

Notification of Transfer of Ownership
Guidance Notes (Rev: 2.12.2009)

Attention

1. Where an endorsement as to a mortgage of or as to a hire-purchase agreement for the vessel is made on the certificate of ownership, the mortgage or hire-purchase agreement shall be discharged before the transfer of ownership could be officially recorded.
2. The notification of transfer of ownership shall be signed by the original owner and the new owner in duplicate (one copy for the original owner and the other for the new owner). Where the vessel is owned by a company, the notification shall be signed by the authorized officer of the company and affixed the company seal/stamp.
3. Where the vessel is originally owned by more than one person, a letter from the other owner(s) authorizing the sale of the vessel must be submitted.
4. The completed notification form shall be submitted to the Director of Marine within 7 working days upon the transfer of ownership of the vessel.
5. The new owner shall provide a valid third party risks insurance policy or certificate of insurance issued by an authorized insurer in accordance with the Merchant Shipping (Local Vessels) (Compulsory Third Party Risks Insurance) Regulation showing compliance with the minimum amount of insurance cover for the vessel concerned (not applicable to non-mechanically propelled vessels which do not exceed 4 metres in length overall). Details of ancillary vessel(s), if any, should be listed in the third party risks insurance policy or the certificate of insurance submitted. Information on authorized insurers is available at District Marine Offices.
6. If the operating licence of the vessel is expired, the licence fee in arrears must be paid before the transfer of ownership could be officially recorded.
7. In case of any change in the particulars of the certification 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).

Documents Required from the Original Owner(s)

The original owner or his/her agent shall submit the following documents:

- (i) The original identity card/certificate of incorporation and business registration certificate of the original owner or its certified true copy if the owner is not applying in person;
- (ii) If the original owner authorizes another person to act on his/her behalf, the owner shall complete the part on authorization. The authorized person is required to present the original copy of his/her identity card;
- (iii) Original owner's copy of the notification of transfer of ownership;
- (iv) Letter from the other owner(s) authorizing the sale of the vessel (if applicable);
- (v) The discharge deed to the mortgage or hire-purchase agreement (if applicable);
- (vi) Original copy of the certificate of ownership; and
- (vii) Original copy of the full licence, temporary licence or permission for a laid-up vessel.

Documents and Fee Required from the New Owner

The new owner or his/her agent shall submit the following documents:

- (i) The original identity card/certificate of incorporation and business registration certificate of the new owner or its certified true copy if the owner is not applying in person;
- (ii) If the new owner authorizes another person to act on his/her behalf, the owner shall complete the part on authorization. The authorized person is required to present the original copy of his/her identity card;
- (iii) Proof of residence by a correspondence (dated within the recent 6 months) showing the new owner's name and address;
- (iv) New owner's copy of the notification of transfer of ownership;
- (v) Copy of a valid third party risks insurance policy or certificate issued in the name of the new owner (if applicable); and
- (vi) The fee of HK\$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 Notification

The completed notification 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 notification form 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 notification 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 from application.

Access to Personal Data

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