TUVALU SHIP REGISTRY

Singapore Operations Office:
10 Anson Road #25-16, International Plaza, Singapore 079903
Tel: (65) 6224 2345 Fax: (65) 6227 2345
Email: info@tvship.com Website: www.tvship.com

REGISTRY CIRCULAR
RC-11/2026/1

10/2026

FOR: Ship owners, Ship manager, Recognized Organizations and Classification Societies

SUBJECT: CHANGE OF RECOGNIZED ORGANIZATION (RO) / TRANSFER OF CLASS (TOC)

PURPOSE: This Circular sets out the requirements and procedures for changing the RO and/or Classification Society of Tuvalu-flagged vessels.

DEFINITIONS:

The following abbreviations stand for:

- "**RO**" – – Recognized Organization authorized by the Administration to carry out statutory surveys, audits and certification on its behalf, in accordance with the IMO Code for Recognized Organizations (RO Code), as amended
- "**IACS**" – International Association of Classification Societies
- "**DOC**" – Document of Compliance as required by the ISM Code
- "**ISSC**" – International Ship Security Certificate as required by the ISPS Code
- "**SMC**" – Safety Management Certificate as required by the ISM Code

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

A. NOTIFICATIONS AND SUBMISSION REQUIREMENTS

1. Where the change involves a transfer of class, the transfer shall be conducted in accordance with the applicable IACS procedural requirements, including PR1A, PR12, PR18 and PR36 as applicable.

2. Registered Owner or RO concerned shall notify the Administration at technical@tvship.com of any proposed change of RO and/or Classification Society before the transfer is affected. Any change involving statutory certification shall be subject to the Administration's prior approval.

3. The notification shall include the following information:

   3.1 Vessel's Name, IMO Number and Official Number;
   3.2 Present RO;
   3.3 Gaining RO;
   3.4 Expected date and location of the transfer survey; and
   3.5 Scope of the proposed transfer (classification, statutory certification, or both).

B. TRANSFER OF CLASS

1. Where a transfer of class is involved, the gaining Classification Society shall comply with the applicable IACS transfer-of-class procedures and shall not issue an Interim Certificate of Class until

the following requirements have been satisfied, except as otherwise permitted under those procedures:

1.1 All overdue surveys and overdue conditions of class have been satisfactorily completed or dealt with in accordance with the applicable transfer-of-class procedures.

1.2 All required transfer-of-class surveys have been satisfactorily completed.

2. Where the required survey facilities are unavailable at the first port of survey, any exceptional arrangement for a direct voyage to a port with suitable facilities shall be subject to the applicable IACS transfer-of-class procedures and, where necessary, the Administration's prior approval.

C. TRANSFER OF STATUTORY CERTIFICATES

1. The gaining RO, duly authorized by the Administration, shall obtain and review the relevant statutory survey and certification records from the losing RO and, where applicable, replace the statutory certificates (including DOC, SMC, ISSC and MLC) previously issued by the losing RO, and submit the following to the Administration:

1.1 Copies of the statutory certificates issued by the gaining RO on behalf of Tuvalu; and

1.2 Updated statutory survey, audit and certification status, as applicable.

2. The Registered Owner shall ensure that the following are submitted to the Administration (where applicable):

2.1 Continuous Synopsis Record (CSR) Forms 2 and 3, where applicable, for issuance of the next CSR document.

2.2 Duly executed Declaration Forms:
- Form ISMC - Declaration of Company (ISM Code)
- Form ISMDP - Declaration of Designated Person(s)
- Form CSO - Declaration of CSO (ISPS Code)

2.3 Declaration of Maritime Labour Compliance Part II, where applicable (refer to Marine Circular MC-1/2016/1).

3. Where existing exemptions or dispensations require reissuance following the change of RO, the Registered Owner shall apply to the Administration accordingly.

4. The Registered Owner and the ROs concerned shall ensure that the transfer is properly coordinated to avoid any interruption in the vessel's statutory certification. Any outstanding statutory deficiencies or conditions shall be satisfactorily addressed in accordance with the Administration's requirements.

Please contact technical@tvship.com or +65 6224 2345 for queries relating to the above.

Best regards,

Operations Department

Tuvalu Ship Registry