TUVALU SHIP REGISTRY

Singapore Operations Office:
10 Anson Road #25-16, International Plaza, Singapore 079903
Tel: (65) 6224 2345 Fax: (65) 6227 2345
Email: info@tvship.com Website: www.tvship.com

REGISTRY CIRCULAR

RC-1/2012/1

11/2026

FOR: Ship Owners, Ship Managers, Ship Operators

SUBJECT: NORMAL REGISTRATION

PURPOSE: This circular provides guidance for the registration of vessels on the Tuvalu On-line Registry (TOR) platform.

A. GENERAL

1. Normal registration applies for ship owners / operators (in their capacity) who wish to register their vessel(s), whether existing or a newbuilding, for Provisional & Permanent registration under Tuvalu.

2. Where activation of Inmarsat Terminal(s) is/are required:

   - Obtain your assigned Tuvalu Call Sign and MMSI Number.
   - Submit your activation request to Tuvalu's authorized Satellite Service Provider (SSP) prior to registration.
   - **Terminal activation will take effect upon official activation of vessel registration and receipt of security deposit by the SSP.** (Please refer to Marine Circular MC-19/2012/1 at https://tvship.com/marinecircular)

3. Upon approval of registration, the vessel shall be granted Provisional registration of up till six (6) months and once the conditions are met for Permanent registration, the vessel will be granted a Permanent Certificate of Registry (COR) with validity of up till five (5) years.

4. Where applicable, the Permanent Minimum Safe Manning Certificate (MSMC) shall also be issued and shall share the same validity as the COR, while the Ship Radio Station Licence (SRSL) shall have a validity of up till one (1) year and shall be renewed annually upon payment of the Annual Fees and Annual Tonnage Taxes.

B. TUVALU ON-LINE REGISTRY (TOR) PLATFORM

1. The Tuvalu Administration has adopted the full implementation of electronic certificates (refer to Marine Circular MC-5/2016/1 for more details).

2. To login to the TOR platform or to register for an account, please go to https://tor.tvship.com.

3. A TOR account is required to apply for registration and submit all registration documents (refer to Section C of this circular) on the TOR platform.

4. TOR users will be able to access their vessel(s) online and download invoices, registry certificates, exemption letters etc. after a vessel is successfully registered. In addition, a user will also be able to access an array of services which includes applying for crew endorsements (refer to Registry Circular RC-5/2012/1), exemptions, deletion etc.

(Note: *Please contact this office either by phone/email (+65-6224-2345 / support@tvship.com) with submission of a screen shot(s) should you experience any problems on the TOR platform)*

C. REGISTRATION DOCUMENTS FOR SUBMISSION

1. *PROVISIONAL REGISTRATION*

The below documents (as applicable) shall be uploaded on TOR at the end of the online registration process in order for the Administration to review the application:

1.1. Notarized Bill of Sale (existing vessel) or Builder's Certificate / Builder's Contract (new building)

1.2. Existing Certificate of Registry (Permanent) (existing vessel)

1.3. Existing International Tonnage Certificate (existing vessel)

1.4. Recognized Organization (RO) confirmation on change of flag survey (existing vessel) or statutory survey (new building)

1.5. Evidence of P&I cover (refer to Marine Circular MC-1/2004/1 for list of recognized P&I providers) in any of the following forms:

1.5.1. Letter of Entry or Certificate of Entry

1.5.2. Conditional / Provisional P&I Cover (pending submission of Provisional Certificate of Registry to the P&I club)

1.6. Certificate of Incorporation / Good Standing (registered owner)

1.7. Certificate of Incumbency (registered owner)

1.8. Applicant's Passport or ID

1.9. Power of Attorney to Applicant (required only where the Applicant is not a Director)

2. ***PERMANENT REGISTRATION***

For conversion to Permanent registration (no additional fees involved), the following documents shall, before expiry of Provisional registration, be:

2.1. Delivered to the Administration:

2.1.1. Original Deletion Certificate from previous registry, except where this certificate exists only in electronic format (applicable to existing vessels)

2.2. Uploaded to the vessel's file in the TOR platform (where applicable):

Documents & Certs -> Documents -> Permanent -> Outstanding*:*

2.2.1. P&I Certificate of Insurance

2.2.2. LRIT Conformance Test Report (refer to Marine Circular MC-2/2008/11/12/4)

2.2.3. Certificate of 406 MHz Beacon (EPIRB) Registration Certificate (refer to Marine Circular MC-1/2015/1)

2.2.4. Financial Security in respect of Shipowners' Liability as required under Regulation 4.2, Standard A4.2.1 Para 1(b) of MLC 2006, as amended (refer to Marine Circular MC-1/2016/1)

2.2.5. Financial Security in respect of Seafarer Repatriation costs and liabilities as required under Regulation 2.5.2, Standard A2.5.2 of MLC 2006, as amended (refer to Marine Circular MC-1/2016/1)

2.2.6. Crew List (where there are officers serving on board)

Misc - > CSR File -> CSR Uploaded File

2.2.7. Complete Continuous Synopsis Record (CSR) File of the vessel (refer to Marine Circular MC-4/2007/12/2)

Documents & Certs -> Statutory Certs tab:

2.2.8. Statutory Certificates issued to the vessel by Flag or RO

2.3. Applied through the vessel's file in the TOR platform:

Misc - > CSR File -> CSR Certificate

2.3.1. Next CSR document under Tuvalu

Documents & Certs -> Miscellaneous Certificates

2.3.2. Bunker Convention Certificate (refer to Marine Circular MC-1/2008/11/2)

2.3.3. Wreck Removal Convention Certificate (refer to Marine Circular MC-2/2015/1)

2.3.4. Civil Liability Convention Certificate (refer to Marine Circular MC-10/2015/1)

3. ***AFTER PERMANENT REGISTRATION***

3.1. An Updated Crew List should be submitted whenever there are changes to the crew.

3.2. Renewed P&I Certificate of entry and relevant Blue Cards shall be submitted prior to the expiry of the present cover.

3.3. Any changes to the Directors and/or Shareholders of the Registered Owner must be notified no later than 30 days of the change being filed.

3.4. A recent Company Certificate of Incumbency of the Registered Owner issued within three (3) months of submission shall be submitted prior to renewal of the vessel's registration.