



TUVALU SHIP REGISTRY

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REGISTRY CIRCULAR

RC-2/2012/1

7/2024

FOR: Ship Owners, Ship Managers, Ship Operators

SUBJECT: SINGLE DELIVERY VOYAGE (SDV) REGISTRATION

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

A. GENERAL

1. SDV registration is suitable for vessel(s) that require a flag for a delivery voyage from port to port, e.g. for the purpose of delivering a new or second-hand vessel to its new buyers, or for delivery of a vessel for demolition/scrap.
2. Upon approval of SDV registration, the vessel shall be issued the relevant Provisional Registry Certificates with validity of up till three (3) months which may be extended as necessary.

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 the ONLINE SERVICES menu at <https://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. 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. Memorandum of Agreement / SNP Contract / 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. Recognised Organisation (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. It is the responsibility of the ship owner / manager to ensure that the following are carried out prior to vessel undertaking its delivery voyage:
 - 2.1. Uploaded to the vessel's file in the TOR platform (where applicable):

Documents tab – <Provisional Registration Documents>:

 - 2.1.1. P&I Certificate of Insurance (if not provided earlier)
 - 2.1.2. Certificate of 406 MHz Beacon (EPIRB) Registration Certificate (refer to Marine Circular MC-1/2015/1)
 - 2.1.3. Crew List (where there are officers serving on board)

Statutory Certificates tab:

 - 2.1.4. Statutory Certificates issued to the vessel by Flag or RO
 - 2.2. Applied through the vessel's file in the TOR platform (where applicable):

Registry & Attestation/Exemption Certificates tab – <Apply for Miscellaneous Certificates>:

 - 2.2.1. Bunker Convention Certificate (refer to Marine Circular MC-1/2008/11/2)
 - 2.2.2. Wreck Removal Convention Certificate (refer to Marine Circular MC-2/2015/1)
 - 2.2.3. Civil Liability Convention Certificate (refer to Marine Circular MC-10/2015/1)