



# TUVALU SHIP REGISTRY

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## REGISTRY CIRCULAR

RC-7/2012/1

01/2020

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

**SUBJECT: INSTRUCTIONS FOR ONLINE PAYMENT OF INVOICES**

**PURPOSE:** This Circular is to inform all interested parties on the steps for online payment of invoices raised by this Administration.

### A. GENERAL INFORMATION

In order to pay by credit card, please have your PayPal account OR debit/credit card and our invoice(s) ready on hand before proceeding to Section (B).

We encourage this payment option to be reserved only for urgent cases or when other payment options are not available. As far as possible, we prefer payment through bank transfer and/or other fintech options such as Transferwise or equivalent due to the lower handling fees imposed as compared to PayPal which entails a **10% surcharge** on all payments. Failure to apply the 10% surcharge on the invoice amount will result in the invoice(s) to be treated as partially paid.

### B. PROCEDURES

1. Go to [www.tvship.com](http://www.tvship.com) and find the <Invoice Payment> selection under ONLINE SERVICES or just copy and paste the following URL: [www.tvship.com/invoicepayment](http://www.tvship.com/invoicepayment)
2. Please enter the invoice number(s) in the fill provided. If you are making payment for more than one invoice, please use a comma to separate each invoice number (e.g. XXXXXX, XXXXXX, XXXXXX).
3. After the invoice number(s) is/are inserted, please click <Submit> and you will be re-directed to PayPal to input the following information:
  - 3.1. *Description* – re-enter the invoice number(s).
  - 3.2. *Price per item* – enter the total amount of the invoice(s) **after adding a 10% surcharge** for PayPal handling fees.
  - 3.3. *Quantity* – ignore this fill.
4. After completing the above, please click <Continue> to be directed to a page to complete your payment either from a PAYPAL account (you can log in if you have one), or using your Debit or Credit Card. For payment of invoices that require a physical delivery, you may check <Ship to my billing address> or uncheck it to input your preferred Shipping Address. For services that do not require a physical delivery, just leave it checked on <Ship to my billing address>.
5. Regardless of the payment method, please save a copy of the payment acknowledgement in PDF and send it by email to [accounts@tvship.com](mailto:accounts@tvship.com) with copy to [support@tvship.com](mailto:support@tvship.com) so that we are aware of the payment being made and can proceed with the services required.

Best regards,

Operations Department  
Tuvalu Ship Registry