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Version: 1.3

Vetting procedure for organisations in the context of MCP

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Version	Author(s)	Nature of change	Date of adoption
1.0	Thomas Christensen	Initial version	General assembly meeting #3 December 11, 2020
1.1	Thomas Christensen	<ul style="list-style-type: none">• GDPR / data privacy moved to endorsement procedure document (MCP Gen 7)• Check on VAT removed• Terminology: 'MIR instance provider' changed to 'MCP identity service provider'• Scope extended to include vetting of MCP service providers to be endorsed by MCP consortium	
1.2	Thomas Christensen	Just updated the title of the document	
1.3	Thomas Christensen, Jakob Svenningsen	Scope extended to cover the following procedures <ul style="list-style-type: none">• Organisations applying to become MCC endorsed MCP Identity Service Providers• Organisations applying to become MCC endorsed MCP MSR Service Providers• Organisations applying to become	

		<p>MCC endorsed MMS Providers</p> <ul style="list-style-type: none">Organisations applying for an identity in an MCC endorsed Maritime Identity Registry (MIR)	

1 SUMMARY

This document describes the minimal vetting procedure to be followed when:

- An organisation applies to become an MCC endorsed MCP Identity Service Provider,
- An organisation applies to become an MCC endorsed MCP MSR Service Provider,
- An organisation applies to become an MCC endorsed MMS Provider, and
- An organisation applies for an identity in an MCC endorsed Maritime Identity Registry (MIR).

2 PROCEDURE

The organisation to be vetted needs to submit the following information:

- Certificate of Registration or corresponding certificate from a third party, i.e. an authorized authority or public register, issued within 6 months before application
- Organisation name
- Type of organization (e.g. company, authority, university or association)
- Registered address and country
- The organization's registration number (as provided by authorized authority or public register)
- The law under which the organization is incorporated
- The main (domain) URL of the organisation

In order for the organisation to be approved, the following must be checked:

Organisational information

- CHECK: That all of the information above has been received

- CHECK: The Certificate of Registration or corresponding certificate is issued within six (6) months before request form. Control that the certificate is issued by authorized authority or public register in registered country.
- CHECK: The organisation name corresponds to the data in received certificate
- CHECK: Type of organisation (e.g. company, authority, university or association) corresponds to the data in the certificate.
- CHECK: Registered address and country corresponds to the data in received certificate
- CHECK: The organisation's registration number corresponds to the data in received certificate.
- CHECK: The law under which the organisation is incorporated corresponds to the data in received certificate
- CHECK: There is a valid URL to the organisation.
- Optional CHECK: There is a valid OV SSL (minimum requirement) or EV SSL certificate enclosed for the URL
- Optional CHECK: That the information (name, address) in the OV/EV SSL certificate matches the information received and the certificate of registration.
- Optional CHECK: GLN code and/or IMO code and/or other identifying item, if applicable.

In case of the procedure being undertaken by an MCP identity service provider, the MCP identity service provider must store all information received from the organisations applying for registration, as well as documentation proving that the above checks have been carried out. This information may be subject to a subsequent audit by the MCP consortium secretariat.