



ST KITTS & NEVIS INTERNATIONAL SHIP REGISTRY

The Saint Christopher & Nevis Merchant Shipping Act, Cap. 7.05
Department of Maritime Affairs



AUTHORISATION OF EXTERNAL SERVICE PROVIDERS APPLICATION FORM/CHECKLIST

The following information/documents should be submitted to adhere to existing St Kitts and Nevis legislation with regards to Anti-Money Laundering Regulations, 2001 and The Proceed of Crime Act, 2000.

Date of Application:	
Company Name:	
Company Address:	
Company Telephone Number:	
Company E-mail:	
Company Website:	
Name of Contact Person:	
Contact Person Position:	
Contact Person Telephone Number:	
Contact Person E-mail:	

Doc No.	Description	Received	Comments
APPLICATION FORM			
1	Submit of an official request from a Service Provider expressing their interest and seeking the approval from the Administration of St. Kitts & Nevis.		
COMPANY'S DETAILS/LEGAL DOCUMENTATION			
2	Submit of a copy of the Company's outline, e.g. organisation and management structure, including subsidiaries which are to be included in the approval/certification.		
3	Submit of copies of Certificate of Incorporation, valid Operating/Business license and Certificate of Good Standing or Incumbency		
4	Provide a proof of the Company's experience in the specific service area (website link or brochure)		
5	Submit of copies of approvals issued by other Flag Administrations, by IACS's Class Societies or any accreditation bodies acceptable to the Administration of St. Kitts & Nevis.		
TECHNICAL INFORMATION			
6	Provide description of equipment used for specific services for which approval is sought and their calibration record if applicable.		
7	Submit templates of check lists and record formats in use for recording results of the services provided.		

8	Submit of copies of operating procedure, HSE procedures, quality manual and procedures		
9	Provide details of technical and supervisory personnel engaged in the service, including their training program		
10	For categories of Service Suppliers that require authorisation from manufacturers, manufacturer's documentary evidence to be provided that the Service Supplier has been authorised or licensed.		
11	Report of audit or verification done by the Administration or its delegated agency if deemed necessary by the Registrar.		
QMS CERTIFICATION/ACCREDITATION			
12	Submission of a copy of the ISO Certification 9001-2015 obtained from an international accreditation body or any other additional accreditations in this regard.		
ADDITIONAL REQUIREMENTS			
13	Any additional documentation and/or information as requested by the Administration.		
14	Proof of payment (additional payment)		

Note:

Registrar may grant a Provisional Authorisation valid for 15 days to a Service Provider to provide services for a specific SKAN vessel on submission of documentary evidence listed above in points 1, 2, 3, 4, 5, 12, 14 and on undertaking by the Service Provider to submit remaining documents within 30 days for a Full-Terms' (5-years') Authorisation.

Upon expiry of the Provisional Authorisation, the Service Provider will not be considered for any additional Provisional Authorisations and will be required to obtain a Full-Terms' Authorisation to provide services to St.Kitts and Nevis vessels.

For Internal use of the Registry

Completed by:	
Date:	
Reviewed by:	
Date:	