



**REPUBLIC OF VANUATU**  
**OFFICE OF THE**  
**MARITIME ADMINISTRATOR**

**VANUATU INTERNATIONAL SHIPPING REGISTRY**

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**Circular #020**

**Procedure for Chartering a Vanuatu-Flagged Vessel to a Foreign Flag**

Date: May 21, 2025

From: Saade Makhoulf  
President and CEO

The Maritime Administrator of the Vanuatu International Shipping Registry sets out the procedure and requirements to be followed when a vessel currently registered under the Vanuatu flag is to be chartered to another flag.

Before any such charter takes place, the following authorities must be notified and their approval must be obtained:

1. The Vanuatu International Shipping Registry (VISR) must be notified in writing prior to the charter.
2. The Vanuatu Department of Fisheries (VFD) must be informed and must issue their approval if the vessel is engaged in fishing operations.

Once the above notifications and approvals are in place, the following documents must be submitted to VISR:

- Certified copy of the charter agreement
- Consent from mortgagee(s), if applicable
- Copy of the foreign registry certificate showing the vessel's registration under the other flag
- Addendum to Page 2 of Form A1, providing billing details, manager information, and 24-hour emergency contact details
- Proof of payment of applicable fees

Failure to comply with these requirements or failure to notify VISR in a timely manner may result in the following penalties:

- USD 3,000 administrative fine per vessel

All changes, extensions, or terminations of the charter must also be promptly reported to VISR.

Sincerely,

Saade Makhoulf  
President & CEO  
Office of the Maritime Administrator  
Vanuatu International Shipping Registry