

Application for Membership of IMCA

This document is provided to assist companies in preparing information to apply for IMCA membership – it is not valid as an application form.

If you need further guidance, please contact our Membership Services team – membership@imca-int.com.

All applications must be submitted online via www.imca-int.com/join

1 Membership category

Select one of the following:

- Contractor
- Workboat Owner/Operator
- Supplier – if chosen, select one or more of the following sub-categories:
 - S1 – Supplier of equipment or services: manufacturers; DP suppliers; R&D organisations; consultants; etc.
 - S2 – Personnel agency
 - T2 – Training providers offering courses approved by IMCA
 - T3 – Training providers offering courses not covered by IMCA approval scheme
- Energy Company

2 Membership options

Technical Divisions – if Contractor or Supplier, select 1-4 of the following divisions (Workboat/Energy Company include all four):

- Diving
- Marine
- Offshore Survey
- Remote Systems & ROV

Region – select one of the following regions (this should be based on the registered entity applying):

- Asia-Pacific
- Europe & Africa
- Middle East & India
- North America
- South America

If a Diving Contractor, identify:

- Diving technique(s) used – surface supplied and/or saturation
- Operational experience – able to demonstrate previous operations with these techniques - Yes/No

If a Supplier T2 applicant, you will need to submit one or more course approval applications separately.

3 Company details

Required details:

- Company name (legal entity/registered name in full)
- Website address
- LinkedIn Page (optional)
- Company telephone
- Business address
- Company registration number
- Tax registration number

Optional details

- Trading name (if different)
- Billing name/address (if different)

Affiliate status – if you are applying as an affiliate of an existing member or applicant, state that company's membership name

If you have any special requirements for invoicing, such as a purchase order number or invoice submission email address, please advise membership@imca-int.com separately.

4 Company profile

Answer the following questions:

- Please state the nature of your business
IMCA Members are expected to have a high level of involvement in the offshore energy industries. Please set out in two to three sentences your activities in the marine contracting industry (as an offshore contractor or part of the supply chain) so that we may assess your application against our membership criteria. Any links to websites, brochures, project references, etc. should be in addition.
- Is your company or its ultimate parent company listed on a public stock exchange?
 - Yes – provide stock exchange and ticker symbol
 - No – Please detail the ownership of the company
Please advise the name(s) of the company owner(s) and the percentage(s) owned. As part of our standard 'know your client' (KYC) due diligence, which includes sanction checks, we are required to know the names of the beneficial owners of member companies which are privately held.
- Approximate range of your company's annual sales revenues (\$USD)

– Less than \$5 million	– \$500-1,000 million
– \$5-50 million	– \$1-2 billion
– \$50-100 million	– \$2-5 billion
– \$100-250 million	– more than \$5 billion
– \$250-500 million	
- Approximate size of your global workforce

– Less than 100	– 1,001-5,000
– 100-250	– 5,001-10,000
– 251-500	– More than 10,000
– 501-1,000	

Business sectors – select one or more of the following:

- Diving
 - IMR (inspection, maintenance, repair)
 - SURF (subsea umbilicals, risers, flowlines)
 - Conventional (jackets/platforms/trunklines)
 - Renewables
 - ROV
 - Survey
 - Marine services
 - Equipment
 - Training
 - Well servicing
 - Other (please specify)
- Do you perform any form of diving activities?
 - If you perform any diving activities, please state the nature of these activities.
 - How many vessels are in your company's core marine fleet (please include charters)?
 - If you have vessels, indicate the type(s) of vessel operated from the following list:
 - DSV (diving support vessel) - DP
 - DSV (diving support vessel) - non-DP
 - HCV/SCV (heavy construction vessel/subsea construction vessel)
 - Pipe lay
 - Heavy lift
 - ROVSV (ROV support vessel)
 - PSV (platform supply vessel)
 - AHTS (anchor handling tug supply)
 - Well intervention
 - Wind turbine installation vessel
 - SOV (service offshore vessel)
 - Other (please specify)
 - If you have vessels, please can you confirm if your company own or charter these vessels
 - If you have vessels, please provide details on your vessels
 - Provide the name, IMO number and type of up to five vessels (all vessels if fewer) that are representative of your fleet
 - Does your company have the following accreditations and policies? If not, please summarise how your company addresses each aspect.
 - ISO 9001 accreditation (quality management system)
 - ISO 14001 accreditation (environmental management system)
 - ISO 18001 or ISO 45001 accreditation (safety management system)
 - Formal environmental sustainability policy
 - Formal ethics and compliance policy
 - Are you aware of any circumstances that may be material to IMCA's membership decision? For example, litigation where the company or any of its officers is accused of dishonesty or bribery or corruption. If yes, please describe the nature of such circumstances
 - Is your company or those who own or control it the subject of any sanctions or restrictions imposed by the UN, UK, US or EU? If yes, please describe the nature of such sanctions or restrictions

5 Contacts and representation

Please identify your company's designated representatives.

- The first set of contacts is reviewed during the application process so must be completed.
- The 'Global Co-ordinator' is the main point of contact for membership, billing and other decision-making, as defined in the IMCA governance documents.
- Optional roles can be filled at any time if of interest
- Further individuals can opt to receive material once a company has joined.

Required contacts:

- Global co-ordinator
- If a Contractor, the representative for each technical division joined (Diving/Marine/Offshore Survey/ROV)

Optional contacts:

- If not a Contractor, the representative for each technical division joined (Diving/Marine/Offshore Survey/ROV). Workboat and Energy Company applicants can nominate for all four divisions
- Competence & Training
- Digitalisation
- Environmental Sustainability
- HSSE (Health, Safety, Security & Environment)
- LCIC (Legal, Contracts, Insurance & Compliance)
- Lifting & Rigging
- MPRA (Marine Policy & Regulatory Affairs)

6 Submission

Terms and Conditions of Membership

By submitting this application, the applicant company agrees that, if it is admitted to membership of IMCA, it will comply with IMCA's constitution, represented collectively by the **Articles of Association** and **Bye-Laws** (each as amended from time to time). The up-to-date versions of these documents are available online in the Governance section of our website. The IMCA privacy policy sets out the rights of you and your company representatives, and our responsibilities - see the privacy notice on the website for more details.

Submission

I confirm that I am duly authorised by the named company to submit this application. On behalf of the named company, I hereby accept the terms and conditions of membership, as set out above, and the IMCA privacy policy, and submit this application for consideration.

I confirm that the named company formally and without exception undertakes that it will abide by the Articles of Association of IMCA Holdings Ltd and these Bye-laws and act as a responsible member of the Association.

I understand that an invoice for the non-refundable application or re-application fee will be issued, with payment required before this application is reviewed by IMCA. Payment must be made directly by the applicant company (and not through intermediaries) by electronic transfer to IMCA's account as shown on the invoice.

- Full name, job title, email address and telephone number of the individual submitting the application.