

**Commonwealth of Dominica****Office of the Maritime Administrator**

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, MOBILE OFFSHORE DRILLING UNITS AND RECOGNIZED ORGANIZATIONS**

**SUBJECT: Procedures for renewal of vessels' registration with Commonwealth of Dominica**

**REFERENCE: (a) Commonwealth of Dominica Publication CDP 200 on Vessel Registration and Mortgage Recordation**

**PURPOSE: The purpose of this Circular is to clarify and facilitate the procedure for renewal of registration of Dominica flag vessels.**

**APPLICABILITY: All Dominica flag vessels**

**REQUIREMENTS:****1 Existing provision**

In accordance with section 3.4 of the publication CDP 200 reading:

*Vessels permanently registered with the Commonwealth of Dominica must renew the registration annually. No additional documentation is required, although the Annual Service Fees are due in full by the anniversary of the vessel's registration each year. An invoice will be sent to the owner's billing office 60 days prior to expiration of the Registry Certificate. Renewed certificates will be issued to the owner for posting on the vessel.*

the renewed registration certificates are issued automatically on the expiration of the current certificates. The Owner's consent to the renewal is assumed by default.

**2 Withdrawal of the consent**

- 2.1 The Owner of a Dominica flag vessel wishing not to renew its registration with Commonwealth of Dominica shall communicate such intention to the Administration and withdraw the consent to renewal not later than 30 days prior to the expiry of current registration certificates.
- 2.2 Unless a communication, referred to in paragraph 2.1 above, is received by the Office of the Deputy Maritime Administrator within the time period specified above, the registration is renewed automatically and the invoiced fees are due.

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