



# TUVALU SHIP REGISTRY

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## REGISTRY CIRCULAR

RC-1/2012/2

7/2024

**FOR:** Ship Owners, Ship Managers, Ship Operators

**SUBJECT: REGISTRATION FOR NEWBUILDING UNDER CONSTRUCTION**

**PURPOSE:** This circular provides guidance to apply for a Certificate of Intended Registry for Newbuilding under Construction (CNC) on the Tuvalu On-line Registry (TOR) platform.

### A. GENERAL

1. Applying for a CNC allows ship owners / ship builders (in their capacity) who wish to apply for a certificate that supports their intention to register newbuilding(s) prior to construction under Tuvalu for various reasons which may include having a flag to consult for technical matters or to meet mortgage recording requirements by banks when taking out a loan to finance the building of the vessel.
2. Upon approval, a CNC shall be granted for a period of twelve (12) months while allowing for extensions in blocks of three (3) months until such time the building of the vessel is completed.

### 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, certificates, exemption letters etc. after a CNC is approved.

*(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. DOCUMENTS FOR SUBMISSION FOR CNC

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

1. Shipbuilding Contract (or equivalent)

#### Note

The above refers to the contract between the proposed owner and the yard and should contain the following information:

- the date of such contract;
- the hull number of the vessel;
- the expected date of delivery; and
- the estimated gross tonnage.

2. Classification Society Statement (confirming construction has commenced)
3. Shipbuilder Letter (confirming that construction has commenced)
4. Certificate of Incorporation / Good Standing (registered owner)
5. Certificate of Incumbency (registered owner)
6. Applicant's Passport or ID
7. Power of Attorney to Applicant (required only where the Applicant is not a Director)

**D. APPLYING FOR REGISTRATION AFTER COMPLETION OF CONSTRUCTION**

Upon completion of construction of the vessel, the ship owner / ship builder may choose to apply for registration through TOR by following the steps below:

1. Login to TOR
2. Search and go to the vessel's record
3. Click on the **<Registration Type>** button in Vessel Information Page
4. Select the "Type of Registration" and follow the online registration process

Note

Ship owners / builders may choose from the following types of registration available:

- 4.1. Normal Registration (refer to Registry Circular RC-1/2012/1)
- 4.2. Single Delivery Voyage (SDV) Registration (refer to Registry Circular RC-2/2012/1)
- 4.3. Bareboat Charter Registration (refer to Registry Circular RC-3/2012/1)