



MANUAL
CHARTERING IN THE REPUBLIC OF CROATIA

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Version 1.3

CHARTER ACTIVITY

All terms and conditions under which charter activities can be performed in the internal waters and the territorial sea of the Republic of Croatia are regulated in accordance to the ***Ordinance on the conditions for conducting the activity of chartering of vessels with or without crew and the provision of guest accommodation services on vessels*** (*“Official Gazette”, No. 42/17*), hereinafter referred to as “Ordinance”.

The Ordinance can be found on the website of the Ministry of the Sea, Transport and Infrastructure, hereinafter referred to as “Ministry”, <https://mmpi.gov.hr/> at the following link <https://mmpi.gov.hr/more-86/nautika-121/121>

Charter activity implies rental of a vessel or providing accommodation services on a vessel in the internal waters and the territorial sea of the Republic of Croatia.

Rental of a vessel means providing a vessel to an end user, with or without crew, without guest accommodation service / overnight stay onboard. Such activity doesn't oblige the charter company to submit the eCrew Request Form to the Ministry due to the provisions of Article 12, paragraph 1, items 1, 2 and 6 of the Ordinance. Though, the charter company is obliged to satisfy other pertaining conditions of the Ordinance.

Provision of accommodation service on a vessel means providing a vessel to an end user, with or without crew, with guest accommodation service / overnight stay onboard. Such activity obliges the charter company to submit the eCrew Request Form to the Ministry and to satisfy pertaining conditions of the Ordinance.

Who may perform charter activities in the Republic of Croatia

Charter activities may be performed by any owner or user of a commercially registered vessel, either by establishing a Croatian registered company for conducting such activities or by concluding an appropriate contract with a Croatian registered charter company by the means of which the charter company takes over the authority and responsibility for managing the vessel prescribed by the Ordinance.

A foreign registered company can independently perform charter activities in the Republic of Croatia subject to obtaining the Personal Identification Number (PIN) and VAT ID Number issued by the Croatian Tax Authority. In such case, the charter company is obliged to submit to the Ministry data on a tax representative in Croatia, as the person carrying out all necessary activities related to the determination and payment of VAT.

Charter activity may be conducted by:

- A vessel of Croatian nationality
- A vessel of the EEA / EU Member State
- A vessel of a third-country nationality for which cabotage authorization has been obtained

* *The vessel can be operated by one charter company*

eCREW SYSTEM

eCrew Request Form

Prior to chartering a vessel, the charter company is required to submit to the Ministry an **eCrew Request Form** (*Request for creation of company data in the eCrew system*), hereinafter referred to as "Request Form".

Access rights must also be granted through the e-Authorisations system to employees responsible for entering data into the eCrew system.

The eCrew system enables online registration of crew and passengers (crew lists) no later than the moment of vessel departure.

System access:

- via eCitizens: <https://enautika.pomorstvo.hr>
- via credentials assigned by the Ministry in the case of API integration:
<https://ecrew.pomorstvo.hr>

The eCrew system enables online recording of **Crew and Passenger Lists (Crew lists)** prior to navigation.

Upon entering the system, the **Application Handbook** can be found on the home page.

The Request Form can be found on the website of the [Ministry](#) at the following link [Sea - Nautics - eCrew Request Form](#)

Contact details:

The Request Form is submitted to the Ministry – Maritime Safety Directorate by e-mail: charter@pomorstvo.hr

REQUIRED DOCUMENTS

Required documents for Croatian flagged vessels

The charter company registered in the Boat Register of the Republic of Croatia as the owner or user of the vessel is not obliged to submit the listed documentation or Request Form.

Required documentation for foreign flagged vessels (EEA/EU or THIRD-COUNTRY)

Along with the Request Form, the charter company shall enclose documents as listed in **Required documents for foreign flagged vessels** which can be found on the website of the [Ministry](#) at the following link [Sea - Nautics](#)

**The content of the documentation varies depending on the country of the embarkation port, the vessel's flag state and the seat of the charter company.*

Cabotage Authorization

Charter activities may be conducted by a third-country nationality vessel assuming an authorization for cabotage in the internal waters and the territorial sea of the Republic of Croatia with the purpose of performing charter activities has formerly been obtained.

Authorization for cabotage is issued by the Minister following the submission of a request by a charter company or maritime agent.

The ***Request for obtaining cabotage authorization*** is submitted to the Ministry in a free form letter holding the "Vessel's name/mark", with the following documents enclosed:

- *Required documents for foreign flagged vessels, as referred to in item 2 and 4*

The authorization is issued for the calendar year.

After issuing the cabotage authorization, the Ministry will proceed on the basis of the eCrew Request Form and the vessel's registration to the eCrew system.

An appeal against a decision approving cabotage is not allowed, but an administrative dispute can be initiated by submitting a lawsuit to the competent Administrative Court within 30 days of the delivery of the decision.

Maritime agent

A Maritime agent is a legal or natural person registered in the Register of Maritime Agents of the Republic of Croatia, authorized for performing maritime agency activities.

A maritime agent can perform the charter company's activities solely for foreign flagged vessels.

Renewal procedure for foreign flagged vessels

A charter company whose vessels are already registered in the eCrew system is obliged to submit a request in free form letter holding a remark ***Charter – Request for Renewal procedure for foreign flagged vessel "Vessel's name/mark"*** with the following documents enclosed:

- Copy of the Certificate of Registry / Navigational Licence
- New Record / Report of the technical survey, upon termination of validity
- Updated Chart "*CHARTER – Foreign flagged vessels*" upon renewal of the certificate validity (*documents marked with an asterisk in the chart*)

A charter company submitting a Request Form for a foreign flagged vessel which is already registered in the eCrew system within another charter company is required to submit the documentation as listed in *Required Documents for foreign flagged vessels* [Nautics](#)

TECHNICAL SURVEY

Technical survey of foreign flagged vessels having a hull up to 24 meters in length

In terms of technical conditions and required equipment, foreign flagged vessels intended for carrying out chartering activities in the Republic of Croatia must comply with requirements as prescribed for Croatian flagged vessels of the same technical characteristics and purpose, in accordance with the *Rules for statutory certification of boats and yachts* ("Official Gazette", No. 19/16).

The technical survey must be carried out within a period of time and scope identical to that of the survey of Croatian flagged vessels, as follows:

- Every year for **yachts** (a waterborne craft intended for sports and leisure, regardless of whether it is used for personal needs or an economic activity, exceeding 15 m in length and intended for a longer stay at sea, which is furthermore authorised to carry no more than 12 passengers in addition to the crew)
- Every two years for **boats** (a waterborne craft intended for navigation at sea, which is not a ship or yacht, whose hull is greater than 2.5 m or the total power of its propulsion engines is greater than 5 kW)

Technical surveys of foreign flagged vessels intended for carrying out chartering activities having a hull up to 24 meters in length are no longer carried out by the Croatian Harbor Master's Office or Branch Office which are authorized to perform surveys solely of Croatian flagged vessels.

Consequently, charter companies are obliged to arrange a technical inspection by the Maritime Administration of the flag state or a Recognized Organization authorized by that administration. If a technical inspection has been carried out by a Recognized Organization which is not recognized in accordance with *Regulation No. 391/2009*, a confirmation by the Maritime Administration on granted authorization for carrying out a technical inspection must be submitted to the Ministry.

***List of EU recognized organizations:**

EU MEMBER STATE	RECOGNIZED ORGANIZATIONS												
*Austria													
Belgium	ABS	BV	DNVGL	LR	NKK	RINA	RMRS						
Bulgaria	BV	LR	RINA	RMRS									
Croatia	CRS												
Cyprus	ABS	BV	CCS	DNVGL	KRS	LR	NKK	PRS	RINA	RMRS			
Czechia	BV	CRS	DNV	GL	LR	PRS	RMRS						
Denmark	ABS	BV	CCS	DNVGL	KRS	LR	NKK	PRS	RINA				
Estonia	ABS	BV	DNVGL	RINA	RMRS								
Finland	ABS	BV	DNVGL	LR	NKK	RINA	RMRS						
France	BV	DNVGL	LR	RINA									
Germany	ABS	BV	DNVGL	KRS	LR	NKK	RINA	RMRS					
Greece	ABS	BV	CCS	DNVGL	KRS	LR	NKK	RINA	RMRS				
Hungary	GL	LR	RMRS	YRS									
Ireland	ABS	BV	DNVGL	LR	NKK	RINA	RMRS						
Italy	ABS	BV	DNVGL	RINA									
Latvia	ABS	BV	DNVGL	KRS	LR	RINA	RMRS						
Lithuania	ABS	BV	DNVGL	LR	NKK	PRS	RINA	RMRS					
Luxembourg	ABS	BV	DNVGL	KRS	LR	NKK	RINA						
Malta	ABS	BV	CCS	CRS	DNVGL	IRS	KRS	LR	NKK	PRS	RINA	RMRS	
Netherlands	ABS	BV	DNVGL	LR	NKK	RINA							
Poland	ABS	BV	DNV	GL	LR	PRS	RINA	RMRS					
Portugal	ABS	BV	DNVGL	LR	NKK	RINA							
Romania	BV	KRS	LR	NKK	RINA	RMRS							
Slovakia	ABS	BV	CRS	DNV	LR	PRS	RMRS						
Slovenia	BV	GL	RINA										
Spain	BV	CCS	DNVGL	KRS	LR	RINA							
Sweden	ABS	BV	DNVGL	LR	RINA								
UK	ABS	BV	DNVGL	LR	NKK	RINA							

***Austria**

The Ministry is not able to fulfill the eCrew Request for Austrian flagged vessels, since the Austrian legislation does not foresee the possibility of authorizing any of the Recognized Organizations for performing sport and recreational craft inspections.

PROCEDURE COSTS

Costs related to performing charter activities with foreign flagged vessels include the following:

Costs of the Navigation Safety Fee

The fee is paid for the vessel for a calendar year by the amount determined according to Article 8 of the *Ordinance on the Safety of Navigation Fee* (“Official Gazette”, No. 116/16)

Upon vessel’s first entry into Croatia, as well as in the event of any changes to the vessel's data, this fee must be paid in person at the [Harbour Master's Office or its local branch office](#). For all subsequent arrivals, the “Yacht or Boat Arrival Notification Fee Payment Receipt” can be obtained and paid online via [eNautika](#) .

In both cases, the fee may be paid exclusively by card

Change of data

The charter company is obliged to notify the Ministry of any change of data as referred to in Articles 13, 14, 15 and 32 of the Ordinance by submitting a request in free form letter.

Regulations

Maritime Code (“Official Gazette”, No. 181/04, 76/07, 146/08, 61/11, 56/13, 26/15, 17/19)

General Administrative Procedure Law (“Official Gazette”, No. 47/09)

Ordinance on the conditions for conducting the activity of chartering of vessels with or without crew and the provision of guest accommodation services on vessels (“Official Gazette”, No. 42/17)

Ordinance on the Safety of Navigation Fee (“Official Gazette”, No. 116/16)