



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-5/2012/1

4/2026

FOR: Ship Owners, Ship Managers, Ship Operators

SUBJECT: CREW ENDORSEMENT APPLICATION

DEFINITIONS:

- “COC” – Certificate of Competency in accordance to the STCW
- “GOC” – GMDSS Operator Certificate
- “ROC” – Radio Operator Certificate
- “DCE” – Dangerous Cargo Endorsement (e.g. Advanced Oil/Chemical Tanker Certificate)
- “SSO” – Ship Security Officer Certificate
- “PCOE” – Provisional Certificate of Endorsement (issued against an officer’s COC / GOC / ROC / DCE / SSO)
- “COE” – Certificate of Endorsement (issued against an officer’s COC / GOC / ROC / DCE / SSO)
- “STCW” – International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended

PURPOSE:

This circular provides the application procedure of Tuvalu Crew Endorsements on the Tuvalu Online Registry (TOR 2) platform which are required **ONLY for officers** serving onboard Tuvalu flagged vessels. For list of foreign maritime administrations whose COCs are recognized by Tuvalu, please refer to Marine Circular MC-1/2025/1 which can be found at <https://tvship.com/marinecircular>

A. TUVALU ONLINE REGISTRY (TOR 2) PLATFORM

1. The Tuvalu Administration has adopted the full implementation of electronic certificates (refer to Marine Circular MC-3/2015/1 for more details and verification methods).
2. To login to the TOR 2 platform or to register for an account, please go to the ONLINE SERVICES menu at <https://tvship.com> and click TOR 2 Portal.
3. A TOR user account is required to apply for Tuvalu Crew Endorsement(s) on the TOR 2 platform.
(Note: Please contact this office either by phone/email (+65-6224-2345 / crewing@tvship.com) with submission of a screenshot(s) should you experience any problems on the TOR 2 platform)

B. GENERAL

All successful applicants will first be issued with a PCOE(s) valid for 3 months to allow the crew to serve onboard a Tuvalu flagged vessel while awaiting the process for issuance of final COE which will be valid for 3 years or up till the expiry of the officer’s COC / GOC / ROC / DCE / SSO, whichever earlier.

C. PROCEDURE FOR APPLYING CERTIFICATE OF ENDORSEMENT (COE) IN TOR 2 PORTAL

1. STEP 1 – Access the COE Application Screen

- 1.1. Navigate to the <Crewing> tab
- 1.2. Click on <Apply COE>



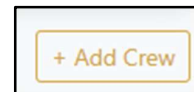
2. STEP 2 – Select Vessel

- 2.1. Locate the vessel
[Tips: Use the <Search...> box to filter by vessel name]
- 2.2. Click the “Pen icon” under <Action(s)> to add or edit crew list



3. STEP 3 – Add Crew

- 3.1. Click <+ Add Crew> box, located at the bottom right corner



4. STEP 4 – Enter Crew Details

- 4.1. Key in the crew particulars [Name, Rank, Nationality, Passport Number, Date of Birth]
[Note: This step only inserts crew details. COE is not applied here]
- 4.2. Click <Check Crew> to verify whether the crew member already has existing records.
*[Note: Name, Passport Number, Date of Birth **must be correct** for the check to work]*
- 4.3. **If a record is found**, click <Add This Crew> to assign the crew to this vessel
- 4.4. **If no record is found**, click <Add Crew> to proceed with adding this crew

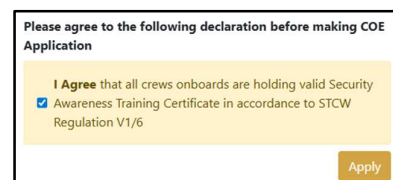
5. STEP 5 – Apply for COE

- 5.1. The added crew will appear under <Crew Without COE>
- 5.2. Click <Apply> under <Action> to submit COE application
[Tips: To apply for multiple Provisional COEs (PCOE) at once, tick the checkbox beside each crew member's name]



6. STEP 6 – Confirm Mandatory Requirement

- 6.1. <Tick> the checkbox to confirm that all crew(s) onboard are holding valid Security Awareness Certificate in accordance to STCW Regulation VI/6
- 6.2. Click <Apply> to proceed



7. STEP 7 – Review Personal Information

- 7.1. Click <Personal Information> tab
- 7.2. Verify all details
[Note: Edit any particulars if necessary]

8. STEP 8 – Provide Medical Certificate

- 8.1. Click <Medical Certificate> tab
- 8.2. Enter the required Medical Certificate (MC) information
- 8.3. Upload Medical Certificate (MC)

9. STEP 9 – Upload Documents

- 9.1. Click <Documents> tab
- 9.2. Upload required documents
[Passport is mandatory at this stage for issuance of PCOE]
[Recommendation: Upload all available documents to shorten COE processing time]
[Note: Coloured passport size photo in .jpg or .jpeg format]

10. STEP 10 – Select COE Type and Upload Certificate(s)

- 10.1. Select type of COE required for the crew(s) – COC, GOC/ROC, SSO or DCE
- 10.2. Complete the particulars box that appears based on your selection in 10.1
[Note: If two or more COE types are contained within **one** certificate (e.g., COC and GOC on a single document), you may use the <Duplicate Certificate> button to avoid re-entering the same information multiple times]
- 10.3. Upload the required certificate(s)
- 10.4. Upload the verification document for each type of COE applied, if available at this stage.
[Note: Verification upload is mandatory if a PCOE is to be converted to COE]

A rectangular button with a light blue background and a dark border. It contains a small document icon on the left and the text "Duplicate Certificate" in a dark font.

11. STEP 11 – Select Billing Party

- 11.1. Click <Select an option...> and Select the correct Billing Party for the invoicing
- 11.2. If the required Billing Party is not found, click <+Add new Billing Party>, which will link to new Billing Party page, and submit for approval
[Note: You will be notified once the Billing Party has been approved]

A dropdown menu with a light blue background and a dark border. It contains the text "Billing *" in a dark font.A dropdown menu with a light blue background and a dark border. It contains the text "Select an option..." in a dark font.A rectangular button with a light blue background and a dark border. It contains a plus sign icon on the left and the text "+ Add New Billing" in a dark font.

12. STEP 12 – Download PCOE(s)

- 12.1. After successful application, **scroll down** until the <Certificates Issued> section
- 12.2. Click on the [PCOE Number] to download the Provisional COE(s).
- 12.3. Click on the [Invoice Number] to download the invoice(s)

13. STEP 13 – Access Invoice(s) and Records

- 13.1. Use <CoE Records> tab to easily locate and access all issued PCOEs, COEs, related invoices and crew files]

D. PROCEDURE FOR SIGN-ON AND SIGN-OFF CREW(S) IN TOR 2 PORTAL

1. STEPS FOR SIGN-IN CREW (INDIVIDUAL METHOD)

- 1.1. Navigate to the <Crewing> tab
- 1.2. Click on <CoE Records>
- 1.3. Locate the Crew Name
[Tips: Use the <Search...> box to filter by crew(s) name]
- 1.4. Click the [Crew Name]
- 1.5. Click <Assign Vessel> button
- 1.6. Click <Select an option...> to select and assign to correct vessel

2. STEPS FOR SIGN-IN CREW (BULK METHOD)

*[Note: This method applies **only** if crew(s) already been signed-off [as steps 4 below]. If unsure please use steps 3]*

- 2.1. Navigate to the <Crewing> tab
- 2.2. Click on <Signed-Off Crews>
- 2.3. Locate the Crew Name
[Tips: Use the <Search...> box to filter by crew(s) name]
- 2.4. <Tick> the checkbox beside the crew(s) name to select
[Note: Multiple selections are allowed]
- 2.5. Click <Assign Crew(s) to Vessel> to proceed
- 2.6. Click <Select an option...> to select and assign to correct vessel

3. STEPS FOR SIGN-IN CREW (UNSURE IF RECORD EXISTS)

- 3.1. Navigate to the <Crewing> tab
- 3.2. Click on <Apply COE>
- 3.3. Locate the vessel
[Tips: Use the <Search...> box to filter by vessel name]
- 3.4. Click the “Pen icon” under <Action(s)> to add or edit crew list
- 3.5. Click <+ Add Crew> box, located at the bottom right corner
- 3.6. Key in the crew particulars [Name, Rank, Nationality, Passport Number, Date of Birth]
[Note: This step only inserts crew details. COE is not applied here]
- 3.7. Click <Check Crew> to verify whether the crew member already has existing records.
*[Note: Name, Passport Number, Date of Birth **must be correct** for the check to work]*
- 3.8. **If a record is found**, click <Add This Crew> to assign the crew to this vessel
- 3.9. **If no record is found**, click <Add Crew> to proceed with adding this crew

4. STEPS FOR SIGN-OFF CREW

- 4.1. Navigate to the <Crewing> tab
- 4.2. Click on <Apply COE>
- 4.3. Locate the vessel
[Tips: Use the <Search...> box to filter by vessel name]
- 4.4. Click the “Pen icon” under <Action(s)> to add or edit crew list
- 4.5. Click <Active Crews> section
- 4.6. <Tick> the checkbox beside the Crew Name to select.
[Tips: Signing off multiple crew(s) at once is allowed]
- 4.7. Click <Sign-Off Crew(s)> button

E. GUIDE ON VARIOUS TYPES OF STCW CERTIFICATE(S)

1. **Master and Deck Department**
Certificate of Competency (navigational watch) issued in accordance with STCW Chapter II
2. **Engine Department**
 - 2.1. Certificate of Competency (engineering watch) issued in accordance with STCW Chapter III
 - 2.2. Certificate of Competency (electro-technical) issued in accordance with STCW Chapter III/6
3. **Radiocommunication and Radio Operator**
Certificate of Competency (GMDSS GOC/ROC) issued in accordance with STCW Chapter IV
4. **Oil and Chemical Tankers**
 - 4.1. Certificate of Training (oil and chemical tankers cargo operations) issued in accordance with STCW Chapter VI/1-1
 - 4.2. Certificate of Training (advance fire-fighting) issued in accordance with STCW Chapter VI/3
5. **Liquefied Gas Tankers**
 - 5.1. Certificate of Training (liquefied gas tankers cargo operations) issued in accordance with STCW Chapter VI/1-2
 - 5.2. Certificate of Training (advance fire-fighting) issued in accordance with STCW Chapter VI/3
6. **Passenger Ships**
Certificate of Training (various passenger ship safety trainings) issued in accordance with STCW Chapter VI/2
7. **IGF Code Ships (ships using gases or other low-flashpoint fuels for propulsion)**
Certificate of Competency (service on ships subject to IGF Code) issued in accordance with STCW Chapter VI/3
8. **Ship Security Officer**
Certificate of Proficiency (ship security training) in accordance with STCW Chapter VI/5

Note:

Please contact this office either by phone/email (+65 6224 2345 / crewing@tvship.com) for any problems encountered during the online application process.

Best regards,

Crewing Department
Tuvalu Ship Registry