

**Commonwealth of Dominica**



**Office of the Maritime Administrator**

**To:** All Vessel Owners, Operators, Crew Managers, Mariners and Regional Offices

**Subject:** Administrative Fee Applicable to Non-IACS Recognized Organizations

**Applicability:** All non-IACS Recognized Organizations approved by the Commonwealth of Dominica

**PURPOSE**

The purpose of this Circular is to provide information on fee schedule changes relating to issuance of certificates by Non-IACS Recognized Organizations. The fee schedule changes will come into effect on 1 August 2019.

**GENERAL**

The Administration has updated its fee schedule to now include a fee relating to statutory / technical certificates and plan approvals by non-IACS ROs.

The new fee is being imposed to cover administrative costs relating to compliance and monitoring of non-IACS Recognized Organizations, as required by International Maritime Organization (“IMO”) / International Labor Organization (ILO) requirements. It is the responsibility of the Administration to ensure that all Dominica-registered vessels are provided with valid statutory certificates issued by authorized Recognized Organizations.

The above-mentioned fee is \$50.00 USD and shall cover each service provided by non-IACS ROs including: for each full term statutory or technical certificate issued by the RO; for each endorsement (including annual and intermediate) of statutory or technical certificates issued by the RO and required by the international Conventions; and for each approval, audit, emission, endorsement, change of name or any modification of plans, manuals issued / approved by the RO on behalf of the Commonwealth of Dominica.

**Page 1 of 2**

Inquiries concerning the subject of this Marine Safety Circular should be directed to the Deputy Maritime Administrator Commonwealth of Dominica, 32 Washington Street, Fairhaven, MA 02719 USA  
*technical@dominica-registry.com*

## **ACTIONS REQUIRED BY NON-IACS RECOGNIZED ORGANIZATIONS AUTHORIZED BY THE COMMONWEALTH OF DOMINICA**

To ensure proper implementation of this Circular and the new fee schedule requirements through finance and accounting departments of Recognized Organizations, payment to the Administration in respect of the above requirements shall be made quarterly for each of the following three month periods each year:

January – February – March  
April – May – June  
July – August – September  
October – November – December

Payments by ROs shall be made during the first ten (10) calendar days of the subsequent month following the end of a quarter. For instance, reporting and payment for the fees indicated herein for the months of August and September 2019 will need to be made to the Administration by 10 October 2019.

The reporting procedure of services is to provide a list of services, as well as a copy of all relevant certificates and documents, to the Administration within the first ten (10) calendar days of the subsequent month. Reports and copies of relevant documents must be provided monthly.

**Any questions can be directed to:**  
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