



# TUVALU SHIP REGISTRY

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## REGISTRY CIRCULAR

### RC-2/2012/1

03/2024

**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](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. 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. Certificate of Incorporation / Good Standing (registered owner)

- 1.6. Certificate of Incumbency (registered owner)
- 1.7. Applicant's Passport or ID
- 1.8. 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 (refer to Marine Circular MC-1/2004/1) and H&M Insurance Cover
- 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)