

**Entry and Clearance Procedures for Non-Convention Vessels including  
Locally Licensed Vessels, River Trade/Coastal/Macau Vessels and Visiting Yachts**

**Part I Reporting of Arrival**

- (1) Not less than 24 hours prior to entering into Hong Kong waters, the owner, agent\* or coxswain of the vessel shall apply in writing for permission by providing a Pre-Arrival Notification (PAN) to the Marine Department. The [PAN of a Mainland or Macau Non-convention Vessel](#) should be provided to the Vessel Traffic Centre by fax to 2359 4264. Details are described in [Marine Department Notice No. 105 of 2007](#). Tankers should also submit a [Tanker Arrival Notice](#).
  
- (2) When a vessel arrives in the waters of Hong Kong, the owner, agent\* or coxswain shall, within 24 hours of her arrival, produce the following documents to any [district marine offices](#) to apply for an arrival clearance:
  - (i) Locally licensed Vessels:
    - A completed Entry & Clearance Declaration Form ([M.O. 877](#)) or a completed Marine Department Shipping Report General Declaration ([M.O. 618A](#)) if the vessel is a locally licensed pleasure vessel;
    - A completed M.O. 618A, in addition to M.O. 877, is also required for vessel returning from coastal port;
    - The Certificate of Ownership or Marine Office Record Card\*\*;
    - A crew list (ID 207A) stamped by the Immigration Officer; and
    - The Port Clearance issued by the authority of the last port.
  
  - (ii) River Trade Vessels, Coastal Vessels and Macau Vessels (collectively the “paragraph (e) vessel”):
    - A completed [M.O. 877](#);
    - A completed [M.O. 618A](#), in addition to M.O. 877, is also required for vessel arrives from coastal port;
    - The Certificate of Vessel’s Nationality, Certificate of Survey, Tonnage Certificate, Certificate of Fitness, Oil Pollution Prevention Certificate, Load Line Certificate, National Air Pollution Prevention Certificate and Ship Station Licence (for Vessels with gross tonnage of and over 1000) or Marine Office Record Card\*\*;
    - A crew list (ID 207A) stamped by the Immigration Officer;
    - The Port Clearance issued by the authority of the last port; and

- The policy of insurance or an indemnity arrangement of the vessel.
- (iii) Visiting Yachts:
- A completed [M.O. 618A](#);
  - Vessel's Certificate of Registry;
  - A crew list (ID 207A) stamped by the Immigration Officer; and
  - The Port Clearance issued by the authority of the last port.
- (3) Vessel arriving in the waters of Hong Kong shall be charged the following prescribed fee:
- (i) Arrival Clearance -- per vessel per trip \$58
- (ii) Permit to Remain\*\*\* -- per each stay of maximum 7 days: \$820 for the *Area* of a vessel of not more than 400 m<sup>2</sup>, thereafter plus \$2.2 per m<sup>2</sup> or part of a m<sup>2</sup> in excess of 400 m<sup>2</sup>
- (Area = LOA x Extreme Breath)*

## **Part II Reporting of Departure**

- (1) When a vessel is ready to depart, the owner, agent\* or coxswain of the vessel shall produce the following documents to any [district marine offices](#) and obtain a port clearance for the vessel:
- (i) Locally Licensed Vessels:
- A completed Entry & Clearance Declaration Form ([M.O. 877](#)) or a completed Marine Department Shipping Report General Declaration ([M.O. 618A](#)) if the vessel is a locally licensed pleasure vessel;
  - A completed [M.O. 618A](#), in addition to [M.O. 877](#), is also required for vessel departing for coastal port; and
  - The Certificate of Ownership or Marine Office Record Card\*\*.
- (ii) River Trade Vessels, Coastal Vessels and Macau Vessels (collectively the “paragraph (e) vessel):
- A completed [M.O. 877](#);
  - A completed [M.O. 618A](#), in addition to [M.O. 877](#), is also required for vessel

departing for coastal port;

- The Certificate of Vessel's Nationality, Certificate of Survey, Tonnage Certificate, Certificate of Fitness, Oil Pollution Prevention Certificate, Load line Certificate, National Air Pollution Prevention Certificate and Ship Station Licence (for gross tonnage of and over 1000) or Marine Office Record Card\*\*; and
- The Composite Permit (Arrival Clearance & Permit to Remain) issued to the vessel by the Marine Department.

(iii) Visiting Yachts:

- A completed [M.O. 618A](#);
- Vessel's Certificate of Registry;
- A completed [Sailing Notice](#); and
- The Composite Permit (Arrival Clearance/Permit to Remain) issued to the vessel by the Marine Department.

(2) Vessel departing from the waters of Hong Kong shall be charged the following prescribed fee:

- (i) Port Clearance Permit -- per vessel per trip \$58
- (ii) Permit to tow on departure (if applicable) -- per vessel per trip \$160

(Not more than two vessels to be towed)

*Remarks:*

- (1) \* *The Notice of appointment of agent and acceptance to act as agent shall be made in accordance with section (51) of Merchant Shipping (Local Vessels) (General) Regulation Cap 548F.*
- (2) \*\* *The Marine Office Record Card which contains vessel's particulars will be used, in lieu of the trading certificates, for entry and clearance reporting.*
- (3) \*\*\* *It is applicable to Local Vessels as defined in paragraph (e) of the interpretation of 'local vessel' under Section 2 of the Merchant Shipping (Local Vessels) Ordinance, Cap. 548.*

### **Part III Notes to Agents**

#### 1. Appointment of Agent for paragraph (e) vessel

A person who is appointed by the owner of a paragraph (e) vessel to be his agent shall provide the Director the notice of appointment of agent in accordance with the requirements set out in section (51) of Merchant Shipping (Local Vessels) (General) Regulations Cap 548F. The notice of appointment of agent shall contain:

- (a) the name of the vessel;
- (b) the name of the owner;
- (c) the name, telephone number and address in Hong Kong of the person appointed to be the agent;
- (d) a statement by the owner that he has appointed the person to be his agent;
- (e) a statement by the person that he has accepted the appointment to be the agent of the owner;
- (f) the date of appointment; and
- (g) the signature or (if applicable) the company seal of the owner and the signature or (if applicable) the company seal of the agent.

#### 2. [Electronic Business System](#)

Electronic Business System (eBS) of Marine Department provides web-based services for the handling of, amongst others, entry and clearance port formalities to registered users all year round without incurring additional charge. The system provides many features such as auto-approval of application, self-printing of permit / certificate, auto-pay, and online application status enquiry. For registration, please visit: '[Guidance Notes for eBS User Registration](#)'

#### 3. False Information

The attention of owners, agents and shipmasters is drawn to Section 78 of the Merchant Shipping (Local Vessels) Ordinance, Cap. 548 states:

“Without prejudice to any other provisions of this Ordinance, any person who, being required to give any information to the Director or any other person under this Ordinance, fails without reasonable excuse to give such information or gives any information, whether in writing, orally or otherwise, which he knows to be false or misleading as to a material particular commits an offence and is liable on conviction to a fine at level 2 and to imprisonment for 6 months.”