

GUIDANCE NOTES FOR SUPPORTING DOCUMENTS

Document	Notes
CISR 854 – Name Proposal & Reservation	Name and address of owning company must be completed. Registrar will sign, date-stamp and return to submitting agency as confirmation of reservation.
CISR 855 – Appointment of Authorised Person	<p>First page must be completed and signed by authorised signatory of the owning company (Certificate of Incumbency or List of Directors may be requested) and bear either company seal or stamp. In cases of individual or joint-owners, the form must be signed by the owner or joint-owners. Where the company seal or stamp is not used, this form must be made before the Registrar of Shipping or authorised officer of the CISR, a Justice of the Peace, a Commissioner for Oaths within the meaning of the Cayman Islands Oaths Law, a Notary Public, a British Consular Officer or other persons with a professional qualification at the discretion of the Registrar. The qualification of the person acting as a witness and the place of attestation are to be added to his/her signature.</p> <p>Second page should be completed for all authorised persons with legible full names, signature specimens, job titles and relevant company. Signatures should be witnessed as described above for page 1.</p> <p>A Power of Attorney or Board Resolution may be submitted in lieu of the CISR 855 form.</p> <p>The Authorised Person may or may not be resident in Cayman. A company or a shipping entity may appoint more than one Authorised Person. The local representative can also be appointed as the Authorised Person.</p>
CISR 856 – Application for Vessel Registration in the Cayman Islands	<p><i>Section 1 – Applicant Details</i> Must be completed and indicate service required with Representative/Authorised Person's signature, signing capacity and date before submitting application.</p> <p><i>Section 2a – Vessel Details</i> Complete as per details of the Certificate of Survey.</p> <p><i>Section 2b – Declaration of Ownership or Eligibility on Behalf of Company/Body Corporate</i> Signature of owner or authorised person must be witnessed before the Registrar of Shipping or other authorised officer of the Cayman Islands Shipping Registry, a Justice of the Peace, a Commissioner for Oaths within the meaning of the Cayman Islands Oaths Law, a Notary Public, a British Consular Officer, or other persons with a professional qualification at the discretion of the Registrar. The</p>

	<p>qualification of the person making the declaration and the place of attestation are to be added to his/her signature.</p> <p>Address of registered office must correspond with address on title document.</p> <p><i>Section 2c – Declaration of Ownership or Eligibility on Behalf of an Individual</i> See notes for Section 2b</p> <p><i>Section 2d – Declaration of Ownership or Eligibility on Behalf of Joint Owners</i> See notes for Section 2b</p> <p><i>Section 2e – Declaration of Ownership or Eligibility on Behalf of Partnership</i> See notes for Section 2b</p> <p><i>Section 3 – Appointment of a Cayman Representative Person</i> Must be completed and signed if qualifying individual/joint-owners/body corporate not Cayman nationals or residents or incorporated in qualifying jurisdiction other than Cayman.</p> <p><i>Section 4 – Undertaking to Act as a Cayman Representative Person</i> Cayman Representative Person must complete and sign this section as evidence of acceptance to act in relevant capacity.</p> <p><i>Section 5i - 5iv – Declaration and Undertakings</i> Check relevant Declaration and for each state name of authorised person.</p> <p><i>Section 6 – Supporting Documents Enclosed (Registration – All Vessels)</i> Check all documents included in the application.</p>
CISR 857 – Application for Miscellaneous Services	<p><i>Section 1 – Applicant Details</i> Must be completed</p> <p><i>Section 2 – Type of Service(s) Required</i> Check all services being requested.</p> <p><i>Section 3 – Supporting Documents Enclosed</i> Check all documents included in the application. The authorised person must sign, indicate signing capacity and date before submitting application.</p>
Certificate of Good Standing	<p>Cayman Islands Certificate of Good Standing is required for vessels owned by either a Cayman company or other shipping entity. A declaration from the Registered Office confirming the company is still in good standing is also sufficient. If the company is incorporated in the Cayman Islands within the same year, a copy of the Certificate of Incorporation is sufficient. Where the owning body is incorporated outside Cayman then proof of its good standing in accordance with the Laws of the relevant jurisdiction is required. The Certificate and Declaration from the Registered Office should be within 30 days of issue date.</p>

Copy of Passport	Notarised copy of passport required in the case of an individual or joint owners. Passport pages that show the individual or joint-owners' photograph(s), nationality(ies), and signature(s), is/are required. Copy of passport may be "certified as a true copy" if original passport is presented to a Cayman Islands Registrar of Shipping.
Bill of Sale (Title Document)	Should indicate the same details of the buyer indicated in the relevant Declaration of Ownership in form CISR 856. The signature must be witnessed by a Notary Public or bear the company seal. Original should be submitted for stamping and will be returned to client. Copies will not be stamped.
Builder's Certificate (Title Document)	Should be submitted for all new-builds. The certificate must be notarised or bear the seal or stamp of the yard, showing transfer of title to the owner applying for registration. If the certificate has been issued to intermediate owner/agent, subsequent Bills of Sale must be produced. Original should be submitted for stamping and will be returned to client. Copies will not be stamped.
Deletion Certificate from Previous Registry (Copy or Undertaking)	Required if the vessel was registered previously with another Registry.
Transcript from Previous Registry	Required if an undertaking that a Deletion Certificate from the previous Registry will be supplied. This is to ensure that the vessel is free of encumbrances.
Mortgage Document or Statutory Mortgage	Required if a mortgage is being registered at the time of registration. A mortgage may also be recorded after a vessel has been registered. Must be an original mortgage document (Form 11A – Principal Sum and Interest or Form 12A – Account Current). Properly executed statutory mortgage must bear company seal or signature witnessed by a Notary Public; details of owner should be same as on title document; include complete mortgagee details, details which mortgage is regulated by, specific prohibitions and must be dated. If mortgage is being transferred or discharged, the appropriate section (relevant to individual/joint-owners or body corporate) on the reverse side of the original mortgage document should be duly completed including date and should bear company or notary seal. Original mortgage document will be stamped and returned to client.
Power of Attorney	If mortgage signed under Power of Attorney, POA document must be notarised and submitted with statutory mortgage. If original POA is submitted, it will be stamped and returned to client.
Priority Notice	Utilise one of two templates – Priority Notice in Respect of a Ship Intended to be Registered in the Cayman Islands or Entry of Priority Notice (for a vessel already registered with the CISR). Valid for 30 days. Original date-stamped and returned to client.
Certificate of Survey	Required for the registration of a vessel with the CISR and must be approved by a CISR surveyor. Arrangements made for issuance of one between the owner and a CISR surveyor, one of the six classification societies or with another surveyor authorised by the CISR.

International Tonnage Certificate or National Tonnage Certificate	For all existing vessels 24 meters in length or more, an International Tonnage Certificate is required. For all existing vessels 12 – 24 meters, a National Tonnage Certificate should be provided and may be issued by the CISR for a fee. No tonnage certificate required for vessels under 12 meters. Tonnage Certificate will be returned to client to be kept onboard vessel. The certificates and documents required to be carried onboard ships will depend on the size of vessel, type of vessel, its use, number of persons, etc. Please see Matrix CISR 3911 for a full list of documents you may require.
Record of Lifeboats, Tenders and other Appurtenances	Should be signed by an authorised person. If supplied at time of initial registration there is no fee.
Construction Contract	Must be a notarised copy. Details for whom vessel is being built should match owner applying for SUC registration. If not a match, a separate Assignment of Vessel Construction Agreement should be included stating owner for whom vessel is being built.
Shipyard Letter	Must be in the form of a letter issued by the yard stating the date that the keel was laid and for whom it is being built (this must correspond with the owner's address on the relevant Declaration of Ownership in Form CISR 856). It must be signed by authorised signatories of the yard and the owner.
Resolution to Sell	Before a company can sell or dispose of an asset, a resolution must be passed therefore copy required as confirmation of owner's authority to sell vessel.
Letter of No Objection	Serves as confirmation from the Cayman Representative Person that they have no objection to the sale/transfer of ownership.