

Frequently Asked Questions (FAQ) for Hong Kong Shipping Registry

1. I intend to register a ship at the Hong Kong Shipping Register (HKSR), where can I find the relevant information?

A guidance for registration formalities, i.e. Hong Kong Shipping Registry, Ship Registration Guidelines, is available at:

https://www.mardep.gov.hk/en/pub_services/pdf/sr_guide.pdf

2. How can I reserve a ship's name?

To reserve a ship's name with the Hong Kong Shipping Registry, the applicant must be a "Qualified Person"¹. Please submit the original application form (RS/A7) for ship's name reservation together with (i) a copy of the HKID card of the applicant (for individual applicant); or (ii) a copy of the Certificate of incorporation/Registration (for company); or (iii) the signed & sealed "Form of Authority" (MD 652) if the form is completed by an officer other than the company director or the company secretary.

The reserved name is valid for 3 years and is not transferrable to any other shipowner.

A ship to be registered must have a name in English alphabetic characters which may include numerals. Chinese name alone is not allowed in the registration but can be registered with an English name provided that the Chinese name does not exceed 6 characters.

3. How to change the ship's name?

The registered owner should submit a completed application form "Application for change of Name of a Ship Registered in Hong Kong". HKSR will check if the proposed ship's name is available and if so, an "Approval-in-principle" with "Ship's Marking Note" and "Certificate / Declaration of Marking" will then be issued to the applicant.

¹ **Qualified Person** - A qualified person must be one of the following :

- an individual who holds a valid Hong Kong Identity Card and who is ordinarily resident in Hong Kong; or
- a body corporate incorporated in Hong Kong; or a company registered with the Hong Kong Companies Registry as a Non-Hong Kong company

Either the completed “Declaration of Marking” (by the Master of the vessel) or the certified “Certificate of Marking” (by a recognized classification society surveyor) should be returned to the Registrar. When HKSR received the confirmation of the name changed, a new Certificate of Registry with new ship’s name will be issued to the applicant.

4. What shall I do if my document is in foreign language other than Chinese or English?

A certified translation in English must be produced by the applicant. The translation of a document shall be acceptable –

- (a) If made outside Hong Kong -
 - (i) it is certified as a correct translation by a sworn translator of the court of the place where it is made; or
 - (ii) it is certified as a correct translation by the person making the translation and further certified by a notary public of the place where the translation is made that he believes that the translator is competent to make the translation.

- (b) If made in Hong Kong -
 - (i) it is certified as a correct translation by a sworn translator of the High Court of Hong Kong; or
 - (ii) it is certified as a correct translation by the person making the translation and further certified by a notary public or a solicitor in Hong Kong that he believes that the translator is competent to make the translation.

5. How long does it take to register a ship or close a ship registration in Hong Kong?

When all the requisite documents have been inspected to be in order including document showing that the ship has been delivered, it takes 2 hours to complete the ship registration while 1 hour to close registration.

6. What is the Non-Office Hour Charges for HKSR Service?

Ship registration and related services are available all year round.

For service to be rendered beyond the office hours, we need 24 hours advance notice before the requested date. Non-Office-Hour service is subject to charge :

On weekdays (any day other than a Sunday)

(a) between the hours of 7 a.m. and 9 a.m. or 5 p.m. and 7 p.m.

HK\$1,115 per hour or part hour

(b) before 7 a.m. or after 7 p.m.

HK\$2,215 per hour or part hour

On Saturdays (afternoon) and Sundays or Public Holidays

HK\$3,270 per hour or part hour

7. How can I make a declaration for the purposes of registering a ship in Hong Kong and how shall I do if my company does not possess a common seal?

Incorporate without Corporate/Common Seal

Section 19(4) of the ordinance, Chapter 415 requires a body corporate not possessing a common seal to make a declaration. Please see the recommended format for a 'Declaration of no seal' as below:

'I/We, Mr./Ms. being the director/company secretary of the, the (Company) hereby declare that the Company does not possess a corporate/common seal as it is not a legal requirement of where the Company incorporated.

(Name of the corporation)

(signed)

(Full Name of the Signatory)

- Section 84 of the ordinance, Chapter 415 states the mode of making declarations as either a declaration made on behalf of a body corporate by the secretary or any other officer of the body corporate authorized by it for that purpose.
- A declaration may be made in Hong Kong before the **Registrar, a justice of the peace, a notary public, a commissioner for oaths or a solicitor;**
- A declaration may be made in a place outside Hong Kong **before a notary public.**

Hong Kong Shipping Registry will also accept :

A corporate/common seal in the form of metallic/stone/wooden/rubber as long as it is established in accordance with the local statutory requirement.

- . A corporate/common seal in the form other than a metallic seal and without any illustration but marked with '(Corporate Seal)' for indication.
- . A legal opinion or a statement in the notary certificate (for the subject document, i.e. power of attorney) by a local notary public stating that it is not a local legal requirement for a body corporate to possess a common seal and that the signatory(ies) in the subject document has (have) been testified to have appropriate capacity for executing the subject document will be sufficient for the purpose.

8. How to request for a Transcript of Register?

To request a Transcript of Register for a Hong Kong registered ship, complete the Transcript request form (<https://www.mardep.gov.hk/en/forms/pdf/md722.pdf>) and fax or email it to 2541-8842 or email "hksr@mardepgov.hk"

The fee charge for a certified Transcript of Register is HK\$260 and for an uncertified Transcript of Register is HK\$110.

Demand note will be issued and upon confirming your payment, we shall release you the "Transcript of Register".

Certified transcript service should normally be available in office hour only. Extreme cases may be handled upon prior request and with reasonable grounds.

Uncertified transcript is available 24/7 via Marine Department Electronic Business System (eBS). For details, please refer to FAQ 8a. "how to call an e-transcript of register via eBS".

8a. How to call an e-transcript of register via eBS?

Hong Kong Shipping Registry has introduced the "e-Transcript" services. With the "e-Transcript" services, HKSR client can make application for and obtain transcript through internet 24 hours round the clock and 365 days round the year.

Registered user can lodge application for uncertified transcript and obtain the "e-Transcript" product together with the demand note (for payment) through email and eBS application screen.

For details of the eBS and the “e-Transcript” services, please visit the eBS website at “<http://ebs.mardep.gov.hk>”. For application as registered user, please download the “eBS2 Registration Form” from the above website and send the completed original to the Shipping Registry at 3/F Harbour Building, 38 Pier Road, Central, Hong Kong.

For enquiry, please contact us on Tel. No. 2852-4421 or 2852 4387 or by email hksr@mardep.gov.hk.

9. What is the service for Collection of Certificate of Registry Envelope?

The service for collection of Certificate of Registry (COR) Envelope to facilitate Hong Kong registered vessels to be set sail immediately after delivery at shipyards or completion of transactions is currently provided at the Beijing Office (BJO), the Economic and Trade Offices (ETO) at Shanghai, Tokyo, Singapore and Liaison Units (LU) at Shenyang and Jinan. With the operation of Regional Desks (RDs) of the Hong Kong Marine Department at London, Shanghai and Singapore, the contact particulars of these three offices are updated in Hong Kong Merchant Shipping Information Note No. 21/2020: <https://www.mardep.gov.hk/en/msnote/pdf/msin2021.pdf>

10. How to inquire the registration status of a ship on the HK Ship Register?

1) Access the eBS services in the Marine Department Homepage on the internet:

<https://ebs.mardep.gov.hk/eBS3/enquiryRegStatus?lang=en>

2) Enter either Ship’s name, Official No. or IMO No. and get the result of the real-time status of a ship on the Ship Register.

11. What is Provisional registration?

Provisional registration under the Ordinance is a substantive registration though for a **limited period**. During the period of provisional registration, mortgages on the ship can be registered in the usual way as if the ship were on full registration.

Provisional registration is optional and is not a prerequisite for full registration of a ship. Provisional registration is to facilitate the registration **when the original title document cannot be produced at the time of full registration**. A copy of the title document will be accepted for provisional registration. The validity of provisional registration is one month.

12. When a Certificate of Registry (COR) is issued/updated, what other certificate(s) should also be issued/updated?

You may make reference to the following table and apply for the related certificate(s)/ documents(s) accordingly.

		Title of Certificates / Documents										
		COR	CSR	MSMC	DMLC-I	Exemption	BCC	CLC	WRC	Declaration of Company	DPA & CSO contact	LRIT CTR
	Application form downloadable at these url	COR	CSR	MSMC	DMLC-I	Exemption	BCC	CLC	WRC	ISM Declaration of Company	DPA & CSO contact	NA
	Application should submit to these email address <i>P.S. Please send your application to the concerned email ONLY and DO NOT c.c. to any other application email.</i>	hksr@mardep.gov.hk	csr@mardep.gov.hk	ss_css@mardep.gov.hk	ss_css@mardep.gov.hk	exemption@mardep.gov.hk	accss@mardep.gov.hk	accss@mardep.gov.hk	wrc@mardep.gov.hk	mms@mardep.gov.hk	mms@mardep.gov.hk	mms@mardep.gov.hk
Services Applied /Changes Made	New Registration (Newbuild ship)	Yes	Yes	Yes	Yes	Yes (if any)	Yes	Yes (if any)	Yes	Yes	Yes	Yes
	New Registration (Flag in Hong Kong)	Yes	Yes	Yes	Yes	Yes (if any)	Yes	Yes (if any)	Yes	Yes	Yes	Yes
	Registration Anew	Yes	Yes	Yes	Yes	Yes (if any)	Yes	Yes (if any)	Yes	Yes	Yes	Yes
	De-Registration/Re-Registration (Owner Reg – Demise Charter Reg) (Demise Charter Reg- Owner Reg) (Demise Charter Reg- Demise Charter Reg)	Yes	Yes	No	No	No	Yes	Yes (if any)	Yes	No	No	No
	Change of Ownership (Transfer/Transmission of ownership)	Yes	Yes	No	No	No	Yes	Yes (if any)	Yes	Yes	No	No
	Change of Demise Charter period	Yes	No	No	No	No	Yes	Yes (if any)	Yes	No	No	No
	Change of Ship Name	Yes	Yes	Yes	Yes	No	Yes	Yes (if any)	Yes	Yes	Yes	Yes

url for :

COR : <https://www.mardep.gov.hk/en/forms/pdf/md638.pdf>

CSR : <https://www.mardep.gov.hk/en/forms/pdf/md659.pdf>

MSMC : https://www.mardep.gov.hk/en/forms/pdf/msmc_app.pdf

DMLC P1 : <https://www.mardep.gov.hk/en/forms/pdf/md738.pdf>

Exemption : <https://www.mardep.gov.hk/en/forms/pdf/md606.pdf>

BCC : <https://www.mardep.gov.hk/en/forms/pdf/md601.pdf>

CLC : <https://www.mardep.gov.hk/en/forms/pdf/md603.pdf>

WRC : https://www.mardep.gov.hk/hk/pub_services/pdf/removal_of_wrecks20180605anx2.pdf