



TUVALU SHIP REGISTRY

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MARINE CIRCULAR

No. 29

20 May 2009

FOR: Ship Owners, Ship Managers, Ship Masters, Ship Officers, Crewing Managers

SUBJECT: SUBMISSION OF SOFT COPY PHOTOS FOR CERTIFICATE OF ENDORSEMENT (COE)

With effect from 15 June 2009, Tuvalu Ship Registry will issue COE with digitised photo of the officer. A passport size photo image of the officer will be printed directly onto the COE.

All photos of the officers are to be submitted via email to info@tvship.com with the Name of Officer and Vessel Name clearly indicated in the email.

The photograph submitted should follow the following specifications:

1. Size : Passport Size (3.5 cm x 4.5 cm)
2. Format : Jpeg
3. File Size: not exceeding 200KB
4. Recommended Resolution: 400 pixels (width) by 514 pixels (height)
5. Photo to be taken against a white background
6. Photos should be taken with a digital camera with resolution of at least 2.0 mega pixel

Existing COEs issued prior to 15 June 2009 are still considered valid until the date of expiry as stated on the COE.

All COEs issued by the Registry may be verified at : <http://www.tvship.com/CoeStatus.aspx>.

Should you seek further clarifications on the above, please do not hesitate to contact us at info@tvship.com.

Yours sincerely,

Operations Manager
Crewing Certification Department
Tuvalu Ship Registry

(This document is signed by the Operations Manager and a copy may be obtained from our website at www.tvship.com)