

Brief Notes on Renewal of Crew Agreement

- All seafarers serving on a HK registered ship shall be employed under a Crew Agreement. A complete set of crew agreement includes the front cover (HKENG1); List of Crew (HKENG2) and the "Terms and Conditions of Service"
- Crew Agreement should not be run for a longer period than 12 months. It should be renewed (closed and a new one opened) before its expiry; or upon the ship's arrival at the next port of call after its expiry.

Termination of Crew Agreement

- all crew members (disregarding whether they are continue to work on the ship) are to sign in the column "Signature of Seafarers on discharge" in the HKENG2 and complete the column "Date and place of discharge", the date and place of discharge should be the same as the "Date and place of termination of agreement and lists of crew" at HKENG1 with the master initiating at the last column at the same time.
- as soon as the crew agreement is terminated, the pertaining "List of Crew" (HKENG2) and official log book (HKLOG3) should be terminated concurrently

Renewal of Crew Agreement

- in opening a crew agreement, unused specified forms (HKENG1 & HKENG2) should be used in the fresh crew agreement.
- the "Ref. No" assigned to each crew member in the HKENG2 could start from No. 1 onward.
- the crew members continue to work on the ship are to sign in the column "Signature of Seafarers on engagement" in the fresh HKENG2 and complete the column "Date and place of engagement", the date and place of engagement should be the same as the "Date and place of commencement of agreement and lists of crew" at HKENG1, unless the crew member is engaged on a latter date.
- the particulars of HK Licence possessed by deck & engineer officers; the number and description of STCW watchkeeping certificate possessed by the deck and engine room watch ratings; and the exact amount of monthly wages of each crew member should be inputted in the proper column at HKENG2.

After the renewal of Crew Agreement

- Subsequent to the renewal, the original of the terminated crew agreement, along with the relevant original terminated official book;
A photocopy of the renewed crew agreement (front cover-HKENG2, List of Crew-HKENG);
and
Copy of "Terms and Conditions of Service" or CBA should be delivered to this office for record and inspection as soon as practicable.
- Whenever there is any crew change, i.e. engagement and/or discharge of crew members during the currency of the agreement, it should be entered in the HKENG2 kept on board the ship. Such crew change should be reported to this office in Form HKENG2A. The agreement is not required to be renewed nor open a new agreement for the new engaged crew members. The copy of updated HKENG1 & HKENG2 for reporting of crew change are not required to send to this office again.

更新[船员协议]简介

- 香港法例规定，凡在香港注册船舶上服务的海员，均须以船员协议雇用。一份完整的船员协议包括协议封套(HKENG1)；船员名单(HKENG2)及相关的“服务条款及条件”。
- 船员协议的开立，为期不可超过12个月。期满时须将协议终结及更新，(亦即将该协议终结并随即开立一份新的协议)。或船只于协议期满后到达的港口立即更新。

终结 [船员协议]

- 协议终结时，所有船员(不论是否继续被聘任于船上工作)须于终结的协议中船员名单(List of Crew-HKENG2) 上的解职海员签署栏目内签署解职。解职日期及地点须填上为与协议封套上的协议终止生效的日期与地点相全。并由船长于相关栏目内草签。
- 协议终结时，附属的HKENG2 及航海日志(Official Log Book HKLOG3)亦应全时终结。不可再用作船员受雇签署。

更新 [船员协议]

- 在开立新船员协议时，须以未使用过的特定表格HKENG1 及HKENG2 开立。
- 编配每名船员于HKENG2 内的编号，应从1号开始。
- 继续受聘任于船上工作者，须重新列名在新开立之协议上，按协议开立的日期，重新签署受雇。受雇日期及地点须填上为与协议封套上的协议开始生效的日期与地点相全(随后受雇的船员除外)。并由船长于相关栏目内草签。
- 在新的协议中，甲板与轮机部高级船员所持之香港执照编号及等级的资料；甲板及机舱值班船员(一水及机工)所持STCW 值班证书的编号和说明，以及各船员的每月工资的确实款额及币值单位。须妥为填写在协议中船员名单(List of Crew-HKENG2)上的特定栏目内。

[船员协议] 更新后

- 船长须将已终结的协议正本及协议内所附的航海日志(HKLOG3)正本；一份新开立的协议副本；及“服务条款及条件”或CBA 的副本交回我处察阅及归档。
- 协议有效日期内，如有船员更替，新上船的船员资料就填写在存于船上之协议中船员名单(HKENG2)的后继之空白列内，按上船日期，签署受雇。离职船员则在解职栏上按他的离职日期签署离职。船长无须为新上船的船员开立新的船员协议，亦无须再将载有船员更替资料的协议副本再送交我处。只须将船员更替的资料填写在协议内所附之表格HKENG2A，送交我处存档便可。