TUVALU SHIP REGISTRY

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MARINE CIRCULAR

MC-27/2012/1

11/2026

FOR: Ship Owners, Ship Managers, Ship Operators, Ship Masters, Ship Officers, Classification Societies

SUBJECT: CREW LIST, OFFICIAL LOGBOOK AND SEAFARER EMPLOYMENT AGREEMENT.

DEFINITIONS:

The following abbreviations stand for:

- "GT" – Gross Tonnage in accordance to ITC 69
- "MLC" – Maritime Labour Convention 2006, as amended
- "OLB" – Official Log Book
- "RO" – Recognized Organization authorized by the Administration in accordance with the IMO Code for RO Code.
- "SEA" – Seafarers Employment Agreement
- "TOR" means the Tuvalu On-line Registry.

The term "Administration" shall mean the Tuvalu Ship Registry;

PURPOSE:

This marine circular provides guidance on the compliance of MLC Regulation 2.1, but they do not preclude the ship owner from demonstrating an equivalent or higher standard as an "alternative method" of evidence of compliance.

REFERENCES:

(a) Maritime Labour Convention 2006
(b) STCW Convention, as amended, particularly regulation I/10.
(c) Tuvalu Marine Circular MC-1/2009/10/12/3 – Tuvalu Crew Endorsement and Submission of Crew Lists
(d) Tuvalu Marine Circular MC-26/2012/1 – Guidance Notes for Entries for OLB
(e) Tuvalu Registry Circular RC-5/2012/1 – Crew Endorsement Application.

APPLICATION:

The Crew List shall be maintained on every vessel registered under Tuvalu except for unmanned vessels.

CONTENTS:

1. General

1.1. The shipowner shall ensure that an accurate and up-to-date crew list is maintained on board. The master shall update the list following each crew change and notify the shipowner or manager as soon as practicable.

1.2. Seafarers shall have SEAs or other evidence of contractual or similar arrangements as applicable under the MLC and Tuvalu requirements. The crew list does not replace an SEA or any other required employment or certification record. The Administration accepts individual SEAs in place of crew articles.

2. **Information to be recorded**

2.1. The crew list shall include the vessel's name, port of registry, official number and IMO number, where assigned. For each crew member, it shall record:
(a) full name and rank or capacity
(b) address;
(c) date and place of joining the vessel;
(d) sign on and sign off place and time when applicable; and
(e) name, relationship and contact details of the next of kin, including address if different from that of the crew member.

2.2 The company shall record each crew member's sign-on and sign-off. Signing off does not by itself mean that the SEA has terminated. A sample crew list is provided in Appendix I; an equivalent company format containing the required information is acceptable.

2.3 The vessel shall maintain an accurate record of all persons on board. Personnel who are not included on the crew list, including superintendents, security personnel, passengers and guests, may be recorded on a separate persons-on-board list **and shall inform to the Administration for this case**. Emergency contact information for such personnel shall be available as appropriate.

3. **Submission to the Administration**

3.1. The shipowner shall provide an up-to-date crew list to the Administration upon request for the endorsement of certificate as per MC-1/2009/10/12/3 and RC-5/2012/1.

4. **Format, retention and inspection**

4.1 The crew list may be kept in paper or electronic form. It shall be accessible on board and made available to the Administration, its authorized inspectors, the RO and other competent authorities upon request.

4.2 A closed crew list shall be retained on board for two years from the date of closing. Electronic records shall be securely retained, protected against unauthorized access and capable of being printed upon request. Personal and next-of-kin information shall be accessible to authorized personnel as needed.

5. **Official Log Book**

5.1. The seafarer's name and corresponding crew list number shall be entered in the OLB, as applicable. The OLB and crew list should be opened and closed together. A copy of the closed crew list shall be retained with, or linked to, the corresponding OLB. An electronic copy may be retained if it remains readily accessible and printable upon request.

5.2. Refer to MC-26/2012/1 for further guidance on OLB entries.

For enquiries or submission of crew lists, contact the Crewing Team at crewing@tvship.com

Yours sincerely,

Deputy Registrar
Tuvalu Ship Registry

APPENDIX I

CREW LIST

					☐ Arrival			☐ Departure		☐ Page Number				
1.1 Name of ship					1.2 IMO number			1.3 Call sign		1.4 Voyage number				
2. Port of arrival/departure					3. Date of arrival/departure			4. Flag State of ship		5. Last port of call				
6. No.	7. Surname	8. Given names	9. Rank/ Capacity	10. Nationality	11. DOB	12. Place of birth	13. Gender	14. PCOE or COE No.	15. ID Issuing State	16. ID Expiry date	17. Sign on date/ Place	18. Sign off date/ Place	19. Sign off Reason	20. NOK Name & Contact
21. Date and signature by master, authorized agent or officer														