

CHECK LIST No. 23 REGISTRATION OF SAILING VESSEL

No	Requirements	Y/N
1	Application for Registration in "SVR Form I" is to be made by the owner to the port of registry nearest to the place (i). where the owner belongs (proof of address required) or (ii). where the vessel is built (Builder's certificate -if new, or evidence of place built required) or (iii). where the vessel may be used. Three names in the order of preference are to be suggested.	
2	IMPORTED VESSELS : (i). "No Objection Certificate" required from Directorate General of Shipping for registration and (ii). A copy of Customs Clearance Certificate to be furnished	
3	Original "Deletion Certificate" from the previous registrar (if second hand) to be submitted	
4	Copies of (i) previous Certificate of Registry , (ii) Certificate of Inspection and (iii) Tonnage Certificate to be submitted	
5	Original 'Declaration of ownership' in the prescribed Form available at this office, is to be signed by the owner in presence of the Registrar. (i). If the owner is a Company, then SVR Form III to be used. (ii). If Individual/Joint Owners/Partnership firm, then SVR Form II to be used.	
6	(i).If the owner is a Company: The person who shall sign the Declaration of Ownership is to be authorised by the company by an Original Board Resolution signed by the Company Secretary (or two directors). (ii). If Individual: Original Passport / Document certifying the signature, is to be shown at the time of signing the Declaration of ownership. (iii). If joint owners: All owners together shall produce a signed document authorising one of them to act on behalf. Original Agreement for Joint ownership (or equivalent as applicable) to be furnished. (iv). If Partnership Firm: All partners together shall produce a signed document authorising one of them to act on behalf. Original partnership deed is to be submitted for verification.	
7	a). Original Builder's Certificate (for new vessels) and b). Certificate of Class to be submitted	
8	Duly authenticated original 'Bill of Sale' (with common seal / equivalent as applicable) clearly stating the Price	
9	Drawings of the vessel: (i). General Arrangement Plan (ii). Sail Arrangements. If no drawings are available, then Photographs to be submitted (side view –both sides), Deck view from Forecastle looking aft , the Mast and Sail , Engine Room and inside Cargo hold	
10	Survey to be carried out for verifying the Carving and Marking of the Port of Registry, the Name and the Official Number (painted in white oil color in black background on both quarters of the vessel near stern (minimum size 10cm height and 2 cm width for each letter). Additionally these are to be painted at both sides of the bow with 12 inch high letters as per recent DGS instruction.	
11	Details as per SVR Form IV incl. the dimensions of the hull and particulars of the engine are to be verified and certified by the Surveyor.	
12	Tonnage calculations to be submitted ; measurements to be carried out and tonnages are to be approved	

Note: - Photocopy of any documents enclosed / attached as per the checklist should be duly signed and stamped by the company authorised person only. Without aforesaid attestation and stamp no documents shall be accepted by this office.