CHARTERING

**REQUIRED DOCUMENTS FOR FOREIGN FLAGGED VESSELS**

List of required documents to be submitted to the Ministry eCrew REQUEST FORM Chart ''CHARTER – Foreign flagged vessel''

**LIST OF REQUIRED DOCUMENTS TO BE SUBMITTED TO THE MINISTRY**

1. **Chartering from CROATIA or THIRD COUNTRY - EEA/EU flagged vessel**

|  |  |
| --- | --- |
| Country of embarkation port | Seat of charter company  **THIRD COUNTRY** or **EEA/EU** |
| **CROATIA**  or  **THIRD COUNTRY** |
| **eCrew REQUEST FORM,** particularly data on:  Croatian PIN / VAT ID No.  TAX REPRESENTATIVE  MARITIME AGENT *(if any)* |
| Nationality of vessel  **EEA/EU** |
| **Attached to the request:**   * CHART *''CHARTER – Foreign flagged vessel''* * CERTIFICATE OF REGISTRY / NAVIGATIONAL LICENCE * RECORD / REPORT OF THE TECHNICAL SURVEY   *(carried out by the flag state administration or authorized recognized organization)*   * INSURANCE POLICY   *(valid (period), area coverage of Croatian waters, third party coverage of 3.500,000kn)*   * PAYMENT RECEIPT FOR THE SAFETY OF NAVIGATION FEE   *(obtained at the Harbor Master's Office or Branch Office)*   * LEASE CONTRACT*, i.e. BUSINESS COOPERATION AGREEMENT CONCLUDED BETWEEN THE OWNER/USER OF THE VESSEL AND THE CHARTER COMPANY, excluded if the charter company is the owner of the vessel (verified by notary public and holding the ID No. of the owner/user of the vessel)* |

*The documentation must be in Croatian or English. Other foreign language documents must be translated into Croatian. Only the Lease contract must be translated by an authorized interpreter.*

1. **Chartering from CROATIA or THIRD COUNTRY - THIRD COUNTRY flagged vessel**

|  |  |
| --- | --- |
| Country of embarkation port | Seat of charter company  **THIRD COUNTRY** or **EEA/EU** |
| **CROATIA**  or  **THIRD COUNTRY** |
| **eCrew REQUEST FORM,** particularly data on:  Croatian PIN / VAT ID No.  TAX REPRESENTATIVE  MARITIME AGENT *(if any)*  **Attached to the request:**   * INSURANCE POLICY   *(valid (period), area coverage of Croatian waters, third party coverage of 3.500,000kn)*   * PAYMENT RECEIPT FOR THE SAFETY OF NAVIGATION FEE   *(obtained at the Harbor Master's Office or Branch Office)*   * LEASE CONTRACT*, i.e. BUSINESS COOPERATION AGREEMENT CONCLUDED BETWEEN THE OWNER/USER OF THE VESSEL AND THE CHARTER COMPANY, excluded if the charter company is the owner of the vessel*   *(verified by notary public and holding the ID No. of the owner/user of the vessel)*   * CABOTAGE AUTHORIZATION |
| Nationality of vessel  **THIRD COUNTRY** |
| **REQUEST for obtaining cabotage authorization** *(in free form letter)*:   * CHART *''CHARTER – Foreign flagged vessel''* * CERTIFICATE OF REGISTRY / NAVIGATIONAL LICENCE * RECORD / REPORT OF THE TECHNICAL SURVEY   *(carried out by the flag state administration or authorized recognized organization)*  *The Ministry issues the cabotage authorization. The administrative fee costs are 1.500kn.* |

*The documentation must be in Croatian or English. Other foreign language documents must be translated into Croatian. Only the Lease contract must be translated by an authorized interpreter.*

1. **Chartering from EEA/EU – EEA/EU flagged vessel**

|  |  |
| --- | --- |
| Country of embarkation port | Seat of charter company  **THIRD COUNTRY** or **EEA/EU** |
| **EEA/EU** |
| No documentation is required |
| Nationality of vessel  **EEA/EU** |
| No documentation is required |

1. **Chartering from EEA/EU - THIRD COUNTRY flagged vessel**

|  |  |
| --- | --- |
| Country of embarkation port | Seat of charter company  **THIRD COUNTRY** or **EEA/EU** |
| **EEA/EU** |
| No documentation is required |
| Nationality of vessel  **THIRD COUNTRY** |
| **REQUEST for obtaining cabotage authorization** *(in free form letter)*:   * CHART *''CHARTER – Foreign flagged vessel''* * CERTIFICATE OF REGISTRY / NAVIGATIONAL LICENCE * RECORD / REPORT OF THE TECHNICAL SURVEY   *(carried out by the flag state administration or authorized recognized organization)*   * INSURANCE POLICY   *(valid (period), area coverage of Croatian waters, third party coverage of 3.500,000kn)*   * PAYMENT RECEIPT FOR THE SAFETY OF NAVIGATION FEE   *(obtained at the Harbor Master's Office or Branch Office)*  *The Ministry issues the cabotage authorization. The administrative fee costs are 1.500kn.* |

*The documentation must be in Croatian or English. Other foreign language documents must be translated into Croatian. Only the Lease contract must be translated by an authorized interpreter.*

|  |  |  |
| --- | --- | --- |
|  |  | *Do not post / write*  *in this space!*  *(intended for eGOP barcode)* |
| Name and surname or title of the applicant |  |

**MINISTRY OF THE SEA,**

**TRANSPORT AND INFRASTRUCTURE**

**Zagreb, Prisavlje 14**

**Fax: 01 6169 069**

**Email:** [charter@pomorstvo.hr](mailto:charter@pomorstvo.hr)

**eCrew**

**REQUEST FORM**

We wish to request the assignment of user rights for the central database and the password to use the Application for the registration of the Crew and Passenger List, according to the provisions of 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(OG no. 42/17).

**Title of the charter company:**

**Seat of the charter company:**

**Personal identification number of the charter company (PIN):**

**VAT identification number of the charter company (VAT ID No.):**

**Name and surname of the responsible person:**

**Name and surname of the person responsible for safety:**

**E-mail address:**

**Telephone or mobile number:**

**Name and surname of the persons carrying out the registration of Crew and Passenger Lists** *(to add if necessary)*:

1.

2.

3.

**Croatian charter base or berthing place of the vessel:**

**Title of the tax representative** *(obligatory for charter companies having the head office outside of Croatia)*:

Personal identification number (PIN) of the tax representative:

Name and surname of the responsible person:

E-mail address:

Telephone or mobile number:

**Name of the maritime agent** *(legal/natural person registered in the Register of Maritime Agents of Croatia), if any:*

Personal identification number (PIN) of the maritime agent:

E-mail address:

Telephone or mobile number:

**List of vessels:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Mark:**  **IMO/Official/Registry No.** | **Flag** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |

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|  |  |
| --- | --- |
| Date of submission of request Signature/seal of applicant |  |

**CHARTER – Foreign flagged vessel**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF VESSEL:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **MARK** (IMO/OFFICIAL/REGISTRY NO.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | | **FLAG STATE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **TYPE OF VESSEL**  *mark*  (boat/motor yacht/sailing yacht)  **L** (registered length):\_\_\_\_\_\_\_\_\_ | | |  | | **REGISTRY PORT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **GT** (gross tonnage):\_\_\_\_\_\_\_\_\_\_\_ | | |  | | **OWNER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **TOTAL ENGINE POWER** (kW):\_\_\_\_\_\_\_\_\_\_\_\_  **CAPACITY** (crew+passengers):\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | | **CHARTER COMPANY/MARITIME AGENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
|  | **Length**  **up to 24 m** | **Length over 24 m** | | | | | | | | | |
| **<= 299 GT** | | | | | **300 – 399 GT** | **400 – 499 GT** | **>= 500 GT** | | |
| **Certificate of Registry** | **To be submitted to the Ministry** | | | | | | | | | | |
| **Record/Report of Technical Survey** |
| \*Class Certificate |  |  | | | | |  |  |  | | |
| \*International Tonnage Certificate |  |  | | | | |  |  |  | | |
| \*International Load Line Certificate |  |  | | | | |  |  |  | | |
| \*International Cargo Ship Safety Radio Certificate |  |  | | | | |  |  |  | | |
| \*International Oil Pollution Prevention Certificate |  |  | | | | |  |  |  | | |
| \*Engine International Air Pollution Prevention Certificate |  |  | | | | |  |  |  | | |
| \*International Anti-fouling System Certificate |  |  | | | | |  |  |  | | |
| \*International Sewage Pollution Prevention Certificate |  |  | | | | |  |  |  | | |
| \*International Cargo Ship Safety Construction Certificate |  |  | | | | |  |  |  | | |
| \*International Cargo Ship Safety Equipment Certificate |  |  | | | | |  |  |  | | |
| \*Safety Management Certificate |  |  | | | | |  |  |  | | |
| \*International Ship Security Certificate |  |  | | | | |  |  |  | | |

\*Documents marked with an asterisk are not to be delivered, only expiry dates are to be entered