



Guidance application forms merchant vessels

General

The certificates which are required for a merchant vessel depend on the ship type, applicable legislation, year of build, date of keellaying, sailing area, dimensions e.g. Gross Tonnage, etcetera. Given the number of variables it is not possible to provide a specific scheme for all possible options. It is therefore expected that the applicant has a certain knowledge of the rules and regulations involved.

This guidance is divided in the following categories:

1. Registration
2. Certificates
3. Voluntary documents
4. Reporting forms
5. Examples of documents to be used by the shipowner

For each category the header in the table shows the application and on the left the name/hyperlink of concerned applicationform. Please note that not all forms are available in both English and Dutch. This can be inconvenient, however since Netherlands' registration requires that owner or shipmanager also have an office in the Netherlands this usually can be solved. On the right side of the table the name(s) of the certificate(s) and/or document(s) which can be applied for using concerned form are shown.

1. Registration

For a commercial seagoing vessel flying the Netherlands' flag a valid Certificate of Registry is required. For registration of ownership in the Netherlands a 'nationaliteitsverklaring' (declaration of nationality) is required. With this document you can register at Kadaster, <https://www.kadaster.nl/web/english.htm>. When this is done the Netherlands Shipping Inspectorate can issue a "definitieve zeebrief" (certificate of registry).

For urgent cases a 'voorlopige zeebrief' (preliminary certificate of registry) can be applied for. The duration of the validity of this document is less however since criteria are less also this document can be arranged faster than a regular Certificate of Registry.

In case the ownership is registered abroad, e.g. for reasons of mortgage, it is possible to fly the flag of the Netherlands. In that case please use 'aanvraag inschrijving rompbevrachtingsregister en zeebrief' (application for bareboat registration).

The Netherlands allow the registration of ownership at the Netherlands' Kadaster while the vessels fly another flag than the Netherlands. In that case use 'aanvraag bareboat out verklaring' (application bareboat-out declaration).

For more information visit: http://www.ilent.nl/english/merchant_shipping/ships_registration/

NAME OF FORM	COMMERCIAL NETHERLANDS FLAG		COMMERCIAL NON NETHERLANDS FLAG	CERTIFICATE / DOCUMENT
	REGULAR REGISTRATION	BAREBOAT-IN REGISTRATION	BAREBOAT-OUT REGISTRATION	
	AANVRAAG NATIONALITEITSVERKLARING EN ZEEBRIEF (application form for regular registration)	X		
AANVRAAG INSCHRIJVING ROMPBEVRACHTINGSREGISTER EN ZEEBRIEF (application form for bareboat registration)		X		<ul style="list-style-type: none"> • VOORLOPIGE ZEEBRIEF (preliminary certificate of registry) • DEFINITIEVE ZEEBRIEF (certificate of registry) • UITTREKSEL ROMPBEVRACHTING (extract of the bareboat charter registration)
AANVRAAG BAREBOAT OUT VERKLARING (application bareboat-out declaration).			X	<ul style="list-style-type: none"> • BAREBOAT OUT VERKLARING (bareboat-out declaration)

2. Certificates

Required certificates depend on many variables. Whenever you are not sure that you apply for the correct document(s) please visit our website https://www.ilent.nl/english/merchant_shipping/ship_owners_dutch_flag/required_documents/

You can also contact the Netherlands Shipping Inspectorate (Inspectie Leefomgeving en Transport via telephone number +31 (0)88 489 00 00.

NAME OF FORM	NEW BUILDING / FLAG IN	EXISTING NL-FLAG		COMMERCIAL NON NL FLAG	CERTIFICATE / DOCUMENT
		ILT/RH-CLASS	OTHER		
AANMELDEN NIEUWBOUW INVLAGGEN KOOPVAARDIJSCHIP (application for reporting newbuilding or flag in of vessel: only in very limited number of cases a certificate/document will be issued as a result of this applicationform, e.g. in case of Flag in keellaying date before 20-08-2013)	X				<ul style="list-style-type: none"> • Declaration Accommodation 'VERBLIJVENCERTIFICAAT' • Permit to operate High Speed Craft • Permit to operate Dynamically Supported Craft • Exemptions specify
APPLICATION ADDITIONAL CERTIFICATES FOR MERCHANT SHIPS (AND FOR MODIFICATIONS)	X*	X*	X*		<ul style="list-style-type: none"> • Minimum Safe Manning Document (initial application) • Condition assessment scheme • Declaration Sailing outside designated Sea Area • Declaration Maritime Labour Convention, PART I • Other specify

APPLICATION ASSESSMENT OF MANNING PROPOSAL FOR SEAGOING VESSELS	X*	X*	X*		<ul style="list-style-type: none"> Approved Manning Plan (initial or amendment)
AANVRAAG CONTINUOUS SYNOPSIS RECORD (application for CSR)	X*	X*	X*		<ul style="list-style-type: none"> CONTINUOUS SYNOPSIS RECORD
AANVRAAG WIJZIGING / DUPLICAAT KOOPVAARDIJSCHIP (application for amendment or duplicate of a certificate)		X*	X*	X*	<ul style="list-style-type: none"> DUPLICATE OR AMENDED CERTIFICATE / DOCUMENT
VERNIEUWEN OF BESTENDIGEN CERTIFICATEN KOOPVAARDIJSCHIP (application for certificate(s) / document(s) due to expiry of renewal period. Please note that many of the regular statutory certificates will be issued by concerned RO, for detailed information see: Netherlands Class Agreement, Appendix to Annex 1)		X*	X*		<ul style="list-style-type: none"> Passenger ship safety certificate 2009/45/EC Permit to operate DSC or HSC Certificates in relation to International Conventions, only NSI or Register Holland Class vessels MINIMUM SAFE MANNING DOCUMENT Certificate of Seaworthiness National Safety Certificate MARPOL declaration (voluntary) Exemption(s) specify Declaration(s) specify
APPLICATION CIVIL LIABILITY CERTIFICATES	X*	X*	X*	X*	<ul style="list-style-type: none"> BUNKER LIABILITY CERTIFICATE LIABILITY CERTIFICATE OIL TANKER PASSENGER LIABILITY CERTIFICATE

3. Voluntary documents

The Netherlands issues certain documents at the request of the applicant only, naturally provided that certain conditions are met

More information; www.ilent.nl

Even more information : https://www.ilent.nl/english/merchant_shipping/ship_owners_dutch_flag/required_documents/

NAME FORM	NEW BUILDING / FLAG IN	EXISTING NL-FLAG		COMMERCIAL NON NL FLAG	CERTIFICATE / DOCUMENT
		ILT/RH-CLASS	OTHER		
AANVRAAG VERGUNNING OP GROND VAN ARTIKEL 2BIS Application for permit for seagoing voyage (e.g. seatrials or exceptional circumstances)	X*			X*	<ul style="list-style-type: none"> • VERGUNNING OP GROND VAN ARTIKEL 2BIS (permit article 2bis) • BUITENGEWONE ZEEBRIEF (extraordinary certificate of registry)
AANVRAAG TIJDELIJKE ONTHEFFING BEMANNINGSSAMENSTELLING Application for temporary exemption minimum safe manning		X*	X*		<ul style="list-style-type: none"> • SCHEEPSDISPENSATIE temporary exemption minimum safe manning
APPLICATION PORT WASTE EXEMPTION	X*	X*	X*	X*	<ul style="list-style-type: none"> • port waste exemption

4. Reporting forms

In some cases information must be submitted to NSI. For following reporting duty is required that concerned form is submitted.

- [Change contact details Company Security Officer](#)

NAME FORM	NEW BUILDING / FLAG IN	EXISTING NL-FLAG		COMMERCIAL NON NL FLAG	CERTIFICATE / DOCUMENT
		ILT/RH-CLASS	OTHER		
REPORT / CHANGE CONTACT DETAILS COMPANY SECURITY OFFICER (CSO)	X*	X*	X*		N.A.

5. Formats for documents by the shipowner

Some vessels must have declarations on board that require no approval by NSI. NSI has provided for an example/format for some of these declarations for use of ship owner in order to assist in compliance. Please note that another format may be used provided this other document contains at least the same data.

Following formats are available:

NAME FORM	NEW BUILDING / FLAG IN	EXISTING NL-FLAG		COMMERCIAL NON NL FLAG	CERTIFICATE / DOCUMENT
		ILT/RH-CLASS	OTHER		
DECLARATION OF COMMUNICATION (SHIPPING)	X	X	X		<ul style="list-style-type: none"> DECLARATION OF COMMUNICATION (SHIPPING)
VERKLARING ANTI FOULING SYSTEEM (Declaration anti fouling system)	X	X	X		<ul style="list-style-type: none"> AFS-VERKLARING (Declaration anti fouling system)

This document is issued by
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