

## NOTES ON THE REGISTRATION OF SHIPS UNDER THE SHIPPING (JERSEY) LAW 2002

### Guidance notes on the registration of a British ship at the Port of Jersey under Part 3 of the Shipping (Jersey) Law 2002.

Registration of a British ship at the Port of Jersey is available to:

- **Individuals** : Jersey resident, British citizens, British Nationals (overseas), British Overseas Territory citizens, British Commonwealth of Nations citizens, European Community citizens.
- **Bodies corporate** : incorporated in one of the areas listed above.

More information regarding entitlement is available from the Registrar, as there are other circumstances when persons not listed above may be registered as a minority owner. Please refer to the Eligibility List on our website (JR15)

### Procedure

1. Apply for approval of name on the **Application to Register JR01** – individual /joint owners or **JR01A** – body corporate. Please ensure all sections of the form are completed and if a company ownership the seal/stamp is affixed. If seal/stamp is not available the Directors must sign next to their names on this form when appointing the Authorised Officers. Please state "no seal/stamp available" on form. Attach a list of signatories if a Company is appointed as Authorized Officers. If the Company has only one Director this must be stated on the application form. Name reservation Portal is also available via our website.
2. Remit the appropriate fee – **Charges JR25**. Fees can be paid online using our link <https://payments.citypay.com/UwoETV8XUA/~PoJSRegistry> or by cheque made payable to "Ports of Jersey". Card details can also be telephoned through to our office if more convenient.
3. Once advised that the vessel name has been approved, the remaining forms to register should be completed and submitted to this office. Forms and title documents must be originals (signatures in wet ink) Please see "Forms" page to download. All forms/documents must be dated and witnessed fully, and all information on these documents must tie up and match with all other forms/documents submitted.
4. Please refer to the List of Surveyors on the website for those eligible to survey for over and under 24 metres. Also Surveyors for Commercial Vessels. A Tonnage Survey is required for all registrations. (JR21)
5. Prove title to the vessel by either :
  - a. **New vessel** – a Builder's certificate is required, **JR03**, or one issued by the builder as long as all the information required on **JR03** is supplied, or
  - b. **Second-hand vessel** – The application must be accompanied by bill/s of sale that show the ownership of the vessel for the five years immediately before the application, or if the vessel was first registered elsewhere within that period, for the period since that registration. A Deletion Certificate/Closed Transcript from a previous Registry must show the names of the owners at the time of that registration.
6. If the vessel is owned by a Body Corporate, please submit a copy of the Company's Certificate of Incorporation, Certificate of Incumbency or Certificate of Good Standing, and List of Shareholders.
7. Complete a Declaration of Eligibility on the **JR05** form, for either the Individual Owner, Joint Owners or Bodies Corporate. The Declaration of Eligibility must be dated the same date or a date after the Bill of Sale.
8. Individuals, Joint Owners and Bodies Corporate who do not have a Jersey address are required (under the Shipping (Jersey) Law 2002) to nominate a Representative Person in Jersey on the **JR05** Declaration of Eligibility form. The Registry has a sample list of persons who have offered to provide this service. Alternatively, you may nominate another Representative Person with a Jersey address with their knowledge or permission. The Representative Person cannot be held responsible for any failure on the part of the owner. Their sole duty, as a person with a Jersey address, is to provide a legitimate address at the request of the owner if ever official documents had to be served on the vessel. The Registrar will continue to deal with the owner directly regarding renewal, change of address etc. A list of companies who can provide these services can be found on our website under "Forms" page. (JR17)
9. Mark the vessel in accordance with the requirements of the Carving and Marking Note, which will be issued when all the preliminaries have been complied with.
10. Return the Carving and Marking Note to the Registrar properly certified as indicated thereon. A signed PDF copy of the C&M Note is acceptable but it should be returned with photo evidence of the markings. Refer to the C&M itself for guidance.
11. Vessels up to 400GT for both Pleasure and Commercial can be registered.
12. Currently a Sanctions Letter must also be completed by vessel owner (see website, Forms page, for template to download)

## List of forms required for Initial Registry at the Port of Jersey

### Individual/Joint Ownership – one of more owners residing in Jersey

- **JR01** – Name Proposal/Application to Register.
- **New Vessel: JR03** – Builder’s Certificate. Alternatively, the Builder may supply his own Certificate, provided all the information required in **JR03** is supplied.
- **Second-hand Vessel** – Bill(s) of Sale to prove title for the five years previous to this registration. If the vessel was registered elsewhere within that period, a Bill(s) of Sale for the period since the registration is required.
- **JR05** – Declaration of Eligibility/\*Appointment of Managing Owner (\*applicable to Joint Owners residing in Jersey).
- **Survey** – (Vessels less than 24 metres) apply to one of the eight authorised bodies of Surveyors. (Vessels 24 metres and over) apply to the Registrar.
- **JR25** – Table of fees. Cheques are to be in sterling (drawn on a bank in the UK) and made payable to ‘Ports of Jersey’. Credit cards accepted.

### Individual/Joint Ownership – Owners residing outside of Jersey

- **JR01** – Name Proposal/Application to Register.
- **New Vessel: JR03** – Builder’s Certificate. Alternatively, the Builder may supply his own Certificate, provided all the information required in **JR03** is supplied.
- **Second-hand Vessel** – Bill(s) of Sale to prove title for the five years previous to this registration. If the vessel was registered elsewhere within that period, a Bill(s) of Sale for the period since the registration is required.
- **JR05** – Declaration of Eligibility/Appointment of Managing Owner.
- **Survey** – (Vessels less than 24 metres) apply to one of the eight authorised bodies of Surveyors. (Vessels 24 metres and over) apply to the Registrar.
- **JR25** – Table of fees. Cheques are to be in sterling (drawn on a bank in the UK) and made payable to ‘Ports of Jersey’. Credit cards accepted.

### Body Corporate – with principal place of business in Jersey

- **JR01A** – Name Proposal/Application to Register/Authority to sign.
- **New Vessel: JR03** – Builder’s Certificate. Alternatively, the Builder may supply his own Certificate, provided all the information required in **JR03** is supplied.
- **Second-hand Vessel** – Bill(s) of Sale to prove title for the five years previous to this registration. If the vessel was registered elsewhere within that period, a Bill(s) of Sale for the period since the registration is required.
- **JR05** – Declaration of Eligibility/\*Appointment of Managing Owner (\*applicable to more than one company owning a ship).
- **Company – Certificate of Incorporation**
- **Survey** – (Vessels less than 24 metres) apply to one of the eight authorised bodies of Surveyors. (Vessels 24 metres and over) apply to the Registrar.
- **JR25** – Table of fees. Cheques are to be in sterling (drawn on a bank in the UK) and made payable to ‘Ports of Jersey’. Credit cards accepted.

### Body Corporate – with principal place of business outside of Jersey

- **JR01A** – Name Proposal/Application to Register/Authority to sign.
- **New Vessel: JR03** – Builder’s Certificate. Alternatively, the Builder may supply his own Certificate, provided all the information required in **JR03** is supplied.
- **Second-hand Vessel** – Bill(s) of Sale to prove title for the five years previous to this registration. If the vessel was registered elsewhere within that period, a Bill(s) of Sale for the period since the registration is required.
- **JR05** – Declaration of Eligibility/\*Appointment of Representative Person.
- **Company – Certificate of Incorporation**
- **Survey** – (Vessels less than 24 metres) apply to one of the eight authorised bodies of Surveyors. (Vessels 24 metres and over) apply to the Registrar.
- **JR25** – Table of fees. Cheques are to be in sterling (drawn on a bank in the UK) and made payable to ‘Ports of Jersey’. Credit cards accepted.