



# TUVALU SHIP REGISTRY

Vaiaku, Funafuti, Tuvalu

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## REGISTRY CIRCULAR

RC-1/2012/1

08/2018

**FOR:** Ship Owners, Ship Managers, Ship Operators

**SUBJECT: TUVALU SHIP REGISTRY NORMAL REGISTRATION PROCEDURES**

**PURPOSE:** This Circular is to inform all Owners, Managers and Agents on the procedures to register vessels under Tuvalu flag.

### **A. BACKGROUND**

1. Normal registration applies for ship owners / operators (in their capacity) who wish to register their vessel(s) for Provisional & Permanent registration under Tuvalu.
2. Upon acceptance of the registration fee, a user-ID and password will be provided to the ship owner / operator / agent to apply for the registration on-line. The same login may be used to also apply for Tuvalu Crew Endorsements required for all ship officers (refer to Registry Circular RC-5/2012/1) and for submission of future applications for ship registration and/or crew endorsements.

*(Note: Please contact this office either by phone/email (+65-6224-2345 / [support@tvship.com](mailto:support@tvship.com)) with submission of a screen shot(s) should you experience any problem during the on-line registration process)*

3. The vessel(s) will first be issued with Provisional registry certificates with validity of up till six (6) months and once the conditions are met for Permanent registration, the vessel will be issued with the Permanent Certificate of Registry (COR) with validity of up till five (5) years, and where applicable, the Permanent Minimum Safe Manning Certificate sharing the same validity as the COR, and the Ship Radio Station Licence (SRSL) with validity of up till one (1) year. The SRSL is renewed annually upon payment of the Annual Fees and Annual Tonnage Taxes.

### **B. REGISTRATION DOCUMENTS FOR SUBMISSION**

#### **PROVISIONAL REGISTRATION**

Please email ([support@tvship.com](mailto:support@tvship.com)) copies of the following documents:

1. Application Form R1 printed from online submission (with signature and stamp)
2. Existing Registry and Trading Certificates (applicable to existing vessels)
3. Confirmation (by letter or email) from vessel's Recognised Organisation (RO) that change of flag survey is in progress of being arranged (applicable to existing vessels)
4. Confirmation (by letter or email) from vessel's RO that survey and statutory certification will be carried out on behalf of Tuvalu (applicable to new buildings)
5. Notarized copy of Bill of Sale\* (for existing vessels) or Builder's Certificate / Builder's Contract (for new buildings)
6. Company Certificate of Incorporation
7. Company Certificate of Good Standing OR Certificate of Incumbency (not required for all jurisdictions)

8. Owner's Representative & Applicant's Passport or ID (if the owner's representative is different from the applicant)

(\*Note: Kindly ensure seller is the same as previous owner indicated in Form R1 and the previous certificate of registry. Otherwise, a letter of authorization from the previous owner (or Power of Attorney) is required to ensure seller is authorized to make the sale.)

Once the above documents are verified and confirmed in order, Tuvalu will issue the Provisional registry certificate(s) after receipt of payment of the accepted registration fees.

### **PERMANENT REGISTRATION**

For conversion from Provisional to Permanent registration (no additional fees involved), **the following documents must be couriered to our office before expiry of Provisional certificates:**

1. Original Application Form R1 printed from online submission (with signature and stamp)
2. Original Notarized Bill of Sale / Builder's Certificate (will be returned to owner after sighting by the registry)
3. Original Deletion Certificate from previous registry (applicable to existing vessels)

In addition to the above, the following documents should be submitted by **email** ([support@tvship.com](mailto:support@tvship.com)) **before expiry of Provisional certificates:**

4. Statutory Certificates issued to the vessel by the RO on behalf of Tuvalu
5. Current Crew List to ensure that all OFFICERS hold valid Tuvalu Crew Endorsements (applicable to manned vessels)
6. Certificate of Proficiency for Security-Related Training for all Seafarers in accordance to STCW VI/6 (applicable to vessels that comply to the ISPS Code - refer to Marine Circular MC-7/2013/1)
7. P&I and H&M Insurance Cover
8. Continuous Synopsis Record (CSR) File and application for next CSR document (applicable to vessels that comply to the ISPS Code - refer to Marine Circular MC-4/2007/12/2)
9. LRIT Conformance Test Report (if applicable - refer to Marine Circular MC-2/2008/11/12/4)
10. Bunker Convention Blue Card (if applicable - refer to Marine Circular MC-1/2008/11/2)
11. Wreck Removal Convention Blue Card (if applicable - refer to Marine Circular MC-2/2015/1)
12. Civil Liability Convention Blue Card (if applicable - refer to Marine Circular MC-10/2015/1)
13. COSPAS SARSAT EPIRB Registration Certificate (applicable to self-propelled manned vessels - refer to Marine Circular MC-1/2015/1)
14. Certificate of Insurance or documentary evidence in respect of Seafarer Repatriation costs and liabilities as required under Regulation 2.5.2, Standard A2.5.2 of MLC 2006, as amended (if applicable – refer to Marine Circular MC-1/2016/1)
15. Certificate of Insurance or documentary evidence in respect of Shipowners' Liability as required under Regulation 4.2, Standard A4.2.1 Para 1(b) of MLC 2006, as amended (if applicable – refer to Marine Circular MC-1/2016/1)

Best regards,

Operations Department  
Tuvalu Ship Registry