

Marine Guideline No: MGL -06/21

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF
MERCHANT SHIPS, RECOGNIZED ORGANIZATIONS,REGISTRATION MANAGERS**

SUBJECT: Initial Vessel Registration - Flag Transfer

Vetting Requirements:

As standard practice, the Administrator undertakes a thorough vetting process of all vessels seeking registration. The vetting process includes due diligence screening of the owning and operating entities, to include actual beneficial ownership of the vessel. For this reason, please identify all natural persons in the vessel ownership structure who ultimately hold a 25% or greater interest in the vessel and indicate the country in which each resides. In the event the vessel ownership structure terminates with no natural person(s) ultimately owning 25% or more interest in the vessel, please provide a statement to that effect and the name(s) of the natural person(s) exercising control of the legal person through other means. Alternatively, if all the ultimate owning legal entities are publicly traded, please provide a statement to that effect and identify the ultimate owning legal entity or entities. This information is kept confidential, but we must have it to satisfy our trade compliance policy.

Ownership Structure:

Every Guyana registered vessel must be owned through a Guyana Entity or a Foreign Maritime Entity. For more information, please contact: registrations@imsag.org

Application/Documentation/Requirements:

1. **Original** Application for Registration, duly acknowledged or notarized– a copy is acceptable for registration with original to follow
2. **Original** or **Certified True Copy** of Power of Attorney or Corporate Resolutions: Authority of Agent/Officer
3. Copy of ISM Document of Compliance (DOC) issued by Recognized Organization (RO)*
4. Copy of Application for Minimum Safe Manning Certificate
5. Copy of LRIT Conformance Test Report (CTR)*
6. Email Request sent to Registration department (registrations@imsag.org) for a new DMLC Part I or a National Statement of Compliance for non self-propelled Copy of International Tonnage Certificate (ITC)
7. Copy of P&I's Cover Note or Certificate of Entry
8. Electronic Original Oil Blue Card for vessels carrying 2000 Tons or more Oil in Bulk*
9. Electronic Original Bunker Blue Card for vessels over 1000 gross tons
10. Electronic Original Wreck Removal Blue Card for vessels over 300 gross tons*
11. Electronic Original Ship-owner Liability in Cases of Abandonment Blue Card , if applicable
12. Electronic Original Treatment of Contractual Claims, Death and Long-Term Disability Blue Card if applicable
13. Electronic Original Passenger Liability Blue Card for vessels carrying more than 12 passengers, if applicable*
14. Copy of Green Award Certificate, if available*
15. Copy of CSR Amendment Form *

Inquiries concerning the subject of this Notice should be directed to the ,Shipping Master , International Maritime Safety Agency of Guyana, E.mail: tech@imsag.org

16. Copy of existing Continuous Synopsis Records (CSRs) from previous registry*
17. Copy of Proof of Payment for Initial Registration Fee

***May not be applicable for non self-propelled vessels**

Class Documents (if authorized, these will be requested directly from Class by IMSAG):

18. Copy of Confirmation of Class Certificate and Class Statement "Fit to Proceed to Sea"
(dated within 10 days before registration)
19. Copy of Survey Reports, Special Survey Reports, Statutory Certificates for vessels 20 years of age and above

Closing Documents to be received on or prior to the day of Registration:

20. Copy of Certificate of No Liens issued by previous Registry
(dated within 3 working days before registration)
21. Copy of Permission for Transfer issued by Previous Registry, if available
22. Copy of Cancellation Certificate issued by Previous Registry, if available or Copy of Letter of Undertaking issued by Seller or Buyer (dated on the day of registration)
23. Copy of Bill of Sale, if applicable
24. Copy of Protocol of Delivery and Acceptance, if available
25. Copy of Non-registration Letter, if applicable

Electronic Certificates issued on the day of closing:

26. Provisional Certificate of Registry
27. Temporary Authority Ship Radio License
28. Port Authority Letter
29. Tonnage Tax Receipt
30. Minimum Safe Manning Certificate
31. Civil Liability Certificate if applicable*
32. Civil Liability Bunker Certificate
33. Wreck Removal Liability Certificate*
34. Carriage of Passengers and Luggage Liability Certificate, if applicable*
35. Letter to Master
36. List of Official Forms and Publications
37. Waiver of the Guyana Flag vessel Age, if applicable for vessels over 20 years of age

Post Delivery Documentation to be followed-up:

38. Copy of Letter to Master - dated and signed
39. Copy of Safety Management Certificate (SMC) issued by RO*
40. Copy of International Ship Security Certificate (ISSC) issued by RO*
41. Copy of Maritime Labour Certificate (MLC) issued by RO*
42. Copy of Deletion/Cancellation Certificate if it was not received on the day of closing
43. Copy of Deletion/Stricken CSR issued by Previous Registry, if applicable*

Electronic Certificate to be issued post closing:

44. CSR for Registration*