

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

- TO:** ALL SHIPOWNERS AND OPERATORS OF MERCHANT VESSELS,  
AND DOMINICA FLAG STATE INSPECTORS
- SUBJECT:** PROCEDURES FOR CHANGE OF REGISTRATION STATUS OF  
DOMINICA FLAGGED VESSELS FROM ACTIVE TO LAY- UP  
STATUS
- PURPOSE:** The purpose of this notice is to provide guidance on the procedures for  
change of the registration status of vessels to be laid-up.
- APPLICABILITY:** This Policy Letter applies to all Dominica flagged vessels intending to be  
laid-up.

**BACKGROUND**

Due to the very difficult shipping industry situation and global financial crisis, more and more owners decide to lay up their vessels. Taking into account the above, the Commonwealth of Dominica Maritime Administration has prepared a new procedure for such vessels.

**REQUIREMENTS****General**

Before we can agree for a vessel to be laid- up, we need to receive an official request from the owner to lay-up their vessel, with information regarding where the vessel is staying, for how long.

The following documents need to be received:

- Affidavit re Laid-Up Status;
- Class statement that the vessel is surveyed and found to be acceptable for laid-up;
- Current P&I Cover Note;
- Confirmation from relevant authorities that the vessel can stay in the area.

**Certification**

The DMRI Head Office begins processing the vessel lay- up registration the same day of receipt. We issue provisional Laid-Up Registration Documents – Certificate of Registry, SSL and Manning Letter.

The certificates are valid for a period that a vessel remains in lay-up status, not longer than a 1 year, subject to annual renewal. Such vessel would not be allowed to navigate.

### **Laid-up Registration Extension for another year**

The following up-dated documents need to be submitted before re-issue extended certificates (valid for up to one year):

- Class statement that the vessel is surveyed and found to be acceptable for laid-up;
- Current P&I Cover Note;
- Confirmation from relevant authorities that the vessel can stay in the area.

Annual taxes need to be paid in full.

### **Re-commission**

A written request for re-commission must be submitted by an owner.

Before a vessel is put into trade, all necessary surveys and required inspections have to be completed to the satisfaction of this Administration. The DMRI Head Office needs to be advised prior the vessel's sailing that all of the surveys were completed and all copies of issued Class and Statutory certificates need to be submitted.

### **Single purpose voyage**

When requested by the operator for a single purpose voyage for scrapping purposes, before a vessel is allowed to proceed, we would need to have confirmation from Class or Dominica Flag State Inspector that she is in sufficient condition for such trip.

### **Contact details:**

**Commonwealth of Dominica Maritime Administration,**

**Office of the Deputy Maritime Administrator**

**Registration Department**

32 Washington Street,

Fairhaven, MA 02719 USA

Tel: +1 508 992 7170

Fax: + 1 508 992 7120

Email: [registartion@dominica-registry.com](mailto:registartion@dominica-registry.com)

Website: [www.dominica-registry.com](http://www.dominica-registry.com)

- end -

**2 of 2**

Inquiries concerning the subject of this Circular should be directed to the Deputy Maritime Administrator  
Commonwealth of Dominica, 32 Washington Street, Fairhaven, MA 02719 USA  
[registartion@dominica-registry.com](mailto:registartion@dominica-registry.com)