



TUVALU SHIP REGISTRY

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REGISTRY CIRCULAR

RC-7/2012/1

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FOR: Ship Owners, Ship Managers, Ship Operators

SUBJECT: INSTRUCTIONS FOR ONLINE PAYMENT OF INVOICES

PURPOSE: This Circular is to inform all Owners, Managers and Agents 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).

B. PROCEDURES

1. Go to www.tvship.com and find the <Invoice Payment> selection under ONLINE SERVICES or just copy and paste the following URL: <http://www.tvship.com/EN/Downloads/ViewDownloads.aspx?id=6>
2. Please enter the invoice number in the fill provided. If you are making payment for more than one invoice then please repeat steps (2) to (5) for each invoice number.
3. After the invoice number is inserted, please select <Pay Now> and you will be able to select to either pay from a PAYPAL account (if you have one), or using your Debit or Credit Card.
4. Please enter the Description (as stated on our invoice) and Invoice amount under "Item Price".
5. After filling in the description and invoice amount, please select your payment method and follow the on-screen instructions to complete your payment.
6. Regardless of the payment method, please print out a copy of the payment acknowledgement in PDF and send it by email to accounts@tvship.com and copy it to 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