



# TUVALU SHIP REGISTRY

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## REGISTRY CIRCULAR

**RC-10/2026/1**

8/2026

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

**SUBJECT: CHANGE OF ISM COMPANY**

**PURPOSE:** This circular provides guidance on the requirements and procedures for changing of ISM Company for a Tuvalu-flagged vessel.

### **A. COMPLIANCE SCREENING**

The proposed ISM Company and its beneficial owners are subject to due-diligence and compliance screening to ensure that the change will not expose the Tuvalu Administration to regulatory, reputational, or compliance risks.

### **B. DOCUMENTS TO BE SUBMITTED FOR UPDATING OF THE REGISTER AND ISSUANCE OF CONTINUOUS SYNOPSIS RECORD (CSR)**

1. [Form BOD] Beneficial Ownership Declaration Form (For Compliance Purposes)
2. [Form ISMC] Declaration of Company – ISM Code
3. [Form ISMDP] Declaration of Designated Person(s) – ISM Code
4. [Form CSO] Declaration of CSO – ISPS Code
5. Document of Compliance (DOC) – ISM Code (issued by RO)
6. Safety Management Certificate (SMC) – ISM Code (issued by RO)
7. International Ship Security Certificate (ISSC) – ISPS Code (issued by RO)
8. [Form CSR] Application for Amendment of Tuvalu Continuous Synopsis Record
9. Maritime Labour Certificate (MLC) – MLC, 2006 (issued by RO)

### **C. NOTES**

1. All Forms may be downloaded at: <https://www.tvship.com/forms>

Please contact [support@tvship.com](mailto:support@tvship.com) or +65 6224 2345 for queries relating to the above.

Best regards,

Operations Department  
Tuvalu Ship Registry