



**REPUBLIC of SAN MARINO  
MARITIME AUTHORITY**

Rev. 2

***MAIN CONTACT: SAN MARINO SHIP REGISTER***

PH: +378 (0549) 960075 | FAX: +378 (0549) 941305 | EMAIL: [registration@smsr.sm](mailto:registration@smsr.sm)

## **San Marino Policy Letter**

**SMPL – 2021-REG-001**

**13 March 2022**

**San Marino Ship Register SMSR**

**Registration guidelines**

TO: Recognised Organisations, Shipowners, Managers, Masters, Seafarers, SMSR partners, SMSR brokers, Surveyors, and the general public.



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<b>Rev. n</b>	<b>Date</b>	<b>Changes</b>	<b>Initials</b>
0	31/03/21	n/a	ma
1	26/05/21	2.1 Ownership requirements and 3.1 Ownership details – id for residents in San Marino; Extract of company registration was added; Company registration not older than 6 months.	ma
2	17/03/22	Review and update of terminology	ma



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**List of Acronyms**

SMML – San Marino Maritime Legislation

SM MNA – San Marino Maritime Navigational Authority

SMSR – San Marino Ship Register

SMRI – San Marino Ratification Instrument

SMTR – San Marino Maritime Technical Regulations

SMAR – San Marino Administrative Regulations

SM PL – San Marino Policy Letter

SM BU – San Marino Bulletin



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## **1 San Marino Ship Register**

### *1.1 Navigating the Seas of Tomorrow*

San Marino Ship Register SMSR strives to offer ship registration services of the highest standard.

**Safe:** Operates by the highest standards of compliance with national and international regulations for the safety of navigation.

**Secure:** Constantly up to date with current discourse around the highest security standards, and the arising threats linked to cyber security.

**Sustainable:** Fosters environmental protection and innovation towards higher sustainability in the maritime industry.

**Competitive:** Offers advantageous taxation schemes and competitive pricing tailored to different target customers.

**Transparent:** Operates in full compliance with national and international fiscal regulations, and cooperates fully with the competent authorities.

**Smart:** Offers efficient and simple solutions for registration and compliance.

**Digital:** Guarantees digital access to documentation and information.

**Tailored:** Responds to customers' needs and values flexibility for a solution-oriented service.

**Accessible:** Offers global 24h support, and strives towards a quality customer service with quick response times.

**Connected:** Benefits from a global network of partners and associates for local market and client access.

The Republic of San Marino has been a member of the International Maritime Organisation (IMO) since 2002, and has ratified the following international conventions to date:



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- a) Brussels Convention for the Unification of Certain Rules with Respect to Assistance and Salvage at Sea, 23 September 1910, Brussels;
- b) International Convention for the Unification of Certain Rules of Law relating to Bills of Lading, 25 August 1924, Brussels, and 1968 and 1979 Protocols;
- c) International Convention for the Unification of Certain Rules of Law Relating to Maritime Liens and Mortgages, 10 April 1926, Brussels;
- d) International Convention Relating to the Arrest of Seagoing Ships, Brussels, 10 May 1952;
- e) International Convention on Load Lines (LL), 5 April 1966, London;
- f) International Convention on Tonnage Measurement of Ships (TONNAGE), 23 June 1969, London;
- g) International Convention Relating to Intervention on The High Seas in cases of Oil Pollution Casualties, 29 November 1969, Brussels and 1973 Protocol Relating to Intervention on the High Seas in Cases of Pollution by Substances other than Oil, 2 November 1973, London;
- h) 1992 Protocol amending the International Convention on Civil Liability for Oil Pollution Damage (CLC), 27 November 1992, London;
- i) 1992 Protocol amending the International Convention on the Establishment of an International Fund for Compensation for Oil Pollution Damage (FUND), 27 November 1992, London;
- j) Convention on the International Regulations for Preventing Collisions at Sea (COLREGs), 20 October 1972, London;
- k) 1978 Protocol to International Convention for the Prevention of Pollution from Ships (MARPOL), 7 February 1978, London;
- l) 2002 Protocol to Athens Convention relating to the Carriage of Passengers and their Luggage by Sea (PAL), 1 November 2002, London;
- m) International Convention for the Safety of Life at Sea (SOLAS), 1 November 1974, London, and 1978 and 1988 Protocols;
- n) 1996 Protocol to Convention on Limitation of Liability for Maritime Claims (LLMC), 2 May 1996, London;
- o) International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 17 July 1978, London and and International Convention on Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel (STCW-F), 7 July 1995, London;



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- p) International Convention on Salvage (SALVAGE), 28 April 1989, London;
- q) International Convention on Civil Liability for Bunker Oil Pollution Damage, 23 March 2001, London;
- r) Maritime Labour Convention of 2006, 23 February 2006, Geneva.

San Marino Ship Register SMSR operates in support of the San Marino Maritime Navigation Authority (SM MNA). Vessel registration is regulated by the San Marino Maritime Navigation Reform, 120, from 2 August 2019, the San Marino Ratification Instrument, the San Marino Maritime Technical Regulations, the San Marino Administrative Regulations, as well as Policy Letters and Bulletins. Moreover, the San Marino Maritime Navigation Authority has delegated the issuance of statutory certificates to Recognised Organisations and Recognised Security Organisations. The list of authorised classification societies, who can issue statutory certificates on behalf of the San Marino Flag Administration, is available on the SMSR website.

### *1.2 Registrar offices*

The registration of vessels is processed by the Merchant Registrar and the Yachts Registrar in the SMSR offices located in Piazza Enrico Enriequez, 22, 47891, Dogana, Republic of San Marino, and available at +378 0549 960075 – [info@smsr.sm](mailto:info@smsr.sm), or via the contact form on SMSR's website [www.smsr.sm](http://www.smsr.sm).

Opening hours of the SMSR offices are Monday to Friday, 08:30-13.00 14.30-17:30 CET.

The Register portal for online applications to register pleasure yachts is available on the SMSR website at [www.smsr.sm](http://www.smsr.sm).

### *1.3 List of resources available online*

The complete San Marino Maritime Legislation:  
Maritime Navigation Reform, 120, 2 August 2019;  
San Marino Maritime Technical Regulations;  
San Marino Maritime Administrative Regulations;  
San Marino Yacht Code up to 24m of length;  
San Marino Large Yacht Code;  
Online application form for pleasure yachts;  
San Marino Policy Letters SMPL;



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San Marino Bulletins SMBU.

## **2 Registration requirements**

SMSR offers registration services to merchant ships, commercial yachts, private yachts, and units under construction.

Fishing vessels are not accepted for registration.

### *2.1 Ownership requirements*

Ship registration can be carried out in the name of a company incorporated in San Marino, an individual resident in San Marino, or by way of an authorised San Marino resident agent for entities of other nationalities.

Requirements for San Marino incorporated companies or San Marino residents:

- Extract from the register of companies (vigenza) not older than 6 months;
- Copies of passports of applicants
- Copy of ID for San Marino residents

Requirements for foreign applicants:

- Appointment of a San Marino Resident Agent;
- Extract from the register of companies, certificate of incorporation, or equivalent (not older than 6 months).

San Marino Resident Agent contact point:

The List of San Marino Advisers is available in the bulletin section of the SMSR website.

Moreover, where applicable, an IMO registered owner identification number must be requested on the website <https://imonumbers.ihs.com/> if not already available<sup>1</sup>.

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<sup>1</sup> IHS Maritime & Trade, Sentinel House 163 Brighton Road Coulsdon, Surrey CR5 2YH United Kingdom.  
Email: [ship.imo@ihs.com](mailto:ship.imo@ihs.com), Tel: +44 (0)1334 328300.





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### *2.2 Age requirements*

The Registration of vessels of 20 years of age or older is not accepted. However, the Administration reserves the right to grant exceptions in specific cases, based on a pre-registration inspection and with the possibility to apply additional requirements. Therefore, a pre-registration inspection constitutes an additional requisite for registration of vessels of 20 years of age and older.

### *2.3 Technical requirements*

Registrations with San Marino Ship Register must take place in compliance with national legislation and applicable international conventions, based on the type of vessel. For this purpose, statutory certificates must be issued by a San Marino approved Recognised Organisation and Recognised Security Organisation, following the appropriate surveys and audits to verify compliance with national and international regulations<sup>2</sup>.

Moreover, an initial Flag State Inspection is to be carried out on board commercial vessels prior to the expiry of provisional registration, and constitutes a requisite for permanent registration.

### *2.4 Vessels under construction*

San Marino Ship Register allows for the registration of vessels under construction. In such cases, all requirements of compliance are suspended until delivery. In order to register a vessel under construction, a letter by the shipyard or a construction agreement must be presented together with the application for registration and supporting documents.

## **3 Application for registration**

All correspondence and documentation must be made available in English, the working language of the Registry. Should a different working language be used on board, documents in this language can be appended to the English text wherever necessary.

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<sup>2</sup> International Maritime Organisation - A.739(18) Guidelines for the authorisation of organisations acting on behalf of the Administration; A.789(19) specifications on the survey and certification functions of Recognized Organisations (ROs) acting on behalf of the Administration.



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### *3.1 Ownership details*

Legal title:

- i. Signed application for registration, or online application form;
- ii. Proof of title: Bill of Sale or Builder's Certificate;
- iii. Power of Attorney, where applicable;
- iv. Mortgage deeds or other instruments against the vessel;
- v. Copies of passports of all applicants;
- vi. For individual/company resident in San Marino:
  - San Marino ID; or
  - San Marino company registration extract (vigenza) and applicants' passport;
- vii. For individual/company not resident in San Marino:
  - San Marino Resident Agent appointment form and applicants' passport; or
  - Extract from the registry of a foreign company and San Marino Resident Agent appointment form.

### *3.2 Mortgage registration*

SMSR's online Register allows for real-time mortgage registration, transfer, and discharge. Transcripts from the Register, reflecting encumbrances registered against the vessel, can be requested by contacting the Registrar, or via the online application available on the Register portal at [www.smsr.sm](http://www.smsr.sm).

### *3.3 Vessel details*

- i. Where applicable, an IMO identification number must be requested on the website <https://imonumbers.ihs.com/> if not already available<sup>3</sup>;
- ii. Pre-registration inspection in the cases defined by the Administration;
- iii. Closure of any major non-conformity by an RO prior to proceeding with provisional registration;
- iv. Carving and Marking Note;

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<sup>3</sup> IHS Maritime & Trade, Sentinel House 163 Brighton Road Coulsdon, Surrey CR5 2YH United Kingdom.  
Email: [ship.imo@ihs.com](mailto:ship.imo@ihs.com), Tel: +44 (0)1334 328300.



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- v. Deletion from previous Register;

Moreover, where applicable:

- i. Certificate of class;
- ii. Previous International Tonnage Certificate (ITC), or simplified calculation by a Recognised Organisation;
- iii. Any existing statements of equivalence or exemption certificates issued against the vessel;
- iv. Copy of P&I insurance policy with details on MLC 2.5, 4.2<sup>4</sup>, issued by a member of the International Group of P&I Clubs;
- v. Copies of insurance policies for BCC, CLC, WRC<sup>5</sup>;
- vi. Copies of all previous Continuous Synopsis Record certificates (CSR)<sup>6</sup>;
- vii. Copies of previous statutory certificates may be requested where necessary;
- viii. Certificate of Survey issued by a Recognised Organisation;
- ix. STCW Endorsement applications for officers;
- x. An IMO identification number for management companies must be requested on the website <https://imonumbers.ihs.com/> if not already available;
- xi. Copy of valid ISM Document of Compliance issued by a San Marino authorised RO;
- xii. ISM management company letter of appointment and Designated Person Ashore (DPA) contact details (ISM Code 3.1);
- xiii. Company Security Officer (CSO) letter of appointment (ISPS Code 11.1);
- xiv. Long Range Identification and Tracking (LRIT) Conformance Test Report (CTR)<sup>7</sup>.

**3.4 Documentation for bareboat charter registration of a foreign vessel**

- i. Copy of Bareboat Charter Agreement;
- ii. Transcript from the Register of the underlying flag;
- iii. Copy of suspension or letter of approval by the underlying flag.

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<sup>4</sup> Where not applicable, a copy of third-party liability insurance is to be submitted to the application for registration, as per art. 69, Maritime Law no. 120/2019.

<sup>5</sup> Civil Liability for Oil Pollution (CLC), Wreck Removal Certificate (WRC), Civil liability for Bunker Oil Pollution (BCC).

<sup>6</sup> SOLAS XI-1, reg. 5.

<sup>7</sup> Test to be carried out by a San Marino Authorised ASP (Application Service Provider).



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In the case of registrations of pleasure yachts temporarily engaged in trade, and for the requirements for switching between private and commercial registration in pleasure yachts, please contact the Administration.

#### **4 Provisional registration**

Name availability can be checked directly on the Register portal at [www.smsr.sm](http://www.smsr.sm). Enquiries can also be directed to the Registrars at [registration@smsr.sm](mailto:registration@smsr.sm). Name registration is valid for 6 months with the possibility of renewal.

A Provisional Certificate of Registry is issued for a period of 3 months from the date of registration and can be extended for 3 one-month periods, for a total of 6 months.

If the requirements to proceed to permanent registration are not met in this timeframe, provisional registration lapses and the provisional certificate of registration becomes automatically invalid.

Included in the SMSR risk assessment procedure and risk assessment matrix are the below criteria:

- i. Age requirements;
- ii. Technical assessment;
- iii. Ownership requirements;
- iv. ISM manager and vessel performance;
- v. Verification of United Nations and FATF sanctions status.

#### **5 Permanent registration**

In order to proceed with permanent registration, the below requirements must be met.

- i. Initial Flag State Inspection for commercially operated vessels;
- ii. DMLC part II approval by a San Marino authorised RO (where applicable).

Where all requirements for registration are met, the Administration issues a Certificate of Registry (COR) which includes at least the following identifiers:

- i. Name
- ii. Vessel type
- iii. Port of Registry



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- iv. Year and place of build
- v. Official Number
- vi. MMSI
- vii. Call Sign
- viii. IMO number
- ix. Length details
- x. Gross and Net Tonnage
- xi. Engine details
- xii. Ownership details
- xiii. Date of registration

### **6 Notice of deletion from the Register**

SMSR reserves the right to issue a notice of deletion from the Register in case:

- i. Registration requirements cease to be satisfied;
- ii. Deadlines for the payment of fees are not respected;
- iii. Continued registration poses a risk or a disadvantage to the Administration.

Should appropriate and sufficient corrective action not be undertaken within the established deadlines, the Registrar will proceed with deletion from the Register.

### **7 Certificates issued at registration**

The list of certificates issued by the Administration at registration, in compliance with applicable legislation, includes: Provisional and permanent Certificate of Registry

- i. Carving and Marking Note
- ii. Ship Radio Station License
- iii. Continuous Synopsis Record
- iv. Mortgage registration
- v. International Tonnage Certificate
- vi. Minimum Safe Manning Document
- vii. Civil liability for Bunker Oil Pollution Certificate



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- viii. Wreck Removal Certificate
- ix. Civil Liability for Oil Pollution Certificate
- x. Declaration of Maritime Labour Compliance Part I
- xi. Endorsement of Crew Certificates of Compliance (CoC)

In addition, San Marino official logbooks can be purchased and downloaded in electronic format.

### **8 Notifications to San Marino Ship Register**

Changes in any of the below details must be immediately communicated to the Registry. Where relevant, certificates will be re-issued to reflect the changes.

- i. Change of classification society;
- ii. Change of name;
- iii. Change of ownership;
- iv. Change of management company;
- v. Change of DPA;
- vi. Change of CSO.

### **9 Statutory certificates and compliance**

All relevant statutory certificates shall be obtained by classification societies authorised as San Marino Recognised Organisation and Recognised Security Organisation, in compliance with applicable national legislation and international conventions.

- i. Relevant surveys and audits shall be carried out by a San Marino authorised RO;
- ii. Interim and full-term certification shall be issued by a San Marino authorised RO;
- iii. A San Marino authorised RO shall approve manuals, plans, and documents;
- iv. GMDSS and EPIRB shall be reprogrammed;
- v. An LRIT test shall be carried out by an ASP, and a copy of the Conformance Test Report (CTR) submitted to the Administration;
- vi. AIS shall be fitted on board;
- vii. Any exemptions and equivalences shall be submitted by the RO to the Administration for approval.