



ST KITTS & NEVIS INTERNATIONAL SHIP REGISTRY

MARITIME CIRCULAR – MC 19 09 (Rev.2)

AUTHORISATION OF EXTERNAL SERVICE PROVIDERS

1. **Purpose**

- 1.1. The purpose of this Maritime Circular is to provide revised guidance on requirements and procedures of this Administration for authorisation of external service providers to provide services for St.Kitts and Nevis flagged vessels.
- 1.2. This Circular is issued to the attention of Shipowners, Ship Managers, Ship Operators, Recognised Organisations, and other parties involved.
- 1.3. The revised procedure shall take effect from 1 January 2026.

2. **Introduction**

- 2.1. This Maritime Circular applies for approval of Service Providers of the following categories to ensure statutory compliance of St.Kitts and Nevis vessels:
 - 2.1.1. Companies engaged in servicing of inflatable liferafts, inflatable lifejackets, hydrostatic release units, inflatable rescue boats, marine evacuation systems.
 - 2.1.2. Companies engaged in inspections and testing of radio communication equipment.
 - 2.1.3. Companies engaged in inspections and maintenance of fire extinguishers, fixed firefighting system, fire and smoke detection and alarm system, EEBD, water mist system, self-contained breathing apparatus.
 - 2.1.4. Providers of Electronic Logbooks.
 - 2.1.5. Companies engaged in maintenance, thorough examination, operational testing, overhaul and repair of lifeboats and rescue boats, launching appliances and release gear.
 - 2.1.6. Companies engaged in inspection, performance testing and maintenance of Automatic Identification Systems (AIS) and LRITS (ASP).

3. **Application**

- 3.1. Applications in the prescribed form for the authorisation of a Service Provider could be submitted via Maritime Registrars or directly to this Administration. A copy of the Application/Checklist Form SPA-001 for *Authorisation of External Service Providers* is attached to this Circular, and also is available on our website [Application Forms](#)
- 3.2. When applying for an authorisation of a Service Provider, the Services Provider is required to submit documents supporting their eligibility for approvals, including the corporate license and legal structure, work experience in relevant fields, the expertise of the personnel and technical capability, details of quality management system, and copies of any approvals granted by other Administrations and Class Societies, etc.

- 3.3. The application shall be reviewed by this Administration and if the Registrar is satisfied about the eligibility of the applicant and on payment of the prescribed fees, a Letter of Authorisation shall be issued. The validity of the certificates shall be for such period as the Registrar may determine, but in any case, not exceeding 5 years. The Administration may ask for a verification or audit of the facilities of the Service Provider by a nominated agency, to satisfy itself about the eligibility of the provider prior to issuance of the Letter of Authorisation. On issuance of the Letter of Authorisation, the name of the Services Provider is added to the list of approved external Service Providers in the relevant category.
- 3.4. The fees applicable for the issuing of a Letter of Authorisation shall be revised by the Administration from time to time and is available on request through the Maritime Registrars or directly from the Administration.
- 3.5. In special circumstances, when the Registrar is convinced about the circumstances requiring such approval, a Provisional Letter of Authorisation maybe issued enabling a Service Provider to perform their services for a specific St.Kitts and Nevis flagged vessel or vessels for a period not exceeding 15 days from the date of approval. The conditions for issuing of the Provisional Authorisation shall be determined by the Registrar, which may include but not limited to the Company incorporation documents, quality management certifications, previous approvals and copies of any approvals granted by other Administrations and Class Societies. The fees for such Provisional Authorisation shall be determined by the Registrar and revised from time to time.
- 3.6. The Provisional Authorisation Letter does not imply or guarantee a full approval and shall cease to be valid on expiry of the 15 days period. The Service Provider should regularise the authorisation to 'Full Terms' (5-years') Authorisation by submitting all required documentation and any additional fees as applicable to the Registrar within 30 days of the initial application for a Provisional Authorisation.
- 3.7. The Service Provider shall immediately inform the Administration of any changes in the Organisation or conditions which would affect the authorisation.
- 3.8. The Registrar may withdraw the authorisation issued to a Service Provider in case of serious lapses reported in the compliance levels of services provided, failure to provide documents as required, failure to pay the fees, material changes in the Organisation or facilities which may affect the authorisation issued, liquidation of the Company of Service Provider, or any other circumstances which in the opinion of Registrar invalidates the approval granted.
- 3.9. The Registrar reserves the right to summarily reject any application for authorization, without assigning any reason.

If you have any questions on this matter, please contact this office at enquiries@skanregistry.com

Yours truly,

Ms. Gail Stoll
International Registrar of Shipping and Seamen

Version Control

VERSION NUMBER	DATE AMENDED	AMENDMENTS
Version 1	01/08/2009	Initial publication of the Circular.
Revision 1	24/03/2025	Introduction of a new text with an explicit procedure of the Administration for authorisation of Service Providers in line with <i>IMO Resolution MSC.402(96)</i> .
Revision 2	19/11/2025	Text revision, including expansion of the application scope; information about changes in the requirements of the Administration for authorisation procedures of external Service Providers to provide services to St.Kitts and Nevis flagged vessel, such as introduction of Provisional Authorisation; and changes to the fee rates.



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.		

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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:	