

**Guidance on how to apply for the  
Certificate of Ownership and Operating Licence for Local Vessel (Class IV Vessel\*)**

Guidance Notes attached to form M.O. 407 (Rev: 23.6.2011)

**Approval-in-Principle Letter**

The Certificate of Ownership (COO) and Operating Licence (OL) shall be obtained prior to operating a vessel in the waters of Hong Kong. The owner of a pleasure vessel that carries more than 60 passengers, or of more than 150 gross tonnage, or of novel construction (as described under item 10, types (i), (iii) & (iv) below) should first apply to the Director of Marine for an Approval-in-Principle Letter (AIP letter) before applying for the approval of plans, survey, COO and OL of the pleasure vessel. The procedural requirements on how to apply for the AIP letter are available at: [http://www.mardep.gov.hk/en/forms/pdf/lpf\\_aipl.pdf](http://www.mardep.gov.hk/en/forms/pdf/lpf_aipl.pdf)

**In general, the AIP letter is not applicable to pleasure vessels except the three types of pleasure vessels mentioned above.**

**Attention**

1. Licensing period (on monthly basis): minimum 1 month, maximum 12 months.
2. The owner is required to provide a document proving that the vessel is safe to carry the intended carrying capacity. The document may be either the certificate issued by the shipbuilder or the inclining test report issued by an authorized surveyor.
3. If the vessel is a used vessel from a place outside Hong Kong, the owner shall provide the vessel's previous certificate of registry, licence or document of a similar nature to prove the legitimate source of the vessel. In addition to the document specified above, the owner shall also provide a confirmation issued by a relevant authority in that place that the certificate, licence or document has been cancelled, or any other evidence of its previous use in that place.
4. The 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. Details of ancillary vessel(s), if any, shall 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.
5. If any person(s) is/are employed in any capacity on board the vessel, the owner should produce a valid employees' compensation insurance policy issued in accordance with the Employees' Compensation Ordinance.
6. The owner shall produce the original certificate issued by the shipbuilder showing the length overall and extreme breadth of the vessel as well as the engine particulars (e.g. the maker, type, serial number and power of engine(s)) together with the original invoice of the vessel, and submit copy of the documents produced. If the vessel is imported as cargo, the owner shall also produce the original and copy of the bill of lading. If the vessel has arrived from other places, the owner shall also produce documentation on the vessel's arrival in Hong Kong.
7. If the vessel has ancillary vessel(s), owner shall produce the original certificate issued by the shipbuilder or document of a similar nature of the ancillary vessel(s) showing its/their length overall, extreme breadth and engine particulars (if any), and submit copy of the documents produced.
8. For an open deck pleasure vessel fitted with outboard engines(s) of total power 150kw or above, the vessel's owner is required to provide inter alia a document showing that the vessel is suitable for installing such high-power engine(s) operating in full speed. The document may be in the form of vessel specifications or declaration made by the shipbuilder, or declaration made by an authorized surveyor.
9. The owner shall submit two 3R to 8R sized photographs showing clearly the entire port and starboard sides of the vessel.

10. The following types of pleasure vessels shall be surveyed by the Local Vessels Safety Section (LVS) of the Marine Department or an authorized surveyor (AS) for ensuring the vessel is safe for operation so as to meet the licensing conditions:
  - (i) vessel carries more than 60 passengers (to be surveyed by LVS);
  - (ii) vessel carries not more than 60 passengers but is let for hire or reward (to be surveyed by AS);
  - (iii) vessel of more than 150 gross tonnage (to be surveyed by LVS); or
  - (iv) vessel of novel construction (to be surveyed by LVS).
11. If the carrying capacity (including crew) of the vessel is more than 14 persons, an additional fee of \$165 per person in excess of 14 is charged in pursuant to the Merchant Shipping (Local Vessels) (Fees) Regulation.
12. The owner 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 affixed the company seal/stamp.
13. The agent shall be appointed in accordance with the requirements of section 7 of the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation.
14. If the owner authorizes another person to act on his/her behalf, the owner shall complete Part VII for authorization. The authorized person is required to present the original copy of his/her identity card and the certified true copy of the owner's identity card.
- \*15. The "class" in relation to a local vessel means a class of local vessel specified in column 1 of Schedule 1 of the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation.

#### **Required Documents and Fee**

1. A completed application form - M.O. 407 (Rev: 23.6.2011);
2. The Letter of Approval in Principle issued by the Director of Marine (if applicable);
3. 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;
4. A correspondence (dated within the recent 6 months) showing the owner's name and address;
5. The original identity card of the authorized person (if applicable);
6. The original and copy of the certificate and invoice issued by the shipbuilder;
7. The original and copy of the bill of lading or documentation on the vessel's arrival in Hong Kong (if applicable);
8. The vessel's previous licensing document, confirmation of cancellation of such document by the relevant authority, or any other evidence of its previous use (if applicable);
9. A copy of vessel's valid third party risks insurance policy or certificate of insurance;
10. A copy of the valid employees' compensation insurance policy (if applicable);
11. Two 3R to 8R sized photographs showing clearly the entire port and starboard sides of the vessel; and
12. The appropriate licence 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**

The 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 Personal Data**

1. The personal data provided in the application 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 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 from 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 its office hours.