



**Virgin Islands Shipping Registry**

Cutlass Towers, PO Box 4751, Road Town, Tortola, VG1110, British Virgin Islands  
Tel: +1 284 468 2902/2903 • Fax: +1 284 468 2913 • Duty Officer: +1 284 468 9646  
Website: www.vishipping.gov.vg • General Email: vishipping@gov.vg

**PAYMENT INSTRUCTIONS**

**(a). Local Customers**

**CASH :** Payments may be made in cash in United States Dollars (US\$)

**CHEQUES :** A cheque should be drawn on a local bank in the British Virgin Islands (BVI) or an American Bank, in US Dollars, payable to **“ACCOUNTANT GENERAL”**

**CREDIT / DEBIT CARD PAYMENTS:** Credit/Debit Card (VISA or MASTERCARD) details on both sides of the card will be recorded and the client will have to sign a Credit card Authorisation Form SR035 -06 if they are not personally presenting the card in the Shipping Registry office.

**(b) Foreign Customers**

**1. WIRE TRANSFER : Payments may be made by wire-transfer as follows:**

Wells Fargo Bank, New York  
11 Penn Plaza, 4<sup>th</sup> Floor  
New York, NY 10001  
SWIFT Address: PNBPUS3NNYC  
ABA # : 026005092

**For credit to Account, to:-**

Account Number: 2000192005393  
First Caribbean International Bank  
Tortola  
British Virgin Islands  
SWIFT CODE: FCIBVGVG

**Beneficiary Account: 215001660**

**Beneficiary Name:- “Accountant General”** (Shipping Registry Department)

(Please turn over for further instructions)

**Note 1: With effect from 1<sup>st</sup> February 2017, the bank (First Caribbean International) will be charging a US\$15.00 processing fee for clearing each wire transfer. Please ensure this additional sum of \$15.00 is added to each invoiced sum when making wire transfers.**

**Note 2: Please fax/email a copy of the wire transfer information as soon as the transaction has been completed at your end, giving reference to the ship or job involved**

**2. BANK DRAFTS:** Payments may also be made by using a **Bank Draft** drawn in US Dollars payable to the “ACCOUNTANT GENERAL”

**3. INTERNATIONAL MONEY ORDERS:** International Money Orders drawn in US Dollars are accepted.

**4. CREDIT CARD PAYMENTS:** Photocopies of both sides of the Credit/Debit Card (VISA or MASTERCARD) should be emailed to the office together with a Credit card Authorisation Form SR035 -06.