

CIRCULAR	Circular No. 022 (Amended)
SUBJECT	Recognized Organizations and Special Agents - Commitment, Conduct and Accountability
FROM	Office of the Maritime Administrator, Vanuatu International Shipping Registry
TO	All Recognized Organizations, Special Agents, appointed surveyors, inspectors and Registry service providers
AMENDMENT DATE	20 August 2026
EFFECTIVE DATE	Upon publication
STATUS	Version 2.0 - Supersedes the prior version of Circular No. 022

Authority and legal status. This Circular is issued by the Maritime Administrator under the functions and powers conferred by the Maritime Act [CAP 131], as amended by the Maritime (Amendment) Act No. 21 of 2025, including section 10C where applicable, and any additional written authority lawfully applicable to the subject. It shall be read with applicable mandatory IMO instruments and controlled VISR policies. It does not convert a direct statutory power into a delegated power, transfer a function assigned by law to another State entity, or amend any valid appointment, concession or other governing instrument.

Related controlled policies: VISR-QMS-POL-GOV-001 - Governance, Statutory Authority, Responsibility and Strategic Performance Policy; VISR-QMS-POL-COMP-007 - Competence, Training, Resource Planning and External Technical Experts Policy; VISR-QMS-POL-CI-002 - IMSAS Compliance, Internal Audit, Corrective Action and Continual Improvement Policy; VISR-QMS-POL-REC-005 - Document and Records Control, Retention and IMSAS Evidence Management Policy.

1. Status and authority

ROs and Special Agents are independent authorized service providers and may act only within a current written appointment, authorization or delegation. They are not employees of VISR or the Government and may not represent that they possess authority beyond the written instrument.

2. Core standards of conduct

- Act competently, independently, impartially, promptly and in good faith.
- Comply with applicable law, mandatory IMO instruments, the RO Code where relevant, VISR policies, circulars and written instructions.
- Maintain qualified personnel, adequate insurance, secure records, data protection and conflict-of-interest controls.
- Do not accept bribes, undisclosed commissions, improper gifts or arrangements that compromise independence.
- Do not obstruct direct communication between VISR and owners, masters, surveyors, seafarers, port States or other competent authorities.

3. Reporting and records

- Immediately report material non-compliance, fraud, sanctions concerns, certificate errors, serious deficiencies, casualties, complaints, conflicts and inability to perform.
- Provide requested records, performance data and corrective-action evidence within the stated deadline.
- Maintain a complete audit trail for applications, inspections, surveys, certificates, payments and communications.
- Submit annual or periodic performance information and participate in audits, meetings and training as required.

4. Accountability measures

VISR may issue corrective actions, require training, restrict scope, suspend new work, suspend or revoke appointment and notify competent authorities. Measures will be proportionate, documented and subject to the applicable authorization and fair process.

Compliance records and communications

All applications, approvals, notices, reports, evidence, decisions, acknowledgements and corrective-action records required by this Circular must be transmitted through an official VISR channel and retained in the controlled Registry file in accordance with the VISR records policy. Communications from unverified domains or persons without written authority must not be relied upon.

Official contact: compliance@register-vu.com. Urgent safety, casualty, sanctions or fraud matters must also be copied to info@register-vu.com and reported without delay.

Enforcement, reasons and reconsideration

Non-compliance may result in enhanced inspection, corrective-action requirements, service restrictions, suspension, administrative penalties, withdrawal or revocation of documents, or deletion from the Registry, to the extent authorized by law and the applicable written authority. Except where immediate protective action is necessary for safety, security, sanctions compliance, documentary integrity or preservation of evidence, an affected person will be notified of the material grounds and given a reasonable opportunity to respond. A request for reconsideration must be submitted in writing to the Office of the Maritime Administrator with supporting evidence within ten business days of the written decision, unless a shorter period is stated because of an urgent risk.

Supersession and effective application

This amended Circular supersedes the prior version of Circular No. 022 from the effective date stated above. Existing obligations, liabilities, investigations, fees and corrective actions arising under the prior version remain enforceable to the extent lawfully incurred and are to be administered under the clearer procedures stated in this amended version. If this Circular conflicts with a later Act, regulation or controlled VISR policy, the higher or later instrument prevails and the Circular shall be updated through document control.



Saade Makhoul

Maritime Administrator of the Republic of Vanuatu
Vanuatu International Shipping Registry

Issued in Port Vila and New York
20 August 2026