

## ■ Procedures for participation

### Application for participation

- Fill out a participation application after agreeing with the “Policies” on the VIB website.

<https://www.vesselinformationboard.com/register>

### Conclusion of agreement

- Conclude the “Service Agreement.”

### Payment of security deposit

- Transfer a security deposit of US\$5,000 as described in the invoice.
- Receive an ID/PW to log in to the VIB website.

## ■ Initial registration

### Registration of company information

- Register your company information on My Page “Editing Company information” screen.
- Can attach the “Company PR Sheet” (vertical A4 x 1, JPEG or PNG file).

### Registration of vessel information

- Register basic information about your vessel on My Page “My fleet” screen.

### Registration of operation information

- Register operation information for registered vessels
- Register the status of registered vessels.
  - OPEN (Negotiation possible)
  - FIRM (Negotiation impossible/Under negotiation)
  - FIXED (Negotiation impossible/Finalized)
- Update information accordingly and maintain optimum information for negotiation.

## ■ Communication

### Inquiry

- Important notices will be placed on “Messages from VIB” screen.
- For any inquiry and reporting regarding a violation of the duty of good faith, and application for withdrawal, send us an e-mail at the following address: [vib@vesselinformationboard.com](mailto:vib@vesselinformationboard.com)