

St. Kitts & Nevis International Ship Registry

*The Special Care Registry, because owners, their ships
and seafarers are deserving of special care.*



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COMPLIANCE AND DUE DILIGENCE REQUIREMENTS FOR POTENTIAL MARITIME REGISTRARS

*Relevant SKN Legislation - Anti-Money Laundering Regulations, 2001 and The Proceeds of
Crime Act, 2000.*

Documents required to be submitted:

- 1) Certificate of Incorporation of the company that will act as the Maritime Registrar and
 - a. proof that Incorporation is still valid by, e.g. Certificate of Good Standing or proof of payment of current annual fees.
- 2) QA Certificate (if the company is QA Accredited) or similar.
- 3) Proof of business address of the company
- 4) List of Directors
- 5) List of Shareholders
- 6) Notarised / Authenticated copy of Directors passports.
- 7) Proof of residence of Directors.
- 8) 2 x passport size photos of directors and if/where necessary staff of the company who will deal with **SKANReg** on ship & seafarer registry matters. Photos to be marked on the reverse with the persons name.
- 9) CV of Directors, showing – as a minimum - their experience relevant to their application for engagement as a Maritime Registrar
- 10) Copies of any professional qualifications referred to within their CV's.
- 11) Bank reference for the company that will act as the Maritime Registrar stating their credit-worthiness.
- 12) Maritime Registrar contact sheet

Maritime Registrars are obliged to update **SKANReg** in the event of any changes to the address of the business or directors residence.