



# TUVALU SHIP REGISTRY

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## REGISTRY CIRCULAR

### RC-8/2012/1

02/2020

**FOR:** Yacht Owners, Yacht Managers, Yacht Captains, Yacht Brokers and any interested parties

**SUBJECT: YACHT REGISTRATION**

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

#### **A. GENERAL**

1. This applies to anyone wishing to register a yacht of any size (private or commercial) for Provisional & Permanent registration under Tuvalu.
2. For detailed guidance and instructions with respect to the requirements for yachts, please refer to the Tuvalu Yacht Circular YC-1/2012/1 (for yachts less than 24 metres in length), and YC-2/2012/1 (for yachts above 24 metres in length).
3. Upon approval of registration, a yacht shall be granted Provisional registration of up till six (6) months and once the conditions are met for Permanent registration, the yacht will be granted a Permanent Yacht Certificate of Registry (YCOR) with validity of up till one (1) or three (3) years depending on the option preferred.
4. Where applicable, the Permanent Minimum Safe Manning Certificate (MSMC) and the Ship Radio Station Licence (SRSL) shall also be issued and shall share the same validity as the YCOR.

#### **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 yacht(s) online and download invoices, certificates, exemption letters etc. after a yacht 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](mailto: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 yacht) or Builder's Certificate / Builder's Contract (new yacht)
- 1.2. Recent Photographs of the yacht (both sides and aft view showing present name and port of registry)
- 1.3. Existing Registry Certificates (existing yacht)
- 1.4. Existing Survey / Classification / Recreational Craft Directive (RCD) Certificates (existing yacht)
- 1.5. Certificate of Incorporation / Good Standing (registered owner – if company)
- 1.6. Certificate of Incumbency (registered owner – if company)
- 1.7. Owner(s) Passport (registered owner – if individual(s))
- 1.8. Applicant's Passport or ID (if on behalf of the registered owner)
- 1.9. Power of Attorney to Applicant (if applicable)

### **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 Notarized Bill of Sale / Builder's Certificate (will be returned after sighting) or Notarized Certified True Copy of the applicable document (will *not* be returned).
- 2.1.2. Original Deletion Certificate from previous registry (applicable to existing yachts)

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

##### **DOCUMENTS tab – <Outstanding Documents>:**

- 2.2.1. P&I (refer to Marine Circular MC-1/2004/1) and H&M Insurance Cover
- 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)

##### **CSR File tab:**

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

##### **Statutory Certificates tab:**

- 2.2.7. Statutory Certificates issued to the yacht by Flag or RO

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

**CSR File tab:**

2.3.1. Next CSR document under Tuvalu

**Registry & Attestation/Exemption Certificates tab – <Apply for 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)

Best regards,

Operations Department  
Tuvalu Ship Registry