



NAURU

MARITIME ADMINISTRATION

PROCEDURES FOR NORMAL REGISTRATION (NMA_P1 (Rev.4))

A. PURPOSE:

To provide guidance on the procedures to register vessels under Normal Registration.

B. REFERENCES:

- 1) Shipping (Registration of Foreign Vessels) Act 2018 of Nauru
- 2) Shipping Procedures NMA_P6 – Certificates of Endorsement (COE)
- 3) Shipping Circular NMA_C1-1 – Minimum Safe Manning
- 4) Shipping Circular NMA_C1-2 – Minimum Safe Manning for Fishing Vessels
- 5) Application Form NMA-1_REG

C. INTRODUCTION:

- 1) Normal registration applies for vessel owners (in their capacity) who wish to register their vessel(s) for Provisional and/or Permanent registration with the Nauru Maritime Administration (NMA).
- 2) Upon acceptance of the applicable fee, a user-ID and password will be provided for the registration to be applied on-line. The same login may be used to also apply for Nauru COE (refer to reference (b)) and for submission of future applications for new vessel registration(s) and/or COE(s).

D. DOCUMENTS REQUIRED FOR SUBMISSION:

The following may be submitted to the NMA via email at flag@naurumaritime.com

1) FOR PROVISIONAL REGISTRATION

- a) Executed application Form NMA-1_REG.
- b) Existing Registry and Statutory Certificates, and Continuous Synopsis Record (CSR) File (where applicable) for existing vessels.
- c) Notarized copy of Bill of Sale (BoS) and/or Memorandum of Agreement (MoA) and/or Sales & Purchase Agreement (SnP) (existing vessels) or Builder's Certificate / Builder's Contract (new buildings).
- d) Power of Attorney to the executor of the BoS / MoA / SnP if the executor is not the previous owner as indicated in Form NMA-1_REG and the existing Certificate of Registry.
- e) Confirmation (by letter or email) from vessel's Recognised Organisation (RO) that:
 - i) Change of flag survey is in progress of being arranged (existing vessels); or
 - ii) Survey and statutory certification will be carried out on behalf of Nauru (new buildings)

- f) Evidence of P&I cover (refer to Shipping Circular NMA_C15 for list of recognised P&I clubs) in any of the following formats:
 - i) Letter of Entry or Certificate of Entry
 - ii) Conditional / Provisional P&I Cover (pending submission of Provisional Certificate of Registry to the P&I club)
- g) Company Certificate of Incorporation or Certificate of Good Standing of the Registered Owner. This should be substituted with a valid Passport where the registered owner is an individual rather than a corporate entity.
- h) Company Certificate of Incumbency of the Registered Owner. This is not required if the registered owner is an individual rather than a corporate entity.
- i) Applicant's Passport or ID (should be a director of the registered owner), otherwise a Power of Attorney to the applicant signed by a director shall be submitted.

Once the documents are verified and confirmed in order, the NMA shall advise the registration details and provide notice of payment for the applicable fees.

Upon receipt of the applicable fees, the Provisional Registry Certificate(s) – Certificate of Registry, Minimum Safe Manning Certificate (if applicable), and Ship Radio Station Licence (if applicable) shall be issued with 6 months validity, during which the following are to be submitted **before the expiry of the Provisional registration** for conversion to Permanent registration:

2) FOR PERMANENT REGISTRATION

- a) Original Deletion Certificate from existing Administration (existing vessels) or Builder's Certificate (new buildings).
- b) Original Application Form NMA-1_REG (duly signed, stamped and completed).
- c) Certified true copy of Notarised BoS - if original is submitted, it will be returned after sighting (existing vessels).
- d) Copy of GA Plan.
- e) Copy of Full-term Statutory Certificates issued by RO.
- f) Copy of current Crew List (if applicable).
- g) Copy of P&I Certificate of Insurance (if not submitted earlier).
- h) Copy of Continuous Synopsis Record (CSR) File (if applicable - refer to Shipping Circular NMA_C3).
- i) Copy of LRIT Conformance Test Report (if applicable - refer to Shipping Circular NMA_C8).
- j) Copy of Bunker Convention Blue Card (if applicable - refer to Shipping Circular NMA_C22).
- k) Copy of Civil Liability Convention Blue Card (if applicable - refer to Shipping Circular NMA_C25).

- l) Copy of Wreck Removal Convention Blue Card (if applicable - refer to Shipping Circular NMA_C26).
- m) Copy of COSPAS SARTSAT EPIRB Registration Certificate (if applicable - refer to Shipping Circular NMA_C7).
- n) Copy of Financial security cover for MLC 2006 Regulation 2.5.2 Standard A2.5.2 and Regulation 4.2 Standard A4.2.1 (if applicable - refer Shipping Circular NMA_C23).

E. MINIMUM SAFE MANNING AND CERTIFICATES OF ENDORSEMENT

- 1) All Officers working on Nauru-registered vessels are required to hold the appropriate Certificates of Endorsement (COE) issued by the NMA. There is no restriction on crew nationality.
- 2) The NMA does not issue seaman book to foreign nationalities and seafarers are allowed to carry their own national / foreign seaman book.
- 3) For more information on COE application, please refer to Shipping Procedures NMA_P6
- 4) Nauru's minimum safe manning scale can be found in Shipping Circular NMA_C1-1 or at: <http://www.naurumaritime.com/shipmanningtool>. For fishing vessels, please refer to Shipping Circular NMA_C1-2.

F. APPLICATION FORMS AND CONTACTS

All application forms can be downloaded from our website at: <http://www.naurumaritime.com/forms>

Please do not hesitate to contact the NMA at flag@aurumaritime.com