



ST KITTS & NEVIS INTERNATIONAL SHIP REGISTRY

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



AUTHORISATION OF INSURANCE COMPANY APPLICATION FORM/CHECKLIST

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:	

MANDATORY DOCUMENTATION TO BE PROVIDED BY THE APPLICANT			
Doc No.	Description	Received	Comments
APPLICATION FORM			
1	Official request from an Insurance Company expressing their interest and seeking the approval from the Administration of St. Kitts & Nevis.		
COMPANY'S DETAILS/LEGAL DOCUMENTATION			
2	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	Copies of Certificate of Incorporation, valid Operating/Business license and Certificate of Good Standing or Incumbency or its equivalent.		
4	Proof of the Company's experience in the specific service area (website link or brochure).		
5	Policy to cover maritime claims.		
6	a) Information on the level of Insurance Reserves (Claims Reserves) b) Adequate documentation on reinsurance coverage on claims met by the Company for liability incurred under the relevant convention. c) In case of reinsurance, details of reinsurance and cedant limits		
7	Copy of Due Diligence Process/Policy in place for acceptance of new clients		
BASE REQUIREMENTS AS PER IMO CIRCULAR LETTER 3464, as revised			
8	Adequate documentation on the Company's financial standing, and hence solvency, which could be in the		
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	form of audited financial statements from the past three years duly authenticated and signed by the auditor.		
9	Approval by the relevant authority that the Company is eligible to carry out insurance business in the country of the authority.		
10	A guarantee by the Company and its parent Company, if one exists, that it will cover liability incurred under the relevant convention and up to the limits of liability provided for by that convention or, in the case of either <i>the 2001 Bunkers Convention</i> and <i>the 2007 Nairobi WRC</i> , up to the limits of liability provided for by <i>the International Convention on Limitation of Liability for Maritime Claims 1976</i> , as amended.		
11	A guarantee by the Company and its parent Company, if one exists, that it will cover liability incurred under the relevant the Maritime Labour Convention, 2006, as amended, and up to the limits of liability provided for by the Convention.		
12	A statement to the effect that liability incurred under the relevant convention due to an act of terrorism is covered.		
13	The rating that the Insurance Company holds by an independent and internationally recognized rating agency.		
13 (a)	The rating that the Reinsurer(s) hold by an independent and internationally recognized rating agency (+BBB as minimum)		
14	Templates of blue cards and certificates.		
ADDITIONAL REQUIREMENTS			
15	Letter of undertaking to comply with Merchant Shipping Act CAP 7.05		
16	Copies of Approvals issued by any other Flag Administration(s).		
17	Copy of specimen of Ability to give Bank Guarantee/ Letter of Undertaking (LOU) to be provided.		
18	List of contact details of Company's offices.		
19	Any additional documentation and/or information as requested by the Administration.		

For Internal use of the Registry

Completed by:	
Date:	
Reviewed by:	
Date:	