



**MARINE DEPARTMENT
THE GOVERNMENT OF THE HKSAR**

**Application for Sea-going Training Incentive Scheme
as Deck / Engineer* Cadet**

Please read the Notes to Applicants overleaf before completing this form.

A. Particulars of Applicant

Name in English: (Surname first)		Date of Birth: (DD/MM/YY)	
Name in Chinese: (if applicable)		Sex:	Male / Female *
HKID Card No.:		Employment Registration Book No.:	
Home Address:			
Telephone No.:	(Home) (Mobile)	Fax No.:	(Home)
		E-mail:	

B. Education and training

Degree Higher Diploma / Higher Certificate / Diploma*

in _____

Details of maritime education obtained (in chronological order):

Name of School, Technical Institute/Polytechnic/University	Courses attended	Date (MM/YY)		Level/Certificates obtained
		From	To	

C. Sea Service for serving cadet (to be completed by serving cadet only)

Particulars of ship						Rank	Date (DD/MM/YY)		Length of Service	
Ship's Name	Type of ship	Flag State & IMO No.	GT	Power in kW	Trading Area		From	To	Month	Day

*delete as appropriate

D. Documents/Certificates submitted

Original	Copy	
<input type="checkbox"/>	<input type="checkbox"/>	1. Hong Kong Identity Card/ Passport
<input type="checkbox"/>	<input type="checkbox"/>	2. Employment Registration Book
<input type="checkbox"/>	<input type="checkbox"/>	3. Maritime education certificate(s)/diploma/degree
<input type="checkbox"/>	<input type="checkbox"/>	4. Medical Fitness Certificate
<input type="checkbox"/>	<input type="checkbox"/>	5. Letter of employment as cadet
<input type="checkbox"/>	<input type="checkbox"/>	6. Others: _____

Declaration

- 1) I declare that all the information and documents given in this application are as far as I know true and complete.
- 2) I understand that if I give false or incorrect information intentionally, or forge the employment contract, or receive double benefits i.e. other kind of financial assistance granted for the purpose of encouraging graduates from recognized maritime training institutes to take on sea-going cadetship training for the same sea-going training period, then the application will be ceased. I have to refund all the incentives received, the Government reserves the right to recover by civil action all the incentives given to me and render myself liable to legal prosecution.
- 3) I understand that my application will not be processed if I fail to provide all the requested information.
- 4) My acceptance of the incentive indicates my agreement to provide, where necessary, assistance and data to researches related to the Scheme conducted by the Government or its authorized agents.
- 5) I agree that the data provided in this application can be used by the Government or other parties authorized by law for funding and administrative purposes. I am aware that subject to exemptions under the Personal Data (Privacy) Ordinance I have a right of access and correction with respect to personal data. Request for personal data access and correction can be addressed to the Seafarers' Certification Section of the Marine Department.

Signature of Applicant

Date

E. Cadetship Training (to be completed by Employer)

Name of Employer (Shipping Company) : _____

Details of the Employer :

Address : _____

Tel. No. : _____ Fax No. : _____ E-mail : _____

Proposed commencement date or commencement date of the cadetship training : _____

Name and Signature of Employer's Representative :

_____ Date: _____

For Official Use Only:

The applicant requires _____ months _____ days sea service before qualifying to sit for the Class 3 Deck / Engineer* Officer Examination held by the MD.

Application for incentive:

Approved Rejected (Reasons: _____)

The applicant can be granted _____ months _____ days financial incentive as from _____ .

Name and Signature of Authorized Officer

Date

Record of Sea Service & Incentive Payment

Ship's Particular		Date (DD/ MM /YY)		Length of Service		Amount and date of Incentive paid		
Ship's Name	Flag State & IMO No	From	To	Month	Day	HK\$	Cheque No. & Date	Initial of Authorized officer
Total								

The applicant has completed the cadetship training on _____ and no further payment of the incentive is required.

Name and Signature of Authorized Officer

Date

*delete as appropriate

Notes to Applicants

Please read the following Notes before completing this application form.

General

1. The Sea-going Training Incentive Scheme aims to encourage Hong Kong youngsters to take on and complete sea-going training with a view to developing their future careers in the Port and Maritime Support Industries (PMSI).
2. The incentive will be awarded to successful applicants on a first-come-first-served basis, subject to the availability of fund.
3. When the Scheme is over-subscribed, the date on which the application is received by the Marine Department will be used to determine eligibility.
4. Under the Scheme, a cadet will receive HK\$5,000 per month from the Government during the individual stipulated training period which will qualify him/her to sit for the Class 3 Deck/Engineer Officer Examination. The incentive will be paid in arrears directly to the successful applicants by the Marine Department as a lump sum on completion of each employment contract up to the maximum training period of 24 months for Deck Cadet and 6 months for Engineer Cadet. Completion of each employment contract has to be certified by the employer. The cadet may also apply for the reimbursement of first examination fee after passing the examination.
5. Applicants who are serving cadets at the time of application may have already completed part of the stipulated training period, then, only those actual sea-going training which started after the date of receipt of the application by the Marine Department will be considered valid for incentive.
6. If the sea-going training contract was not drawn up in terms of complete months, the subsidy should be paid on pro-rata basis.
7. No payment of the incentive or any part thereof will be made to sea service of an uncompleted employment contract unless the uncompleted contract is terminated by mutual agreement between the company and the cadet.
8. The form should be completed in BLOCK LETTERS.
9. Applications may be submitted in person or by post to the Seafarers' Certification Section, Marine Department, (3rd Floor, Harbour Building, 38 Pier Road, Hong Kong) 10 working days in advance for approval before the commencement of his/her sea-going training. Application can be made by post, fax (fax no. 2541 6754) or e-mail (sscr@mardep.gov.hk) together with copies of all supporting documents if the applicant is at sea. The sea-going training which started after the date of receipt of the application by the Marine Department will be considered valid. Originals of documents should not be sent by post, but should be produced to the Seafarers' Certification Section, Marine Department within 14 working days from the date of application. Applicants who are serving cadets at sea at the time of application are allowed to submit the originals of documents within 14 working days from the date of completion of the employment contract.
10. Please enclose a stamped self-addressed envelope for receiving the result of your application.

Eligibility Criteria

11. The applicant must be a Hong Kong permanent resident.
12. The applicant must be a graduate from a maritime training institute recognized by the Marine Department and his/her qualification acquired should be of a level qualified him/her to sit for the Class 3 Deck or Engineer Officer Examination held by the Marine Department.
13. Final year student of a recognized maritime training programme may also apply if he/she has already obtained an offer of employment for sea-going training by the time of submitting the application.
14. The applicant must be registered as a seafarer with the Marine Department.
15. The applicant must not have been granted double benefits i.e. other kind of financial assistance granted for the purpose of encouraging graduates from recognized maritime training institutes to take on sea-going cadetship training for the same sea-going training period.

Sea Service

16. Qualifying sea services must be performed as cadet in either deck or engine department in accordance with his/her discipline.
17. Sea service is to be verified by proper entries in both the crew agreements and the official discharges from the ships. In the case of service performed in ships that are foreign ships, written confirmation by a Consul or some other recognized official of the country of registry is acceptable.
18. Sea service as entered in official discharges and testimonials will be reckoned by the calendar months, that is, the time included between any given day in any month and the preceding day of the following month, both inclusive. The number of complete months from the commencement of the period, ascertained in this way, should be computed, after which the number of odd days should be counted. The day of which the crew agreement commences, as well as that on which it terminates, should both be included, all leave of absence excluded and all odd days added together and reckoned at thirty days to the month. The followings are examples:

28 June to 4 August	=	1 month 8 days
15 August to 18 October	=	2 months 4 days