



香港特別行政區政府海事處  
MARINE DEPARTMENT  
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

取消船隻擁有權證明書通知書 - 注意事項  
Notification for Cancellation of the Certificate of Ownership - Attention

1. 遇有以下情況，已領有船隻擁有權證明書船隻的擁有人須通知海事處取消其船隻擁有權證明書：  
Under the following circumstances, the owner of a certificated vessel should notify Marine Department to cancel his vessel's certificate of ownership:
  - i. 該船已經完全毀掉並移離香港水域；或  
the vessel has been completely destroyed and removed from the Hong Kong waters; or
  - ii. 該船已經永久離開香港。  
the vessel has left Hong Kong permanently.
2. 通知取消船隻擁有權證明書的手續，可於任何海事分處辦理。辦理取消船隻擁有權證明書的時候，須遞交下列文件：  
Notification for cancellation of a certificate of ownership can be processed at any District Marine Office. For processing the cancellation of the certificate of ownership, the applicant should submit the following documents: -
  - i. 船東身份證／公司註冊證書及商業登記證正本或其認證副本（如並非由船東本人遞交申請）；  
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;
  - ii. 該船的擁有權證明書及其運作牌照；  
The certificate of ownership and the operating licence issued to the vessel concerned;
  - iii. 該船的驗船證明書(如適用者)；  
The certificate of survey issued to the vessel concerned (if applicable);
  - iv. 該船持牌擁有人簽署的函件，清楚註明取消牌照的原因；  
A letter signed by the licensed owner of the vessel, stating clearly the reason for the cancellation;
  - v. 如該船已經毀掉並移離香港水域，則必須出示毀掉並移走的證據，包括船廠所發函件、擁有人或毀掉和移走該船的人所作的法定聲明，註明毀掉並移走該船的日期、地點；  
If the vessel has been destroyed and removed from the Hong Kong waters, a proof of the destruction and removal must be produced. Such proof includes a letter issued by the shipyard concerned, a statutory declaration by the owner, or the person who destructed and removed the vessel, stating the date and location where the vessel was destroyed and removed;
  - vi. 如該船已經永久離開香港，則須遞交發給該船的出港證或證明該船不再在香港存在的其他文件；  
If the vessel has left Hong Kong permanently, the port clearance issued to the vessel or other document proving the vessel is no longer existed in Hong Kong;
  - vii. 如該船於毀掉或離港之時，牌照有效期已經屆滿，則擁有人須補交所欠的牌照費。  
If the licence of the vessel has expired at the time of destruction or when the vessel left Hong Kong, the owner will be required to pay the arrears of licence fee; and
  - viii. 如船東委託他人辦理，受託人須提交獲船東委託的授權信及受託人的香港身份證或護照正本。  
If the person is acting on behalf of the owner(s), an authorization letter from the owner with his/her own original Hong Kong Identity Card or passport;
3. 如擁有權證明書、運作牌照或驗船證明書遺失，則必須出示報案紙。凡相關船隻據報被竊，船隻擁有權證明書取消申請將不會被接受。  
If the certificate of ownership, the operating licence or the certificate of survey is lost, a police report for such loss must be produced. In case that the vessel concerned is reported stolen, the application will not be accepted.
4. 申請一經批准，本處會以書面通知該船擁有人其船隻的擁有權證明書已經取消。  
If the application is approved, the owner of the vessel will be informed in writing that the certificate of ownership of the vessel has been cancelled.

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**收集個人資料聲明 Personal Data Collection Statement**

根據《個人資料（私隱）條例》（第486章），資料當事人有權要求查閱及改正在此申請表提供的個人資料。如須查閱或改正此申請表的個人資料，請與海事處任何海事分處聯絡。

In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), data subjects have a right to request access to and correction of their personal data provided in the application form. For access to or correction of personal data in the application form, please contact the Officer-in-charge, any District Marine Office of the Marine Department.