

**NIGERIAN MARITIME ADMINISTRATION AND SAFETY AGENCY
SHIP REGISTRY SCOPE OF WORK**

	DEPT/UNIT	SERVICES	REQUIREMENTS TO ACCESS SERVICES	CHARGES/FEE S/LEVIES	PENALTIES/FINES	SERVICE DELIVERY DEADLINE	CONTACTS: PHONES: E MAILS:
1	Nigerian Ship Registration Office	Provisional Registration	<p><u>Company's Particulars:</u></p> <ul style="list-style-type: none"> • Copy of certificate of Incorporation • Copy of CTC of Memo and Articles of Association • Copy of CTC of Form CAC7 (Particulars of Directors) • Copy of CTC of Form CAC2 (Allotment of Shares) notes that company's share capital should not be less than twenty five million Naira (N25m). • Evidence of registration as a Shipping Company with NIMASA • Company's current tax clearance certificate • Company's Bank reference letter. • Declaration of ownership form (to be issued by the Ship Registry) 	₦50,000.00	Minimum of ₦100,000.00	Within 24 hrs but subject to complete submission of required documents & payment of fees by applicant.	08030816336 ojjeric@yahoo.co.uk

			<p><u>Vessel Particulars</u></p> <ul style="list-style-type: none"> • Bill of sale (for second hand vessels) or Builders certificate (for new construction) • Deletion certificate (if vessel is flagging a foreign flag, this is to avoid dual registration in line with Article 93(2) of UNCLOS 1982). • International Tonnage Certificate of vessel and a Class certificate duly issued by any of the flag state authorized class/recognized organizations(for vessels above 500GRT) • Picture of the vessel showing, hull, stern, deck etc. • Vessel(s) insurance cover/Certificate <p>THE PROCESS</p> <ul style="list-style-type: none"> • Vessel Owner/Agent 				
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			<p>submits application for provisional registration at the Office of the Registrar of Ships</p> <ul style="list-style-type: none"> • The Registrar of Ships directs the appraisal of application for provisional registration by relevant officer(s) • Assigned officers submit appraised application and submit recommendations to the Registrar of Ships • Applicant is requested to pay provisional registration fees in favor of the Agency • Registrar of Ships issues Nigerian Certificate of Registry or declines provisional registration of the vessel. 				
2		Full Flag Registration	<p>Company's Particulars:</p> <ul style="list-style-type: none"> • Copy of certificate of Incorporation • Copy of CTC of Memorandum and Articles of Association • Copy of CTC of Form CAC7 	Depend on number of Gross Tonnage of the vessel	Minimum of ₦400,000.00	Within 1 week but subject to complete submission of required documents	

			<p>(Particulars of Directors)</p> <ul style="list-style-type: none"> • Copy of CTC of Form CAC2 (Allotment of Shares) notes that company's share capital should not be less than Twenty Five million Naira (₦25m). • Company's current tax clearance certificate • Company's Bank statement or reference letter. • Declaration of ownership form (to be issued by the Ship Registry) • Evidence of registration as a shipping company with NIMASA <p><u>Vessel Particulars</u></p> <ul style="list-style-type: none"> • Bill of sale (for second hand vessels) or Builders certificate (for new construction) • Deletion certificate issued by the previous registry of vessel • Class certificate duly issued by any of the flag state authorized class/recognized organizations, applicable to 			& payment of fees by applicant.	
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			<p>all vessels above 500 gross tons</p> <ul style="list-style-type: none"> • Evidence of vessel(s) insurance cover/Certificate • Bank reference from an indigenous financial institution <p>THE PROCESS</p> <ul style="list-style-type: none"> • Vessel Owner/Agent/representative submits application for full flag registration at the Office of the Director-General/CEO or Registrar of ships • The Director-General/CEO forwards the flag application to the Nigerian Ship Registration Office for further action. • The Registrar of Ships directs the appraisal of application for full flag registration by relevant officer(s) • Assigned officers appraise application and submit recommendations to the Registrar of Ships • Applicant is invited to pay 				
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			<p>full flag registration fees</p> <ul style="list-style-type: none"> • Applicant is then confirmed to have met all conditions for flag registration in the Nigerian ship registration office • Registrar of Ships seeks approval to issue Nigerian Certificate of Registry from the Director-General/CEO • Director-General grants and conveys approval to the Registrar of Ships for full flag registration of vessel in the Nigerian Ships Register or otherwise. • Registrar of Ships issues Nigerian Certificate of Registry in favor of vessel or conveys disapproval of the Agency to the applicant as the case may be. 				
3		Grant of Consent to Sell a Nigerian Flagged Vessel	<p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Formal application for grant of consent to sell vessel • Board resolution of company approving sale • Evidence of applicant's payment of consent to 	₦20,000.00		Within 1 week but subject to complete submission of required documents & payment	

			<p>sell fees</p> <p>THE PROCESS</p> <ul style="list-style-type: none"> • Applicant submits formal application for grant of consent to sell vessel to the Office of the Director-General or Registrar of Ships • The Director-General forwards application to the Nigerian Ship Registration Office • Registrar of Ships receives application and directs appraisal of application • An officer is assigned to appraise application • Officer verifies flag status of vessel and supporting documents • Officer verifies that vessel is unencumbered by maritime liens (mortgages etc.) and invites applicant for payment of consent to sell fees • Officer submits recommendation to the Registrar of Ships • Registrar of Ships evaluates 			of fees by applicant.	
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			<p>recommendation and forwards same to the Director-General, seeking grant of consent to sell vessel, or declines applicants request</p> <ul style="list-style-type: none"> • Registrar of Ships conveys disapproval of applicants request or seeks the Director-General's grant of consent. • Subject to grant of consent to sell vessel by the Director-General, the Registrar of Ships conveys the Director-General's approval to applicant. 				
4		Grant of Consent to Mortgage A Nigerian Flagged Vessel	<p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Formal application for grant of consent to mortgage a Nigerian flagged vessel • Board Resolution of company granting consent for mortgage of vessel • Evidence of payment of stamp duty at the Federal Inland Revenue Service • Evidence of payment of mortgage fees by applicant 	₦20,000.00		Within 1 week but subject to complete submission of required documents & payment of fees by applicant.	

			<p>THE PROCESS</p> <ul style="list-style-type: none"> • Applicant submits formal application for grant of consent to mortgage vessel to the Office of the Director-General or Registrar of Ships • The Director-General forwards application to the Registrar of Ships • Registrar of ships receives application and directs appraisal of application • Registrar of Ships assigns officer for appraisal of application for grant of consent to mortgage. • Officer verifies previous flag status /mortgages registered against vessel if any. • Officer invites applicant for payment of grant of consent to mortgage fees • Officer submits recommendation to the Registrar of ships • Registrar of ships seeks Director-General's consent to mortgage Nigerian flagged vessel or conveys 				
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			<p>disapproval and its reasons to the applicant</p> <ul style="list-style-type: none"> • Director-General grants consent to mortgage vessel. • Registrar of ships conveys approval to applicant as the case may be. • Where consent is declined, applicant will liaise with the Nigerian Ship Registration Office for resolution of issues hindering grant of consent to mortgage vessel 				
5		Change of ownership of a Nigerian flagged vessel	<p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Formal letter of Application for change of ownership by new owner or authorized representative. • Copy of Certificate of Incorporation • Memorandum and Articles of Association. • CTC of Form CAC7 (Particulars of Directors. • CTC of Form CAC2 (Allotment of Shares) • Current Tax Clearance Certificate 	Depend on number of gross tonnage of the vessel		Within 1 week but subject to complete submission of required documents & payment of fees by applicant.	

			<ul style="list-style-type: none"> • Completed declaration of ownership form with passport photograph attached. • Completed application for registration of ship form • Bank Statement/Reference • Bill of Sale • Evidence of registration as a Shipping Company with NIMASA • Return Certificate of Registry (in respect of the former owner) • Consent Letter • NIMASA Official receipt for payment of change of ownership <p>THE PROCESS</p> <p>(It must be borne in mind that change of ownership may either be sequel to a sale of the vessel or by transmission. Where the new owner acquired the vessel after a sale, he must show evidence that the consent of the Director</p>				
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			<p>General was obtained before the sale)</p> <ul style="list-style-type: none">• Applicant submits formal application for change of ownership to the Office of the Director-General or Registrar of Ships• The Director-General forwards application to the Registrar of Ships• Registrar of ships receives application and directs appraisal of application• Registrar of Ships assigns officer for appraisal of application for change of ownership• Officer verifies the eligibility of the applicant (company or directors) to be the registered owner of a Nigerian ship under the MSA 2007• Officer ensures that all required documents have been submitted• Officer invites applicant for payment of transfer of ownership fees				
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			<ul style="list-style-type: none"> • Officer submits recommendation to the Registrar of Ships • Registrar of Ships seeks Director-General's approval for the change of ownership of the vessel • Registrar of Ships issues certificate of flag registry to the new owners or conveys disapproval and its reasons to the applicant • Where consent is declined, applicant will liaise with the Nigerian Ship Registration Office for resolution of issues hindering the change of ownership of the vessel 				
6		Change of Name of a Nigerian flagged vessel	REQUIREMENTS <ul style="list-style-type: none"> • Formal Application by the registered owner or authorized representative • Board Resolution by Owners authorizing the change of name • Duly completed application for change of vessel's name 	₦35,000.00		Within 1 week but subject to complete submission of required documents & payment of fees by applicant.	

			<ul style="list-style-type: none"> • Return of original certificate of Registry bearing the former name • Affidavit deposing to the reason(s) for the change of vessel name • NIMASA receipt for payment of change of vessel name <p>THE PROCESS</p> <p>(Applicants for change of vessel name are required to depose to an affidavit stating clearly the reasons for the change of name. This requirement was introduced in reaction to reports to forestall the deployment of Nigerian vessels for piracy and other marine criminal activities)</p> <ul style="list-style-type: none"> • Applicant submits formal application for change of name to the Office of the Director-General or the Registrar of Ships • The Director-General forwards application to the Registrar of Ships 				
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			<ul style="list-style-type: none"> • Registrar of Ships receives application and directs appraisal of application • Registrar of Ships assigns officers for appraisal of application for change of name • Officers examines the credibility of the reason adduced for the change of name • Officer ensures that all required documents (including the old certificate of registry) have been submitted • Officers ensures that official fees are paid • Officers submits recommendation to the Registrar of Ships • Registrar of Ships seeks Director-General's approval for the change of name • Registrar of Ships issues certificate of flag registry reflecting the change 				
7		Registration of mortgage	REQUIREMENTS <ul style="list-style-type: none"> • Formal letter of Application 	₦50,000.00		Within 1 week but subject to	

			<p>by the owner or authorized representative</p> <ul style="list-style-type: none"> • Copy of the executed deed of Mortgage duly stamped (FIRS) • Certificate of Registration of Mortgage with CAC • Return of duly executed NIMASA statutory Mortgage forms signed and sealed with stamp duty paid. • Copy of the grant of consent letter. • NIMASA receipt for payment of mortgage registration fees <p>THE PROCESS</p> <ul style="list-style-type: none"> • Applicant submits formal application for registration of mortgage to the Director-General or the Registrar of Shps • The Director-General forwards application to the Registrar of Ships • Registrar of Ships receives 			complete submission of required documents & payment of fees by applicant.	
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			<p>application and directs appraisal of application</p> <ul style="list-style-type: none"> • Registrar of Ships assigns officers for appraisal of application for registration of mortgage • Officers examines the credibility of the reason adduced for the registration of mortgage • Officers ensures that all required documents have been submitted • Officers ensures that official fees are paid • Officers submits recommendation to the Registrar of Ships • Registrar of Ships seeks Director-General's approval for the registration of mortgage • Registrar of Ships issues the certificate for registration of mortgage 				
8		Issuance of transcript of Nigerian registry	<p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Formal letter of Application by the owner or authorized representative 	N20,000.00		Within 1 week but subject to complete submission	

			<ul style="list-style-type: none"> • NIMASA receipt for payment of issuance of transcript fees <p>THE PROCESS</p> <ul style="list-style-type: none"> • Applicant submits formal application for issuance of transcript to the Director-General or the Registrar of Ships • The Director-General forwards application to the Registrar of Ships • Registrar of Ships receives application and directs appraisal of application • Registrar of Ships assigns officers for appraisal of application for issuance of transcript • Officer insured that Payment is made and receipt submitted • Transcript is typed, signed and issued 			of required documents & payment of fees by applicant.	
9		Deletion of a Nigerian flagged from the	<p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Formal letter of Application by the owner or authorized 	N10,000.00		Within 1 week but subject to complete	

		Nigerian ships register	<p>representative</p> <ul style="list-style-type: none"> • Submission of Board Resolution authorizing the deletion • Return of original certificate of registry • NIMASA receipt for payment of deletion fees <p>THE PROCESS</p> <ul style="list-style-type: none"> • Applicant submits formal application for deletion to the Director-General or the Registrar of Ship • The Director-General forwards application to the Registrar of Ships • Registrar of Ships receives application and directs appraisal of application • Registrar of Ships assigns officers for appraisal of application for deletion • Officer insured that Payment is made and receipt submitted 			submission of required documents & payment of fees by applicant.	
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			<ul style="list-style-type: none"> • Certificate conveying approval of request is signed and forwarded to ship-owners • Vessel is struck off the Register of Ships 				
10		Issuance of bill of sale	<p>NOTE: The Bill of Sale is usually issued upon grant by the Director General of consent to sell and payment of the appropriate fees. Therefore, it has no special procedure of its own but is subsumed within the consent to sell process.</p>	N5,000.00		Within 24 hrs but subject to complete submission of required documents & payment of fees by applicant.	
11		Legal Search	<p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Formal letter of Application by the owner or authorized representative • NIMASA receipt for payment of search fees <p>THE PROCESS</p> <ul style="list-style-type: none"> • Applicant submits formal application to conduct search to the Director-General or the Registrar of 	N5,000.00		Within 1 week but subject to complete submission of required documents & payment of fees by applicant.	

			<p>Ships</p> <ul style="list-style-type: none"> • The Director-General forwards application to the Registrar of Ships • Registrar of Ships receives application and directs any legal officer to handle • Officer to insured that payment is made and receipt submitted • Applicant is allowed full access to vessel's file under the supervision of the Legal Officer 			
12		Cabotage Registration (wholly Nigerian owned vessels)	<p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Completed form for registration in Special Cabotage Register (wholly Nigerian owned) • Copy of certificate of Nigerian registry • Cabotage Affidavit Form • Crew list declaration • Applicable waiver certificate (or evidence of payment of waiver fees) • Evidence of registration as a Shipping Company with NIMASA • Certificate of incorporation 	Depend on the Gross Tonnage of the vessel		Within 1 week but subject to complete submission of required documents & payment of fees by applicant.

			<ul style="list-style-type: none"> • Memorandum and Articles of Association • Certified True Copies of Form CAC O2 (allotment of shares) • Certified True Copies of Form CAC O7 (particulars of directors) • Current Tax Clearance Certificate • Proof of payment of registration fees <p>THE PROCESS</p> <p>After the submission of application at the Director General's office, all documents for Cabotage registration are routed to the Cabotage Department which creates triplicate files of all the documents attached. One file is retained for the use of the Cabotage Department while the other two are sent to the Maritime Labour Department and the Ship Registry.</p> <p>It is expected that all other departments would have concluded their processing before the Registry enters the vessel into</p>				
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			<p>the Cabotage register. The process is as follows:</p> <ul style="list-style-type: none"> • Registrar of Ships receives application and directs Cabotage Registration Officers to handle • Appraisal to verify satisfaction of above requirements is conducted • Payment is made and receipt submitted • Certificate of Cabotage Registration is issued. 				
13		Cabotage Registration (bareboat chartered vessels)	<p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Copy of certificate of Nigerian registry • Cabotage Affidavit Form • Crew list declaration • Applicable waiver certificate (or evidence of payment of waiver fees) • Evidence of registration as a Shipping Company with NIMASA • Evidence of suspension from original registry • Evidence of consent of the owner to the transfer of the vessel 	Depend on the Gross Tonnage of the vessel		Within 1 week but subject to complete submission of required documents & payment of fees by applicant.	

			<ul style="list-style-type: none"> • Evidence of consent of the original registry to the transfer of the vessel • Charter party agreement • Undertaking by the charterer affirming the authenticity of the various information supplied • Certificate of incorporation • Memorandum and Articles of Association • Certified True Copies of Form CAC O2 (allotment of shares) • Certified True Copies of Form CAC O7 (particulars of directors) • Current Tax Clearance Certificate • Proof of payment of registration fees • Statement on freedom from encumbrance or otherwise of bareboat chartered vessel <p>THE PROCESS Ditto above</p>				
14		Cabotage Registratio	<ul style="list-style-type: none"> • Copy of certificate of Nigerian registry 	Depend on the Gross		Within 1 week but	

		n (joint venture owned vessels)	<ul style="list-style-type: none"> • Cabotage Affidavit Form • Crew list declaration • Applicable waiver certificate (or evidence of payment of waiver fees) • Evidence of registration of shipping company with NIMASA • Certificate of incorporation • Memorandum and Articles of Association • Certified True Copies of Form CAC O2 (allotment of shares) • Certified True Copies of Form CAC O7 (particulars of directors) • Evidence of registration as a Shipping Sompany with NIMASA • Current Tax Clearance Certificate • Proof of payment of registration fees <p>THE PROCESS Ditto above</p>	Tonnage of the vessel		subject to complete submission of required documents & payment of fees by applicant.	
15		Cabotage Registratio	<p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Completed application for registration in Special 	Depend on the Gross Tonnage of		Within 1 week but subject to	

		n (foreign owned vessels)	<p>Register (foreign owned vessels) form</p> <ul style="list-style-type: none"> • Copy of certificate of Nigerian registry • Applicable waiver certificate (or evidence of payment of waiver fees) • Certificate of incorporation • Memorandum and Articles of Association • Certified True Certificates of incorporation documents showing particulars of first directors and shareholding • Evidence of registration as a Shipping Company with NIMASA • Current Tax Clearance Certificate • Proof of payment of registration fees <p>THE PROCESS Ditto above.</p>	the vessel		complete submission of required documents & payment of fees by applicant.	

