



## **NIGERIAN SHIP REGISTRY**

### **REQUIREMENTS FOR FLAG REGISTRATION**

<b>Formal letter of Application by the owner or authorized representative</b>
<b>Copy of Certificate of Incorporation</b>
<b>Copy of CTC of Memorandum and Articles of Association.</b>
<b>Copy of CTC Form CAC 7 (Particulars of Directors)</b>
<b>Copy of CTC Form CAC 2 (Allotment of Shares)</b>
<b>Copy of Company's Current Tax Clearance Certificate</b>
<b>Copy of Bank Reference letter</b>
<b>Duly Completed Declaration of ownership form with passport photograph attached signed by a Director</b>
<b>Duly Completed Application for approval of ship's name form</b>
<b>Duly Completed Application for Registration of Ship form</b>
<b>Return Expired Provisional Certificate of Registry (Where applicable)</b>
<b>Copy of Vessel Insurance Policy</b>
<b>Copy of Registration license as shipping company with NIMASA</b>
<b>Copy of Class Certificate (Where applicable)</b>
<b>Copy of Bill of Sale</b>
<b>Copy of Deletion Certificate (foreign flagged vessel only)</b>
<b>Copy of Builders Certificate (for new buildings only)</b>
<b>Certificate of approved plan specifications and drawings (for new builds only)</b>
<b>Certificate of tonnage measurement</b>
<b>Condition Survey Report</b>
<b>Photos of bow and stern of the vessel showing her name and port of registry duly marked permanently and conspicuously and the official number and the registered tonnage</b>

<b>Copy of Letter of Assurance (Fishing Vessels only)</b>
<b>NIMASA Official Receipt for Payment of Registration</b>

### **REQUIREMENTS FOR CHANGE OF OWNERSHIP REGISTRATION**

<b>Formal letter of Application for change of ownership by new owner or authorized representative.</b>
<b>Copy of Certificate of Incorporation</b>
<b>Copy of CTC of Memorandum and Articles of Association.</b>
<b>Copy of CTC of Form CAC7 (Particulars of Directors.</b>
<b>Copy of CTC of Form CAC2 (Allotment of Shares)</b>
<b>Copy of Current Tax Clearance Certificate</b>
<b>Duly Completed Declaration of ownership form with passport photograph attached. Signed by a Director</b>
<b>Duly Completed Application for registration of ship form</b>
<b>Duly Completed Application for approval of ship's name form</b>
<b>Copy of Bank Reference letter</b>
<b>Copy of Bill of Sale</b>
<b>Return Certificate of Registry (in respect of the former owner)</b>
<b>Copy of Vessel Insurance Policy</b>
<b>Copy of Registration licence as shipping company with NIMASA</b>
<b>Copy of Consent Letter (Where applicable)</b>
<b>Condition Survey Report (Where applicable)</b>
<b>NIMASA Official receipt for payment of change of ownership</b>
<b>Original Class Certificate (Where applicable)</b>

### **REQUIREMENTS ON PROVISIONAL REGISTRATION**

<b>Formal letter of Application by the owner or authorized representative</b>
<b>Copy of Certificate of Incorporation</b>
<b>CTC of Memorandum and Articles of Association.</b>
<b>CTC Form CAC7 (Particulars of Directors.</b>
<b>CTC Form CAC2 (Allotment of Shares)</b>
<b>Company Current Tax Clearance Certificate</b>
<b>Copy of International Tonnage Certificate (Where applicable)</b>
<b>Copy of Certificate of class for conventional vessel only</b>
<b>Photographs of vessel showing hull, structure and deck</b>
<b>Duly Completed Declaration of ownership form with passport photograph attached.</b>
<b>Duly Completed Application for registration of ship form</b>
<b>Copy of Bill of Sale</b>

<b>Copy of Deletion Certificate (foreign flagged vessel only)</b>
<b>NIMASA Official Receipt for Payment of provisional Registration</b>

### **REQUIREMENTS FOR CHANGE OF VESSEL NAME**

<b>Formal Application by the registered owner</b>
<b>Board Resolution under seal by Owners authorizing the change of name</b>
<b>Duly completed application for change of vessel's name</b>
<b>Return of certificate Registry bearing the former name</b>
<b>An Affidavit stating the reasons for the Change of name</b>
<b>NIMASA receipt for payment of Change of vessel name</b>
<b>Evidence of clearance from Maritime Guard Command of the Agency.</b>

### **REQUIREMENTS FOR GRANTING OF CONSENT TO MORTGAGE**

<b>Formal letter of Application by the owner or authorized representative.</b>
<b>Board Resolution by Owners authorizing the Mortgage (Corporate owners only)</b>
<b>NIMASA receipt for payment of consent fees</b>

### **REQUIREMENTS FOR RENEWAL OF FLAG REGISTRATION**

<b>Formal letter of Application by the registered or authorized representative</b>
<b>Copy of Current Tax Clearance Certificate</b>
<b>Return of expired certificate of Registry</b>
<b>Copy of Vessel Insurance Policy</b>
<b>Copy of Class Certificate (Where applicable)</b>
<b>Copy of Registration license as shipping company with NIMASA</b>
<b>Cabotage Operator with NIMASA</b>
<b>Renewal Condition Survey Certificate</b>
<b>NIMASA Official Receipt for Renewal Payment of Registration</b>

### **REQUIREMENTS FOR DELETION CERTIFICATE**

<b>Formal Application by the registered owner or authorized representative</b>
<b>Board Resolution under seal by Owners authorizing the deletion of vessel's from the Registry</b>
<b>Return Original Certificate of Registry</b>
<b>NIMASA receipt for payment of Deletion Certificate</b>

### **REQUIREMENTS FOR REGISTRATION OF MORTGAGE**

<b>Formal letter of Application by the owner or authorized representative.</b>
<b>Copy of the executed deed of Mortgage duly stamped (FIRS)</b>
<b>Copy of Certificate of Registration of Mortgage with CAC</b>
<b>Return of duly executed NIMASA statutory Mortgage forms signed and sealed with stamp duty paid.</b>
<b>Copy of the grant of consent letter.</b>
<b>NIMASA receipt for payment of consent fees</b>

### **REQUIREMENTS FOR GRANTING OF CONSENT TO SELL**

<b>Formal letter of Application by the owner or authorized representative.</b>
<b>Board Resolution under seal by Owners authorizing the sale (Corporate owners only)</b>
<b>NIMASA receipt for payment of consent fees</b>

### **CABOTAGE SHIP REGISTRATION** **(WHOLLY NIGERIAN OWNED VESSEL)**

<b>Formal letter of Application by the owners or authorized representative</b>
<b>Duly Completed Application for Registration to Participate in Cabotage trade (Wholly Nigerian Owned vessel) Form</b>
<b>Duly Completed Cabotage Declaration of ownership form</b>
<b>Duly Completed Cabotage Crew List Declaration form</b>
<b>Copy of Evidence of payment of Waiver fees on build (Where applicable)</b>
<b>Copy of Certificate of Nigerian Ship Registry</b>
<b>Copy of Certificate of Incorporation</b>
<b>Copy of CTC of Memorandum and Articles of Association</b>
<b>Copy of CTC of Form CAC2 (Allotment of Shares)</b>
<b>Copy of CTC of Form CAC7 (Particulars of Directors)</b>
<b>Copy of Company's Current Tax Clearance Certificate</b>
<b>Copy of Vessel Insurance Policy</b>
<b>Copy of Registration licence as shipping company with NIMASA</b>
<b>Copy of Annual Survey Certificate or Valid class certificate</b>
<b>Evidence of Payment of Cabotage Registration Fees</b>

**REQUIREMENTS FOR RENEWAL OF CABOTAGE REGISTRATION**  
**(WHOLLY NIGERIAN OWNED VESSEL)**

Formal letter of Application by the owner or authorized representative
Copy of Evidence of payment of Waiver renewal fees on build
Copy of Annual survey certificate or Valid class certificate
Certificate of Nigerian Ship Registry
Copy of Registration licence as a shipping company with NIMASA
Copy of Company's current tax clearance certificate
Vessel's insurance policy (Hull & Marine insurance
Returned of expired original Cabotage certificate of registry
Evidence of Payment of Cabotage renewal Fees

**REQUIREMENTS FOR CABOTAGE SHIP REGISTRATION**  
**(BAREBOAT CHARTERED VESSEL)**

Formal letter of Application by the charterer or authorized representatives
Duly Completed Application for Registration to Participate in Cabotage trade (Bareboat Chartered Vessel) Form
Duly Completed Cabotage Declaration of ownership form
Duly Completed Cabotage Crew List Declaration (Where Applicable)
Copy Certificate of Nigerian Ship Registry
Copy of Vessel Insurance Policy
Copy of Evidence of payment of applicable Waiver fees on build (Where applicable)
Copy of Certificate of Incorporation
Copy of Memorandum and Articles of Association
Copy of CTC of Form CAC7 (Particulars of Directors)
Copy of CTC of Form CAC2 (Allotment of Shares)
Copy of Current Tax Clearance Certificate
Copy of Registration licence as shipping company with NIMASA
Evidence of Payment of Fees

**REQUIREMENTS FOR RENEWAL OF BAREBOAT CHARTERED VESSEL CABOTAGE SHIP**  
**REGISTRATION**

Formal letter of Application by the charterer or authorized representatives
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<b>Copy of Certificate of Nigerian Ship Registry</b>
<b>Copy of Evidence of payment of Waiver fees on build (Where applicable)</b>
<b>Copy of Vessel Insurance Policy</b>
<b>Copy of Annual survey certificate or Valid class certificate</b>
<b>Copy of Current Tax Clearance Certificate</b>
<b>Copy of Registration licence as shipping company with NIMASA</b>
<b>Returned Original expired Cabotage Bareboat Certificate of Registry</b>
<b>Evidence of payment of Cabotage Bareboat renewal fees</b>

**REQUIREMENTS FOR CABOTAGE SHIP REGISTRATION**  
**(JOINT VENTURE OWNED VESSEL)**

<b>Formal letter of Application by the owner or authorized representatives</b>
<b>Duly Completed Application for Registration to Participate in Cabotage trade (Joint Venture Owned Vessel) Form</b>
<b>Duly Completed Cabotage Declaration of Ownership form</b>
<b>Duly Completed Cabotage Crew List Declaration</b>
<b>Duly Completed Cabotage Affidavit Form</b>
<b>Copy of Joint Venture Agreement</b>
<b>Copy of Certificate of Nigerian Ship Registry</b>
<b>Copy of Waiver Certificate on building (Where applicable)</b>
<b>Copy of Certificate of Incorporation</b>
<b>Copy of CTC of Memorandum and Articles of Association</b>
<b>Copy of CTC of Form CAC2 (Allotment of Shares)</b>
<b>Copy of CTC of Form CAC7 (Particulars of Directors)</b>
<b>Copy of Current Tax Clearance Certificate</b>
<b>Copy of Registration licence as shipping company with NIMASA</b>
<b>Copy of Vessel Insurance Policy</b>
<b>Evidence of Payment of Cabotage registration Fees</b>

**REQUIREMENTS FOR RENEWAL OF CABOTAGE SHIP REGISTRATION**  
**(JOINT VENTURE OWNED VESSEL)**

<b>Formal letter of Application by the owner or authorized representatives</b>
<b>Copy of Evidence of payment of Waiver processing fees</b>
<b>Copy of Current Tax Clearance Certificate</b>

<b>Copy of Vessel Annual Survey Certificate or Valid Class Certificate</b>
<b>Copy of Certificate of Registration licence as shipping company with NIMASA</b>
<b>Copy of Vessel Insurance Policy</b>
<b>Evidence of Payment of Cabotage registration Fees</b>

#### **REQUIREMENTS FOR BAREBOAT VESSEL FLAG STATE REGISTRATION**

<b>Formal letter of Application by the charterer or authorized representative</b>
<b>Copy of Certificate of Incorporation</b>
<b>Copy of CTC of Memorandum and Articles of Association.</b>
<b>Copy of CTC of Form CAC 7 (Particulars of Directors)</b>
<b>Copy of CTC of Form CAC 2 (Allotment of Shares)</b>
<b>Copy of Current Tax Clearance Certificate</b>
<b>Copy of Bank Reference letter</b>
<b>Duly Completed Declaration of ownership form with passport photograph attached.</b>
<b>Duly Completed Application for approval of ship's name form</b>
<b>Duly Completed Application for registration of ship form</b>
<b>Copy of Class Certificate for Conventional vessels only</b>
<b>Copy of Bareboat Charter party agreement</b>
<b>Copy of Evidence of Suspension from original registry</b>
<b>Copy of Registration licence as shipping company with NIMASA</b>
<b>Vessel Insurance Policy</b>
<b>Certificate of tonnage measurement</b>
<b>Condition Survey Report</b>
<b>NIMASA Official Receipt for Payment of Registration</b>

#### **REQUIREMENTS FOR RENEWAL OF BAREBOAT FLAG**

<b>Formal letter of Application by the charterer or authorized representative</b>
<b>Copy of Company's Current Tax Clearance Certificate</b>
<b>Copy of Charter party agreement</b>
<b>Copy of Vessel insurance policy</b>
<b>Copy of Registration licence as shipping company with NIMASA</b>
<b>Copy of Evidence of Suspension from original registry return</b>
<b>Return Expired Original Certificate of Registry</b>
<b>Renewal Condition Survey Report</b>
<b>NIMASA Official Receipt for Payment of Registration</b>
<b>Copy of Class Certificate (Where applicable)</b>

### **REQUIREMENTS FOR NOTATION OF FOREIGN MORTGAGE REGISTRATION**

<b>Formal letter of Application by the charterers, owners of the vessel or authorized representative</b>
<b>Transcript of Register clearly stating the Mortgage details or Certificate of Mortgage and a copy of Deed of Mortgage</b>
<b>NIMASA Official Receipt for Payment of Registration</b>

### **REQUIREMENTS FOR LICENSING 200 HORSEPOWER AND ABOVE ENGINE BOATS REGISTRATION**

#### **(INDIVIDUAL / NON CORPORATE OPERATORS)**

<b>Completed Application/Declaration of Ownership Form (To be attested in a registry of a court not lower than a Magistrate Court or Notary Public)</b>
<b>Proof of Ownership of Boat and Engine</b>
<b>Valid means of Identification-Certificate of Registration of Business Name, Current Driver's License, International Passport, National Identity Card or Voters' Card</b>
<b>End-User Certificate from the Office of National Security Adviser for new outboard engines imported after April 2017</b>
<b>Picture of the boat Showing the engine</b>
<b>Evidence of Payment for the license</b>

### **REQUIREMENTS FOR REGISTRATION OF PLEASURE CRAFTS (INDIVIDUAL OWNERSHIP)**

<b>Formal Letter of Application by the Owner or Authorized Representative</b>
<b>Copy of International Passport or Other Valid Means of Identification</b>
<b>Copy of Resident Permit for Non-Citizen</b>
<b>Current Tax Clearance Certificate</b>
<b>Declaration of Ownership Form with Passport Photograph Attached</b>
<b>Vessel Valid Insurance Report</b>
<b>Application for Approval of Ship's Name Form</b>
<b>Application for Registration of Ship Form</b>
<b>Bill of Sale</b>



<b>Deletion of Certificate (Foreign Flagged Vessel Only)</b>
<b>Builders Certificate (New Build Only)</b>
<b>Certificate of Approved Plan Specifications and Drawings (For New Builds Only)</b>
<b>Certificate of Tonnage Measurement</b>
<b>Condition Survey Report</b>
<b>Payment for Registration</b>

**REQUIREMENTS FOR CABOTAGE REGISTRATION (FOREIGN OWNED VESSEL)**

<b>Formal Application by the Charterer or authorized representative</b>
<b>Duly Completed Application for Registration to participate in Cabotage trade. (foreign owned) form</b>
<b>Vessel's Permanent Certificate of Registry</b>
<b>Current Class Certificate</b>
<b>Copy of the Charterer's Registration License as shipping company with NIMASA</b>
<b>International Tonnage Certificate</b>
<b>Vessel Technical Specification (Q88)</b>
<b>Copy of Vessel Insurance Policy (P &amp; I Cover)</b>
<b>Evidence Of Pre-Qualification and Tender/Bid document</b>
<b>Contract for engagement of vessels for Cabotage Trade</b>
<b>Copy of CTC of Form CAC for Particulars of Directors</b>
<b>Copy of Charterer's current Tax Clearance Certificate</b>
<b>Duly completed Cabotage Declaration of Ownership form</b>
<b>Duly completed Cabotage Crew list Declaration (Where applicable)</b>
<b>Evidence of payment of Cabotage registration fees</b>
<b>Evidence of payment of waiver processing fees (Foreign vessel)- Cabotage Department</b>