



ST KITTS & NEVIS INTERNATIONAL SHIP REGISTRY

MARITIME CIRCULAR – MC 152 26

MANDATORY REPORTING PROTOCOLS FOR RECOGNIZED ORGANIZATIONS (RO): STATUTORY COMPLIANCE, CERTIFICATION VALIDITY, AND TOCA PROCEDURES

1. Purpose

1.1. The purpose of this Circular is to remind all Recognized Organizations (ROs), Shipowners, and Technical Managers of their obligations concerning the timely reporting of statutory certification status, audit compliance, Transfer of Class Agreement (TOCA) procedures, and matters affecting vessel compliance.

2. Applicability

2.1. This Circular applies to all Recognized Organizations (ROs), Shipowners, and Technical Managers operating under the St Kitts & Nevis International Ship Registry.

2.2. All relevant technical departments, auditors, surveyors, inspectors, and operational personnel are subject to the requirements contained within.

3. Legal References & Framework

3.1 This Circular shall be read in conjunction with:

- Code for Recognized Organizations
- IMO Instruments Implementation Code (Resolution A.1070 (28))
- ISM Code
- ISPS Code
- MLC 2006
- The St. Kitts and Nevis Merchant Shipping Act

4. Mandatory Notification & Compliance Requirements

4.1 All Recognized Organizations (ROs) are required to provide immediate and full visibility to the Administration regarding any matter affecting a vessel's compliance or certification status.

4.2. Immediate notification shall be provided in the following situations:

- **Certification Changes:** Statutory certificates are withdrawn, suspended, expired, or otherwise affected.
- **Audit Lapses:** Audits or inspections (ISM, ISPS, MLC, etc.) are not completed within the applicable convention windows.
- **Compliance Risks:** Any condition arises that may impact the validity of certification or the vessel's statutory standing.
- **Validity of Certification:** Any findings specifically affecting the validity of any certificate.
- **Conditional Certificates:** The issuance of a Conditional Certificate when inconsistencies are found during an audit, inspection, or survey.

4.3. TOCA Procedure: All Recognized Organizations (ROs) must strictly adhere to the established TOCA (Transfer of Class Agreement) procedures. Full details, reporting timelines, and documentation related to the TOCA procedure must be communicated to the Administration immediately upon initiation to ensure uninterrupted regulatory oversight.

4.4. Submission of Extension Requests: Requests for extensions must be submitted to the Administration before the statutory deadline. Retrospective requests—submitted after a survey or inspection has become overdue—are unacceptable and demonstrate a lack of diligent monitoring.

5. Reporting Requirements

5.1. Formal notifications regarding any of the compliance matters, certificate status changes, or procedures detailed in this Circular must be sent directly to RO@skanregistry.com.

5.2. Formal notifications must be handled exclusively through this designated email address; general enquiries channels are not to be used for formal compliance or certification reporting.

6. Further Information and Assistance

6.1. The Administration expects full cooperation from all parties in maintaining the highest standards of compliance, reporting, and regulatory oversight throughout the Registry.

6.2. If you have general questions or require assistance regarding this circular, please contact this office at RO@skanregistry.com.

7. Validity and Supersession

7.1 This Circular shall enter into force on the date of its issuance and shall remain valid until amended, withdrawn, or superseded by a subsequent Marine Circular, notice, instruction, or other formal direction issued by the Administration.

7.2 This Circular shall be reviewed by the Administration from time to time and may be revised as necessary to reflect amendments to applicable international instruments, changes in the Administration's oversight framework, or operational requirements relating to Recognized Organizations.

7.3 The issuance of this Circular does not relieve any Recognized Organization, shipowner, or technical manager from complying with any applicable convention requirement, statutory obligation, or specific direction issued by the Administration in relation to an individual vessel or case.

CONTROL OF CHANGES

VERSION NUMBER	REVISION	DATE AMENDED	AMENDMENTS
1.0	0	22/05/2026	Initially issued