



**REPUBLIC of SAN MARINO  
MARITIME AUTHORITY**

Rev. 3

**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\_rev03  
03 April 2024  
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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Rev. n	Date	Changes	Initials
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
3	03/04/24	Ownership requirements update; age requirements clarification; Deletion from the previous flag documentation update; reference to P&I criteria; Permanent registration criteria; Notification to the Administration.	ma



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**List of Acronyms**

SMML – San Marino Maritime Legislation  
SM MNA – San Marino Maritime Navigation 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 Freedom*

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.



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The Republic of San Marino has been a member of the International Maritime Organisation (IMO) since 2002 and has ratified relevant International Conventions. 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, as amended, 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 Merchant Registrars and Yachts Registrars in the SMSR offices located in Piazza Enrico Enriquez, 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 portal for online applications to register small private yachts is available on the SMSR website.

A non-exhaustive 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 Small Yacht Code up to 24m of Load Line length;

San Marino Large Yacht Code;

Online application form for small pleasure yachts in private use;

San Marino Policy Letters SMPL;

San Marino Bulletins SMBU.



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## **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 a San Marino resident agent for entities of other nationalities.

Requirements for San Marino incorporated companies or San Marino residents:

- Up to date extract from the register of companies (vigenza) not older than 6 months; Extract from the register of companies for any company listed as shareholder of the applicant.
- Copies of passports of applicants
- Copy of ID for San Marino residents

Requirements for foreign applicants:

- Appointment of a San Marino Resident Agent<sup>1</sup> with copy of vigenza or San Marino ID of the agent.
- Up to date extract from the register of companies, certificate of incorporation, or equivalent<sup>2</sup> (**not older than 6 months**); Extract from the register of companies for any company listed as shareholder of the applicant.
- Copies of passports of applicants

In order to adhere to sanctions compliance as per the applicable national and international guidelines, the applicant's ultimate beneficial ownership shall be established to the satisfaction of the Administration<sup>3</sup>.

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<sup>1</sup> A non-exhaustive list of San Marino Advisers is available in the bulletin section of the SMSR website.

<sup>2</sup> Incumbency certificate, company register extract, certificate of incorporation, notarised shareholders list, or equivalent issued by the register of companies of the country of incorporation.

<sup>3</sup> As per San Marino Decree – Law no. 35 of 15 March 2022, as amended.



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

### *2.2 Age requirements*

The Registration of merchant vessels of 20 years of age or older is generally 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 merchant 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>4</sup>.

Moreover, an initial Flag State Inspection is to be carried out on board commercial vessels prior to the expiry of provisional registration and may constitute 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.

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<sup>4</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 Application for registration**

All correspondence and documentation must be made available in English<sup>5</sup>, 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.

#### **3.1 Ownership details**

Legal Title:

- i. Application form signed by the applicant (the owner or authorised representative);
- ii. Power of Attorney, where applicable;
- iii. Proof of title: Bill of Sale or Builder's Certificate;
- iv. Mortgage deeds or other instruments registered against the vessel;
- v. Copies of passports of all applicants;
- vi. **For San Marino-residents:**
  - San Marino ID;
  - where the owner is a company: up to date San Marino vigenza, not older than six months (or, in alternative, the latest version with no modifications declaration).
- vii. **For foreign applicants:**
  - San Marino Resident Agent appointment form, signed by the applicant and countersigned by the appointed Resident Agent;
  - Copies of passports of all applicants;
  - Up to date extract from the register of companies, certificate of incorporation, or equivalent<sup>6</sup> (not older than six months or, in alternative, the latest version with no modifications declaration);
  - Extract from the register of companies for any company listed as shareholder of the applicant;
  - The company extracts must include a list of shareholders as well as directors.

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<sup>5</sup> Documents in languages other than English or Italian, must be submitted in translation made by an authorised translator with stamp.

<sup>6</sup> Incumbency certificate, company register extract, certificate of incorporation, notarised shareholders list, or equivalent issued by the register of companies of the country of incorporation.



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### *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.

### *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;
- ii. Pre-registration inspection in the cases defined by the Administration;
- iii. Closure of any major non-conformity by an RO;
- iv. Carving and Marking Note;
- v. Deletion from the previous Register<sup>7</sup>;

Moreover, where applicable:

- i. Certificate of class;
- ii. Previous International Tonnage Certificate (ITC);
- 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>8</sup>, as per SMPL – 2023-TEC-007;
- v. Copy of P&I insurance policy for Civil Liability for Oil Pollution (CLC), Wreck Removal Certificate (WRC), Civil liability for Bunker Oil Pollution (BCC), as per SMPL – 2023-TEC-007;
- vi. Copies of all previous Continuous Synopsis Record certificates (CSR)<sup>9</sup>;
- vii. Copies of previous statutory certificates may be requested where necessary;
- viii. Certificate of Competence endorsement applications for all officers as per STCW;

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<sup>7</sup> As an alternative, the Administration may accept a copy of the application to delete made to the previous flag, as well as a non-encumbrance certificate (open transcript). A letter of intent to delete the vessel made by the previous owner, accompanied by a non-encumbrance certificate, may also be accepted by the Administration.

<sup>8</sup> Where not applicable, a copy of third-party liability insurance must be available as per art. 69, Maritime Law n. 120/2019.

<sup>9</sup> SOLAS XI-1, reg. 5. Previous CSR can be provided during the three months of provisional registration.



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- ix. An IMO identification number for ISM management companies must be requested on the website <https://imonumbers.ihs.com/> if not already available;
- x. Copy of valid ISM Document of Compliance issued by a San Marino authorised RO;
- xi. ISM management company letter of appointment and Designated Person Ashore (DPA) contact details (ISM Code 3.1);
- xii. Company Security Officer (CSO) letter of appointment (ISPS Code 11.1);
- xiii. Long Range Identification and Tracking (LRIT) Conformance Test Report (CTR)<sup>10</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.

Special cases in the registration of pleasure yachts are defined in SMPL – 2021-REG-017 and SMPL - 2021-REG-018.

## **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 can be requested and remains 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.

The same conditions and requirements apply to registrations with the purpose of single voyage.

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 including ultimate beneficial ownership due diligence;

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<sup>10</sup> Test to be carried out by a San Marino Authorised ASP (Application Service Provider).



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- iv. ISM manager and vessel performance;

## **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, where applicable;
- ii. DMLC part II approval by a San Marino authorised RO, where applicable.
- iii. Carving and Marking Note submitted, signed by the authorised representative or surveyor, with photographic evidence as applicable.
- iv. Final deletion certificate issued by the previous Flag Administration, as applicable.
- v. Copies of previous Continuous Synopsis Record CSR certificates have been provided to the Administration.

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
- 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



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

The Administration, as per the applicable national legislation, 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:

- i. Provisional and permanent Certificate of Registry
- ii. Carving and Marking Note
- iii. Ship Radio Station License
- iv. Continuous Synopsis Record
- v. Mortgage registration
- vi. International Tonnage Certificate
- vii. Minimum Safe Manning Document
- viii. Civil liability for Bunker Oil Pollution Certificate
- ix. Wreck Removal Certificate
- x. Civil Liability for Oil Pollution Certificate
- xi. Declaration of Maritime Labour Compliance Part I
- xii. Endorsement of Crew Certificates of Compliance (CoC)



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## **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 address;
- v. Change of management company;
- vi. Change of DPA and/or CSO.

In order to establish that registration criteria continue to be met at all times:

- i. all Port State Control inspections must be notified to the Administration and the PSC inspection report submitted to the Administration for further action where required.
- ii. Any incidents, accidents, collisions, and events involving the vessel must be communicated to the Administration immediately.

## **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.



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**10 Payments**

All the services provided by San Marino Ship Register, must be paid in advance.

For the purpose a proforma invoice is sent and the final invoice follows after the payment is done. Regarding the annual fees, the same must be paid without delays and irrevocably upon receipt of the relevant proforma, that is sent on the anniversary date of initial registration.

As per provisions contained in the Primary Maritime Law No.120 2<sup>nd</sup> August 2019, as amended from time to time, the missing payment of any issued proforma/invoice is ground for ex officio vessel deregistration. The deletion certificate and deletion CSR are issued only after payment of any outstanding amount.