

How to complete our forms

Vessel "Form Links Document"

This Document will be sent to the nominated "Form Filler" by email as an attachment.

It is an HTML which will open in a Web Browser (Google Chrome, Edge, Firefox etc.) but will be on your computer.

You should DOWNLOAD this document and save it on your computer. It provides the "UNIQUE" links to the forms for this particular vessel.

The Document MUST be downloaded and cannot be opened directly from webmail such as GMAIL. It will also not work if previewed in Outlook.

Once downloaded, please double-click on it to open it. The coloured boxes are the links to the Web Forms.

There is a help link on the top right corner of each Web Form.

The screenshot shows the 'Vessel Forms' page for 'Blue Water Supplies Marine Equipment - Yacht Registration'. The page is titled 'Jersey Registered Vessel – Representative Person' and includes fields for 'Vessel', 'O.N.', and 'BW Ref.'. A 'Further Information' link is provided. Below this, a series of steps guide the user through the form completion process:

- STEP 1 (Form 1)**: Please Click Below to Complete the Vessel Details form. You will need the Certificate of Registration for this form. [Vessel Details Form](#)
- STEP 2 (Form 3)**: Complete the Vessel Contacts form. [Vessel Contacts Form](#)
- STEP 3 (Form 5)**: Upload Title Documents. You will need the Certificate of Registration, Bills of Sale, and any other title documents for this form. [Vessel Title Documents Upload Form](#)
- STEP 4 (Form 6)**: For EACH INDIVIDUAL Owner: Please Click Below to Complete the Individual Owner Form. [Individual Owner Form](#)
- STEP 5 (Form BC)**: For EACH BODY CORPORATE Owner (companies): Please click on the Link Below to assign the people who will fill and complete the company and Beneficial Owner Forms. The people listed in this form will receive emails with links to enter the required information for Parent Companies and Beneficial Owners. [Body Corporate Owner Form](#)
- STEP 6 (Form 2)**: VESSEL OWNERSHIP FORM (Shareholding). Once these the above forms have been completed for all owners and parent companies: you can proceed to the Vessel Ownership Form below by using the link below: [Vessel Ownership Form](#)

A red arrow points from the text 'The coloured boxes are the links to the Web Forms.' to the 'Body Corporate Owner Form' link.