

How to complete our forms

Step 1 - Form Filler & Agreement Signer

In your email you will be asked to select Individual Owners, Corporate Owners or both Corporate and Individual Owners.

Any of these choices will take you to a Web Form where you will be asked to input the "Form Filler" and the "Agreement Signer". (FormIND, FormC1 or FormC2)

The "Form Filler" is the person who will complete the forms, this could be an owner, an Authorised Officer or a Registration Agent.

The "Agreement Signer" is the person who is authorised to sign a binding agreement for the vessel owner(s). For individual owners this would need to be one of the vessel owners, and for Corporate owned Vessels this should be an Authorised Officer of the Body Corporate.

The "Form Filler" and the "Agreement Signer" can be the same person.

When you submit each form you will be asked to confirm your email address, this is for security reasons. Once this form is submitted, the "Form Filler" will receive an email with links to the other forms.

Step 2 - The Vessel Forms

Forms 1, 3 & 5 are for information relating to the vessel compliance.

Form 1

The information for Form 1 can be found on the top section of the Certificate of British Registration. The Call Sign and MMSI number can be found on the Ofcom Ships Radio Licence.

Certificate of British Registration

How to complete our forms *continued*

Step 2 *continued*

Form 3 Vessel Contacts

Please enter the **Primary Contact** Details. This may be the owner, or it could be a Registration Agent - it is the person we will use for primary communication about the vessel. One of the contacts should be selected as the Invoicing Contact.

The **Secondary Contact** is the Person we can contact if we can't contact the Primary contact. If the Primary contact is a Registration Agent, the Secondary contact must be an owner or in the case of a corporate owned vessel an Officer of the body Corporate or an Ultimate Beneficial Owner. The secondary contact is not necessary for an individual owned vessel with one owner.

Only complete the **Registration Agent** section if the vessel has an Agent, otherwise leave it blank. A Registration Agent is a person or Company that assists with the registration of the vessel on behalf of the owner.

The Emergency Contact should be someone who is unlikely to be aboard the vessel, yet who is likely to know those aboard and their next of kin.

Form 3

Form 3 Vessel Contacts

Primary Contact: Name, Company, Mobile, Tel, e-mail, Country Code, Mobile Number, e-mail.

Secondary Contact: Name, Company, Mobile, Tel, e-mail, Country Code, Mobile Number, e-mail.

Registration Agent: (Only complete this section if vessel has a Registration Agent) New Agent, Agent is not vessel contact, Agent No., Name, Address, City, Postcode, Country, E-mail, E-mail 2, Mobile.

Emergency Contact: (This should be a person who is unlikely to be aboard the vessel at sea) Name, Address, City, Postcode, Country, E-mail, E-mail 2, Mobile.

Form 5 Title Document Uploads

The new legislation requires a Representative Person to hold information identifying the owner of a vessel and their share in the vessel. For this reason we will need you to upload a copy of the Certificate of British Registration and any copies of any other title documents you may have, such as Bills of Sale, Builders Certificates, Closure or Deletion Certificates from previous registries etc. These should be Uploaded using Form 5.

Form 5

Form 5 Vessel Title Documents

Please upload any documents in your possession relating to legal title of the vessel.

These can include:

- The current Certificate of British Registration (Required)
- Transcript of Registry
- Builder's Certificate
- Deletion Certificate or Closure Transcript from previous Registry
- Bills of Sale

The current Certificate of British Registration (Required)

Transcript of Registry

Builder's Certificate

Deletion Certificate/Closure Transcript

Bills of Sale 1

Bills of Sale 2

Bills of Sale 3

Other

CERTIFICATE OF BRITISH REGISTRY

JERSEY SHIPS REGISTRY

How to complete our forms *continued*

Step 3 Owners Information and Documentation

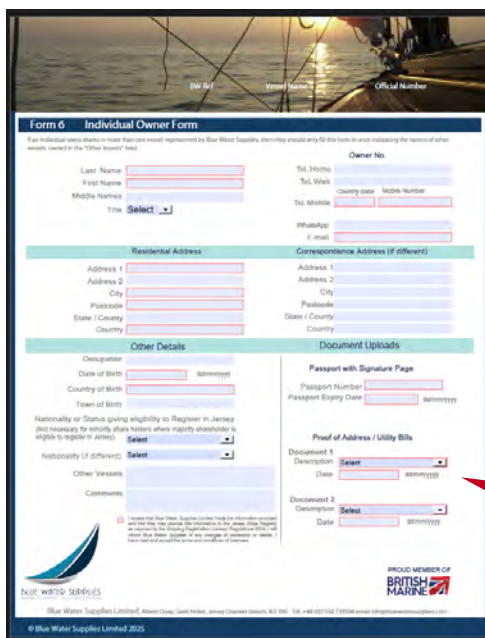
Form 6

Form 6 Individual Owner Form

Each Individual owners listed on the Certificate of British Registry should fill Form 6.

They should also upload a copy of their passport showing the signature page and their photo.

They should also upload two utility bills (less than 3 months old) or similar showing their address.

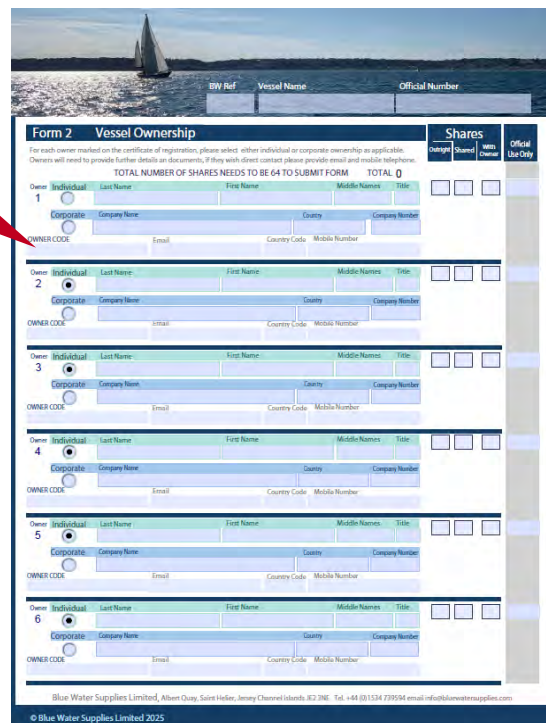
A screenshot of the 'Form 6 Individual Owner Form' from Blue Water Supplies. The form is divided into several sections: 'Owner No.', 'Personal Details' (Last Name, First Name, Middle Name, Title, Date of Birth, Country of Birth, Town of Birth, Nationality or Status), 'Residential Address' (Address 1, Address 2, City, Postcode, State / Country), 'Correspondence Address (if different)', 'Other Details' (Occupation, Date of Birth, Country of Birth, Town of Birth, Nationality or Status, Other Vessels, Comments), 'Document Uploads' (Passport with Signature Page, Proof of Address / Utility Bills), and 'Document 1' and 'Document 2' sections. A red arrow points from the 'Document Uploads' section to a stack of documents including a passport and utility bills.

Step 4 - Vessel Ownership

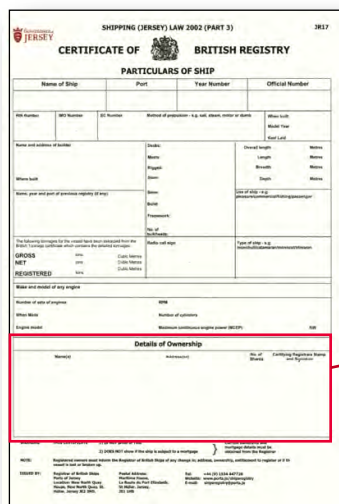
Form 2

Each Individual Owner Form Submission will return a Unique Code sent by email. The form filler should now enter each owner listed on the Certificate of British Registry onto form 2 listing their shares in the vessel as per the certificate. The should then "copy" and "paste" the Unique owner into the box provided. Please only fill in field for owners listed, leave other fields blank. The total shares should be 64.

Form 2

A screenshot of the 'Form 2 Vessel Ownership' form from Blue Water Supplies. The form is divided into sections for 'Owner 1' through 'Owner 6'. Each owner section includes fields for 'Individual' or 'Corporate' ownership, 'Last Name', 'First Name', 'Middle Name', 'Title', 'Company Name', 'Country', 'Company Number', 'Email', 'Country Code', and 'Mobile Number'. There are also checkboxes for 'Shares' and 'Vessel Owner'. A red arrow points from the 'Certificate of British Registry' to the 'Owner 1' section.

Certificate of British Registry

A screenshot of the 'Certificate of British Registry' from Blue Water Supplies. The certificate is divided into sections: 'PARTICULARS OF SHIP' (Name of Ship, Port, Year Number, Official Number), 'Details of Ship' (Hull Number, IMO Number, Date of Construction, Date of Delivery, Date of Registration, Date of Transfer, Date of Sale, Date of Purchase, Date of Acquisition, Date of Disposal, Date of Cancellation, Date of Revocation, Date of Suspension, Date of Reinstatement, Date of Renewal, Date of Extension, Date of Termination, Date of Expiry, Date of Cancellation, Date of Revocation, Date of Suspension, Date of Reinstatement, Date of Renewal, Date of Extension, Date of Termination, Date of Expiry), 'Details of Ownership' (Name of Owner, Date of Acquisition, Date of Disposal, Date of Cancellation, Date of Revocation, Date of Suspension, Date of Reinstatement, Date of Renewal, Date of Extension, Date of Termination, Date of Expiry), and 'Details of Vessel' (Name of Vessel, Date of Acquisition, Date of Disposal, Date of Cancellation, Date of Revocation, Date of Suspension, Date of Reinstatement, Date of Renewal, Date of Extension, Date of Termination, Date of Expiry). A red arrow points from the 'Details of Ownership' section to the 'Owner 1' section of Form 2.

How to complete our forms *continued*

Step 5 The Agreement

Form 4

When the vessel Ownership Submission has been received, the “Agreement Signer” will receive the agreement. This is to agree to our Terms and Conditions and to confirm that the information provided is correct.

We will then check the submission. If all the information is acceptable, we will then issue an invoice.

Form 4



Form 4 Agreement to Terms and Conditions of Representative Person Services

Please note that this agreement MUST be signed by:

- In the case of a vessel owned by one or more individual owners, by one of those owners who has the authority of the other owners to sign on their behalf.
- In the case of a vessel owned by one or more a Body Corporate, each body corporate should submit a separate form signed by an Officer of that body corporate who is duly authorised to act on behalf of the body corporate with respect to the vessel. An Officer of a body corporate is a Director, Company Secretary or equivalent.
- A Registration Agent should NOT sign this form on the owner's behalf.

Please Check:

- ☐ I have read and accept Blue Water Supplies Terms and Conditions.
- ☐ I confirm that the information provided is accurate and complete.
- ☐ I confirm that I will advise Blue Water Supplies Limited promptly of any changes to the information provided and that failure to do so will invalidate the representation of this vessel.
- ☐ I confirm that no owner or Ultimate Beneficial Owner of this vessel is a sanctioned Individual.
- ☐ I understand that if I do not advise Blue Water Supplies of any changes in information or if the information is inaccurate, the vessel may be deregistered.
- ☐ I agree to respond to requests from Blue Water Supplies to confirm the information held promptly.

Signature

Blue Water Supplies Limited, Albert Quay, Saint Helier, Jersey Channel Islands JE2 3NE Tel. +44 (0)1534 739594 email info@bluewatersupplies.com

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