

Notification of Appointment of Agent

Guidance Notes

Attention

1. The applicant shall be the certificated owner of a local vessel; or a person applying for certification as the owner of a local vessel by using application form M.O. 70 or M.O. 407 in which Part III regarding the particulars of agent shall be completed.
2. A person may be appointed as an agent only if the person has a shore address in Hong Kong and is -
 - (a) an individual who holds a valid identity card and who is ordinarily resident in Hong Kong; or
 - (b) a company or Non-Hong Kong company within the meaning of the Companies Ordinance (Cap. 32).
3. The applicant shall deliver a notice of appointment that he appoints the agent for the purposes of the Merchant Shipping (Local Vessels)(Certification and Licensing) Regulation.
4. The notice of appointment shall contain the agent's consent to act as agent for the owner and to perform all functions (including the assumption of all obligations) as such agent under the Merchant Shipping (Local Vessels)(Certification and Licensing) Regulation.
5. The owner and agent shall sign the notice of appointment and present the original copy of his/her identity card. If the vessel is owned by a company, the notice shall be signed by the authorized officer of the company and stamped with the company chop.
6. If the owner/agent 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/agent.

Required Documents and Fee

1. Completed notice of appointment;
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. The original identity card/certificate of incorporation and business registration certificate of the agent or its certified true copy if the agent is not applying in person;
4. A correspondence (dated within the recent 6 months) showing the agent's name and address;
5. The original certificate of ownership (if applicable);
6. The original identity card of the authorized person (if applicable);
7. Except the application is raised together with the application for certificate of ownership or transfer of ownership, the fee of \$355 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

The completed notice 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 notice will be used for the licensing and control of the vessel concerned by the Marine Department and may be disclosed to other departments/agencies for investigation/prosecution purposes.
2. The supply of information is obligatory. Please ensure that all parts in the notice 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 from application.

Access to Personal Data

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