local companies and their holding companies, the paid-up capital will be pegged to 10% of the value of the first tug or barge registered or S\$50,000 whichever is the lesser, subject to a minimum of S\$10,000.

1.8 Generally, ships less than 17 years would be considered for registration.

A SUMMARY OF THE PREREQUISITES FOR REGISTRATION



2 REGISTRATION IN GENERAL

2.1 To apply for an ordinary registration, please write in to the Registrar of Ships to get:

- Approval for vessel's name (owners must indicate their intention if they want to reserve certain names for use by their vessels. They should provide the Registry with the name of the replacement vessel where applicable. See para 2.1.2).
- Vessel's official number and call sign / signal letters (see para. 2.1.5).

VESSEL'S NAME

.1 Every name to be used for a Singapore vessel must be approved by the Authority. This is applicable even if there is no change in the name of the vessel from its previous registry. Owners should apply for the vessel's name at least 2 weeks in advance to avoid delay and any inconvenience should the name be not available for use. More than one name may be submitted for approval but the order of preference must be clearly indicated. An approved name is valid for a period of one year.

RESERVATION OF VESSEL'S NAME

.2 The existing name of a Singapore vessel may be reserved by its owner for a period of 10 years for use by a replacement vessel.

CHANGING A VESSEL'S NAME

.3 To change the name of a vessel which is already registered (or going to be registered as a Singapore vessel), approval must be sought from the Registrar. Upon approval of the new name, the Registry will issue an amendment slip for the Certificate of Registry and the carving and marking note. The note must be certified by the vessel's classification society and returned to the Registry within 30 days.

.4 A fee of S\$26.00 will be charged for the approval of a change in a vessel's name.

CALL SIGN / SIGNAL LETTERS

.5 When applying, owners should state clearly the gross tonnage of the vessel.

.6 When the call signs/signal letters have been issued, owners should then apply to the Infocomm Development Authority of Singapore (IDA) for a licence to operate the ship board radio station. Vessels equipped with GMDSS are required to obtain the Maritime Mobile Service Identity (MMSI) number from the International Mobile Services Department, Singapore Telecommunications Limited.

Note: Paragraphs 2.1.5 and 2.1.6 are not applicable if there is no requirement for the vessel to be fitted with any radio station.

2.2 Submit the relevant documents as stated in the provisional and permanent registration sections (paras. 3 and 4)

2.3 Pay the initial registration Fee and annual tonnage tax

FEEES FOR ORDINARY REGISTRATION

.1 S\$2.50 per Net Ton (NT) to the nearest ton subject to a minimum of S\$1,250.00 (500 NT) and a maximum of S\$50,000.00 (20,000 NT).

FEEES UNDER THE **BLOCK TRANSFER SCHEME**

.2 S\$0.50 per Net Ton (NT) subject to a minimum of S\$1,250.00 (2,500 NT) and a maximum of S\$20,000.00 (40,000 NT) per vessel.

Qualifying Conditions for the Block Transfer Scheme

.1 Applicable only for owners registering:

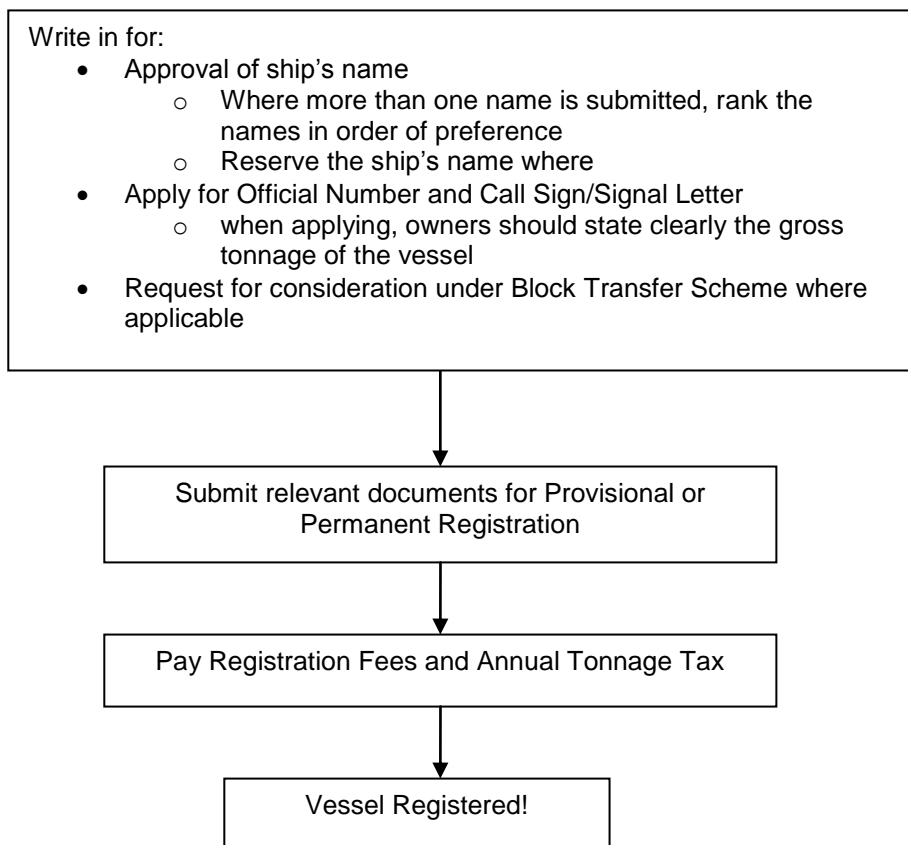
- 1 ship at least 40,000NT
- 2 ships aggregating at least 40,000NT

- 3 ships aggregating at least 30,000NT
 - 4 ships aggregating at least 20,000NT
 - 5 ships of any aggregating tonnage
- .2 Owners must write in to request for consideration under the Block Transfer Scheme. Owners should clearly state the total number of vessels, each vessel's NT and the approximate date for each vessel's registration.

ANNUAL TONNAGE TAX

- .3 S\$0.20 per Net Ton (NT) to the nearest ton subject to a minimum of S\$100.00 (500 NT) and a maximum of S\$10,000.00 (50,000 NT).

SUMMARY OF THE PROCEDURE FOR ORDINARY REGISTRATION



3 PROVISIONAL REGISTRATION

3.1 A vessel may be provisionally registered. The Provisional Certificate is valid for a maximum period of one year with no possibility of any extension. The vessel must be transferred to the permanent register before the end of this period. The transfer will be effected when all the outstanding documents for permanent registration are submitted. No fee is charged for this transfer.

3.2 Documents to be submitted for Provisional Registration are:

.1 The completed Application Form

- .1 The declaration in the form may be signed by the owner or by his appointed agent. Where the owner is a corporate body, a Director or the Secretary of the corporate body may sign the form.
- .2 The declaration must be made on or after the date of acquiring legal title to the vessel, before the Director of Marine, a surveyor of ships, a Justice of the Peace, a Commissioner for Oaths or any person authorised to take or receive a declaration by any laws in force in Singapore.

- .3 Where an application is made for a post-dated Certificate of Registry, the completed application form, except for the signature(s) of the declarant(s), must be submitted at least 3 working days before the date on which the certificate is to be collected. On the date of registration, the declarant(s) must be present to attest his/her signature(s) and date the declaration.
- .2 Business Profile report of the company's particulars from the Accounting and Corporate Regulatory Authority (ACRA)
- .1 Where the owner is a body incorporated in Singapore, the application form must be accompanied by either one of the following documents:
- a) A computer printout on the company from the ACRA's Instant Information Service, accompanied by a "Certificate of Production of Statement by Computer". Owners can apply for a Business Profile computer report from the Registry of Ships for the purpose of registration. A fee of \$5.00 is charged for each printout. Application must be made at least 3 working days before vessel registration date by fax or email.
- OR
- b) Business Profile certified copies of the following:-
- i. Certificate of Incorporation; and
- ii. Return giving particulars of directors, managers and secretaries (the latest annual return or Form 49); and
- iii. Return of allotment of shares (the latest annual return or Form 24).
- .2 The **owner must notify the Registrar of any change in the particulars** within 30 days' of the change. **Appropriate documentary evidence must accompany all such notifications.**
- .3 Information on the companies which directly or indirectly own shares in the owning company will generally be required only to the extent necessary to establish whether the owning company is local or foreign owned.
- .4 Owners are assured that the information from 3.2.2.3 other than the name and address of the company will be kept strictly confidential.
- .3 Appointment of An Agent (where required)
- .1 A company must appoint a person as an agent for the purpose of signing the declaration in the application form only if it is not signed by a Director or the Secretary of the company. The appointment of the agent must be executed under the common seal of the company.
- .2 Individual owners may also appoint an agent. The owner must sign the appointment in the presence of a witness.
- .4 Appointment of A Manager
- .1 Owners must appoint a manager whose residence is in Singapore. An individual owner may appoint himself as the manager. The manager will be responsible for the operations of the vessel, in particular, for all matters related to the crew, safety and prevention of pollution.
- .2 A corporate owner may appoint a person in the company to be the vessel's manager. If a company is appointed as the vessel's manager instead, the name of the person in the company with the ultimate responsibility for the vessel and his status in the company must be clearly indicated.
- .3 All communications relating to the vessel will be directed to the manager.

.4 If there is any change in the manager, the owner must complete a new appointment of manager form and submit it to the Registrar within 7 days of the change.

.5 Evidence of Ownership

.1 A photocopy of the Builder's Certificate is required for a new vessel. For an existing vessel, a copy of the Bill of Sale or the transcript of its former registry, or any other similar document showing ownership is required.

.6 Value of the Vessel

.1 The owner must declare the value of the vessel in Singapore dollars under the company's letterhead if this is not already reflected in the other documents submitted (i.e. Bill of Sale).

.7 Tonnage Certificate

.1 All vessels must have their tonnages determined in accordance with the provisions of the Merchant Shipping (Tonnage) Regulations (which gives effect to the International Convention on Tonnage Measurement of Ships, 1969 (TM 69)). A tonnage certificate may be issued by the MPA's Shipping Division or any of the classification societies authorised by the MPA to do so. (para. 11.7)

.2 A TM 69 Tonnage Certificate issued by the Government of a contracting state to TM 69 may be accepted for provisional registration only. The vessel must have its tonnage certificate re-issued by the MPA's Shipping Division or one of the authorised classification societies not later than one year after its initial registration. Should there be any difference in the net tonnage, the registration fee and the annual tonnage tax will be adjusted accordingly.

.3 The tonnage of a Singapore vessel may not be re-determined except in accordance with the provisions of the Regulations mentioned above and registration anew may be required (para. 5.3). If the intention is to convert or modify the vessel after registration before it is put into service, it should be clearly stated in the application form that the tonnage given is an interim figure.

.4 In the case of a new construction, an interim tonnage certificate issued by the MPA's Shipping Division, or one of the authorised classification societies is required.

.8 Class Certificate

.1 A copy of the vessel's classification certificate issued by one of the authorised classification societies (para. 11.7) may be accepted as evidence of seaworthiness. In the case of a new vessel, an interim class certificate or statement of entry is required. For an existing vessel, a statement of class maintained is required.

3.3 Upon satisfying the requirements stated under para. 3.2, the Certificate of Registry and a Carving and Marking Note will be issued. The note has to be certified by a surveyor from the MPA's Shipping Division or one of the authorised classification societies (refer to para 11.7) and returned to the Registry within 30 days of its issue.

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.srs.sg or email us marine@mpa.gov.sg)

S/N	LIST OF DOCUMENTS FOR PROVISIONAL REGISTRATION
1.	Completed Original Application for Registration as a Singapore Ship Form
2.	Completed Original Appointment of Agent Form a) Applicable if the Declarant of the Application Form (Item 1) is not the Director/Secretary/Owner.
3.	Completed Original Appointment of Manager Form
4.	Owner Particulars a) Printout of company business profile from the Accounting and Corporate Regulatory Authority (ACRA) or equivalent, showing the required minimum paid-up capital. b) If the shareholding company is Singapore-incorporated, its ACRA business profile must also be provided. c) ACRA profile(s) must be dated no earlier than 3 calendar months before provisional registration date. d) Request for ACRA profile printout (\$\$5.00 per copy) can be made to MPA's Registry Department.
5.	Evidence of Ownership
	5.1 Copy of Builder Certificate (BC) for Newbuildings a) BC should clearly state particulars of the ship and owner, including owner's full registered address as per ACRA profile. b) The signatory should be at least Director-level or equivalent representative from the shipyard. 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. d) If there are any intervening changes in ownership, both the BC and Bill of Sale (BoS) must be provided.
	5.2 Copy of Bill of Sale (BoS) for Ships Transferring Flag a) BoS should clearly state particulars of the ship, seller and buyer, including buyer's full registered address as per ACRA profile. b) If signatory is an Attorney-In-Fact, a copy of the Power of Attorney (POA) must be provided. c) If the sole signatory is not an Attorney-In-Fact, evidence of authorisation such as a copy of the Board of Directors' Resolution etc. must be provided. d) If there are any intervening changes in ownership, all the intermediate BoS must also be provided.
	5.3 Copy of Transcript from Former Registry for Ships Transferring Flag a) Applicable only if there is no change in ownership. b) The date of issuance must not be more than 3 working days before the provisional registration date.
	5.4 Copy of Bill of Sale (BoS) from Sheriff's Court for Ships Transferring Flag a) Applicable for arrested ships that are acquired via sheriff's sale. b) In the absence of a BoS, Court Order/Judgement Letter must be provided.
Translation of Documents	
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 of Documents	
a) Builder Certificate, Bill of Sale and/or Power of Attorney (mentioned in item 5) must be notarised and Singapore legalised if executed outside Singapore. 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).	
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.	
6.	Evidence that Ship is Free from Registered Encumbrances
	6.1 Copy of Clean Transcript from Former Registry a) The date of issuance must not be more than 3 working days before the provisional registration date.
	6.2 Letter of Undertaking from Buyer/Owner that Ship will be Free of Registered Encumbrances 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. b) A clean transcript or Deletion Certificate from the former Registry must be provided on the day of provisional registration. No mortgage will be registered with the Singapore Registry till then.
7.	Value of Ship in Singapore dollars a) To declare ship's market value using company's letterhead or official email to MPA.

8.	Tonnage Certificate
	8.1 Copy of Interim Tonnage Certificate For Newbuildings a) In the absence of an interim Tonnage Certificate, a Statement from Class reflecting the ship type and tonnage (GT and NT) details etc. can be accepted.
	8.2 Copy of Tonnage Certificate Issued under the Former Registry
9.	Class Certificate
	9.1 Copy of Interim Class Certificate for Newbuildings a) In the absence of an interim Class Certificate, a Statement from Class reflecting the ship type and tonnage (GT and NT) details etc. can be accepted.
	9.2 Copy of Class Maintenance Certificate for Ships Transferring Flag a) In the absence of a Class Maintenance Certificate, the Class Certificate under the former registry with a valid survey endorsement can be accepted. b) If there is to be a change in Class, a Statement from the new Class can be accepted. c) If the ship was in lay-up prior to the flag transfer, a Statement from Class can be accepted.

S/N	LIST OF DOCUMENTS FOR PERMANENT REGISTRATION
1.	Evidence of Ownership a) Original BC, BoS and/or POA which are identical to the copies submitted at provisional registration, duly notarised and Singapore legalised, where applicable, must be provided for sighting by MPA.
2.	Original Carving and Marking Note (endorsed by Class) a) This document will be kept by MPA's Registry Department.
3.	Original Deletion Certificate (applicable for Ships transferring to Singapore flag) a) This document will be kept by MPA's Registry Department.
4.	Copy of Full Term Class Certificate
5.	Copy of Full Term Tonnage Certificate
6.	Copy of the following Trading Certificates, where applicable:
	a) Cargo Ship Safety Construction Certificate
	b) Cargo Ship Safety Equipment Certificate (including Form E)
	c) Cargo Ship Safety Radio Certificate (including Form R)
	d) 30-Mile Limit Passenger Ship Safety Certificate/Port Limit Passenger Ship Safety Certificate
	e) Safety Certificate for High Speed Craft
	f) Mobile Offshore Drilling Unit Safety Certificate
	g) International Load Line Certificate/Singapore Load Line Certificate
	h) International Oil Pollution Prevention Certificate and Supplements/Singapore Oil Pollution Prevention Certificate
	i) International Air Pollution Prevention Certificate and Supplements/Singapore Air Pollution Prevention Certificate
	j) Document of Compliance
	k) Safety Management Certificate
	l) International Ship Security Certificate
	m) International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk
n) International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk	

4 PERMANENT REGISTRATION

4.1 In addition to the documents required under para. 3.2, a vessel may be permanently registered or transferred to the permanent registry with the submission of the following documents:

.1 Evidence of Ownership

- .1 An original copy of the evidence of ownership.
- .2 The Builder's Certificate is required for a new vessel. For an existing vessel, a certified transcript of its former registry or other similar document showing the previous ownership and the Bill of Sale are required. If there are any intervening changes of ownership, all the intermediate Bill of Sale must also be submitted. There must be continuity of title.
- .3 Any Builder's Certificate or Bill of Sale that is executed outside Singapore must be notarised and legalised. If executor is not a local and documents are executed in Singapore, a letter of confirmation from the executor or notarisation of the documents is required.
- .4 Owners are advised that it is their responsibility to ensure that the Bill of Sale or Builder's Certificate is properly executed and conveys good title to them. A copy of the original document of title to ownership must be submitted together with a copy. The original document will be returned with an endorsement after completion of the registration formalities.

.2 Tonnage Certificate

- .1 A copy of the full term Tonnage Certificate issued by the MPA's Shipping Division or one of the authorised classification societies (para. 11.7) in accordance with the provisions of the Regulations mentioned under para. 3.2.7.1.

.3 Class Certificate

- .1 A copy of the full term Classification Certificate issued by one of the authorised classification societies (para. 11.7) may be accepted as evidence of seaworthiness.

.4 Statutory Certificate

- .1 When applicable, copies of the vessel's valid statutory certificates such as Passenger Ship Safety, Cargo Ship Safety Construction, Cargo Ship Safety Equipment, Cargo Ship Safety Radiotelegraphy/Radiotelephony, International Load Line/Local Freeboard, International/Singapore Oil Pollution Prevention, Noxious Liquid Substance, Certificate of Fitness, and Thirty Mile/Port Limit Passenger Ship Safety Certificates, Document of Compliance, Safety Management Certificate and ISS Certificate must be produced. These certificates must be issued by the MPA's Shipping Division or one of the authorised classification societies (para. 11.7).

.5 Evidence of Cancellation of the Former Registry

- .1 This is required in all cases where the vessel has, at any point in time, been registered in another country. The evidence may be in the form of a Deletion Certificate or a "closed" transcript of the former registry. The original document is required.
- .2 A vessel which has been struck off her former registry for non-compliance with mandatory requirements will not be accepted for registration.

.6 A Certified Carving and Marking Note

- .1 The Carving and Marking Note certified by a surveyor from the MPA's Shipping Division or one of the authorised classification societies (para. 11.7) must be returned to the Registry within 30 days of its issue.

4.2 Upon completion of all the formalities, the vessel will be transferred to the Permanent Register and the Certificate of Registry will be issued. No fee is charged for this transfer.

4.3 Ship managers will be informed by fax to collect their Permanent Certificate of Registry in exchange for their Provisional Certificate of Registry. If they are unable to produce the Provisional Certificate upon collection, they may produce an official letter undertaking the return of the Provisional Certificate within the next 30 days.

5 REGISTRATION ANEW

5.1 Registration anew is required upon any change of ownership and upon any major alteration to a vessel.

5.2 Change of Ownership

.1 The new owner must meet the requirements as mentioned under Paragraph 1 on the Prerequisites for Registration. The procedure for registration anew is as follows:-

- .1 Obtain approval for the vessel's name where required (para. 2.1.1);
- .2 Submit the completed Application Form (para 3.2.1);
- .3 Submit the following documents:-
 - .a Business Profile computer report for company's particulars (para. 3.2.2);
 - .b Appointment of Agent where required (para. 3.2.3);
 - .c Appointment of Manager (para 3.2.4)
 - .d Bill of Sale (para. 4.1.1);
 - .e Certified Carving and Marking Note on the change of the vessel's name where applicable.
 - f Value of vessel in Singapore Dollars (if not stated in the Bill of Sale)
- .4 Pay :
 - .a The registration anew fee of S\$1.25 per net ton (to the nearest ton) subject to a minimum of S\$1,250.00 (1,000 NT) and a maximum of S\$6,000.00 (4,800 NT) and;
 - .b The annual tonnage tax at S\$0.20 per net ton (to the nearest ton), subject to a minimum of S\$100.00 (500 net tons) and a maximum of S\$10,000.00 (50,000 NT).

5.3 Alteration to a Vessel

- .1 Registration anew will be required whenever any alteration is made to the vessel's hull or structure affecting the length, breadth, depth or the dimensions of any closed-in space; whenever there is any alteration in the means of propulsion; or whenever the vessel is so altered as not to correspond with the description in the Certificate of Registry. The advice of the Registrar should be sought in specific instances before the alteration or change is made to the vessel.
- .2 The procedure for registration anew is as follows:-
 - .1 Submit the completed Application Form (para. 3.2.1);
 - .2 Submit the following documents :-
 - .a Appointment of Agent, where required (para. 3.2.3);
 - .b Appointment of Manager (para 3.2.4)
 - .c Tonnage Certificate, where the tonnage is changed(para. 4.1.2);
 - .d Evidence of seaworthiness (para. 11.9);

- .e Certified Carving and Marking Note upon any change to the vessel's name where applicable (para. 4.1.7).

.3 Pay: -

- .a The calculation of fee for registration anew for the alteration to a vessel is as follows:
Whichever is the lower, subject to a minimum of S\$1,250.00, where:
- .b The annual tonnage tax at S\$0.20 per net ton (to the nearest ton), subject to a minimum of S\$100.00 (500 net tons) and a maximum of S\$10,000.00 (50,000 NT).

5.4 Upon completion of all the formalities, the Certificate of Registry will be issued. The old Certificate of Registry must be returned or undertake to return to the Registry within 30 days.

6 REGISTRATION OF MORTGAGE

6.1 A mortgage on a vessel may be recorded in the register as soon as the vessel is registered, upon presentation of the instrument of mortgage (in the prescribed form available from the Registry).

6.2 In the case of a provisionally registered vessel where the original document of title to

$$\text{Fee} = 2.50 \times (\text{NT}_a - \text{NT}_o)$$

Or

$$50,000 - 2.50 \times \text{NT}_o$$

$$\text{NT}_a = \text{NT after alteration, and}$$

$$\text{NT}_o = \text{NT as at previous registration}$$

(i.e. initial registration or last registration anew).

ownership has not been submitted, the mortgage will only be recorded upon confirmation by the mortgagee that they have sighted the original documents.

6.3 A fee is levied for the recording of a mortgage and for a transfer of mortgage. It is charged according to the gross tonnage of the vessel or shares at S\$48 plus S\$1 per 100 gross tons or part thereof. 7% GST is required.

6.4 No fee is charged for a discharge of mortgage.

6.5 Where service to register or discharge a mortgage is required after office hours (Singapore time 8 am to 5.30 pm), **prior arrangement** must be made with the staff of the Ship Registry.

7 REGISTRATION OF BILL OF SALE

7.1 Every Bill of Sale for the transfer of a Singapore vessel or any share therein must be produced for registration and will be registered in the order of production if there is more than one Bill of Sale.

7.2 Where the transferee is a person qualified to own a Singapore vessel (para. 1.1), the Bill of Sale must be in the prescribed form. The vessel must be registered anew or its registry closed **within 60 days** of the date on which the Bill of Sale (or the first Bill of Sale if there is more than one Bill of Sale) is registered, **failing which the registry will be closed by operation of the law**. The Bill of Sale will not be recorded if there are subsisting mortgages (unless the mortgagee gives his consent in writing), unpaid fees, outstanding claims of the master or seamen, or any subsisting court order prohibiting any dealing with the vessel.

7.3 Where the transferee is not a person qualified to own a Singapore vessel, registration of the Bill of Sale will result in the closure of the registry. The Certificate of Registry if not submitted, owner must give a letter of undertaking to surrender the certificate within 60 days of the date on which the Bill of Sale is registered. The Bill of Sale will not be recorded if there are subsisting

mortgages, unpaid fees, outstanding claims of the master or seamen, or any subsisting court order prohibiting any dealing with the vessel.

7.4 A fee of S\$50.00 is payable for the registration of a Bill of Sale.

8 CLOSURE OF REGISTRY

8.1 An owner wishing to close a vessel's registry must ensure that there are no :

- .1 undischarged mortgage;
- .2 court order prohibiting any dealing with the vessel or any share therein;
- .3 outstanding annual tonnage tax or other fees; and
- .4 outstanding claims of the master or seamen.

8.2 The following documents must be submitted:

- .1 a written application stating the intended port and country of registry, or otherwise, the reason(s) for the closure;
- .2 the original Certificate of Registry, or a letter of undertaking to deliver the certificate within the next 30 days. The registry of the vessel will not be closed until this is received;
- .3 the original Bill of Sale for recording if a sale is involved; and

8.3 Where a Singapore vessel is lost (actual or constructive), burnt or broken up, the owner must **immediately** inform the Registrar.

CHECKLIST - DOCUMENTS TO BE SUBMITTED FOR CLOSURE

	ITEMS	DO YOU HAVE IT?
1.	Written application for closure	
2.	Original Certificate of Registry and LRIT (where applicable), or a letter of undertaking	
3.	Original Bill of Sale (where applicable)	
4.	CSR Form 2 (with valid DOC, SMC and ISSC)	

9 BAREBOAT CHARTER-OUT REGISTRY

9.1 A Singapore vessel may be bareboat chartered-out and registered outside Singapore in the name of the bareboat charterer. The Singapore registry has to be suspended during the charter period. Bareboat charter means the hiring of the vessel for a stipulated period, which gives the charterer possession and control of the vessel, including the right to appoint the master and crew.

9.2 The application for the suspension of the registry of a Singapore vessel must be made by the owner or a person authorised by him. The procedure is as follows:

- .1 Submit the completed Application Form;
- .2 Submit the following documents:
 - .a a certified copy of the charter-party;
 - .b a certified transcript of the register or similar document showing the bareboat registration of the vessel;
 - .c the Certificate of Singapore Registry for the vessel;
- .3 Pay the required fee of S\$1250.00

9.3 If the application is not accompanied by the documents listed under para. 9.2.2 b and c, the registry may be provisionally suspended. These documents must be produced within 60 days of the date of provisional suspension, failing which the provisional suspension will be terminated and cease to have effect.

9.4 The date of termination of the suspension may be extended upon submitting a renewed application. The procedure is as follows:

- .1 Submit the completed Application Form;
- .2 Submit the following documents:
 - .a a certified copy of the extension or new charter-party;
 - .b a certified transcript of the register or similar document showing the extended bareboat registration of the vessel;
- .3 Pay the required fee of S\$1250.00.

9.5 The suspended registry of a Singapore vessel may be reactivated upon application. The procedure is as follows:

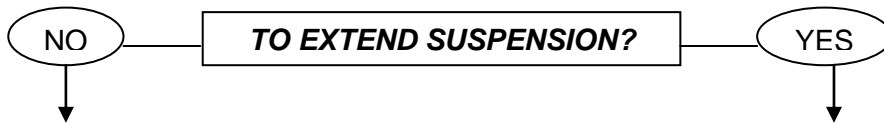
- .1 Submit the completed Application Form;
- .2 Submit the following documents:
 - .a the closure certificate or similar document in respect of the bareboat registration of the vessel;
 - .b a statement from the classification society that the class is maintained;
 - .c copies of the valid statutory certificates;
- .3 Pay the required fee of S\$1250.00.

9.6 If the application is not accompanied by the document listed in para. 9.5.2.a, the suspension may be provisionally reactivated. If this document is not produced within 60 days of the provisional termination, the provisional reactivation will cease to have effect.

9.7 If no application is made to reactivate the suspended registry of a Singapore vessel within 60 days of the date of termination of the suspension or if the provisional reactivation ceases to have effect, the registry of the vessel will be automatically closed, except for any subsisting mortgages.

9.8 During the period of suspension of the registry of a Singapore vessel, the provisions of the Merchant Shipping Act and its regulations will cease to apply to the vessel except:

- .1 the provisions relating to mortgages and property in the vessel in Part II of the Act;
- .2 the provisions relating to the vessel's register; and
- .3 the provision relating to the continued payment of the vessel's annual tonnage tax.



CHECKLIST - SUSPENSION OF REGISTRY

	ITEMS	HAVE YOU GOT IT?
1	Completed Application Form	
2	Certified copy of charter party	
3	Pay required fee of S\$1,250	
Vessel provisionally suspended for 60 days		
1	Certified transcript showing bareboat registration of vessel	
2	Original Singapore Certificate of Registry	
Vessel permanently suspended		

REACTIVATION

	ITEMS	HAVE YOU GOT IT?
1	Completed Application Form	
2	Class maintenance statement	
3	Valid copies of Statutory certificates	
4	Pay required fee of S\$1,250	
Provisional reactivated for 60 days		
1	Closure certificate of bareboat registry	
Permanent reactivation		

EXTENSION OF SUSPENSION

- Completed Application Form
- Certified copy of the extension or new charter party
- Certified transcript showing extension of bareboat registry
- Pay required fee of S\$1,250

10 REGISTRATION OF PLEASURE CRAFT

10.1 Purpose of the register

- .1 Registration will accord the craft a Singapore nationality. The Register does not provide evidence of title nor does it accommodate the registration of mortgages. Registration is voluntary.

10.2 Eligibility for registration

- .1 Pleasure craft owned by a person who is an ordinary resident in Singapore may be registered with the Singapore Registry. The craft registered is to be used exclusively for the purpose of pleasure and not offered for commercial use or reward. There is no restriction on the size of the craft registered.
- .2 The term "ordinary resident" means the place where the person habitually and normally resides from choice and for a settled purpose apart from temporary or occasional absences. "Care Of" addresses are not acceptable.

10.3 Period of registration

- .1 The Certificate of Registry (Pleasure Craft) is valid for one year and may be renewed annually from the date of expiry of its initial registry or last renewal.

10.4 Registration and renewal

- .1 The application form may be used to apply for first registration of a craft and for registration renewal. A letter of authorisation must accompany the application form if the application is made on behalf of the owner. Applicants must produce the Certificate of Registry for endorsement during renewal. The fee for first registration is S\$200.00 and subsequent annual renewal is S\$50.00.
- .2 If the registry of a pleasure craft is not renewed within 3 months of the date of expiry of its initial registry or last renewal, the registry of the pleasure craft shall be deemed to be closed.

10.5 Change of ownership or craft's particulars

- .1 The registered owner must notify the Registrar in writing, not later than 30 days after the change and produce the Certificate of Registry to him.
- .2 If there is a change in ownership, the new owner must meet the requirement as laid out in para 10.2 and submit the completed application form. No Bill of Sale is required.

10.6 Closure of registry

- .1 The registered owner must notify the Registrar in writing and surrender the Certificate of Registry.

10.7 Name of pleasure craft

- .1 Craft bearing undesirable names that are likely to cause confusion in an emergency will not be registered. The owner must be prepared to change the craft's name should there be an existing one in the Register. No two craft should bear the same name.

10.8 Obligations

- .1 The owner shall ensure that within one month from the date of registration, the pleasure craft is properly marked as follows:
 - .a The name of the craft is clearly painted on or affixed to the bow and stern of the craft.
 - .b The word "SINGAPORE" is clearly painted on or affixed to the stern immediately below the name of the craft.
- .2 The markings must be effectively maintained and renewed when necessary during the period of registry.
- .3 Owners are not liable for the payment of annual tonnage tax.

11 GENERAL INFORMATION

11.1 Ownership and shares in a vessel

- .1 Only persons or companies incorporated in Singapore may be registered as the sole or joint owners of a vessel or share therein. Ownership of a fractional part of a vessel will not be registered. Any number of individuals or companies not exceeding 5 may be registered as joint owners of a share or shares.
- 2 The property in a Singapore vessel may be divided into any number of shares and such number may not be changed unless the vessel is registered anew. Owners are advised to divide their vessels into 64 shares unless there are special difficulties.

11.2 Priority of mortgages

- .1 If there is more than one subsisting mortgages registered in respect of the same vessel or share, the mortgagees shall, notwithstanding any express, implied or constructive notice, be entitled in priority one over the other according to the date and time of the record of each mortgage in the register book and not according to the date of each mortgage itself.

11.3 Certified English translations

- .1 All documents submitted to the Registrar must be in English. If a document is not in English, it must be accompanied by a certified English translation.

11.4 Use of Power of Attorney

- .1 A Bill of Sale, a mortgage and a transfer or discharge of mortgage may be executed by a lawfully appointed attorney. A Power of Attorney executed outside Singapore must be notarised and legalised. If executor is not a local and documents are executed in Singapore, a letter of confirmation from the executor or notarisation of the documents is required. The original and a copy must be submitted. The original will be returned after completion of the transaction. Only for the case of a discharge of mortgage, a certified true copy of the Power of Attorney may be accepted.

11.5 Income tax exemption

- .1 Profits derived from the operation of a Singapore vessel are exempt from Singapore income tax. The exemption applies to the income derived from the carriage in international waters of passengers, mails, livestock or goods by sea-going Singapore vessels and includes the income derived from the charter of such vessels.
- .2 Enquiries on this matter should be made directly to:

The Commissioner of Inland Revenue
Inland Revenue Authority of Singapore
55 Newton Road Revenue House
Singapore 307987
Tel: 1800-356-8622

11.6 Accommodation barges, oil rigs, fishing vessels and hydrofoil

- .1 Fishing vessels, hydrofoils and wooden vessels will not be accepted for registration.

11.7 Authorised Classification Societies

- .1 The following Classification Societies have been authorised to act on behalf of the Government of the Republic of Singapore in the surveys, certification and determination of tonnages of Singapore vessels, and conduct audits and certification with respect to the International Management Code for the Safe Operation of Ships and for Pollution Prevention (ISM Code) : -
- .1 American Bureau of Shipping
 - .2 Bureau Veritas
 - .3 China Classification Society.
 - .4 Det Norske Veritas
 - .5 Germanischer Lloyd
 - .6 Korean Register of Shipping
 - .7 Lloyd's Register of Shipping
 - .8 Nippon Kaiji Kyokai
 - .9 Registro Italiano Navale

11.8 Annual Tonnage Tax

- .1 The annual tonnage tax must be paid at the time of initial registration or registration anew and thereafter every year on or before the anniversary date on which the vessel was registered or registered anew, as the case may be. No refund of the tax will be made if during the year for which the tax has been paid, the registry of the vessel is closed for any reason.

For further enquiries, please call Tel Nos: (65) 6375 1932

Fax: (65) 6375 6231 / 6377 2419

Maritime and Port Authority of Singapore (MPA)

Registry and Manning Department, Shipping Division

460 Alexandra Road, 21st Storey, PSA Building

Singapore 119963

Website:

http://www.mpa.gov.sg/sites/port_and_shipping/shipping/registering_a_ship_in_singapore/registering_a_ship_in_singapore.page

Email: marine@mpa.gov.sg

Note: This guide is for general reference ONLY. The specific details of registering a vessel on the Singapore Ship Registry are governed by the Merchant Shipping (Registration of Ships) Regulations made under the Merchant Shipping Act (Chap 179).

All forms (except those issued by the International Enterprise Singapore and Singapore Telecommunications) are available at the Registry of Ships, Shipping Division, MPA.

FREQUENTLY ASKED QUESTIONS

Registration of ships

1. *Can we register a ship under a foreign company not incorporated in Singapore?*

No. Only Singapore Citizens/ Permanent Residents or bodies corporate incorporated in Singapore may register themselves as owners of Singapore ships.

2. *Can we register a ship under a company incorporated in Singapore but with 100% foreign shareholders? If so, can we register a tug if the company has 100% foreign shareholders?*

Yes, a company incorporated in Singapore with 100% foreign shareholder may register a Singapore ship. The ship must be self-propelled and 1,600 GT and above in size. However, owners may apply for an exemption from this regulation if the ship is operated from or based in Singapore.

Fees for registration of ships

3. *Are we entitled to any discount?*

Owners may write in to request for consideration under the Block Transfer Scheme when registering:

- 1 ship at least 40,000NT
- 2 ships aggregating at least 40,000NT
- 3 ships aggregating at least 30,000NT
- 4 ships aggregating at least 20,000NT
- 5 ships of any aggregating tonnage

Owners must write in to request for consideration under the Block Transfer Scheme. Owners should clearly state the total number of vessels, each vessel's NT and the approximate date for each vessel's registration.

Surveys and Classification Societies

4. *Must the vessel be surveyed by an MPA surveyor prior to its entry into the Singapore registry?*

No. The surveyor of any of the nine classification societies authorised by MPA may survey the vessel.

Mortgages

5. *How long does it take to register or discharge a mortgage?*

It takes one working day for a mortgage to be registered or discharged. Special arrangement could be made if the mortgage is required to be processed on an urgent basis.

Tax issues

6. *What are the tax incentives for a Singapore flag vessel?*

Profits of a shipping enterprise derived from the operation of a Singapore ship are exempt from Singapore income tax. The exemption applies to income derived from the carriage in international waters of passengers, mails, livestock or goods, or from towing or salvage operations carried out in international waters by Singapore ship, and includes income derived from the charter of Singapore ships.

7. *How can/ does the company obtain exemption from payment of the Withholding Tax?*

Automatic withholding tax exemption will, subject to conditions, be extended to qualifying payments made on or after 1 June 2011 in respect of qualifying loans entered into on or before 31 May 2016 with foreign lenders to finance the purchase or construction of Singapore-flagged vessels.

The company is required to submit a self-declaration form (the "Form") for each loan obtained to inform the relevant authorities that the qualifying conditions have been met. The Form has to be submitted to the Maritime and Port Authority of Singapore by the 15th of the month following the first relevant payment due date to the non-resident lender. A copy of the Form (which sets out the qualifying conditions for the automatic withholding tax exemption) can be downloaded from http://www.mpa.gov.sg/sites/business_and_enterprise/expanding_your_business_operations/growing_your_business_through_approved_schemes/wht-exemption.page

Crew matters

8. *Is there any restriction on the nationality of crew working on board?*

There are no nationality restrictions with regard to foreign-going ships and certificates of competency from countries party to STCW. Most Commonwealth countries are recognised.

9. *Does the shipowner need to have a collective agreement with the local unions or ITF?*

Owners are encouraged to have collective agreements with the local maritime unions who are affiliate to the ITF.

Miscellaneous

10. *What can be done if any of the legal documents that are executed overseas (Builder's Certificate, Bill of Sales, Power of Attorney, Mortgage Forms) cannot be legalised and notarised?*

Owners may write in to explain why these legal documents cannot be legalised and notarised. The Registry would grant exemption if these reasons are deemed valid and justified.

11. *What can be done if the owner has lost the original deletion certificate? Can the owner apply for another?*

The Registry would only issue the deletion certificate once. If the original copy has been misplaced, owners may apply for a Transcript of Register of the ship. The fee for a Transcript is S\$14 and subjected to 7% GST.

Rate of Fees	
Initial Registration Fees	\$2.50 / NT subject to a min - \$1,250 (500 NT) max - \$50,000 (20,000 NT)
Annual Tonnage Tax	\$0.20 cents / NT subject to a min - \$100 (500 NT) max - \$10,000 (50,000 NT)
Block Transfer	\$0.50 / NT subject to a min - \$1,250 (2,500 NT) max - \$20,000 (40,000 NT)
Registration Anew (Change of Ownership)	\$1.25 / NT subject to a min - \$1,250 (1,000 NT) max - \$6,000 (4,800 NT)
Registration Anew (Alteration)	\$2.50 x (NT _a -NT _o) Or \$50,000 - \$2.50 x NT _o . Whichever is the lower, subject to a min \$1,250. NT _a = NT after alteration, and NT _o = NT as at previous registration (i.e. initial registration or last registration anew).
Inspection of the Register	\$10.00 / vessel (subject to prevailing GST)
Transcript / Close Certificate	\$14.00 / vessel (subject to prevailing GST)
Deletion Certificate	\$14.00 / vessel
Approval of Change of Name	\$26.00 / vessel
Amendment of ship's particular in Register Book and / or Certificate of Registry	\$14.00 / vessel
Replacement for Certificate of Registry	\$30.00 / vessel (subject to prevailing GST)
Mortgage, Transfer / Transmission	\$48.00 plus \$1.00 / 100 GT or part thereof (subject to prevailing GST)
Recording Bill of Sale	\$50.00 / piece
Business Profile printout	\$5.00 (Inclusive of GST)
Civil Liability Convention (CLC92) Certificate	\$45.00 / vessel
Bunker Convention Certificate	\$60.00 / vessel
Pleasure Craft	
Initial	\$200.00
Renewal	\$50.00
Bareboat Charter Out	
Suspension/Extension/Re-activation of registry	\$1,250.00
Continuous Synopsis Record (CSR)	\$45.00 / vessel

- NT = Net Tonnage GT = Gross Tonnage
- All fees are in Singapore Dollars