

Application for Permission for Laid-up Vessel
Form No.: M.O. 911
Guidance Notes

1. Permission period (on monthly basis): minimum 1 month, maximum 12 months.
2. During the permitted period, the vessel shall not be operated for any purpose.
3. The vessel shall be moored at the permitted laid-up location for the whole permitted laid-up period.
4. The owner shall ensure that the vessel and its securing arrangement are regularly attended to.
5. The vessel shall be provided with sufficient life jackets for the persons staying on board.
6. The Director of Marine may direct the owner or the coxswain to remove the vessel to the location as directed at his/her own cost. Any loss or damage resulting from the removal shall be borne by the owner or the coxswain.
7. If the vessel is an oil carrier, all the cargo tanks shall be thoroughly cleaned and gas free, and the original copy of its Gas-Free Certificate has to be produced. The Gas-Free Certificate has to be issued by a person approved by the Director of Marine.
8. In case of any change in the particulars of the certificate of ownership, the owner shall notify the Director of Marine in writing with necessary document and information for enabling the verification of the change, and pay the prescribed fee (if applicable).
9. The owner or his agent shall sign the application form and present the original copy of his/her identity card. If the vessel is owned by a company, the form shall be signed by the authorized officer of the company and stamped with the company chop.
10. If the owner authorizes another person to act on his/her behalf, the authorized person is required to present the original copy of his/her identity card and the certified true copy of the owner.

Required Documents and Fee

1. Completed application form [Form No.: M.O.911];
2. The original identity card/certificate of incorporation and business registration certificate of the owner or its certified true copy if the owner is not applying in person;
3. Original copy of authorization letter from the owner and the original identity card of the authorized person (if applicable);
4. Original copy of valid Gas-Free Certificate (if applicable); and
5. The appropriate fee as prescribed under the Merchant Shipping (Local Vessels) (Fees) Regulation. Payment by cheque should be crossed and made payable to “The Government of the Hong Kong Special Administrative Region”.

Submission of Application

Completed application form together with the required documents and fee shall be submitted to any of the following Marine Offices during their office hours:

<u>Marine Office</u>	<u>Address</u>	<u>Tel.</u>
Central Marine Office	3/F, Harbour Building, 38 Pier Road, Central, Hong Kong	2852 3082
Shau Kei Wan Marine Office	10 Tam Kung Temple Road, Shau Kei Wan, Hong Kong	2560 1665
Aberdeen Marine Office	100A Shek Pai Wan Road, Aberdeen, Hong Kong	2873 8362
Cheung Chau Marine Office	86 Tung Wan Road, Cheung Chau	2981 0225
Yau Ma Tei Marine Office	38 Hoi Fai Road, Yau Ma Tei, Kowloon	2385 5661
Tuen Mun Marine Office	15 Sam Shing Street, Tuen Mun, N.T.	2451 9456
Sai Kung Marine Office	4/F, Sai Kung Government Offices Building, Sai Kung, N.T.	2792 1212
Tai Po Marine Office	3 Yu On Street, Sam Mun Tsai, Tai Po, N.T.	2667 6939

Purpose of Collection of Information

1. The information provided in the application form will be used for the licensing and control of the vessel concerned in Marine Department and may be disclosed to other departments/agencies for investigation/prosecution purpose.
2. The supply of information is obligatory. Please ensure that all parts in the application form are completed and the information provided is accurate and correct. Failure to do so may cause delay in the processing of your application or even result in your disqualification for the application.

Access to Personal Data

For amendment or access to personal data after submission of this application form, please contact the officer-in-charge of the relevant Marine Office at any time during office hours.