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## Vetting procedure for MCP instance providers

### 1 SUMMARY

This document describes the minimal vetting procedures an MCP MIR instance provider needs to follow, when a new organisation is registered in MIR.

### 1 PROCEDURE

When an organisation applies to be registered in MIR, the organisation 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 organisation's VAT-number or corresponding national id number
- The main (domain) URL of the organisation

In order for the MCP MIR provider to accept the organisation, the following must be checked:

Organizational 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 organization name corresponds to the data in received certificate
- CHECK: Type of organization (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 organization's registration number corresponds to the data in received certificate.
- CHECK: The law under which the organization is incorporated corresponds to the data in received certificate
- CHECK: There is a valid VAT-number or corresponding national id number
- CHECK: There is a valid URL to the organization.
- 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.

#### GDPR\* Policy

- CHECK: The obligation to confirm "read" is completed.

The MIR 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 MCC secretariat.

\* General Data Protection Regulation: [https://ec.europa.eu/info/law/law-topic/data-protection\\_en](https://ec.europa.eu/info/law/law-topic/data-protection_en)