NAOERO
MARITIME ADMINISTRATION

PROCEDURES FOR NORMAL REGISTRATION
(NMA_P1 (Rev.10))

A. PURPOSE:

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

B. REFERENCES:

1) Shipping Procedures NMA P6 – Certificates of Endorsement (COE)
2) Shipping Circular NMA C1-1 – Minimum Safe Manning
3) Shipping Circular NMA C1-2 – Minimum Safe Manning for Fishing Vessels
4) Application Form NMA-1 REG
5) Shipping Circular NMA C9 – Radio Accounting Authority and PSA for Inmarsat

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 Naoero Maritime Administration (NMA).

2) Where activation of Inmarsat Terminal(s) is/are required:

   a) Obtain your assigned Naoero Call Sign and MMSI Number.
   b) Submit your activation request to Naoero's authorized Satellite Service Provider (SSP) prior to registration.
   c) **Terminal activation will take effect upon official activation of vessel registration and receipt of security deposit by the SSP** (Please refer to Reference B.5).

D. DOCUMENTS REQUIRED FOR SUBMISSION:

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

1) FOR PROVISIONAL REGISTRATION

   a) Executed application Form NMA-1 REG (can be found at https://maritimenaoero.com/forms).

   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) (existing vessels) or Builder's Certificate / Builder's Contract (new buildings).

   d) Power of Attorney to the executor of the BoS 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 Naoero (new buildings)

f) Evidence of P&I cover (refer to Naoero 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.

The NMA reserves the right to request for additional documents not mentioned above where it deems necessary.

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, unless certificate is issued only in electronic format (applicable only to existing vessels).

b) Copy of GA Plan.

c) Copy of Full-term Statutory Certificates issued by RO.

d) Copy of current Crew List (if applicable).

e) Copy of P&I Certificate of Insurance (if not submitted earlier).

f) Copy of Continuous Synopsis Record (CSR) File (if applicable - refer to Naoero Shipping Circular NMA C3).

g) Copy of LRIT Conformance Test Report (if applicable - refer to Naoero Shipping Circular NMA C8).

h) Copy of Bunker Convention Blue Card (if applicable - refer to Naoero Shipping Circular NMA C18).

i) Copy of Civil Liability Convention Blue Card (if applicable - refer to Naoero Shipping Circular NMA C11).

j) Copy of Wreck Removal Convention Blue Card (if applicable - refer to Naoero Shipping Circular NMA C19).

k) Copy of COSPAS SARSAT EPIRB Registration Certificate (if applicable - refer to Naoero Shipping Circular NMA C7).

l) 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 Naoero Shipping Circular NMA C23).

3) AFTER PERMANENT REGISTRATION

a) An updated Crew List should be submitted whenever there are changes to the crew.

b) Renewed P&I Certificate of Entry and relevant Blue Cards shall be submitted prior to the expiry of the present cover.

c) Any changes to the Directors and/or Shareholders of the Registered Owner must be notified to NMA no later than 30 days of the change being filed.

d) A recent Company Certificate of Incumbency of the Registered Owner issued within 3 months of submission shall be submitted prior to renewal of the vessel's registration.

E. MINIMUM SAFE MANNING AND CERTIFICATES OF ENDORSEMENT

1) All Officers working on Naoero-registered vessels are required to hold COEs issued by the NMA. There is no restriction on crew nationality except if prohibited due to sanctions.

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 Reference B.1.

4) Naoero's minimum safe manning scale can be found in Reference B.2 or at: https://maritimenaoero.com/shipmanningtool. For fishing vessels, please refer to Reference B.3.

F. APPLICATION FORMS AND CONTACTS

All forms can be downloaded from our website at: http://maritimenaoero.com/forms

Please do not hesitate to contact the NMA at flag@maritimenaoero.com for any queries.