



A Guide to Registration

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Advantages of UK Ship Registration

- The 'UK Flag' is one of the top performing flags on the Paris MoU and Tokyo MoU 'white lists', we are also US Coastguard Qualship 21 approved.
- Dedicated customer service - focused assistance before, throughout and after Registration: A Customer Account Manager (for administration and general policy matters) and Customer Service Manager (for technical matters) are allocated to each company to provide assistance on all matters relating to UK Ship Registration.
- Customer Account Manager' (CAM) and Duty Surveyors provide 24/7 assistance.
- MCA inspects UK ships during the ISM/ISPS/ILO audit thereby complying with flag state obligations with no further disruption or expense to the owner. MCA intends to undertake MLC audit in conjunction with ISM due to common characteristics within the two conventions. This will minimise disruption and expense to owners.
- Registration costs amongst the lowest available with no annual renewal fees. Ship Registration is £124 with a renewal fee of £49 every 2-5 years depending on length of Charter. We accept electronic applications pending receipt of the originals and vice versa.
- MCA only charge £94 per hour in survey fees and our surveyors can travel using Marine Airline tickets which are a discounted, cost effective and efficient method for our customers.
- ISPS plan approval and verification audits performed at no cost to owners and operators. The UK is the only Flag to provide this facility.
- The UK has met the Paris MoU flag criteria for low risk ships. In addition, we provide high level support to owners in the event of a PSC detention/deficiency challenge where appropriate.
- UK has minimal nationality restrictions giving companies flexibility in whom they employ provided they have a Certificate of Competency issued by one of the 45 Administrations accepted by the UK.
- MCA supports ship owners request for use of armed guards onboard ships in piracy areas subject to complying with risk assessments and further UK Government guidance.
- Diplomatic protection, consular assistance and Royal Naval Protection (dependent on availability of assets/& nature of the threat).
- Alternative Compliance Scheme (ACS) – for eligible vessels, statutory surveys (except ISM, ISPS and ILO) are delegated to Classification societies without a formal appointment.
- Quality Assurance offering certification to ISO 9001 and ISO 14001 standards with audits being taken in harmonisation with ISM: harmonising the audits reduces the costs to ship-owners.
- UK Tonnage Tax Incentive - alternative method of calculating corporation tax profits based on ship net tonnage.
- An international reputation for expert advice and guidance with a proactive leading role at IMO, EU and Quality Shipping Committees.

Step by step guide to registration and certification of Merchant Ships joining Parts I and IV of the UK Ship Register

This guide is designed to help you through the registration process by explaining the procedures and documentation required for ships joining the UK Ship Register.

Eligibility

The following are qualified to be the owners/charterers of ships to be registered on the UK Ship Register:

- a British Citizen;
- a British Dependant Territories Citizen;
- a British Overseas Citizen;
- Companies incorporated in one of the EEA countries;
- Citizens of an EU member state exercising their rights under articles 48 or 52 of the EU Treaty in the UK;
- Companies incorporated in any British overseas possession which have their principal place of business in the UK or those possessions;
- or European Economic Interest Groupings.

When none of the qualified owners are resident in the UK, a representative person must be appointed who may be either:

- an individual resident in the UK
- a Company incorporated in one of the EEA countries with a place of business in the UK

Getting started

Your first step will be to complete a ship registration pro forma (form MSF 5547), which provides us with the necessary information to check if your ship and owner are eligible for UK registration.

Following a successful check, you will then be assigned a Customer Account Manager (CAM), who will be your dedicated point of contact for administration and general policy matters, and will guide you through the transfer of your ship on to the Register. You will also be assigned a Customer Service Manager (CSM) who will deal with the technical issues regarding the survey and inspection of your ship during the 'flag-in' process. The CAM and CSM will remain your dedicated points of contact whilst your ship remains on the UK Ship Register.

Required documents for Part I registration

The following documents are required for Part I registration and can be obtained from the UK Ship Register website. www.ukshipregister.co.uk

Forms

- Application to Register – MSF 4740(A)
- Declaration of Eligibility – MSF 4727
- Bill of Sale – MSF 4705

Supporting Documentation

- Copy of Certificate of Incorporation (if owner is a body corporate)
- Certificate of Survey for Tonnage & Measurement
- International Tonnage Certificate (ITC69)
- Builders Certificate (for new builds)
- Deletion certificate/transcript from the current register or a written undertaking to provide one within six weeks
- Copy of the ship's current Continuous Synopsis Record
- Mortgage registration forms (if appropriate)

Required documents for Part IV (bareboat charter) registration

The following documents are required for Part IV registration and can be obtained from the UK Ship Register website. www.ukshipregister.co.uk

Forms

- Application to Register a bareboat charter ship – MSF 4738
- Declaration of Eligibility for a bareboat charter ship – MSF 4735

Supporting Documentation

- Copy of Certificate of Incorporation (if charterer is a body corporate)
- Charter party agreement
- Primary registration certificate
- Certificate of Survey for Tonnage & Measurement
- International Tonnage Certificate (ITC69)
- Copy of the ship's current Continuous Synopsis Record

Once the documentation is received, a Carving and Marking Note will be issued to the attending surveyor. Once signed and returned, the Certificate of Registry can be issued.

To speed up the registration process, faxed or electronic documents can be initially accepted with the originals being submitted on conclusion of registration. Please also note that any documents used to support your application for Part I or IV if in a foreign language must be accompanied by a translation which must be certified as correct by a Public Notary.

Further to the registration process above, the following requirements need to be actioned before the ship can operate under the UK Ship Register.

Safe Manning

An application for a Safe Manning Document is required for each ship over 500 GT joining the UK Ship Register. The application should be made at the time of applying for registration.

Form: MSF 4227 – Application for a Safe Manning Document

More information: MSN 1767 - Hours of Work, Safe Manning and Watchkeeping

In addition to this application form, we also need a covering letter containing your telephone, fax and email contact information; details of any sister ships on the UK Ship Register; and confirmation of the date the Safe Manning Document is required. A General Arrangement plan is required unless a sister ship is already on the UK Ship Register.

To confirm manning levels are operationally viable and that working hours and rest periods meet regulations, we also require a typical seven-day voyage plan. Software will be provided for this purpose after the initial assessment of the application. Alternatively, monthly Hours of Rest records for the whole crew can be submitted using MSN 1767 Annex B.

Certificates of Equivalent Competency

In accordance with the International Convention on Standards of Training, Certification and Watchkeeping (STCW), unless the officers onboard a UK registered vessel hold a UK Certificate of Competency (CoC), they will require a Certificate of Equivalent Competency (CEC) issued by the MCA. CECs are available to officers who hold a CoC issued in accordance with the STCW '95 amendment from a country whose standards of competency and training are considered to be equivalent to those of the UK. A full list of countries is available in MGN 221.

Before making an application, please make sure you are familiar with the following documents:

MGN 221	Training and Certification Guidance - Part 19 Certificates of Equivalent Competency
MIN 340	Certificates of Equivalent Competency - Amendment of Procedures

Medical Certificates

In order to serve on a merchant ship registered on the UK Ship Register the Master and crew must comply with the requirements of the Merchant Shipping Medical Examination Regulations.

These require seafarers working in any capacity on board a UK registered ship, to hold a valid UK seafarer medical certificate (ENG 1) issued by doctors approved by the UK Ship Register as referred to MSN 1815.

Alternatively, certificates can be issued by approved countries whose standards are accepted as equivalent to the UK.

Related documents

MSN 1821(M)	Approved Medical Practitioners
MSN 1815(M)	List of countries whose medical certificates are accepted as equivalent to the UK
MSN 1822(M)	Seafarer Medical Examinations System and Medical and Eyesight Standards
MGN 219(M)	Seafarers Medical Examinations Guidelines for Maritime Employers and Manning Agencies
MSN 1745(M+F)	Seafarer Vision test: Deck/Dual Career Personnel – Merchant Navy

Where there is a particular need for certificates to be issued in areas where there is little or no access to approved doctors, companies may apply to UK Ship Register for approval of their own doctor to issue certificates for company employees only. Examination facilities must be shore-based as medical examinations are not permitted on board ship.

Maritime Security

You are required to arrange approval and verification of the Ship Security Plan (SSP) to meet the International Ship and Port Facility Security (ISPS) Code and SOLAS Amendments 2002.

For each ship, the Company Security Officer must submit an SSP which meets the ISPS Code and SOLAS XI-2 for approval, together with the UK Ship Security Instructions relevant to the ship type, which is to be accompanied by the Ship Security Assessment.

Your CAM/CSM will provide contact details of the person who will approve the SSP.

Ship Security Alert System (SSAS)

The ship's equipment will need to be programmed and your application form MSF 5608 can be emailed to hq_maritimesecurity@mcga.gov.uk.

Training Requirements for Company and Ship Security Officers

Your Company Security Officers and Ship Security Officers are required to undergo UK Ship Register approved training. In multi-flag fleets, if less than 50% of your company's fleet in terms of ship numbers is UK registered other Administration approved training is accepted for the Company Security Officer.

Continuous Synopsis Record

To advise changes to current CSR please complete CSR Amendment Form 2 and submit to your CAM who will arrange issue of the next CSR in the sequence.

Radio Communications

The UK Radio Regulator is Ofcom and as the administrator on behalf of a company you will need to complete and generate all radio licenses.

Radio Licence

You will need to apply for a Ship Radio Licence. Online applications are free of charge via www.ofcom.org.uk or applications by post using form OF347 (for which there is a fee per licence). If you manage several companies you will need to register each company under its separate name.

For assistance please contact Ofcom Licensing Centre on:

Tel: +44 (0)20 7981 3040

Fax: +44 (0)20 7981 3235

Email: spectrum.licensing@ofcom.org.uk

MMSI Number & Call sign

The MMSI number and call sign will change with the issue of a new radio licence. Arrange with your shore based maintainer for all GMDSS equipment to be re-programmed with new MMSI numbers prior to survey.

Radio Survey

Classed cargo ship managers must arrange the radio survey and certification through their Classification Society. Further information can be found in MGN 441.

Emergency Position Indicating Radio Beacon (EPIRB) Registration

Please arrange for mandatory EPIRB registration through UK Ship Register, contact details:

Tel: +44(0) 1326 211 569

Fax: +44(0) 1326 319 260

Email: epirb@mcga.gov.uk

Please also arrange decommissioning/re-commissioning of all Satcom IDs with your airtime provider.

For COSPAS-SARSAT 406MHz: EPIRBS serial coding should be used.

For INMARSAT 1.6GHz: EPIRBS INMARSAT London should be contacted at:

Inmarsat Global Limited
99 City Road
London
EC1Y 1AX
United Kingdom
Tel: +44 (0)20 7728 1777
Fax: +44 (0)20 7728 1142
email: customer_care@inmarsat.com

ISM Code

The Safety Management Certificate audits are conducted by the UK Ship Register and your ISM application should be made using form MSF 5100.

Document of Compliance

In multi-flag fleets, if the majority of your company's fleet is not UK registered, the MCA would not carry out a DOC Audit but would authorise the Flag state (White or Grey listed on Paris MOU List) or its Recognised Organisation (RO) approved by UK to issue a DOC on behalf of UK.

In the event the UK becomes the majority flag of your company's fleet in terms of ship numbers, the company's safety management system will require auditing, which will be conducted at the main premises from where the safety management system is managed, generally the location from which the Designated Person operates.

ISO 9001:2000 and ISO14001:2004 Certification

To meet the growing demand for harmonised audits MCAQA is accredited by the United Kingdom Accreditation Service (UKAS) to certify customers' ISO 9001 and ISO 14001 systems. Transfer from other certification bodies will be considered.

Crew Agreements

You are required to make arrangements for an approved UK Crew Agreement (Pre-approved (ALC 1) (BSF) 1(d) plus attachments or ALC (NFD) 1(d)) or a non-standard version approved by UK Ship Register.

There are two standard approved agreements: 'Federated' or 'Non-Federated' - both of which ensure compliance with the minimum standards as required under international conventions. *These are required to be supported by a List of Crew.*

As an alternative we will give consideration to other forms of crew agreement proposed by a ship owner/operator. However, any such agreement will be required to comply with UK merchant shipping and general legislation and may not contain anything which conflicts with such legislation or seeks to apply the law of any country outside the UK. *If approval of a non standard agreement is required, such approval*

should be sought as soon as possible as it is a requirement that an approved crew agreement be in place before a UK registered vessel goes to sea.

The provisions of the Staff Handbook and any extra provisions added to the Contractual Clauses must be in compliance with UK legislation, particularly merchant shipping legislation covering seafarer's and the employer's rights and obligations.

More information on these requirements are contained in MGN 148(M).

Crew Agreement documentation and Log books can be obtained over the counter at any MCA Marine Office in the UK or by post through our distribution agents:

EC Group
Europa Park
Magnet Road
Grays, Essex
RM20 4DN
Tel: 0845 603 2431
Fax: +44 (0) 1375 484 556
email: mca@ecgroup.uk.com.

Crew Accommodation

Any UK registered ship must comply with the United Kingdom Merchant Shipping (Crew Accommodation) Regulations 1997, Statutory Instrument 1997/1508, which implements ILO 92 and ILO 133 on crew accommodation.

If the ship joining the UK Ship Register is a new build, the requirements of the Crew Accommodation Regulations should be considered at the design stage. A ship transferring to the UK Ship Register will require an inspection in accordance with the ILO Convention, which will include an inspection to ascertain it meets the required Crew Accommodation Regulations.

If there are overriding circumstances preventing either a new build or a ship transfer from complying with these requirements it will be necessary for the ship owner/manager to apply for an exemption from the relevant provision of the regulations.

Maritime Labour Convention (MLC)

The United Kingdom has not yet ratified the Maritime Labour Convention. However in readiness, the MCA has produced provisional guidance on preparation of the Shipowner's Declaration of the Maritime Labour Compliance Part 2. This will be subject to further consultation but provides a basis on which shipowners may wish to start to prepare their documentation, using the MLC, 2006 regulations and standards, and existing UK regulations, as the basis. Further guidance can be found on the MCA website www.mcga.co.uk – in the Working at Sea - Health and Safety section.

Survey

Each ship, either new-build or transferring from another Flag, must be surveyed before it can be registered on the UK Ship Register. These surveys can be undertaken by either MCA or MCA approved Class surveyors, depending on certain criteria. If the survey is delegated to Class please provide the name and contact details of the attending Class surveyor. On receipt UK Ship Register will arrange issue of the Instrument of Appointment. A transfer of flag survey can be arranged to suit the trading pattern of the ship to avoid any lost time.

If the survey is carried out by the MCA your survey application should be made using form MSF5100. If, on completion of survey, the surveyor is satisfied that your ship meets international standards and UK regulations, where relevant, of safety and pollution prevention, short-term certification can be issued immediately. Full term certification would then follow in due course.

Stability

Stability approval has been delegated to selected Classification Societies and Certifying Authorities for some ship types. Please contact the Stability Unit for guidance.

It is important that the stability submission to the Stability Unit is made at the earliest practicable stage in the newbuilding/conversion/flag-in process. All stability work should be completed prior to inclining test such that it only remains for the final lightship to be inserted in place of the preliminary estimate to allow full approval.

Tel: +44 (0) 1475 553 370

Email: stability_unit@mcga.gov.uk

Alternative Compliance Scheme

Under this voluntary scheme the survey and certification process is streamlined by minimising duplication of effort with the Classification Societies. When a ship is registered under the Alternative Compliance Scheme (ACS) it allows the Classification Society to perform all statutory surveys required under SOLAS, MARPOL and Load Line Conventions with the exception of ISM, ISPS and ILO 178, without a formal 'appointment' by the UK Ship Register.

Entry into the scheme is conditional upon Port State Control and Class criteria being met. To apply, please complete MSF 4753. Further information can be found in MGN 345.

Civil Liability Certification

Ships over 1000 GT carrying oil as bunker fuel and/or ships carrying over 2000 tonnes of persistent oil in cargo will require a Civil Liability Certificate as evidence of the requirement to maintain compulsory insurance against liability for pollution damage. To apply, please complete MSF 3233 (paper application) or MSF 3241 (electronic application). Further information is available in MGN 402 and MGN 403.

Fees

The full fee structure can be found in The Merchant Shipping (Fees) Regulations 2006. These fees are effective from 11th September 2006.

Registration fee for Part I and Part IV	£124
Registration renewal fee (every 2-5 years dependant on charter)	£49
Transfer of ownership	£80
Change of name or port	£37
Change of measurement, tonnage or engine particulars	£37
Transcript of registry	£21
Transcript of closed registry	£32
Duplicate registry certificates	£21
Survey/surveyor travel fees*	£94 per hour
Stability approval fee	£94 per hour
Safe manning document	£141
Safe manning document for passenger vessels	£752
Safe manning document for a sister ship of a UK ship	£94
Certificate of Equivalent Competency	£76
Seafarer Medical Certificate (ENG1)	£80
Civil Liability (Bunker) Certificate	£16

*Travel fees only applicable for up to a maximum of 10 hours each way for overseas and 4 hours for UK.

Customer Account Manager (CAM) 24/7 support and services are free of charge.

Please contact the UK Ship Register if you would like a detailed estimate of the total costs for registering your ship(s) on the UK Ship Register.

Contact Details

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ukshipregister@mcga.gov.uk

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0870 600 6505
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