



# HONG KONG MARINE DEPARTMENT

## Application for Collection of Certificate of Registry Envelope Outside Hong Kong

<b><u>Ship's Particulars</u></b>			
Ship Name		IMO No.	
Ship Registration Date <sup>1</sup>		Official No.	
Name of Shipowner			
<b><u>Request Details<sup>2</sup></u></b>			
<input type="checkbox"/> Beijing Office, HKSAR	<input type="checkbox"/> Shanghai ETO	<input type="checkbox"/> Tokyo ETO	
Collection Date <sup>3</sup> of the Certificate of Registry Envelope (COR Envelope)		Collection Time	
		am / pm*	
Name of Shipowner's authorized person to collect the COR Envelope			
Authorized person's <b>photo identity document</b> <sup>4</sup> [Please specify the type and number of the document and also read Guidance Note (c)]			
Specimen Signature of Shipowner's authorized person or the Company Chop			

\* delete as appropriate

<sup>1</sup> Ship Registration Date is the date stated in the certificate(s) contained in the Certificate of Registry Envelope.

<sup>2</sup> Collection location is limited to Beijing Office (BJO), Shanghai/Tokyo Economic and Trade Office (ETO) (see page 3 for addresses).

<sup>3</sup> The Collection Date may be either the date of registration or any working days afterwards.

<sup>4</sup> **Photo identity document** must bear the **authorized person's photo** and the document may be in the form of official Identity Card (e.g. driving license), Citizen Card or Passport.

## **List of certificates to be collected**

- Certificate of Registry (COR)
- Minimum Safe Manning Certificate (MSMC)
- Certificate of Insurance or other Financial Security in respect of Civil Liability of Bunker Oil Pollution Damage (BCC)
- Certificate of Insurance or other Financial Security in respect of Civil Liability of Oil Pollution Damage (CLC)
- Exemption certificate(s) \_\_\_\_\_
- \_\_\_\_\_
- Others (as appropriate) \_\_\_\_\_

Applicant's Correspondence Information	E-mail		
	Telephone		
Name of Applicant and Company		Signature	

### **Personal Data Collection Statement**

*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 Hong Kong Shipping Registry at 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong or e-mail to [hksr@mardep.gov.hk](mailto:hksr@mardep.gov.hk).*

### **Guidance Notes**

- (a) This form shall be completed and submitted to Hong Kong Shipping Registry, by e-mail to [hksr@mardep.gov.hk](mailto:hksr@mardep.gov.hk) or by fax to (852) 2541-8842, at least **10 working days** in advance, excluding the submission date of this form and the Ship Registration Date.
- (b) The COR Envelope can only be collected from the chosen BJO / ETO office during the normal working hours on a working day of the BJO / ETO office.
- (c) Each application must be accompanied by a copy of the **photo identity document** of the person authorized by the shipowner. The authorized person **must** produce the original and provide a copy of the **same** identity document as the one provided with this application form when collecting the COR Envelope at the chosen BJO / ETO office.
- (d) It normally takes around four working days to confirm the application upon receipt of all necessary documents (working days means Monday to Friday excluding general holidays). The result of the application will be sent to the corresponding e-mail address completed by the applicant on this Application Form.
- (e) If you have any enquiry about the application (including the change of date, change of authorized person and collection office, etc.), please contact Hong Kong Shipping Registry at Tel: (852) 2852-4387 or by e-mail: [hksr@mardep.gov.hk](mailto:hksr@mardep.gov.hk).