

GENERAL INFORMATION	
Name of formality	Vessel Registration Certificate
Type of formality	Registration
Date of last modification	17.11.2017
Responsible Authority	Department of Waterways
Who should apply for this formality?	Must be the owner of a vessel which may be an individual, legal entity or any organization that has an ownership certificate in accordance with the law
Qualifications needed by the business to get the formality	

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Regulations on Vessel Registration	00177/MPWT	04.01.2013	Chapter 2, Article 6, and Article 7
Presidential Ordinance on Fees and Service Fees	003/PO	26.12.2012	Article 21.II.3.1 and Article 24.V.5.2.1
Instruction on Vessel Registration	17069/MPWT.IWTD	15.12.2013	

REQUIRED DOCUMENTS FORMALITIES		
Name	Type	Comment
`\${SUPPORT_NAME}`	`\${SUPPORT_TYPE}`	`\${SUPPORT_COMMENT}`

LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION		
Name of document	Type of document	File of document
`\${ATTACHMENT_NAME}`	`\${ATTACHMENT_TYPE}`	`\${ATTACHMENT_FILE}`

LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION		
Name of document	Type of document	File of document
`\${ATTACHMENT_NAME_RENEW}`	`\${ATTACHMENT_TYPE_RENEW}`	`\${ATTACHMENT_FILE_RENEW}`

MEAN OF PRESENTATION		
Means of presentation	At the Authority Offices	
Address of authority	Department of Waterways, Ministry of Public Works and Transport	
Time it takes to the authorities to process the formality	10	- If the document is incomplete [the authority] must inform the owner of the vessel no later than 07 working days from the date of receiving the application in order to correct it;- Once the documents are complete [the authority] will inspect the vessel and the technical condition of the vessel. If there is any defect, [the authority] must notify the owner of the vessel to solve or improve the condition of the vessel based on the information stated in the document, when it is resolved, the vessel registration authority shall be notified for further inspection. - If the condition of the vessel complies with the information, the authority shall issue the vessel registration certificate to the owner of the vessel no later than 10 working days from the date of inspection of the vessel.

RENEWAL INFORMATION	
Does the formality have a validity or an expiration date?	How long will the formality be valid for? (in months)
YES	60
What is the process and conditions to get the formality?	

What is the process and conditions to renew the formality?	The vessel registration certificate is valid for 5 years, after is expired the entrepreneur should prepare an application and submit for renewal, and the technical inspection committee will inspect the vessel if the vessel is not in a good it needs to be repaired and fixed so that the vessel can sail normally
---	--

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
YES	50000.00	250000.00	0.00	300000.00
Comments	Fee and Service Charge will be based on the type of vessel that is different from each type which stated in the Ordinances of the President No. 003/PO			
ADDITIONAL ISSUING FEES				
Additional fee names				
NO	0.00	0.00	0.00	0.00
Additional fee comments				

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments				
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00

Additional renewal fees c omments	
--	--