



CHECKLIST APPLICATION REQUEST EMCI Registered (associate) Shipbroker®

Essential facts

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1. INSTRUCTIONS

- Your certification request must be completed in accordance with this checklist
- EMCI does not accept an incomplete certification request
- AND document: compulsory
- OR document: select the applicable document
- IF document: only applicable if separately requested by EMCI
- Questions? Please contact EMCI by email info@emci.nl or phone +31 (0)88 0038735

2. ANTECEDENT TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Original positive declaration antecedents & security Issued by the national authority	YES	YES	
AND: Two original letters of reference Issued by a none related party or organization, such as a principal	YES	YES	
AND: One original letter of reference Issued by an EMCI certificate holder	NO	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	

3. EDUCATION TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Copy certificate(s) general education (attainment level: entrance to an academy, higher college or university)	YES	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	





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4. EXPERIENCE TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Original current curriculum vitae	YES	YES	
AND: Positive test result four years relevant professional experience Based on your curriculum vitae	NO	YES	
AND: One copy contract of brokerage (anonymous allowed)	YES	YES	
AND: One copy contract of purchase and sale (anonymous allowed)	YES	YES	
AND: One copy appraisal report (anonymous allowed)	YES	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	

5. IDENTIFICATION TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Original and signed certification application form + the official certification declaration	YES	YES	
AND: Copy valid official identification document	YES	YES	
AND: Original proof of nationality including birth certificate Issued by the national authority	YES	YES	
OR: If entrepreneur: Copy registration chamber of commerce, not older than six months	YES	YES	
OR: If employee: Original declaration of employment	YES	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	





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6. KNOWLEDGE TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Copy positive test result national law	YES	YES	
AND: Copy positive test result entrepreneur and professional skills	YES	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	

7. PROFICIENCY TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Copy positive proficiency test result	NO	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	

8. More information?

With pleasure we answer all your questions. Please do not hesitate to contact us by phone or email or simply make an appointment (no costs) for a personal conversation at our office / a personal phone (VOIP) conference.

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9. ISO 9001:2008 statements

List of version numbers

Version	Active per	Expired per	Status	Reference
1	01.08.2010	n.a.	valid	WCEI Board 31.07.2010

List of changes

Version	Changes	Specification
1	New document	Introduction new document

