



# VISR Policy on the Appointment and Oversight of Special Agents

*Public Policy - QMS Addendum*

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This policy sets out how VISR appoints, manages, and oversees Special Agents in line with the VISR Quality Management System (QMS), fleet quality objectives, and compliance standards.

VISR's approach is fleet-based and vessel-of-record based: Special Agents are appointed to support defined fleets and vessel portfolios, and VISR protects agent-introduced vessels through clear non-circumvention rules. VISR also maintains a practical attribution mechanism to recognise non-agent introducers who bring quality vessels to the registry, without creating portfolio interference or restricting direct access.

## 1. Purpose

To establish a transparent, consistent, and risk-based framework for the appointment and oversight of Special Agents, ensuring that registry growth is driven by vessel quality, compliance, and integrity.

## 2. Scope

This policy applies to all applicants seeking appointment as a VISR Special Agent, all existing Special Agents, and all activities performed under a Special Agent appointment, regardless of jurisdiction.

This policy is read together with VISR registration requirements, due diligence procedures, and compliance policies.

## 3. Definitions

### Special Agent

A Special Agent is an independent service provider appointed in writing by the Maritime Administrator to coordinate registration and ongoing administration for a defined fleet and/or vessel portfolio under the Vanuatu flag. Special Agents are not government officials and have no authority to bind VISR or the Republic of Vanuatu unless expressly authorized in writing.

### Fleet

A group of vessels registered with VISR that are introduced and/or administered by the same owner, manager, operator, or representative under a defined arrangement.

### Special Agent of Record (SAOR)

The Special Agent recorded in VISR systems as the responsible Special Agent for a specific vessel or defined vessel portfolio (fleet), identified primarily by IMO number (or Official Number/unique identifier where no IMO). The SAOR is normally the Special Agent who introduced the vessel(s) to VISR or who is designated in writing by the vessel owner/authorized representative and accepted by VISR.

### Agent-Managed Vessel (AMV)

A vessel identified by IMO number (or Official Number/unique identifier where no IMO) that entered the VISR registry through a Special Agent and is recorded in VISR systems as being administered by a Special Agent of Record (SAOR). An AMV includes vessels currently registered and vessels previously registered (deleted/deregistered) that later seek re-registration with VISR.

### Direct Vessel

A vessel that engaged VISR directly, without introduction or administration through a Special Agent, and is recorded in VISR systems as a Direct Vessel. A Direct Vessel may elect to appoint a Special Agent only by written instruction from the vessel's owner/authorized representative and acceptance by VISR.

### Vessel Introducer of Record (VIOR)

A person or entity (not yet appointed as a VISR Special Agent) recorded in VISR systems as having introduced a specific vessel to VISR, identified by IMO number (or Official Number/unique identifier where no IMO), for the purpose of tracking eligibility towards the Special Agent benchmark threshold. VIOR attribution is for eligibility/track-record purposes only and does not create any authority, exclusivity, or right to submit registry service requests unless separately authorised by the vessel owner and accepted by VISR.

### Introducer Credit

The internal credit assigned by VISR to a VIOR for the introduction of a vessel, used to assess whether the VIOR has met the benchmark threshold to apply for appointment as a Special Agent. Introducer Credit does not change the vessel's SAOR status and does not restrict the owner's ability to register other vessels through different routes.

## **Release / Transfer Consent**

A written consent issued by the SAOR (or by the Maritime Administrator where applicable) permitting a specific vessel (identified by IMO number or Official Number) to be serviced directly by VISR or transferred to another Special Agent.

## **Cessation Event**

Termination, expiry without renewal, liquidation, dissolution, striking off, insolvency, or any other event resulting in a Special Agent no longer existing or no longer being able to perform its SAOR responsibilities, as determined and recorded by VISR.

## **4. Policy principles**

### **4.1 No territorial exclusivity**

VISR does not grant territorial exclusivity to any agent in any country or region. Multiple Special Agents may operate in the same jurisdiction.

### **4.2 Vessel-of-Record and portfolio protection**

VISR protects the integrity of Special Agents' portfolios through a Vessel-of-Record model. Where a vessel is introduced to VISR through a Special Agent, that Special Agent becomes the Special Agent of Record (SAOR) for that vessel (identified by IMO number or Official Number). VISR will not process registry service requests for a vessel recorded under a SAOR if the request is submitted directly by the vessel's owner/operator/representative or through a different agent, unless a Release / Transfer Consent is provided or the Maritime Administrator approves an exception under this policy. This routing requirement is vessel-specific and does not restrict an owner from registering other vessels through another route.

### **4.3 Direct access to VISR**

Clients may contact VISR at any time for general enquiries, compliance matters, safety concerns, or integrity reporting. However, operational requests and transactions for vessels recorded under a SAOR must be channelled through the SAOR in accordance with Section 9. Direct Vessels may be serviced directly by VISR. A Special Agent may act for a Direct Vessel only where the owner/authorized representative provides written instruction and VISR accepts and records the SAOR assignment for that vessel.

### **4.4 Fleet-based appointment model**

VISR's preferred structure is fleet-based rather than territory-based. Special Agents are appointed to support and manage defined fleets and vessels, and their scope is limited to what is stated in their written appointment.

## 4.5 Quality and compliance over volume

Appointment and retention are based on fleet quality, compliance culture, transparency, and operational competence. VISR may refuse, limit, suspend, or terminate appointments where risk becomes unacceptable.

## 5. Eligibility and benchmark thresholds

### 5.1 Benchmark threshold for application

As a general condition precedent and benchmark, a company may apply to become a Special Agent when it has introduced and maintained eight (8) or more vessels accepted by VISR after due diligence and registered under the Vanuatu flag (provisional or permanent, as applicable).

Meeting the benchmark threshold qualifies the applicant for consideration; it does not guarantee appointment. The Maritime Administrator retains discretion to approve, defer, limit, or refuse any appointment based on risk, compliance, fleet quality, and operational considerations.

#### 5.1.1 Vessel introduction attribution for prospective Special Agents (non-agent introducers)

Where a person or entity is not appointed as a Special Agent but is acting on behalf of vessel owners (e.g., consultant, broker, corporate service provider), and introduces vessels to VISR one after the other, VISR may attribute those vessels to that person/entity as a Vessel Introducer of Record (VIOR). This attribution allows the VIOR to demonstrate a track record of introducing quality vessels and, once eight (8) or more accepted vessels have been introduced, the VIOR may apply for appointment as a Special Agent under Section 7.

Attribution is performed on a vessel-by-vessel basis (IMO/Official No.) and is separate from Special Agent of Record (SAOR) assignment. Unless and until a VIOR is formally appointed as a Special Agent and the vessel owner provides written consent for the VIOR to act, the vessel remains either (a) a Direct Vessel, or (b) an Agent-Managed Vessel under its existing SAOR (if applicable).

Implementation (QMS control):

- VISR will maintain separate internal fields for (i) SAOR (service routing and portfolio protection) and (ii) VIOR/Introducer Credit (eligibility tracking).
- VIOR attribution will be recorded only where VISR receives evidence that the owner/authorized representative engaged the introducer for that vessel (e.g., signed mandate/POA, owner email instruction, or equivalent).
- VIOR attribution will be requested at initial submission (preferred) or, at the latest, within thirty (30) days of provisional issuance; later requests may be declined to avoid disputes and operational disruption.
- VIOR attribution does not entitle the introducer to submit registry service requests, receive confidential vessel file information, or otherwise manage the vessel unless the owner provides written authorization and VISR accepts it.

- VIOR attribution will not be used to override or interfere with any vessel already recorded under a SAOR. Where a vessel is an Agent-Managed Vessel, SAOR portfolio protection rules apply in full (Section 9).
- The Maritime Administrator may decline, correct, or revoke VIOR attribution where there is misrepresentation, dispute, compliance risk, or where attribution would be inconsistent with VISR's interests.

## 5.2 Minimum standards (mandatory)

- Transparent corporate structure and disclosure of ultimate beneficial ownership (UBO).
- Demonstrated maritime competence and operational capacity to administer a fleet.
- Timely, accurate documentation practices and responsiveness to VISR requests.
- Good professional reputation and commitment to ethical conduct.

## 5.3 Fleet quality indicators (risk-based)

- Appropriate class arrangements acceptable to VISR for the vessel type and risk profile.
- Valid insurance and P&I coverage appropriate to the vessel's trading.
- Acceptable Port State Control (PSC) performance and safety record.
- No unacceptable sanctions exposure of vessels or controlling parties under regimes relevant to VISR policy.

## 6. Sanctions compliance

VISR applies a sanctions compliance policy requiring screening and compliance with the following sanctions regimes:

- United Nations (UN)
- United States (OFAC)
- European Union (EU)
- United Kingdom (UK)

### 6.1 Special Agent obligations

- Support VISR due diligence by collecting accurate information on vessel ownership, management, and operation.
- Promptly disclose any sanctions-related concerns, adverse intelligence, or changes in ownership/operation.
- Cooperate with VISR compliance reviews, audits, and information requests within required timelines.
- Maintain records sufficient to demonstrate compliance support for the fleets under management.

## **6.2 Zero-tolerance on misrepresentation**

Any deliberate concealment, falsification, or misrepresentation of vessel particulars, ownership/UBO, management/operator details, trading profile, or sanctions exposure is grounds for immediate suspension or termination.

## **7. Appointment process**

### **7.1 Application**

Applicants must submit, at minimum:

- Company profile and registration documents.
- Ownership and UBO disclosure (including supporting documentation).
- Evidence of maritime experience and capability (including key personnel).
- Proposed fleet/vessel portfolio and track record (if applicable).
- Signed compliance undertaking (including sanctions compliance, integrity, and confidentiality).

### **7.2 Due diligence and evaluation**

VISR will evaluate applicants using a risk-based approach, including reputation and integrity checks, review of operational capability, and assessment of fleet quality and compliance performance.

### **7.3 Written appointment and scope**

Appointments are issued in writing by the Maritime Administrator. The appointment will define the scope (fleet/vessel portfolio), responsibilities, limitations, reporting requirements, and termination provisions.

## **8. Responsibilities of Special Agents**

- Coordinate registration and ongoing administration documentation accurately and on time.
- Act as the primary service channel for registry transactions for vessels recorded under their SAOR scope, including during periods where vessels are deleted and later return, in accordance with Section 9.
- Maintain responsive communication between clients and VISR.
- Notify VISR immediately of material changes affecting compliance risk (ownership/UBO, managers/operators, class, insurance/P&I, trading profile, detentions, incidents).
- Support corrective actions when VISR identifies compliance gaps within the fleet.

## **9. Vessel-of-Record management and non-circumvention**

### **9.1 Appointment of Special Agent of Record (SAOR)**

When a vessel is introduced to VISR through a Special Agent, VISR will record that Special Agent as the Special Agent of Record (SAOR) for that vessel, identified by IMO number (or Official Number/unique

identifier where no IMO). The SAOR relationship is vessel-specific and is not determined by geography or territory. A vessel may have only one SAOR at a time unless the Maritime Administrator authorizes a defined split for an approved fleet structure in writing.

Where multiple Special Agents operate in the same jurisdiction, each Special Agent is responsible for the vessels for which they are recorded as SAOR. VISR does not allocate vessels by territory and does not reassign vessels between agents without following Section 9.4.

## **9.2 Handling requests for vessels recorded under a SAOR**

For vessels recorded under a SAOR, VISR will only process registry service requests submitted by the SAOR (or by a party expressly authorized through a Release / Transfer Consent). This includes, without limitation: registration, re-registration, provisional/permanent documentation, renewals, amendments, name change, mortgage recordation support, suspension lifting requests, deletion/cancellation requests, certificates and extracts, and any request to amend registry records.

If an owner/operator/representative of a vessel recorded under a SAOR contacts VISR directly or through another agent for a registry service request for that vessel, VISR will refer the requester back to the SAOR and may decline to process the request until routed through the SAOR. VISR may acknowledge receipt, provide procedural guidance, and explain the required route, but will not treat direct contact as an implied termination of the SAOR assignment for that vessel.

## **9.3 Deregistration and subsequent re-registration**

If a vessel recorded under a SAOR is deleted/deregistered from the registry, the SAOR assignment remains attached to that vessel (by IMO number or Official Number). Where that vessel later seeks to re-register with VISR (whether submitted directly by the owner/operator/representative or through another agent), VISR will require the written consent of the original SAOR unless the Maritime Administrator approves an exception under Section 9.6.

For the avoidance of doubt: (a) returning to the registry after a period off-flag does not, by itself, change the SAOR assignment for that vessel; and (b) this rule is vessel-specific and does not prevent the same owner from registering other vessels through a different route.

## **9.4 Transfer of a vessel between Special Agents or to direct service (release procedure)**

VISR will consider a request to transfer a vessel from one SAOR to another (or from SAOR to direct service) only where:

- The vessel owner/authorized representative submits a written instruction identifying the vessel(s) by IMO number (or Official Number) and the requested new service route (direct or another agent).
- A Release / Transfer Consent is provided by the current SAOR, signed by an authorized signatory and clearly identifying the vessel(s) released or transferred.
- Where transferring to a new Special Agent, the new Special Agent confirms acceptance of responsibility for the vessel(s) in writing and commits to VISR compliance requirements.
- The Maritime Administrator approves the transfer in writing and VISR updates the SAOR record for the vessel(s).

Absent a Release / Transfer Consent, VISR will not process requests that would result in the vessel being serviced by another agent or directly, except where Sections 9.6 or 9.8 apply.

Transfers may be approved for one vessel or for a defined group of vessels (fleet) where operationally necessary and the Maritime Administrator approves the scope in writing. VISR will not approve informal or partial transfers that create unclear responsibility for compliance obligations.

### **9.5 Direct vessels and voluntary appointment of a Special Agent**

A Direct Vessel remains a Direct Vessel unless the vessel owner/authorized representative provides written consent appointing a Special Agent to act on its behalf for that vessel and VISR accepts and records that appointment. Special Agents may not assume responsibility for, submit requests for, or represent themselves as administering a Direct Vessel without the owner's written mandate.

Where a Direct Vessel chooses to appoint a Special Agent, VISR will record that Special Agent as SAOR from the effective date of appointment for the vessel(s) stated in the written mandate.

### **9.6 Exceptions and Maritime Administrator discretion**

The Maritime Administrator may authorize VISR to accept and process a request outside the SAOR route where it is necessary to protect VISR, the flag, or compliance objectives. This discretion also applies to VIOR attribution decisions (including dispute resolution and business continuity measures) and does not create any general precedent. Examples may include (without limitation):

- Urgent safety, casualty, detention, or Port State Control matters requiring immediate action.
- Sanctions screening, compliance investigations, or integrity concerns where direct interaction is required.
- Where the SAOR appointment is suspended/terminated, expires without renewal, or the SAOR is liquidated, dissolved, struck off, or otherwise ceases to exist, or is demonstrably unable or unwilling to perform its responsibilities.
- Where a court order or competent authority direction requires VISR action.

Any exception decision will be documented in the file and does not create a general precedent or implied transfer of the SAOR relationship unless expressly stated.

### **9.7 Recordkeeping and dispute handling**

VISR will maintain an internal record of SAOR assignments and supporting evidence (applications, mandates, and release letters). Where competing claims arise, VISR may place the transaction on hold and require evidence from the parties. The Maritime Administrator's written determination on SAOR assignment and routing is final for registry processing purposes.

### **9.8 Cessation of a Special Agent (termination, liquidation, dissolution) – default routing**

Where a Special Agent appointment is terminated, expires without renewal, or where the Special Agent is liquidated, dissolved, struck off, or otherwise ceases to exist (a "Cessation Event"), VISR will treat each vessel for which that Special Agent was recorded as the SAOR as a Direct Vessel for service routing purposes from the effective date recorded by VISR.

In a Cessation Event, VISR will not automatically transfer vessels to another agent. The vessel owner or its authorized representative may appoint a new Special Agent at any time by written mandate; upon acceptance and written approval by the Maritime Administrator, VISR will record the new SAOR for the identified vessel(s).

In a Cessation Event, the Release / Transfer Consent requirement in Section 9.4 is waived as a matter of necessity for the limited purpose of treating the vessel as a Direct Vessel (or recording a new SAOR on owner instruction), provided that VISR may request evidence to prevent fraud, misrepresentation, or disputed authority.

Where there is a lawful successor to the Special Agent (for example by merger, acquisition, or assignment through liquidation), VISR may, at the Maritime Administrator's discretion, recognize the successor as the SAOR for affected vessels upon receipt of satisfactory legal evidence and, where appropriate, written owner confirmation.

Nothing in this section limits the Maritime Administrator's discretion under Section 9.6, including to engage directly for urgent safety/compliance matters, impose conditions, place transactions on hold, or refuse service where risk becomes unacceptable.

## **10. Limitations and prohibited conduct**

Special Agents must not:

- Claim to be the exclusive representative of VISR in any country or region.
- Prevent or discourage clients from contacting VISR for compliance, safety, or integrity matters, or misrepresent VISR's Vessel-of-Record routing requirements.
- Solicit, accept, or submit registry service requests for any vessel recorded under another SAOR without a Release / Transfer Consent or written approval from the Maritime Administrator.
- Submit transactions for, or represent themselves as administering, a Direct Vessel without the vessel owner's written mandate and VISR acceptance.
- Engage in portfolio interference, including inducing clients to bypass the SAOR route or attempting to reassign responsibility outside Section 9.4.
- Issue approvals, confirmations of acceptance, or fee commitments on behalf of VISR unless expressly authorized in writing.
- Use VISR branding in a misleading manner or imply governmental authority.
- Engage in unethical inducements, kickbacks, or other improper conduct.

## **11. Oversight and performance monitoring**

VISR monitors Special Agents under QMS controls using measurable indicators, which may include:

- Accuracy and completeness of submissions.
- Responsiveness and turnaround performance.
- Compliance record and incident/detention trends of the managed fleet.
- Adherence to sanctions compliance obligations and disclosure requirements.

- Client feedback and complaint handling performance.

VISR may require corrective actions, impose conditions, or suspend activities pending remediation where performance or compliance is unsatisfactory.

## **12. Suspension and termination**

VISR may suspend or terminate a Special Agent appointment where, in VISR's assessment, compliance risk becomes unacceptable or where the agent breaches this policy or appointment terms. Grounds may include (without limitation):

- Misrepresentation, concealment, or provision of false information.
- Failure to cooperate with compliance reviews or provide required information.
- Prevent or discourage clients from contacting VISR for compliance, safety, or integrity matters, or misrepresent VISR's Vessel-of-Record routing requirements.
- Conduct that damages VISR's reputation or undermines fleet quality objectives.
- Sanctions exposure involving vessels or controlling parties that cannot be mitigated.

Effect of suspension/termination: Suspension or termination of a Special Agent appointment does not, by itself, alter the registry status of any vessel. However, for service routing and administration, VISR will apply Sections 9.6 and 9.8. In particular, where an appointment is terminated or a Cessation Event occurs, vessels previously recorded under that SAOR will be treated as Direct Vessels until the owner appoints another agent, unless the Maritime Administrator determines that a different arrangement is necessary for safety, compliance, integrity, or business continuity.

## **13. Fees and commissions**

Where applicable, any commission arrangements must be defined in the written appointment. Commissions are normally linked to the vessels within the Special Agent's defined scope and are not granted on a territorial basis. Unless otherwise agreed in writing, commission attribution follows the Special Agent of Record (SAOR) for the relevant vessel and is not extinguished solely because a vessel is deleted/deregistered and later returns to the registry.

## **14. Policy transparency and updates**

VISR may update this policy to reflect QMS improvements, regulatory developments, and the evolving compliance environment. The current version will be published on [www.register-vu.com](http://www.register-vu.com).

## **15. Transitional implementation and SAOR portfolio confirmation**

To implement the Vessel-of-Record (SAOR) model fairly and accurately across the existing fleet and historical records, VISR is conducting a one-time SAOR portfolio confirmation exercise for all current Special Agents.

Within thirty (30) calendar days of receiving this policy notice, and in any event no later than 30 April 2026, each current Special Agent must submit to VISR:

- A list of all vessels for which the Special Agent is currently responsible for management (active vessels), and
- A list of all vessels for which the Special Agent was responsible for management that were deleted/deregistered on or after 01 January 2016 (historical deleted vessels).

Each list must be submitted in the format set out in Annex D and must include, at minimum, for each vessel: Vessel Name, IMO Number (or Official Number if no IMO), Date of Registration with VISR, and Date of Deletion (if applicable).

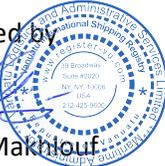
VISR will use the submitted lists (together with internal records and verification) to record or confirm the SAOR for the listed vessels in VISR systems. Once recorded, the SAOR assignment will apply for routing purposes in accordance with Section 9, including for any future re-registration of those vessels after deletion.

Failure to submit the lists by the deadline will be treated as a waiver of the Special Agent's right to request retroactive SAOR attribution or to dispute VISR's SAOR records for any vessel not included in the submission. This does not limit the Maritime Administrator's discretion to correct records where necessary for safety, compliance, integrity, or to prevent fraud.

VISR may accept corrected or supplemental lists submitted before the deadline. After the deadline, any update will require the Maritime Administrator's written approval and may be refused where it would disrupt business operations or create unmanaged disputes.

## 16. Contact

For Special Agent applications or policy questions, contact the Vanuatu International Shipping Registry (VISR) via the official contact channel on [www.register-vu.com](http://www.register-vu.com), or email: [admin@register-vu.com](mailto:admin@register-vu.com).

Approved by  

Saade Makhlouf  
Maritime Administrator

## **Annex A - Special Agent application checklist**

Applicants should be prepared to provide the following (as applicable):

- Corporate registration documents and proof of good standing.
- Ownership and UBO disclosure package (including identification and supporting documents).
- Compliance undertaking signed by an authorized signatory.
- List of vessels introduced/managed (including IMO numbers) and status with VISR.
- Evidence of maritime competence (CVs of key personnel, technical capability, relevant certifications).
- Client references (where appropriate).

## Annex B - Special Agent compliance undertaking (template)

The following undertaking may be requested by VISR as part of the appointment process or during compliance reviews.

### Undertaking

On behalf of [Company name] (the Applicant/Agent), I confirm and undertake that:

- All information provided to VISR is complete, accurate, and not misleading.
- The Applicant/Agent will support VISR sanctions compliance screening and will promptly disclose any actual or suspected exposure under the UN, US (OFAC), EU, or UK sanctions regimes.
- The Applicant/Agent will promptly notify VISR of any material change affecting compliance risk, including changes in ownership/UBO, managers/operators, class, insurance/P&I, or trading profile for any vessel within the Agent's scope.
- Prevent or discourage clients from contacting VISR for compliance, safety, or integrity matters, or misrepresent VISR's Vessel-of-Record routing requirements.
- The Applicant/Agent will respect VISR SAOR assignments and will not solicit, accept, or submit registry service requests for vessels recorded under another SAOR without a Release / Transfer Consent or written approval from the Maritime Administrator.
- Submit transactions for, or represent themselves as administering, a Direct Vessel without the vessel owner's written mandate and VISR acceptance.
- The Applicant/Agent will maintain appropriate records supporting its activities and will cooperate with VISR audits and information requests within required timelines.
- The Applicant/Agent will comply with applicable anti-bribery and integrity standards and will not offer or accept any improper inducement in connection with VISR registrations or services.
- The Applicant/Agent will treat non-public information received from VISR as confidential and will use it only for purposes of providing services within the Agent's authorized scope.

### Signed for and on behalf of the Applicant/Agent:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex C - Release / Transfer Consent (template)

This template may be used to transfer a vessel from one Special Agent of Record (SAOR) to another SAOR, or to release a vessel from SAOR service to Direct Vessel service with VISR. VISR is not a party to any commercial arrangement between owners and agents. All transfers remain subject to Section 9.4 and written approval by the Maritime Administrator. If the Current SAOR has ceased to exist (Cessation Event), Part C may be omitted and VISR will process the routing change under Section 9.8, subject to verification.

### A. Vessel details (complete one row per vessel)

Vessel Name	IMO No.	Official No. (if no IMO)	Current SAOR (Agent name)	Transfer to (New SAOR / Direct)	Effective date requested
[Insert]	[Insert]	[Insert]	[Insert]	[Insert]	[Insert]

### B. Owner / Authorized Representative instruction

I, the undersigned Owner / Authorized Representative, instruct VISR to update the service routing and SAOR record for the vessel(s) identified above as follows:

- Transfer the vessel(s) to the New SAOR identified below.
- Release the vessel(s) to be serviced directly by VISR (Direct Vessel).

I confirm that I am authorized to give this instruction and that the information provided is true, complete, and not misleading.

Owner / Authorized Representative:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### C. Current SAOR Release / Transfer Consent

On behalf of the Current SAOR identified above, I consent to the owner instruction and release the vessel(s) from the Current SAOR's SAOR scope effective on the date approved by the Maritime Administrator.

Current SAOR (Agent):

Authorized Signatory Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Registration No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**D. New SAOR Acceptance (complete only if transferring to a new SAOR)**

On behalf of the New SAOR identified above, I accept responsibility for the vessel(s) as SAOR from the effective date approved by the Maritime Administrator and undertake to comply with VISR policies and QMS requirements.

New SAOR (Agent):

Authorized Signatory Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Registration No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**E. VISR approval (internal use)**

Approved / Not approved by the Maritime Administrator (or delegate):

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Notes/conditions (if any): \_\_\_\_\_

## Annex D - SAOR portfolio submission template (vessel lists)

Each current Special Agent must submit the two lists described in Section 15 by the applicable deadline. VISR prefers an Excel (.xlsx) submission using the column headers below. If submitted in PDF or email, the same fields must be provided for each vessel.

### D1. Active vessels currently under SAOR management

Vessel Name	IMO No.	Date of Registration (VISR)	Date of Deletion (if deleted)
[Insert]	[Insert]	[Insert]	[Insert]

### D2. Historical deleted vessels (deleted/deregistered on or after 01 January 2016)

Vessel Name	IMO No.	Date of Registration (VISR)	Date of Deletion (VISR)
[Insert]	[Insert]	[Insert]	[Insert]

### Submission declaration (recommended):

I confirm that the above lists are accurate to the best of my knowledge and reflect the vessels introduced/managed by our organization under VISR. I understand VISR will use the information to record SAOR assignments by vessel (IMO/Official No.).

Special Agent company name: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_