

**Commonwealth of Dominica**



**Office of the Maritime Administrator**

**Policy Letter:** 01-10. Vessel Fee Schedule

**Applicability:** All Commonwealth of Dominica Flagged Vessels, Vessel Owners and Vessel Operators.

**1. General**

The Commonwealth of Dominica International Ship Registry has reviewed and made amendments to the Fee Schedule (CD-PL 01-10). Increased operational costs incurred by the Administration has required some increases to services provided to clients.

Please find the new Fee Schedule annexed to this Policy Letter which will become effective 1 March 2025

**Any questions can be directed to:**

**Registration Department**  
Tel: + 1 508 992 7170  
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**-End-**

Annex



**COMMONWEALTH OF DOMINICA MARITIME REGISTRY**  
**VESSEL, CORPORATE, AND TECHNICAL FEE SCHEDULE**  
 (All prices in US Dollars)

Initial Vessel Registration Fees	Annual Registration Fees
<b>Vessels 25,000 NT and Greater</b>	
Initial Registration \$3500.00 Annual Service Fee \$1500.00 + \$0.20/NT IMO Fee* MarCasFee**	Annual Service Fee \$1500.00 + \$0.20/NT IMO Fee MarCasFee
<b>Vessels 2,000 NT to 24,999 NT</b>	
Initial Registration \$3500.00 Annual Service Fee \$1500.00 + \$0.40/NT IMO Fee MarCasFee	Annual Service Fee \$1500.00 + \$0.40/NT IMO Fee MarCasFee
<b>Vessels 1,000 NT to 1,999 NT</b>	
Initial registration \$2500.00 Annual Service Fee \$1500.00 + \$0.40/NT IMO Fee MarCasFee	Annual Service Fee \$1500.00 + \$0.40/NT IMO Fee MarCasFee
<b>Vessels less than 1,000 NT</b>	
Initial registration \$3500.00 IMO Fee MarCasFee	Annual Service Fee \$2500.00 IMO Fee MarCasFee
<b>Non-Propelled Barge</b>	
Initial Registration \$2,000.00 IMO Fee MarCasFee	Annual Service Fee \$1,000.00 IMO Fee MarCasFee
<b>Commercial Yacht</b>	
Initial Registration \$1500.00 IMO Fee MarCasFee	Annual Service Fee \$1,400.00 IMO Fee MarCasFee

<b>Private Yacht</b>	
Initial Registration \$1000.00 IMO Fee MarCasFee	Annual Service Fee \$750.00 IMO Fee MarCasFee

\* **IMO Participation Fee (Annual)** \$0.12/GT minimum of \$150.00 and maximum of \$5000.00 effective March 1, 2010<sup>1</sup>

Includes: IMO Dues, Participation in IMO meetings, Participation in International meetings and seminars

\*\* **Marine Casualty Investigation Fund (Annual)** \$0.04/GT minimum of \$25.00 and maximum of \$3000.00 effective 01 June 2015

Includes: Marine Casualty Investigations, Interventions with Ports State Authorities

<b>Initial Registration Fees Include</b>	<b>Annual Registration Fees Include</b>
Provisional and Permanent Certificate of Registry Provisional and Permanent Ship Radio Station License Provisional and Permanent Minimum Safe Manning Certificate One (1) Mortgage Recording at time of registration (within 30 days) One Ship's Flag	Re-registration Renewal of Certificate of Registry, Ship Station License and Minimum Safe Manning Certificate

**SERVICES OUTSIDE OF NORMAL REGISTRATION FEES**

<b>Non – Propelled Barges</b>	<b>Amount</b>
Ship Station License (Not included in registration)	\$ 350.00
Minimum Safe Manning Certificate	\$ 350.00
<b>Mortgage</b>	
Recordation of Mortgage(s) (recorded after initial registration)	\$ 600.00
Assignment of Mortgage/Amendments to Existing Mortgage	\$ 350.00
Satisfaction of Mortgage Recording (does not include Certificate of Encumbrance)	\$ 350.00
Abstract of Title	\$ 350.00
Certificate of Ownership/Encumbrance Issuance	\$ 350.00
<b>Bareboat &amp; Lay-Up</b>	
Bareboat Certificate of Registry (Bareboat in and Bareboat out) <i>*Bareboat registrations are issued for 2 year periods; Registration fees for the 2 years shall be paid for issuance of certificates.</i>	\$ 350.00
Letter of Consent	\$ 350.00
Laid Up Registration Certificate (regular initial and annual registration fees apply)	\$ 350.00
Laid Up Registration Certificate (vessels less than 100 GT for one (1) year including registration renewal)	\$ 500.00
<b>Deletion</b>	
Certificate of Deletion	\$ 600.00
Certificate of Deletion for a Private Yacht	\$ 350.00
Deletion Continuous Synopsis Record (CSR)	\$ 350.00

<sup>1</sup> GT = Gross Ton.

<b>Safety/Security</b>	
Exemption under SOLAS, MARPOL, IMO, NON-SOLAS Code, or Caribbean Code	\$ 350.00
Ship Security Plan Review (fleet discount \$ 750.00, second review \$500.00)	\$ 1000.00
International Ship Safety Certificate	\$ 550.00
Continuous Synopsis Record	\$ 350.00
Amendments to Ship Security Plan – Approval Letter & Review of Amended Pages	\$ 350.00
Issue of Full-Term International Tonnage Certificate	\$ 550.00
Issue of Full-Term Load Line Certificate	\$ 550.00
Statutory Certificate Issuance Full Term (Per Certificate)	\$ 400.00
Statutory Certificate Issuance Interim or Short Term (Per Certificate)	\$ 350.00
Non-SOLAS Cargo Ship Safety Certificate with Record of Equipment	\$ 750.00
Caribbean Cargo Ship Safety Certificate with Record of Equipment	\$ 750.00
Issue of National Tonnage Approval Letter	\$ 350.00
Permit to Proceed/Single Purpose Voyage	\$ 350.00
Multiple Load Line Alteration Certificate	\$ 350.00
Letter to Port State Control in Response to Action Taken Against a Vessel	\$ 350.00
Special Dispensation/Authorization Letter	\$ 350.00
<b>Ownership/Name Change*</b>	
Change of Vessel's Name Fee **	\$ 350.00
Change of Ownership (Classed Vessel)**	\$ 1,000.00
Change of Ownership (Non-Classed Vessel)**	\$ 750.00
Change of Ownership (Private Yacht)**	\$ 350.00
Change of the Owner details (name, address or legal form) **	\$ 250.00
Change of Vessel Type**	\$ 250.00
<i>If there are two changes simultaneously, the higher fee will apply</i>	
<i>* Please note that SOLAS vessels undergoing a change of vessel name or owner name, operator or manager change or address change will incur additional charges due to reissuance of ISPS related certificates (CSR, ISSC, etc.)</i>	
<i>** cost of reissuance of certificates separate</i>	
<b>Maritime Labour Convention, 2006</b>	
Declaration of Maritime Labour Compliance Part I	\$ 350.00
Declaration of Maritime Labour Compliance Part II (Review and Issuance)	\$ 750.00
Interim International Maritime Labour Statement of Compliance	\$ 350.00
Full Term International Maritime Labour Statement of Compliance	\$ 500.00
<b>Corporate</b>	
Establishment of Dominica IBC (to accompany vessel registration)	\$ 950.00
Establishment of Dominica IBC	\$ 1,100.00
Annual Dominica IBC Maintenance Fee	\$ 650.00
Initial Registration of Foreign Maritime Entity (FME)	\$ 300.00
Annual Dominica FME	\$ 250.00
<b>Others</b>	
Extended/Replacement/Amended Certificate	\$ 35.00

Change of Trade Area	\$ 350.00
Plan/Manual Approval (excluding Ship Security Plan)	\$ 1000.00
Oil Pollution Civil Liability Certificate	\$ 350.00
Prohibition to Sail	\$ 350.00
Minimum Safe Manning Waiver	\$ 200.00
Special Services (per hour – minimum of one (1) hour)	\$ 300.00
Apostille	\$ 75.00
Dominica Flag	\$ 60.00
Courier (International – may be higher for some locations and package and delivery type)	\$ 100.00
Courier (Domestic)	\$ 40.00
Transcript of Registry	\$ 350.00
Certificate of Marriage, Birth, Death, Burial	\$ 250.00
Recordation of Instrument	\$ 350.00
Telecommunication Fee	Case-by-Case
Registration of MMSI for non-vessel maritime devices (per device)	\$ 100.00
<b>Inspection Fees</b>	
Pre-Registration Inspection*	\$2400.00 / day
Annual Inspection (Initial and Follow-on years)*	\$3500.00 / day
Special Inspection*	Case-by-case
Detention Prevention Inspection*	\$3500.00 / day
Post-Detention Inspection per day	\$3500.00 / day
Post – Marine Casualty Inspection*	\$4500.00 / day
Additional items completed during Annual Inspection (i.e. ISPS Verification Audit, ISM Audit)**	\$ 750.00/ \$ 750.00
Maritime Labour Compliance Inspection	\$2400.00 / day
Company Audit for DOC	\$3500.00
Travel Days (per day)	Case-by-case
Inspector Displacement Fee	Case-by-Case
Travel	Case-by-Case
Telecommunication Fee	Case-by-Case
<p><i>*Fees for these inspections are based upon an estimated one day of inspection.  Invoices for base inspection fees must be paid prior to inspector arrival.  Required additional days will be charged on a case-by-case basis.  **This fee may change depending upon the amount of time required to complete.</i></p>	

<b>Violations</b>	
Prohibition to Sail	\$350.00
Failure to report (Failure to report port state incident, crew change, lay up, arrest, change of flag)	\$350.00
Minimum Safe Manning Violation (PSC deficiency related)	\$5000.00
Flag State Inspection Violation (Fee charged each month late for FSI)	\$1000.00
Failure to submit Crew List (non-submission over 3 months)	\$500.00
Failure to Compensate Crew (per incident, based on statement from ILO)	\$10,000.00

  

<b>Penalty for Late Payment</b>	
A person or entity who fails to pay any fee, penalty, invoice or other charge payable by him under the Act or Maritime Regulations when they become due, shall be subject to the payment of a late payment penalty as follows:	1 to 90 days – 15%
	90 to 120 days – 20%
The defaulter shall be liable for the payment for the outstanding amounts in addition to the late payment penalty fee without regard to other measures taken to ensure payment.	120 to 180 days – 35%
The Maritime Administrator may revoke the Certificate of Registry of any person who fails to pay any fee, penalty, invoice or other charge in accordance with the Maritime Regulations.	