



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-10/2026/1

8/2026

FOR: Ship Owners, Ship Managers, Ship Operators, Ship Masters, Ship Officers, Classification Societies

SUBJECT: CHANGE OF ISM COMPANY

PURPOSE: This circular provides guidance on the requirements and procedures for changing of ISM Company for a Tuvalu-flagged vessel.

A. COMPLIANCE SCREENING

The proposed ISM Company and its beneficial owners are subject to due-diligence and compliance screening to ensure that the change will not expose the Tuvalu Administration to regulatory, reputational, or compliance risks.

B. DOCUMENTS TO BE SUBMITTED FOR UPDATING OF THE REGISTER AND ISSUANCE OF CONTINUOUS SYNOPSIS RECORD (CSR)

1. [Form BOD] Beneficial Ownership Declaration Form (For Compliance Purposes)
2. [Form ISMC] Declaration of Company – ISM Code
3. [Form ISMDP] Declaration of Designated Person(s) – ISM Code
4. [Form CSO] Declaration of CSO – ISPS Code
5. Document of Compliance (DOC) – ISM Code (issued by RO)
6. Safety Management Certificate (SMC) – ISM Code (issued by RO)
7. International Ship Security Certificate (ISSC) – ISPS Code (issued by RSO)
8. [Form CSR] Application for Amendment of Tuvalu Continuous Synopsis Record
9. Maritime Labour Certificate (MLC) – MLC, 2006 (issued by RO)

C. NOTES

1. All Forms may be downloaded at: <https://www.tvship.com/forms>

Please contact support@tvship.com or +65 6224 2345 for queries relating to the above.

Best regards,

Operations Department
Tuvalu Ship Registry