

**ENTRY AND CLEARANCE PROCEDURES**  
**FOR CONVENTION VESSELS**

**Part I Entry & Clearance Procedures for [Confirmed Agents](#)**

**1. Arrival and Departure**

(I) First Arrival & Departure

When a vessel arrives in Hong Kong for the first time the following procedures should be followed.

(a) Stay up to seven days

- (i) Upon the vessel's arrival in port the Agent should send an "arrival" General Declaration Forms [MO 618](#) (MO 618) by fax to the Central Marine Office (CMO) within twenty-four hours of the vessel's arrival.
- (ii) When the vessel is ready to depart the Agent should send a "departure" MO 618 by fax to the CMO.
- (iii) The Agent should then attend the CMO bringing with him the Requisite Documents (see Annex I) of the vessel and proof of the net tonnage.
- (iv) The agent will be issued with a Port Clearance Permit (PCP) if all Requisite Documents of the vessel are in order.

(b) Stay more than seven days

- (i) Upon the vessel's arrival in port the Agent should send an "arrival" MO 618 by fax to the CMO within twenty-four hours of the vessel's arrival.
- (ii) During the first seven days the Agent has to attend the CMO bringing with him the Requisite Documents of the vessel and proof of the net tonnage.
- (iii) When the vessel is ready to depart the Agent should send a "departure" MO 618 by fax to the CMO.

- (iv) The Agent will be issued with the PCP if all the Requisite Documents of the vessel are in order.
- (v) An Agent requesting the PCP to be faxed to his office must annotate the term “COLLECT PCP BY FAX” on the “departure” MO 618.

(II) Second or Subsequent Arrival and Departure

- (a) Upon the vessel’s arrival in port the Agent should send an “arrival” MO 618 by fax to the CMO within twenty-four hours of the vessel’s arrival.
- (b) When the vessel is ready to depart, the Agent should send a “departure” MO 618 by fax to the CMO.
- (c) If any trading certificate has been renewed or extended since the vessel’s previous visit, then the Agent must bring the original or certified true copy of the renewed or extended trading certificate to the CMO for updating of record.
- (d) The Agent will be issued with a PCP if all the Requisite Documents of the vessel are in order.
- (e) An agent requesting the PCP to be faxed to his office must annotate the term “COLLECT PCP BY FAX” on the “departure” MO 618.

**2. Advance Port Clearance**

- (a) An Advance Port Clearance is a standard PCP issued before the vessel arrives in Port. It is a facility to enable vessels to sail when they might be delayed awaiting the issue of a PCP. It must be noted that the issuance of an Advance Port Clearance is at all times at the discretion of the Director of Marine.
- (b) The Agent requesting an Advance Port Clearance should submit by fax a “departure” MO 618 together with a copy of telex, fax or EDI message from the shipmaster giving details of all trading certificates validities and clearly stating the vessel’s net tonnage.

- (c) The Agent will be issued with the PCP if all the Requisite Documents of the vessel are in order.
- (d) An agent requesting the PCP to be faxed to his office must annotate the term “COLLECT PCP BY FAX” on the “departure” MO 618.
- (e) When the vessel arrives in Port the Agent should obtain a copy of International Tonnage Certificate of the vessel and fax it together with the “arrival” MO 618 to the CMO.
- (f) The “arrival” MO 618 and, when required, the copy of International Tonnage Certificate must be faxed to the CMO within twenty-four hours of the vessel’s arrival.
- (g) Where the agent continuously applies for an Advance Port Clearance for a vessel without the vessel’s original or certified true copy of trading certificates having been submitted to the CMO for inspection within 30 calendar days counting from the first Advance Port Clearance issued in this period, the Officer-in-Charge of the CMO will decline to issue an Advance Port Clearance.

## **Part II Entry & Clearance Procedures for Provisional Agents**

### **1. Arrival and Departure**

#### **(I) First Arrival and Departure**

When a vessel arrives in Hong Kong for the first time the following procedures should be followed.

##### **(a) Stay up to seven days**

Upon the vessel's arrival in port the Agent should send an "arrival" General Declaration Forms MO 618 (MO 618) by fax to the Central Marine Office (CMO) within twenty-four hours of the vessel's arrival.

##### **(b) Stay more than seven days**

(i) Upon the vessel's arrival in port the Agent should send an "arrival" MO 618 by fax to the CMO within twenty-four hours of the vessel's arrival.

(ii) During the first seven days the Agent has to attend the CMO bringing with him the Requisite Documents (see Annex I) of the vessel and proof of the net tonnage.

(iii) The Agent has to settle the port dues at the commencement of each seven-day period.

#### **(II) Second or Subsequent Arrival**

(a) Upon the vessel's arrival in port the Agent should send an "arrival" MO 618 by fax to the CMO within twenty-four hours of the vessel's arrival.

(b) The Agent has to settle the port dues at the commencement of each seven-day period.

(III) Departures

- (a) When the vessel is ready to depart the Agent has to report personally to the CMO and produce the “departure” MO 618, and the original or certified true copies of all trading certificates. Failure to comply with this requirement or discovery that any of the trading certificates are invalid, will result in the PCP being withheld.
- (b) The Agent has to pay all outstanding port dues at this time.
- (c) The Agent will be issued with the PCP if all the Requisite Documents of the vessel are in order.

**2 Advance Port Clearance**

- (a) The requirements for Provisional Agents are the same as for Confirmed Agents with the exception of:
  - (i) The Provisional Agent requesting an Advance Port Clearance has to report personally to the CMO and produce a “departure” MO 618 together with a copy of telex, fax or EDI message from the shipmaster giving details of all trading certificates validities and clearly stating the vessel’s net tonnage.
  - (ii) The Provisional Agents have to pay in advance the port dues when applying for an Advance Port Clearance.
- (b) Where the agent continuously applies for an Advance Port Clearance for a vessel without the original or certified true copy of trading certificates having been submitted to the CMO for inspection within 30 calendar days counting from the first Advance Port Clearance issued in this period, the Officer-in-Charge of the CMO will decline to issue an Advance Port Clearance.

**3 Advance Payment**

- (a) The attention of owners, agents and shipmasters is drawn to Section 53(2) of Shipping and Port Control Ordinance, Cap. 313 that the Director of Marine may require the payment of port dues in advance in the case of any specified vessel.

- (b) Payment is to be made by a certified crossed cheque which should be made payable to “THE GOVERNMENT OF THE HONG KONG SAR” and the maximum amount to be drawn is specified at the bottom. After the departure of the vessel, the CMO staff will insert the exact amount of port dues and pass it to the shroff office for settling. The Agent will have to collect the receipt at the CMO.

## **Part III Notes to Agents**

### **1. 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, autopay, and online application status enquiry. For registration, please visit : [“Guidance Notes For eBS User Registration”](#).

### **2. Disputed Bills**

When an Agent wishes to dispute a bill, he should notify the Director of Marine in writing of its receipt clearly identifying the debit note(s) in dispute, the amounts involved and briefly stating the reasons for the dispute.

### **3. False Information**

The attention of owners, agents and shipmasters is drawn to Section 75(1) of the Shipping and Port Control Ordinance states, Cap. 313;

“Without prejudice to any other provision 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 to a fine of \$5,000 and to imprisonment for 6 months.”

**Requisite Documents Required To Be Submitted By  
Agents of Convention Vessels On Arrival and Prior To Departure**

**1. Overview**

Section A : Applies to all vessels on every occasion a vessel calls at Hong Kong

Section B : Applies to all vessels

Section C : Additional requirements for Passenger Vessels

Section D : Additional requirements for Cargo Vessels

Section E : Additional requirements for Oil, Chemical or Liquefied Gas Tankers

**2. Details of Requisite Documents required**

**Section A** **FOR ALL VESSELS - On the occasion of every port call should submit the original copy of the following documents:**

(a) Within 24 hours of arrival:

- A completed Marine Department's Shipping Report - "arrival" General Declaration Forms MO 618 signed by the shipmaster or his agent.

(b) On applying for a Port Clearance Permit:

- A completed Marine Department's Shipping Report - "departure" General Declaration Forms MO 618 signed by the shipmaster or his agent.

**Section B** **FOR ALL VESSELS – Must produce the original or certified true copy of the trading certificates listed in Section B**

- The Certificate of Registry
- International Tonnage Certificate issued pursuant to the IMO Convention 1969, if any, or National Tonnage Certificate for vessels

less than 24 metres in length.

- International Loadline Certificate or International Loadline Exemption Certificate for vessels of 24 metres in length and above.
- International Oil Pollution Prevention Certificate (**IOPPC**) or in the case of a Hong Kong Registered Vessel, a Hong Kong Oil Pollution Prevention Certificate. (For every oil tanker of 150 GT and above and every other vessel of 400 GT and above.)
- Safety Management Certificate
- International Ship Security Certificate
- International Air Pollution Prevention Certificate (for self-propelling vessels of or above 400 gross tonnage)
- International Sewage Pollution Prevention Certificate (for vessels of 400 gross tonnage and above; and for vessels below 400 gross tonnage but certified to carry more than 15 persons)

**Section C     FOR PASSENGER VESSELS**

In addition to the documents and trading certificates listed in Sections A and B above the agent of every passenger vessel must submit the **original or certified true copy** of the following trading certificates:

- Passenger Ship Safety Certificate
- Document of Compliance (DOC) and Safety Management Certificate (SMC) issued pursuant to International Safety Management (ISM) Code.
- Any Exemption Certificate that is in force

**Section D     FOR CARGO VESSELS**

In addition to the documents and trading certificates listed in Sections A and B above the agent of every cargo vessel must submit **original or certified true copy** of the following trading certificates:

- Cargo Ship Safety Construction Certificate
- Cargo Ship Safety Equipment Certificate
- Cargo Ship Radiotelegraphy Certificate or Cargo Ship Radiotelephony Certificate
- Document of Compliance and Safety Management Certificate issued pursuant to the ISM Code.  
(Only applied for bulk carrier and cargo carrying high speed craft of 500 GT and over)
- Any Exemption Certificate that is in force

**Section E FOR OIL TANKERS. CHEMICAL TANKERS and LIQUEFIED GAS TANKERS**

In addition to the documents and trading certificates listed in Sections A and B above the agent of every cargo vessel must submit **original or certified true copy** of the following trading certificates:

- Document of Compliance and Safety Management Certificate issued pursuant to the ISM Code

For vessels carrying:

- (a) Noxious Liquid Substance(s) listed in Marpol Annex II ;
  - International Pollution Prevention Certificate for the carriage of Noxious Liquid Substances in Bulk or Hong Kong Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk
- (b) Chemicals in bulk, in a vessel which was :
  - (i) constructed before 1 July 1986:
    - Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk
  - (ii) constructed on or after 1 July 1986:
    - International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk
- (c) Liquefied gas in bulk constructed on or after 1 July 1986 :
  - International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk
- (d) Bulk cargo (more than 2,000 tons of persistent oil):
  - A Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage.

Requisite Documents Required To BE Submitted By Agents of Convention Vessels On Arrival and Prior To Departure																				
Documents	M.O. 618*	COR*	ITC*	ILC*	IOPPC*	SMC*	ISSC*	IAPPC*	ISPPC*	PSSC	DOC	EC	CSSCC	CSSEC	CSRC	IPPC/ HKPPC	COF	ICOF	CLC	CLBOPD
Passenger Vessels	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								✓
Cargo Vessels	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓					✓
Oil Tankers	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	
Chemical Tankers	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
Liquefied Gas Tankers	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		

Remark:

MO 618- A completed General Declaration (MO 618) is required for all vessels when reporting arrival and departure.

COR - Certificate of Registry.

ITC - International Tonnage Certificate issued pursuant to the IMO Convention 1969, if any, or National Tonnage Certificate for vessels less than 24 metres in length.

ILC - International Loadline Certificate or International Loadline Exemption Certificate for vessels 24 metres in length and above.

IOPPC- International Oil Pollution Prevention Certificate (IOPPC) or in the case of Hong Kong Registered Vessel, a Hong Kong Oil Pollution Prevention Certificate (applicable to oil tanker of 150 GT and above and other vessel of 400 GT and above).

SMC - Safety Management Certificate issued pursuant to International Safety Management (ISM) Code - applicable to: (i) passenger carrying high speed craft of any GT. (ii) bulk carrier and cargo carrying high speed craft of 500 GT and over.

ISSC - International Ship Security Certificate.

IAPPC - International Air Pollution Prevention Certificate (for self-propelling vessels of or above 400 GT).

ISPPC- International Sewage Pollution Prevention Certificate (for vessels of 400 GT and above; and for vessels below 400 GT but certified to carry more than 15 persons).

PSSC - Passenger Ship Safety Certificate.

DOC - Document of Compliance (DOC) issued pursuant to International Safety Management (ISM) Code - applicable to: (i) passenger carrying high speed craft of any GT. (ii) Only applied for bulk carrier and cargo carrying high speed craft of 500 GT and over.

EC - Any Exemption Certificate that is in force.

CSSCC - Cargo Ship Safety Construction Certificate.

CSSEC- Cargo Ship Safety Equipment Certificate.

CSRC - Cargo Ship Radiotelegraphy Certificate or Cargo Ship Radiotelephony Certificate.

IPPC / International Pollution Prevention Certificate or Hong Kong Pollution Prevention Certificate (applicable to vessels carrying Noxious

HKPPC- Liquid Substance(s) listed in Marpol Annex II in bulk).

COF - Certificate of Fitness (applicable to vessels carrying chemicals in bulk and constructed before 1 July 1986.

ICOF - International Certificate of Fitness (applicable to (i) vessels carrying chemicals in bulk and constructed on or after 1 July 1986; (ii) vessels carrying liquefied gas in bulk and was constructed on or after 1 July 1986).

CLC - Civil Liability Certificate (applicable to vessels carrying more than 2000 tons of persistent oil in bulk).

\* To indicate the Certificate is required for all vessels.

✓ To indicate the certificate is required for that type of vessels.

CLBOPD Civil Liability for Bunker Oil Pollution Damage (for non-tanker having a gross tonnage greater than 1000