



VANUATU INTERNATIONAL SHIPPING REGISTRY (VISR) VESSEL REGISTRATION AND REGISTRY STATUS POLICY

Issued under the authority of the Maritime Administrator

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| Issued By | Office of the Maritime Administrator (VISR) |
| Approved By | Maritime Administrator |
| Next Review | 12 months from effective date |

1. Purpose

This Policy establishes the modern standards, procedures, and documentary requirements applied by the Vanuatu International Shipping Registry (VISR) for vessel registration and all core registry-status transactions. It is designed to protect the legal integrity of the Vanuatu register, support efficient digital workflows, and maintain internationally credible flag State performance.

2. Scope

This Policy applies to all VISR staff, contractors, agents, and service partners involved in:

- New registrations (provisional and permanent).
- Re-registration (re-documentation), restorations, and reactivation after administrative action.

- Changes of registry particulars, including owner, operator, technical manager, ISM manager (where applicable), and vessel name.
- Bareboat charter registration (in) and charter-out/temporary foreign flag arrangements where VISR approval is required.
- Suspension, compliance holds, and deletion (deregistration) actions.

3. Authority and Applicable Framework

This Policy is issued by the Maritime Administrator under the authority of the Maritime Act [CAP 131] (as amended) and is implemented consistent with Vanuatu’s international obligations under applicable IMO and ILO instruments.

This Policy operates alongside VISR Regulations, Rules, Circulars, Safety Letters, and related VISR policies (including sanctions, vessel acceptance, and insurance oversight). Where a conflict exists:

- The Maritime Act and any binding legislation prevails.
- Mandatory conventions and binding instruments in force prevail where applicable.
- This Policy prevails over earlier internal procedures or guidance to the extent of any inconsistency, unless the Maritime Administrator directs otherwise in writing.

VISR may update operational requirements at any time to reflect emerging risk, port State control performance, digital certificate standards, international expectations, and fleet integrity objectives.

4. Definitions

For the purpose of this Policy:

- Applicant: The owner, charterer, operator, manager, or authorized agent submitting an application or request.
- Associated Parties: Parties connected to the vessel or transaction, including registered owner, beneficial owner, operator, manager, charterer, mortgagee, and paying party.
- Compliance Hold: An immediate restriction placed by VISR that pauses processing, document issuance, or services until a risk concern is cleared.
- Deletion (Deregistration): Removal of a vessel from the Vanuatu register, whether voluntary or unilateral.
- Permanent Registration: Full-term registration supported by complete documentary compliance and issuance of a Permanent Certificate of Registry.

- Provisional Registration: Time-limited registration issued to support operational continuity while final documentation is completed.
- Re-registration / Re-documentation: Issuance of a new certificate of registry following specific events (e.g., change of ownership) requiring updated register evidence.
- Restoration: Return of a previously deleted vessel to the register, subject to full due diligence and acceptance approval.
- Special Agent: A person or entity appointed under the Maritime Act to support registry functions and client service delivery.

5. Policy Principles

VISR applies the following principles to every registry transaction:

- Integrity of the register: VISR will not register or maintain vessels where ownership, control, or documentation cannot be verified.
- Safety and compliance first: Registration is conditional on technical readiness and a credible compliance profile appropriate to the vessel's type and operation.
- Risk-based controls: Higher-risk vessels and counterparties are subject to enhanced due diligence, tighter conditions, and higher approval thresholds.
- Digital by default: Electronic processing and electronic certificates are standard, supported by secure verification features.
- No tolerance for deception: Fraudulent, altered, or misleading documentation is grounds for immediate refusal, suspension, deletion, and permanent exclusion.
- Predictable, documented decisions: VISR maintains an audit trail for each decision and applies requirements consistently.

6. Roles and Responsibilities

6.1 Maritime Administrator

- Final approval authority for acceptance, refusal, conditional acceptance, provisional extensions beyond standard limits, suspensions, and deletion actions.
- May impose conditions, deadlines, additional inspections, or enhanced monitoring as required to protect the flag.
- May issue written directions and exceptions where justified and recorded.

6.2 Registry Operations

- Receives applications, conducts completeness checks, coordinates pre-checks and closings, and issues registry documents once conditions are met.
- Maintains the official registry file and ensures timely updates to registry particulars.
- Coordinates with Technical, Compliance & Risk, and Accounting functions to clear holds and confirm readiness.

6.3 Compliance & Risk Function

- Conducts sanctions screening and restricted-parties checks consistent with VISR policy.
- Performs beneficial ownership verification and risk-based due diligence on Associated Parties.
- Recommends holds, conditions, refusal, suspension, or deletion where risk is unacceptable.

6.4 Technical Department / Statutory Support

- Confirms technical readiness inputs (class status, statutory certification plan, inspection requirements) consistent with vessel type and operation.
- Coordinates with Recognized Organizations (ROs) and Flag State Inspectors (FSIs) where inspections or audits are required.
- Monitors technical compliance triggers relevant to continuation of registration.

6.5 Accounting / Fees Administration

- Issues invoices, confirms fee settlement, and flags arrears that trigger holds or administrative action.
- Ensures no registry document is released where payment conditions are not satisfied (unless written credit approval exists).

6.6 Owners, Operators, Managers, and Agents

- Provide complete, accurate, and verifiable documentation and promptly report changes affecting registry particulars.
- Maintain compliance with applicable law, convention requirements, and VISR policies throughout the period of registration.
- Cooperate with verification requests and inspections and promptly rectify deficiencies.

7. General Requirements Applying to All Registry Transactions

7.1 Submission Channels and Pre-check

VISR is a digital-first registry. Applications and supporting documents are submitted through the VISR online channel or by email as directed by the Registry. Paper/original delivery is required only where legal execution formalities or verification needs demand it.

A document pre-check is strongly recommended (and may be required by VISR) for time-critical matters such as reflagging, financing closings, ownership transfers, restorations, and bareboat charter registration.

7.2 Sanctions Screening, Beneficial Ownership, and Due Diligence

VISR applies sanctions screening and risk-based due diligence at onboarding and throughout the life of registration. Screening applies to vessel identifiers and all Associated Parties connected to the transaction.

- If a potential match, credible red flag, or unresolved concern is identified, VISR will place an immediate Compliance Hold.
- No transaction, certificate issuance, or service may proceed until the concern is cleared to VISR's satisfaction.
- VISR may request additional information or enhanced due diligence at any time.

7.3 Documentary Integrity Standards

Documents must be complete, internally consistent, properly executed, and capable of independent verification. VISR may require notarization, apostille, legalization, certified copies, or original wet-ink execution depending on the instrument type and jurisdiction.

- Names of parties must match across all documents (owners, managers, authorized signatories).
- Vessel identifiers must be consistent (name, IMO number where applicable, previous names/flags, call sign, MMSI).
- Any amendments or corrections must be clean, traceable, and explained (no unexplained alterations).
- VISR reserves the right to verify a document directly with the issuing authority or professional who executed it.

7.4 Technical Readiness and Statutory Planning

Registration (including provisional registration) is not granted where VISR cannot establish a credible basis that the vessel is seaworthy, appropriately classed where applicable, and supported by a realistic statutory certification plan.

VISR may require pre-acceptance inspection(s), RO confirmations, or targeted compliance evidence before issuing or continuing registration, particularly for higher-risk vessel profiles.

7.5 Fees, Arrears, and Administrative Holds

Registry fees, taxes, and administrative charges must be settled as invoiced. VISR may place a Compliance Hold on any transaction where fees are overdue or where payment status cannot be confirmed.

- Invoices should be settled within a maximum of 90 days from the date of issuance.
- VISR may apply late payment penalties and may refuse service, suspend processing, or take administrative action where arrears persist.
- Any waiver or exception regarding penalties or payment timing requires written approval by the Maritime Administrator or delegated authority.

7.6 Electronic Certificates and Verification

VISR issues registry documents and statutory certificates electronically as the standard method of issuance. Certificates incorporate verification features (QR code and/or reference validation).

- Electronic certificates may be carried and presented in electronic or printed form; authenticity remains verifiable digitally.
- Certificates issued on or after 01 January 2026 that do not contain VISR-required verification features may be treated as invalid and not accepted for statutory or operational purposes.
- Hard copy issuance is limited to exceptional circumstances and remains subject to verification requirements.

7.7 Transparency, Ongoing Notification, and Cooperation Duty

Owners, operators, managers, and agents have a continuing duty to promptly notify VISR of any change that affects registry particulars or creates compliance exposure (including sanctions exposure, beneficial ownership changes, insurance cancellation, class suspension, detention, or serious incident).

8. Procedures and Requirements

8.1 New Registration (Flag-In) - Core Procedure

All new registration requests are assessed under VISR's risk-based acceptance standards. VISR may refuse, accept, or accept with conditions depending on vessel profile, compliance history, ownership transparency, and documentary integrity.

Minimum prerequisites (non-negotiable):

- Vessel identity and particulars are verifiable (IMO number where applicable, MMSI/call sign where assigned, build year, flag history).
- Registered and beneficial ownership and operational control are transparent and verifiable.
- Sanctions and restricted-parties screening is cleared.
- A credible technical and statutory certification plan is established, including RO engagement where applicable.
- Insurance and financial security submissions are acceptable and verifiable.
- All required fees are invoiced and settlement conditions are met.

Core submission package (baseline - VISR may request more based on risk):

- Completed registration application (online submission) including trading profile and 24-hour contact.
- Proof of ownership and authority to register (e.g., builder's certificate for newbuilds, bill of sale, corporate resolution/authorization, or equivalent).
- Prior flag status evidence and deletion/cancellation documentation or written consent where the vessel was previously registered.
- Class status confirmation and key technical particulars; statutory certificate plan and RO confirmations where applicable.
- Evidence of seaworthiness and readiness for service (may include inspection evidence, class records, or FSI/RO inputs depending on risk).
- Evidence of P&I and any mandatory financial security required for certification and operations (Blue Cards/confirmations where applicable).
- Tonnage/measurement documentation (or interim evidence where permitted for provisional issuance).

VISR may require additional controls for higher-risk profiles, including pre-acceptance inspection, enhanced due diligence, management compliance review, or time-limited conditional acceptance.

8.2 Provisional Registration

Provisional registration supports operational continuity while final documents are completed. It is not a shortcut: VISR will not issue a Provisional Certificate of Registry where ownership, identity, or compliance risk cannot be verified.

Validity period and limits:

- A Provisional Certificate of Registry is issued for Six months from the date of issuance.
- Extensions may be granted only by written approval of the Maritime Administrator (see Section 8.3).
- The maximum cumulative period of provisional registration (including extensions) is one year.

Minimum requirements before issuance of a provisional certificate:

- Cleared sanctions screening for the vessel and all Associated Parties.
- Proof of ownership and authority to register.
- Clear status of prior registry and a documented plan to surrender/cancel prior documents as required.
- Evidence of seaworthiness and readiness for service appropriate to the vessel type and risk profile.
- Confirmation that required markings/identifiers will be applied without delay.
- Confirmation of insurance/financial security acceptable to VISR for the provisional period.
- Fee settlement or approved payment arrangement sufficient for issuance.

Post-issuance obligations and conditions:

- Applicants must actively progress all outstanding documentary items and respond promptly to VISR requests.
- VISR may invalidate, suspend, refuse extension, or initiate deletion action where required documents are not delivered within required timelines or where risk increases.
- VISR may impose specific conditions (inspection deadlines, reporting requirements, limitations on transactions) as part of provisional issuance.

8.3 Provisional Registration Extensions

Provisional extensions are discretionary and are granted only where the Applicant demonstrates real progress and a credible plan to complete the file.

Extension request requirements:

- Request must be submitted before the provisional certificate expiry date (late requests may be refused).
- Request must include: (a) reason for extension; (b) outstanding-document tracker; (c) evidence of progress since issuance; (d) target date for completion; (e) confirmation that compliance risk has not changed.
- For higher-risk profiles, VISR may require updated screening, updated class/insurance confirmations, and/or an inspection outcome before granting an extension.

Approval and limits:

- Each extension requires written approval by the Maritime Administrator (email or formal letter).
- VISR may grant one or more extensions in increments determined by VISR, provided the total provisional period does not exceed one year.
- If progress is not demonstrated, VISR may refuse extension and may take administrative action, including suspension or deletion.

8.4 Transition from Provisional to Permanent Registration

Permanent registration is granted only when all statutory requirements, documentary integrity standards, and policy requirements are satisfied.

Typical completion items for permanent issuance include (as applicable):

- Deletion/cancellation confirmation from the prior registry (or evidence of surrender/cancellation as required).
- Final tonnage/measurement documentation and any required markings evidence.
- Completed statutory certification inputs (RO-issued certificates, audits, and endorsements where applicable).
- Any required originals/certified copies received and verified.
- All fees and taxes required for permanent issuance settled.

Once conditions are met, VISR issues the Permanent Certificate of Registry electronically with verification features and closes the provisional file.

8.5 Permanent Registration (Direct Issuance Without Provisional)

Where the registration file is complete at the time of submission and no time-limited bridge is required, VISR may issue permanent registration directly after verification, screening, and fee settlement.

8.6 Re-registration (Re-documentation) and Change of Ownership

Where a Vanuatu-registered vessel is sold, transferred, or otherwise changes registered ownership, VISR will re-document the vessel and update the register. VISR will not process a transfer where ownership authority or instrument integrity is unclear.

Minimum requirements:

- Executed bill of sale or equivalent instrument acceptable to VISR.
- Corporate authority evidence for seller and buyer (signatory authority and board/company approvals as applicable).
- Updated ownership declarations and updated registry particulars (owner, operator, manager, contact information).
- Sanctions screening and due diligence clearance for the incoming ownership and Associated Parties.
- Mortgagee consent or release where required (including consent to transfer and/or discharge where applicable).
- Fee settlement and clearance of arrears on the vessel's account.

Outcomes:

- Issue of an updated certificate of registry and updated register entries.
- Issuance of supporting registry extracts where requested and permissible.
- Placement of a Compliance Hold where documentation is incomplete or inconsistent.

8.7 Changes to Registry Particulars (Without Change of Ownership)

The registered owner and/or authorized agent must promptly report and request approval for changes to registry particulars. VISR will update records and issue updated certificates or endorsements where required.

Changes commonly requiring registry action include:

- Change of operator, technical manager, or ISM manager (where applicable).
- Change of registered address or company name.
- Change of contact details, including 24-hour emergency contact information.
- Change in vessel particulars that affect register accuracy (e.g., tonnage updates, call sign/MMSI updates).

Submission requirements (as applicable):

- Formal request signed by an authorized person or authorized agent.

- Supporting evidence of the change (e.g., corporate name change certificate, management agreement, RO/ISM documentation, updated contact form).
- Sanctions screening clearance for newly introduced parties.
- Fee settlement where an amendment fee applies.

VISR may refuse to recognize a change where it creates unacceptable compliance exposure or where the evidentiary basis is insufficient.

8.8 Fishing Vessels - Additional Registration Controls

Fishing vessels are subject to enhanced controls due to elevated compliance, sanctions, and IUU-fishing exposure. In addition to all requirements in Sections 8.1-8.7:

Permanent registration - mandatory requirement:

- No Permanent Certificate of Registry will be issued for a fishing vessel unless VISR has received a valid International Authorization to Fish (IAF) certificate issued by the Department of Fisheries.
- Approval letters from the Department of Fisheries may support issuance of a provisional certificate only, pending receipt of the IAF certificate.

IAF document integrity requirements (minimum):

- IAF must be addressed directly to the Office of the Maritime Administrator.
- IAF must be signed by a duly authorized officer of the Department of Fisheries.
- IAF should be transmitted directly from an official Department of Fisheries email channel or otherwise verified by VISR.

Failure to provide required fisheries authorizations within the validity period of provisional registration may result in refusal of extension, suspension, or deregistration action.

8.9 Bareboat Charter Registration and Charter-Out to a Foreign Flag

Bareboat charter registration (in) and charter-out/temporary foreign flag arrangements are higher-risk, document-heavy transactions requiring early coordination. VISR will not process these requests casually.

Bareboat charter registration (in) - minimum requirements include:

- Clear evidence of the bareboat charter arrangement and authority to register under charter.
- Documented consent and coordination with the underlying registry where required.

- Consent of mortgagees and other registered encumbrance holders where applicable.
- Sanctions screening and due diligence clearance for owners, charterers, managers, and Associated Parties.
- Technical readiness and statutory certification plan appropriate to the intended operation.

Charter-out to a foreign flag - minimum requirements include:

- Written notification to VISR prior to the charter commencing.
- Where the vessel is engaged in fishing operations, prior coordination and written approval from the Department of Fisheries.
- Certified copy of the charter agreement.
- Mortgagee consent (if applicable).
- Copy of the foreign registry certificate showing registration under the other flag (when available).
- Updated billing and contact information as required by VISR.
- Proof of payment of applicable fees.

Failure to comply with charter-out notification and approval requirements may result in administrative penalties and other registry action.

8.10 Suspension, Compliance Holds, and Invalidation

VISR uses administrative controls to protect the integrity of the register and ensure compliance. Controls may include: (a) Compliance Hold (processing freeze); (b) Suspension of registry services; and (c) Invalidation or withdrawal of registry documents where permitted.

Common triggers for suspension or holds include (non-exhaustive):

- Sanctions match or restricted-parties concern that is unresolved.
- Evidence or suspicion of fraudulent, altered, or misleading documentation.
- Persistent arrears or non-payment of fees, taxes, or penalties.
- Lapse of required insurance/financial security or inability to verify cover.
- Loss or suspension of class (where class is required) or serious technical non-compliance.
- Repeated port State control detentions or serious casualty/non-conformity indicating systemic failure.
- Failure to provide required fisheries authorizations for fishing vessels.
- Failure to cooperate with verification, inspection, or compliance requests.

Process and due process controls:

- VISR will issue written notice to the owner/agent describing the concern, required corrective action, and applicable deadline.
- A Compliance Hold may be applied immediately where risk requires urgent control.
- Where appropriate, VISR will allow a cure period supported by a corrective action plan and evidence of progress.
- If the concern is not resolved, VISR may escalate to suspension, refusal of service, invalidation of documents, or deletion as appropriate.

8.11 Deletion (Deregistration)

Deletion removes the vessel from the register and ends entitlement to fly the Vanuatu flag. Deletion may be voluntary (owner-requested) or unilateral (initiated by the Maritime Administrator) based on compliance, risk, or legal grounds.

Voluntary deletion - minimum requirements:

- Written deletion request from the registered owner or authorized agent, stating reason and requested deletion date.
- Clearance of outstanding fees, taxes, and penalties (unless the Maritime Administrator directs otherwise).
- Surrender of any hard copy registry document in circulation (where applicable) and confirmation of cessation of flag use.
- Mortgagee consent and/or recorded discharge where required, including clearance of encumbrance conditions.
- Where deletion is for transfer to a foreign registry, evidence of the incoming registry's acceptance process may be requested to manage dual-registration risk.

Fishing vessels - mandatory additional control:

- No fishing vessel may be deleted unless VISR has received express written approval from the Department of Fisheries.
- Fishing vessel deletion may be subject to specific deletion fees and approval requirements as published by VISR.

Unilateral deletion (by the Maritime Administrator) may occur where, for example:

- Sanctions, serious compliance breaches, or unacceptable reputational risk exist.
- Fraudulent documentation has been submitted or misrepresentation is established.
- The vessel or its Associated Parties fail to comply with registry, fisheries, or international obligations.

- Payment failure or non-cooperation persists beyond reasonable cure opportunities.
- Other grounds determined necessary to protect the Vanuatu flag.

VISR will issue a deletion confirmation or deletion certificate as appropriate and update registry records accordingly.

8.12 Restoration and Reinstatement

Restoration of a deleted vessel is exceptional and is treated as a new registration for risk and due diligence purposes. VISR may refuse restoration where the vessel profile, history, or counterparties present unacceptable risk.

Restoration requirements (minimum):

- Full application package as for new registration, including updated ownership and beneficial ownership disclosure.
- Enhanced due diligence for higher-risk vessels and those previously deleted for compliance reasons.
- Technical readiness evidence and inspection requirements as directed by VISR.
- Settlement of any outstanding amounts owed to VISR, unless expressly waived in writing.
- Written approval by the Maritime Administrator.

8.13 Vessel Name Change and Owner Name Change

VISR will process vessel name changes and owner name changes only where register integrity is protected and no unresolved compliance holds exist.

Vessel name change - requirements (minimum):

- Formal request submitted by the registered owner or authorized agent with three proposed names in order of preference.
- Confirmation that the vessel is not subject to an active Compliance Hold, suspension, or pending enforcement action.
- Mortgagee consent where required (including where the mortgage instrument requires consent for name change).
- Confirmation that vessel markings and onboard documentation will be updated promptly.
- Fee settlement where a name change fee applies.

Owner name change (corporate rename) - requirements (minimum):

- Formal request with supporting corporate evidence (e.g., certificate of name change, updated registry extract, board resolution).
- Updated signatory authority evidence if relevant.
- Sanctions screening clearance where the change introduces new entities or parties.
- Confirmation of updated contact details and billing information.

VISR will update registry records and issue an updated certificate or endorsement as appropriate.

8.14 Replacement, Reissue, and Certified Copies of Registry Documents

Where registry documents are lost, damaged, or require reissue due to changes in particulars, VISR may issue replacements or certified copies subject to verification of the request and fee settlement.

Minimum requirements:

- Formal request describing the need for replacement/reissue and confirming control of any prior hard copy originals.
- Proof of identity/authority of the requesting party and sanctions screening clearance where required.
- Payment of applicable fees.

9. Records Management and Audit Trail

VISR maintains a complete registry record and audit trail for each vessel and each transaction. Records may include applications, declarations, ownership instruments, screening outputs, verification notes, approvals, conditions, correspondence, issued certificates, and enforcement actions.

- Registry files are maintained in secure digital form, with controlled access and version control.
- VISR retains records for a minimum of seven years unless a longer period is required by law, audit, or risk considerations.
- All approvals, conditions, exceptions, and refusal decisions must be documented with sufficient rationale to support audit and external oversight.

10. Exceptions and Written Directions

Any exception to this Policy must be documented and approved in writing by the Maritime Administrator (or properly delegated authority). Exceptions are time-limited where appropriate and must include risk controls sufficient to protect the Vanuatu flag.

11. Review and Updates

This Policy is reviewed at least annually or earlier where operational experience, regulatory change, fleet risk, or international expectations require updates. The Maritime Administrator may issue interim amendments or supporting procedures at any time.

12. Contact

For registration, re-registration, deletion, and registry status matters:

Email: info@register-vu.com

Telephone: +1 (212) 425-9600

Issued and Approved by:

A blue ink signature is written over a circular official seal. The seal contains the text: "Vanuatu International Shipping Registry", "33 Broadway", "Suite #2020", "New York, NY 10013", "USA", and "71-425-9600". The seal also features a star and the text "Ministry of Transport and Infrastructure Services".

Saade Makhoul

Maritime Administrator

Vanuatu International Shipping Registry

Appendix A - Provisional Registration Checklist

A provisional registration request should include, at minimum:

- Completed application and vessel particulars (including intended operation and trading).
- Proof of ownership and authority to register (bill of sale/builder's certificate + corporate authority).
- Prior flag status evidence and deletion/cancellation plan (or consent where applicable).
- Sanctions screening information for all Associated Parties (beneficial owner, operator, manager, payor).
- Technical readiness evidence (class status where applicable, seaworthiness evidence, certification plan).
- Insurance/financial security evidence acceptable to VISR for the provisional period.
- Proof of fee settlement or approved payment arrangement.
- Cover note explaining operational timeline and outstanding-document plan.

Appendix B - Permanent Registration Checklist

A permanent registration (direct or conversion) should include, at minimum:

- All items in Appendix A (where applicable).
- Deletion/cancellation confirmation from prior registry (or equivalent evidence required to eliminate dual-registration risk).
- Final tonnage/measurement documentation and marking evidence as required.
- Completed statutory certificate package (RO-issued certificates/audits/endorsements as applicable).
- Any originals/certified copies required by VISR based on instrument type and jurisdiction.
- Confirmation that no unresolved holds, sanctions matches, or compliance red flags exist.
- Fee and tax clearance for permanent issuance.

Appendix C - Re-registration (Change of Ownership) Checklist

A change of ownership (re-documentation) request should include, at minimum:

- Executed bill of sale (or equivalent transfer instrument) acceptable to VISR.
- Corporate authority evidence for seller and buyer (signatory authority and approvals).
- Updated owner/manager/operator particulars and updated contact information.
- Sanctions screening clearance for incoming ownership and Associated Parties.
- Mortgagee consents/releases/discharges as applicable.
- Fee settlement and clearance of arrears.

Appendix D - Deletion (Deregistration) Checklist

A deletion request should include, at minimum:

- Written deletion request from the registered owner/authorized agent stating reason and requested deletion date.
- Fee/tax clearance confirmation or evidence of settlement plan acceptable to VISR.
- Mortgagee consent and/or recorded discharge where required.
- Confirmation regarding surrender/control of any hard copy documents.
- For deletion due to total loss: casualty evidence and insurer confirmation where available.
- For deletion for scrapping: yard confirmation and/or supporting evidence where available.
- For fishing vessels: express written approval from the Department of Fisheries before processing.

Appendix E - Vessel Name Change Checklist

A vessel name change request should include, at minimum:

- Formal request with three proposed names in order of preference.
- Confirmation the vessel is not under compliance hold/suspension and has no unresolved enforcement action.
- Mortgagee consent where required.
- Plan to update vessel markings and onboard documentation promptly.
- Fee settlement where applicable.

Appendix F - Provisional Extension Request Template (Minimum Fields)

When requesting a provisional extension, provide a submission that clearly states:

- Vessel name and IMO number (where applicable).
- Provisional certificate number and expiry date.
- Requested extension period and reason for extension.
- Outstanding-document tracker (item, responsible party, status, expected completion date).
- Evidence of progress since issuance (e.g., proof of prior flag cancellation steps, execution status of instruments).
- Updated confirmations for class and insurance/financial security (as applicable).
- Declaration that ownership/control has not changed and no new sanctions or compliance exposure has arisen (or full disclosure if it has).
- Contact person and 24-hour operational contact.