

CIRCULAR	Circular No. 034 (Amended)
SUBJECT	Clarification on Replacement of Certificates and Implementation of Electronic Certification
FROM	Office of the Maritime Administrator, Vanuatu International Shipping Registry
TO	All shipowners, managers, operators, masters, Special Agents, Recognized Organizations, Flag State Inspectors and document-control personnel
AMENDMENT DATE	20 August 2026
EFFECTIVE DATE	Upon publication
STATUS	Version 2.0 - Supersedes the prior version of Circular No. 034

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-REG-003 - Regulatory Monitoring, Legislative Change and Administrative Decisions Policy; VISR-QMS-POL-REC-005 - Document and Records Control, Retention and IMSAS Evidence Management Policy; VISR-QMS-POL-CI-002 - IMSAS Compliance, Internal Audit, Corrective Action and Continual Improvement Policy.

1. Replacement does not extend substantive validity

Conversion of a valid paper certificate to a VISR electronic certificate or administrative replacement of a lost, damaged, inaccurate or superseded document does not, by itself, extend the original survey, audit, endorsement or substantive expiry date. The replacement must show the lawful validity period supported by the underlying record.

2. When replacement may be issued

- Planned migration under Circular No. 033 (Amended).
- Loss, damage, illegibility or destruction supported by a signed explanation and, where requested, evidence.
- Correction of a clerical or data error after verification of the authoritative Registry record.
- Change of name, ownership, manager, port, particulars or other fact for which the applicable law and procedure permit an amended document.
- Revocation or invalidation of a compromised document and issue of a secure replacement.
- Any other circumstance approved in writing by the Office of the Maritime Administrator.

3. Survey, audit and fee consequences

- No new survey or audit is required solely because a document changes format, unless the underlying certificate is expired, conditions have changed or VISR, the RO or applicable instrument requires verification.
- Fees, if any, are governed by the current approved schedule, invoice or written decision. No agent may invent a replacement charge.
- A replacement becomes valid only when issued through the authorized system. The prior document must be surrendered, invalidated or marked as superseded.
- Where a port State or other competent authority questions the document, the company must provide official verification and notify VISR promptly.

4. Relationship with the migration deadline

This Circular clarifies the replacement process and must be read with Circulars No. 026 and 033 (Amended). It does not postpone the 31 August 2026 migration deadline or validate a superseded hardcopy after 1 September 2026 unless a written exception applies.

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.

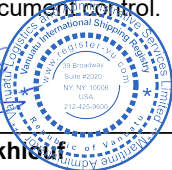
Official contact: technical@register-vu.com. Urgent safety, casualty, sanctions or fraud matters must also be copied to info@register-vu.com and reported without delay.

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. 034 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.



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