

**SAMSA – NEW REGISTRATION**  
**CHECK LIST AND REQUIREMENTS**

**Vessel Name:**

**Listing No:**

**Owner/Agent:**

**Contact:**

1.	Application for Registration	
2.	Declaration of Ownership and Nationality <b>(to be signed with Commissioner of oaths).</b>	
3.	Builder's Certificate or Owner Declaration <b>(which must include the builders name and address)</b>	
4.	Proof of Ownership <b>(Bill of Sale)</b>	
5.	Deletion Certificate <b>(If previously registered elsewhere)</b>	
6.	3 POST-CARD size photographs of BOW, STERN AND SIDE. Must be full on and name must be clearly visible.	
7.	Valid ICASA Ship Station License	
8.	Epirb Registration confirmation form MRCC	
9.	Epirb programming certificate	
10.	Epirb Test Certificate	
11.	Hull Inspection	
12.	Survey Report	
13.	Survey Check Sheet	
14.	Certified copies of owner/owners' ID documents	
15.	Information Leaflet signed by owner	
16a.	<b><u>If the Vessel is owned by a company:</u></b>	
	Copy of the Company's Memorandum and Articles of Association	
	- Copy of the Certificate of Incorporation	
	- Director's Resolution giving authority to the person to act on behalf of the Company	
b.	- <b><u>If the Vessel is owned by a Closed Corporation:</u></b>	
	Copy of the Founding Statement	
	- Certified copies of the ID documents of all the members	
c.	- <b><u>If the Vessel is owned by a Trust:</u></b>	
	Copy of the Trust Deed	
	- A statement of Nationality of each beneficiary and of each person's beneficial interest in the trust.	
17.	<b>Prescribed Fee R3170-00 &amp; SAS Admin Fee R560-00 (Only if application is submitted via SAS)</b>	
18.	Sent to SAMSA Cape Town	
19.	Carving and Marking Note – Received and given to client	
20.	Certificate of Registration & LGSC ready to be collected from SAMSA	