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**FLEET / SAFETY LETTER 121718.GEN**

**17 December 2018**

Applicable to: This FLEET / SAFETY LETTER supersedes FLEET / SAFETY LETTERS 120914.GEN dated 9 December 2014 and 031717.GEN dated 22 March 2017 and should be brought to the attention of ship-owners, ship managers, operators and Masters of Vanuatu-registered ships.

***Acceptance of Copies of Certificates and Documents in Electronic Format***

1. Copies of certificates and documents in electronic format issued by the Deputy Commissioner of Maritime Affairs and electronically communicated by any of the Vanuatu Maritime Services Limited Offices or Special Agents are acceptable in lieu of the originals until such time as the originals may be placed on board at a convenient port provided that the issue date of any copy does not exceed 90 days.
2. It is understood that *electronic format* means having your data accessible by a computer - either on a hard or flash drive, burned to a cd or accessible online. If scanned/typed documents can be viewed on a computer, they are considered in an electronic format.
3. *Electronic communication* is, but not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.
4. The electronic format definition includes a paper document that has been scanned and/or converted to a computer file. Accordingly, a copy in electronic format is acceptable in either an electronic form (soft copy) or as printed output (hard copy).
5. Acceptable copies in electronic format include scanned copies, soft or hard, of the certificates and documents.
6. Verification can be obtained by contacting this office at the email noted above.



Roderick A. Acquie  
by the direction of the  
Deputy Commissioner of Maritime Affairs  
The Republic of Vanuatu