

	FEDERAL REPUBLIC OF SOMALIA SOMALIA SHIP REGISTER In accordance with Regulations Governing the Registration of Maritime Vessels	
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AUTHORISATION OF SERVICE PROVIDERS — APPLICATION FORM / CHECKLIST

The following information / documents should be submitted to adhere to existing Somalia legislation with regard to Anti-Money Laundering Regulations.

APPLICANT / COMPANY DETAILS

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	

DOCUMENTATION CHECKLIST

Doc No.	Description	Received	Comments
APPLICATION FORM			
1	Submit an official request from a Service Provider expressing their interest and seeking approval from the Administration of Somalia.		
COMPANY'S DETAILS / LEGAL DOCUMENTATION			
2	Submit 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 copies of Certificate of Incorporation, valid Operating / Business licence and Certificate of Good Standing or Incumbency.		
4	Provide proof of the Company's experience in the specific service area (website link or brochure).		
5	Submit copies of approvals issued by other Flag Administrations, by IACS Class Societies or any accreditation bodies acceptable to the Administration of Somalia.		
TECHNICAL INFORMATION			
6	Provide a description of equipment used for the 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 the results of the services provided.		
8	Submit copies of operating procedures, HSE procedures, quality manual and procedures.		

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9	Provide details of technical and supervisory personnel engaged in the service, including their training programme.		
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 9001 Certification 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: The Registrar may grant a Provisional Authorisation valid for 15 days to a Service Provider to provide services for a specific Somali vessel on submission of the documentary evidence listed above in points 1, 2, 3, 4, 5, 12 and 14, and on the undertaking by the Service Provider to submit the remaining documents within 30 days for a Full-Term (1-year) 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-Term Authorisation to provide services to Somali vessels.

FOR INTERNAL USE OF THE REGISTRY

Completed by	
Date	
Reviewed by	
Date	