



**ST. VINCENT AND THE GRENADINES**  
**MARITIME ADMINISTRATION**

**PROCEDURE FOR CHANGE OF OWNERSHIP**

**A change of ownership may be effected upon receipt of:**

**Administrative requirements:**

1. Application Form for change of Ownership / Name filled in and signed
2. Bill of Sale legalized and/or apostilled
3. Good Standing Certificate
4. Discharge or transfer of the existing encumbrances
5. New A.A.I.C./P.S.A. or confirmation from the present authority that they will remain responsible for the radio traffic accounts under the new ownership
6. Original Deletion Certificate from the previous flag, if not already received
7. Confirmation of vessel's P & I (Third Party Liability, Cargo & Crew)
8. Settlement of fees for the change of ownership

**Technical requirements:**

**Class and Statutory:**

- a. Confirmation from the Classification Society that the vessel is in class and has valid statutory certificates. The Classification Society should also confirm that statutory certificates will be retained under the new ownership

**International Safety Management (ISM) Code (when applicable):**

- b. ISM Code Declaration of Company

**International Ship and Port Facility Security (ISPS) Code (if applicable):**

- c. Continuous Synopsis Record (CSR) Form 2 showing the changes

**If there is a simultaneous change of management, the following documents will also be requested:**

Confirmation from authorized organization that interim SMC, ISSC and MLC/MLC Inspection are being issued

- d. Application for the issue of a Minimum Safe Manning Document
- e.

**International Safety Management (ISM) Code (when applicable):**

- f. Copy of ISM Document of Compliance (DOC)

**International Ship and Port Facility Security (ISPS) Code (if applicable):**

- g. Company Security Officer (CSO) and Designated Person Ashore (DPA) Declarations

**Maritime Labour Convention (MLC) (when applicable):**

- h. Application for the issue of DMLC Part I

MASTER AND OFFICERS: APPLICATION FOR THE ISSUE OF THE STCW 78 (AS AMENDED) ENDORSEMENT IF THEY ARE NOT IN POSSESSION OF THESE DOCUMENTS.

ALL SEAFARERS: APPLICATION FOR SEAMAN'S BOOK IF THEY ARE NOT IN POSSESSION OF SAME.

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