



EUROPEAN MARITIME CERTIFICATION INSTITUTE



CERTIFICATION FOR COMMERCIAL MARITIME COMPANIES
CHECKLIST APPLICATION REQUEST EMCI Registered (associate) Yachtbrokerage Company®

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. COMPANY ANTECEDENT TEST – CERTIFICATION FOR COMMERCIAL MARITIME COMPANIES

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY APPLICANT?
AND: Original positive declaration antecedents & security for companies 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. COMPANY EXPERIENCE TEST – CERTIFICATION FOR COMMERCIAL MARITIME COMPANIES

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY APPLICANT?
AND: Original current company curriculum vitae	YES	YES	
OR: Positive test result at least <u>one</u> year relevant professional company experience. Based on your company curriculum vitae	YES	CERTIFICATION NOT POSSIBLE	
OR: Positive test result at least <u>four</u> years relevant professional company experience. Based on your company curriculum vitae	NO	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	
IF: test result relevant professional company experience <u>less than 1 year</u> Based on your company curriculum vitae	CERTIFICATION NOT POSSIBLE	CERTIFICATION NOT POSSIBLE	





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4. COMPANY IDENTIFICATION TEST – CERTIFICATION FOR COMMERCIAL MARITIME COMPANIES

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY APPLICANT?
AND: Original and signed certification application form + the official certification declaration	YES	YES	
AND: Copy valid registration national chamber of commerce <u>or</u> other proof of registration with a by the national government authorized register for companies, not older than six months	YES	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	

5. COMPANY PERSONAL CERTIFICATION TEST – CERTIFICATION FOR COMMERCIAL MARITIME COMPANIES

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY APPLICANT?
OR: If EMCI registered <u>associate</u> yachtbroker (<u>associate certification</u>) Copy certificate of competence	YES	CERTIFICATION NOT POSSIBLE	
OR: If EMCI registered yachtbroker (<u>full certification</u>) Copy certificate of competence	IF AVAILABLE	YES	
AND: Job description or company declaration which proofs that the EMCI certified yachtbroker is responsible for the yachtbrokerage related activities, issues and processes	YES	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	





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6. COMPANY MANAGEMENT SYSTEM TEST – CERTIFICATION FOR COMMERCIAL MARITIME COMPANIES

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY APPLICANT?
AND: Copy valid document company liability / third party insurance for the company itself	YES	YES	
AND: Copy valid document company liability / third party insurance for the responsible EMCI registered (associate) yachtbroker	YES	YES	
AND: Original escrow declaration which states the company process of escrow account handling	YES	YES	
AND: Copy companies general conditions	YES	YES	
AND: Copy companies template for the agreement of brokerage	YES	YES	
AND: Copy companies template for the agreement of sale and purchase	YES	YES	
AND: Copy companies template for the appraisal valuation report	YES	YES	
AND: Copy company checklist for the identification of involved persons and legal bodies (companies)	YES	YES	
AND: Copy company checklist for the identification of the object (yacht)	YES	YES	
AND: Copy company template information sheet	YES	YES	
AND: Copy company based criteria for recipient identification (money transfer)	YES	YES	
AND: Copy company based criteria for transfer moments and periods (money transfer)	YES	YES	
AND: Copy companies based procedures for the handling of complaints against the company itself	YES	YES	
IF: Other documents as specified separately to the applicant	YES	YES	





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7. 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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8. 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

