**Special Registration Checklist**

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| **Provisional Registration (3 months)** | | | | | |
| ***Required documents*** | | ***Submitted*** | | | ***Comments*** |
| ***Yes*** | ***No*** | ***Pending*** |
| *1.* | *RE-DOC-11 – Know your Customer Form (KYC)* |  |  |  |  |
| *2.* | *Copy of notarized BOS (where applicable)* |  |  |  |  |
| *3.* | *Radio Accounting Authority letter (RAA) (where applicable)[[1]](#footnote-1)* |  |  |  |  |
| *4.* | *Copy of applicant’s passport* |  |  |  |  |
| *5.* | *RE-DOC-13 – Application for Minimum Safe Manning (MSM) Certificate[[2]](#footnote-2)* |  |  |  |  |
| *6.* | *Copy of International Tonnage* |  |  |  |  |
| *7.* | *TE-DOC-20 - RO Confirmation letter (to be submitted to Technical Department)* |  |  |  |  |
| *8.* | *Signed Quotation* |  |  |  |  |

***Note for applicants****: This form is for reference only and does not need to be submitted when applying for registration.*

1. Not mandatory for ships operating within sea areas A1 and A1+A2. [↑](#footnote-ref-1)
2. Subject to the approval of Registrar of Seamen. [↑](#footnote-ref-2)