



TUVALU SHIP REGISTRY

Vaiaku, Funafuti, Tuvalu

Email: info@tvship.com Website: www.tvship.com

REGISTRY CIRCULAR

RC-3/2012/1

12/2016

FOR: Ship Owners, Ship Managers, Ship Operators

SUBJECT: BAREBOAT CHARTER IN REGISTRATION PROCEDURES

PURPOSE: This Circular is to inform all Owners and Managers on the procedures to register vessels under Bareboat Charter-In registration with Tuvalu flag.

A. BACKGROUND

1. Bareboat Charter-In registration applies to bareboat charterers / operators (in their capacity) who wish to register their vessel(s) for Bareboat Charter-In Provisional & Permanent registration under Tuvalu.
2. Upon acceptance of the registration fee, a user-ID and password will be provided to the ship owner / operator / agent to apply for the registration on-line. The same login may be used to also apply for Tuvalu Crew Endorsements required for all ship officers (refer to Registry Circular RC-5/2012/1) and for submission of future applications for ship registration and/or crew endorsements.

Note: *Should you encounter any problems during the online application process, please contact this office either by phone/email (+65-6224-2345 / support@tvship.com).*

3. The vessel(s) will first be issued with Provisional Bareboat Charter-In registry certificates and once the conditions are met for Permanent registration, the vessel will be issued with the Permanent Bareboat Charter-In registry certificates. For more details on the requirement of Permanent registration, please refer to section (B) below.

B. REGISTRATION DOCUMENTS FOR SUBMISSION

PROVISIONAL REGISTRATION

Please email (support@tvship.com) copies of the following documents:

1. Application Form R1 printed from online submission (with signature and stamp)
2. Existing Registry and Trading Certificates
3. Confirmation from vessel's Recognised Organisation (RO) that change of flag survey is in progress of being arranged
4. Notarized Bareboat Charter Agreement
5. Letter of Consent from underlying Registry
6. Written Consent from the Registered Mortgagee (if applicable)
7. Bareboat Charterer's Company Certificate of Incorporation
8. Bareboat Charterer's Company Certificate of Good Standing OR Certificate of Incumbency (not required for all jurisdictions)

9. Notarized Charterer's & Applicant's Passport or ID (if the charterer is different from the applicant)

Once the above documents are verified and confirmed in order, Tuvalu will issue the Provisional Bareboat Charter-In registry certificate(s) after receipt of payment of the accepted Registration fees.

PERMANENT REGISTRATION

For conversion from Provisional to Permanent registration (no additional fees involved), **the following documents must be couriered to our office before expiry of Provisional Bareboat Charter-In registry certificates:**

1. Original Application Forms R1 printed from online submission (with signature and stamp)
2. Original Notarized Bareboat Charter Agreement (will be returned to charterer after sighting by the registry)
3. Original Letter of Consent from underlying Registry

In addition to the above, the following documents should be submitted by **email** (support@tvship.com) **before expiry of Provisional Bareboat Charter-In registry certificates:**

4. Statutory Certificates issued to the vessel by the RO on behalf of Tuvalu
5. Current Crew List to ensure that all OFFICERS hold valid Tuvalu Crew Endorsements (applicable to manned vessels)
6. Certificate of Proficiency for Security-Related Training for all Seafarers in accordance to STCW VI/6 (applicable to vessels that comply to the ISPS Code - refer to Marine Circular MC-7/2013/1)
7. P&I and H&M Insurance Cover
8. Continuous Synopsis Record (CSR) File and application for next CSR document (applicable to vessels that comply to the ISPS Code - refer to Marine Circular MC-4/2007/12/2)
9. LRIT Conformance Test Report (if applicable - refer to Marine Circular MC-2/2008/11/12/4)
10. Bunker Convention Blue Card (if applicable - refer to Marine Circular MC-1/2008/11/2)
11. Wreck Removal Convention Blue Card (if applicable - refer to Marine Circular MC-2/2015/1)
12. Civil Liability Convention Blue Card (if applicable - refer to Marine Circular MC-10/2005/1)
13. COSPAS SARSAT EPIRB Registration Certificate (applicable to self-propelled manned vessels - refer to Marine Circular MC-1/2015/1)
14. Certificate of Insurance or documentary evidence in respect of Seafarer Repatriation costs and liabilities as required under Regulation 2.5.2, Standard A2.5.2 of MLC 2006, as amended (if applicable – refer to Marine Circular MC-1/2016/1)
15. Certificate of Insurance or documentary evidence in respect of Shipowners' Liability as required under Regulation 4.2, Standard A4.2.1 Para 1(b) of MLC 2006, as amended (if applicable – refer to Marine Circular MC-1/2016/1)

Best regards,

Operations Department
Tuvalu Ship Registry