



香港特別行政區政府海事處
Marine Department
Hong Kong Special Administrative Region

更改個人資料通知書
Notice of Change of Personal Particulars

甲部 個人資料
Part A Personal Particulars

姓名 Name (English) _____ (中文) _____

身份證明文件種類及號碼 Identity Document No. _____

日間聯絡電話號碼 Daytime Contact No. _____

乙部 更改事項內容
Part B Details of the Changed Particulars

請在適當的方格加上✓號，並填寫新資料
Please enter ✓ in the appropriate box(es) and fill in the new particulars in the space provided.

新個人資料 New Personal Particulars

新姓名 New Name
中文 (姓) _____ (名) _____

Eng (Surname) _____ (Given Name) _____

新身份證明文件類別及號碼 New Identity Document Type and No.

新電郵地址 New e-mail address _____

新住址 New Residential Address

新通訊地址(如與上述地址不同) New Correspondence Address (if different from the above address)

新日間電話號碼 New Daytime Telephone No.
(住宅 Residential) _____ (手提電話 Mobile) _____

其他新資料，請註明 Other new particulars, please specify

丙部 聲明
Part C Declaration

本人，即下開簽署人，現要求海事處海員發證組按本表格乙部所填寫的資料更改本人的個人資料記錄。本人聲明就本人所知所信，確認上述資料均屬正確、完備及真實。

I, the undersigned, hereby request the Seafarers' Certification Section, Marine Department to change my personal particulars record as according to the particulars filled in part B above. I declare that all information given above is correct, complete and true to the best of my knowledge and belief.

日期
Date _____

申請人簽署
Signature
of Applicant _____

所需文件 Required Documents

更改的資料 Particulars to be changed	所需文件 Required Documents
(1) 姓名 Name	身份證明文件正本及副本、宣誓文件或其他證明文件正本及副本，及所有由海事處海員發證組簽發的證明書及/或執照正本。 Original and photocopy of identity document; an affidavit or other support document; original of all certificate and/or licence issued by Seafarers' Certification Section, Marine Department.
(2) 身份證明文件編號 Identity Document No.	新身份證明文件正本及副本。 Original and photocopy of identity document.
(3) 住址或通訊地址 Residential or Correspondence Address	申請日前三個月內發出的地址證明文件副本，及身份證明文件副本。 Valid proof of address issued within the last three months from the application date. Photocopy of identity document
(4) 電話號碼 Telephone No.	身份證明文件副本 Photocopy of identity document.
(5) 其他 Others	身份證明文件副本 Photocopy of identity document.

遞交方法 Ways of Submission

更改的資料 Particulars to be changed	遞交方法 Ways of Submission
(1) 姓名; 身份證明文件編號 Name; Identity Document No.	請親身帶同申請表及所需文件的正本及/或副本前往海事處海員發證組辦理。 Please submit the application form in person with the original and/or photocopy of required the documents to the Seafarers' Certification Section.
(2) 住址或通訊地址 Residential or Correspondence Address	可親身、或以郵寄、傳真、電郵方式將申請書及所需文件副本送交海事處海員發證組。 Please submit the application form and photocopy of the required documents to the Seafarers' Certification Section in person, by post, fax or email.
(3) 其他 Others	請與海員發證組聯絡。 Please contact the Seafarers' Certification Section.

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，請與海事處海員發證組主管聯絡。

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, Seafarers' Certification Section, Marine Department.

聯絡資料 Contact Information

海事處 海員發證組
Seafarers' Certification Section, Marine Department

地址: 香港 中環 統一碼頭道 38 號 海港政府大樓 3 樓 303 室
Address: Room 303, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong.
電話 Telephone: (852) 2852 3052
傳真 Fax: (852) 2541 6754
電郵 email: crt_mdd@mardep.gov.hk

櫃檯辦公時間: 上午 8 時 30 分至下午 12 時 30 分; 下午 2 時至 4 時 30 分
Office Hours of Counter: 08:30 am to 12:30 pm; 2:00 pm to 4:30 pm