

THE REGISTRATION PROCESS AT THE SHIP REGISTERS

The operation of The Ship Registers NIS/NOR is governed by the regulations in THE NORWEGIAN MARITIME CODE.

Certain types of cases, i.e. handling of complaints, are governed by the regulations in THE PUBLIC ADMINISTRATION ACT.

THE NORWEGIAN MARITIME CODE

- According to The Norwegian Maritime Code Section 14, paragraph 4, a document should be registered in the Ship Registers no more than 2 weeks after “the date of the journal entry.”
- The date of the journal entry is equivalent to “the time of registration”, i.e. the date and time for when a document is accepted for registration. The Ship Registers register the document on the following day.

REGULATIONS CONCERNING REGISTRATION IN NIS AND NOR

- Consecutively, the documents are registered in the journal (the document journal) following the date and time they are received for registration, cf. regulation § 11. In practice, the document journal and the Ship Register is updated simultaneously.

A summary of the information in the document is registered in the Register.

RECEPTION OF DOCUMENTS

- All incoming mail is dealt with upon receipt. If all submitted documents are found to be sufficient, they are registered immediately according to the routines described above.
- The Ship Registers operate with registration by the hour, which means that the ship/rights in the ship are registered in the period between 07:00 a.m. – 12:00 p.m, at the exact time when the documentation is considered sufficient. Documents received by ordinary mail in the morning are registered at 09:00 a.m.
- The time of registration will in many cases depend upon circumstances outside of the Register’s control. Delivery often takes place abroad and the parties (Shipbuilding yard/seller, buyer, banks et al.) must reach agreement before registration can take place.

In these cases, the Register will deposit the submitted documents pending further instructions.

FOLLOW-UP

- If the submitted documents are insufficient upon receipt, a case handler will contact the client on the same or following day to collect further information, fees etc.

Further procedure in these cases will depend upon feedback and follow-up from the client before the documents can be registered.

The Register has internal routines for the follow-up and handling of ongoing cases. Different deadlines are given depending on the type of registration.

AFTER JOURNAL ENTRY AND REGISTRATION IN THE SHIP REGISTERS

- After the documents have been entered into the journal and registered in the Ship Registers, they are subject to quality assurance as well as the approval of an authorised person.
- Any documents and certificates will then be returned to the client. This process will typically take 1-2 weeks, subject to staff shortages for holidays or illness, and public holidays etc.

WHEN REGISTERING A VESSEL UNDER 15 METERS

The Register will download a certificate from the Register of Mortgaged Movable Property, showing a history of the ownership for the last five years, with the purpose of checking whether a charge created by distress has been taken against the vessel before registration in the Ship Registers.

Normally, the information on the Register of Mortgaged Movable Property will be up-to-date on the equivalent date to the vessel's registration date. Therefore, a new certificate will be downloaded when the Register of Mortgaged Movable Property is up-to-date as of this date.

This routine may cause a slight delay in our case handling.

Nevertheless, the routine represents a guarantee for the buyer and possible financial institutions, that no charge created by distress is attached to the vessel, which should have been transferred to the Ship Register.

SHIP NAME, CALL SIGN AND IMO NUMBER

The Ship Register is responsible for the issuance of Name Certificates, reservation of ship names, allocation of call signs and IMO numbers.

These tasks are handled consecutively upon reception and the handling time is one workday. Public authorities, ship owners, shipyards and others depend upon receiving a quick feedback regarding the ship's identification.

A refusal of a name application may take somewhat longer.

GENERAL

- General enquiries on registration and procedures will be addressed consecutively. Questions of a more complex nature, which require further evaluation and inquiries, will be answered as soon as these are clarified. In these cases, the client is given temporary feedback.
- Short deadlines for case handling in connection with the registration of ships and mortgages, in order to ensure secured credit, are needed for both citizens and financial institutions.

The Ship Registers' working goal is to offer its users a high level of service. Our aim is to have a short handling time throughout the process.