

**Online Application For Renewal of Operating Licence**

***eBS***

***Electronic Business System***

1

## Documents needed

- \* Certificate of Ownership
- \* Current Operating Licence
- \* Valid Certificate of Insurance
- \* Proof of Address  
(dated within the recent six months)
- \* Valid Business Registration Certificate#

#For the vessel is owned by a company

2

## Points to note

- **Class III and Class IV Local Vessel**  
(Not applicable for the vessel is required to have Certificate of Survey or Certificate of Inspection)
- Application shall be submitted within two months before the expiry of the current Operating Licence  
(Application would not be accepted if the Operating Licence is expired)
- Certificate of Insurance should be submitted in JPEG or PDF format
- Proof of Residence should be submitted in JPEG or PDF format
- Business Registration Certificate should be submitted in JPEG or PDF format #
- No application form (MD509) is required
- Attend to Marine Office in person is not required
- Any hard copy of the document is not required
- Renewed Operating Licence will be sent to the registered address of the owner by registered mail

#For the vessel is owned by a company

3

## Specimen of the Certificate of Insurance

CERTIFICATE OF INSURANCE	
(Issued pursuant to section 13 of the Merchant Shipping (Local Vessels) (Compulsory Third Party Risks Insurance) Regulation (Cap. 548 sub. leg. H))	
Certificate No.: .....	Policy No.: .....
	Issued on: .....
1. Name of policy holder(s) .....	
2. Class and type of local vessel .....	
Name of local vessel (if any) .....	
Certificate of ownership number or description of local vessel .....	
3. Period of Insurance from ..... to .....	
4. Amount of liability insured .....	
5. Name of authorized insurer .....	
6. Persons or classes of persons entitled to have charge of the local vessel .....	
7. The circumstances in which that person (or persons) will be indemnified .....	
I hereby certify the above particulars in respect of a policy of insurance issued by me.	
And I further certify that the policy is issued in accordance with the provisions of the Merchant Shipping (Local Vessels) (Compulsory Third Party Risks Insurance) Regulation (Cap. 548 sub. leg. H).	
	Authorized Insurer .....
Date: .....	

4

## Payment Method

### \*Credit Card

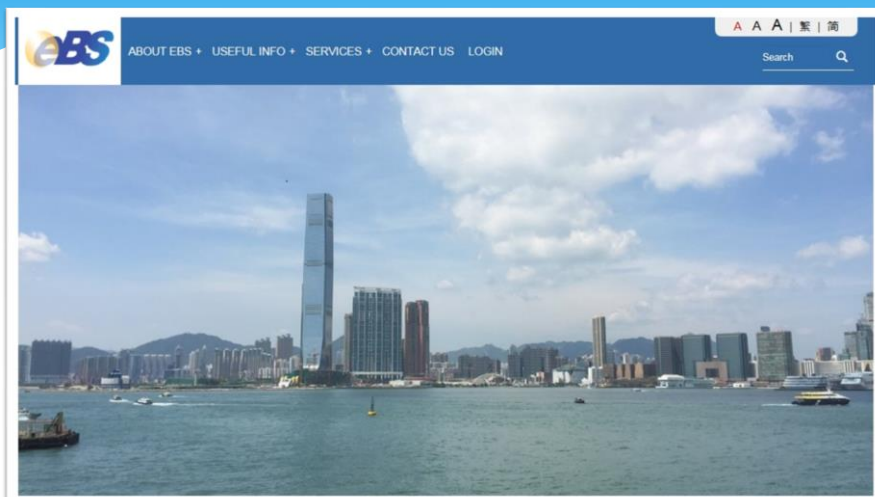


### \*PPS



5

**Website:** [ebs.mardep.gov.hk](http://ebs.mardep.gov.hk)



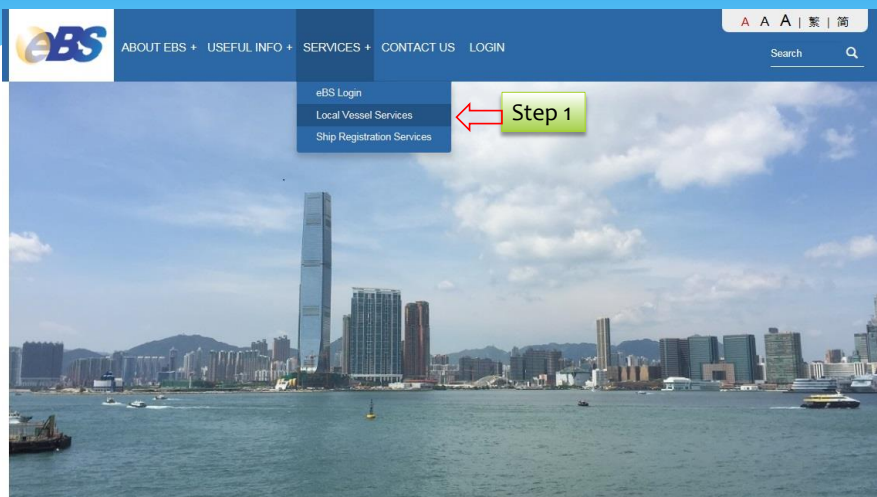
6

# Demonstration

## *eBS Electronic Business System*


7

SERVICES +  Local Vessel Services




8

# LOCAL VESSEL SERVICES





ABOUT EBS + USEFUL INFO + SERVICES + CONTACT US + LOGIN

A A A | 繁 | 簡

Search 


LOCAL VESSEL SERVICES

Form No.	Title	Link
EBS-8150	Application for Renewal of Operating Licence for Non-Survey Required Local Vessel	 
EBS-8160	Application of Miscellaneous Permit (Speed Restriction) and Permit for Entering Restricted Area (Tsing Tsuen and Tsing Yi Bridges Area)	

Step 2


9

# Guidance Notes



ABOUT EBS + USEFUL INFO + SERVICES + CONTACT US + LOGIN


A A A | 繁 | 簡

Search 

APPLICATION FOR RENEWAL OF OPERATING LICENCE FOR NON-SURVEY REQUIRED LOCAL VESSEL

Guidance Notes

- Licensing period (on monthly basis): minimum 1 month, maximum 12 months.
- The owner shall provide a valid third party risks insurance policy or certificate of insurance issued by an authorized insurer in accordance with the Merchant Shipping (Local Vessels) (Compulsory Third Party Risks Insurance) Regulation showing compliance with the minimum amount of insurance cover for the vessel concerned (not applicable to non-mechanically propelled vessels which do not exceed 4 metres in length overall). Details of ancillary vessels, if any, shall be listed in the third party risks insurance policy or the certificate of insurance submitted. Information on authorized insurers is available at District Marine Offices.
- If any person(s) is/are employed in any capacity on board the vessel, the owner should produce a valid employees' compensation insurance policy issued in accordance with the Employees' Compensation Ordinance.
- The owner may apply for renewal of the operating licence within two months before the expiry date.
- In case of any change in the particulars of the certification of ownership, the owner shall notify the Director of Marine in writing with necessary document and information for enabling the verification of the change, and pay the prescribed fee (if applicable).
- Each owner's correspondence (dated within the recent 6 months) showing the owner's name and address with owner's signature.
- If the carrying capacity (including crew) of a vessel licensed under Class IV is more than 14 persons, an additional fee of \$165 per person in excess of 14 is charged in pursuant to the Merchant Shipping (Local Vessels) (Fees) Regulation.
- The appropriate licence fee as prescribed under the Merchant Shipping (Local Vessels) (Fees) Regulation. Only FPS, Visa/Mastercard/JCB and Union Pay are accepted as payment method for this application in eBS.

Continue 

Step 3

10



# Certificate of Ownership Audit Number

Application for Renewal of Operating Licence for Non-Survey Required Local Vessel

Certificate of Ownership Number \*

Enter Certificate of Ownership Number

COO Audit Number \*

Enter COO Audit Number

Serial Number of Last Valid Operating Licence \*

Enter Serial Number of Last Valid Operating Licence

Captcha Type \*

☒ Image ☐ Audio

Token No \*

Enter Token No

Continue

Step 5

13

# Serial Number of Last Valid Operating Licence

Application for Renewal of Operating Licence for Non-Survey Required Local Vessel

Certificate of Ownership Number \*

Enter Certificate of Ownership Number

COO Audit Number \*

Enter COO Audit Number

Serial Number of Last Valid Operating Licence \*

Enter Serial Number of Last Valid Operating Licence

Captcha Type \*

☒ Image ☐ Audio

Token No \*

Enter Token No

Continue

Step 6

14

## Token No.


Application for Renewal of Operating Licence for Non-Survey Required Local Vessel

**Certificate of Ownership Number \***

**COO Audit Number \***

**Serial Number of Last Valid Operating Licence \***

**Captcha Type \*** ☒ Image ☐ Audio



**Step 7** **Token No \***

[Click here](#)

15

## Email address

Application for Renewal of Operating Licence for Non-Survey Required Local Vessel **Step 8**

This is your first-time of accessing this application. You are required to enter an e-mail address. [Entry valid email address](#)

**Contact Email Address \***

[Click here](#)

16



## Application for Renewal of Operating Licence for Non-Survey Required Local Vessel

The screenshot shows the eBS Electronic Business System interface. At the top is the eBS logo and the text 'Electronic Business System The Government of the Hong Kong Special Administrative Region'. Below this is a navigation bar with 'Home' and the title 'Application for Renewal of Operating Licence for Non-Survey Required Local Vessel'. A list of links is displayed: 'Guidance Notes', 'Application Form', 'Application Enquiry', and 'Update Contact Information'. A red arrow points from a 'Click here' text to the 'Application Form' link. A green box labeled 'Step 9' is positioned above the 'Application Form' link.

17

## Entry Information

The screenshot shows the 'Application Details' form. It includes the following fields and annotations:

- Licence Type:** Radio buttons for 'Full Licence' (selected) and 'Temporary Licence'.
- Licence Validity Period (on monthly basis):** A dropdown menu showing '1'. A red arrow points to this field with the text 'Choose licence period (Minimum 1 month ~ Maximum 12 months)'. A green box labeled 'Step10' is positioned above this field.
- Licence New Expiry Date:** A text field showing '2020-04-18'.
- Payment Amount:** A text field showing 'HK\$55.80'.
- Submit To:** A dropdown menu showing '-- Please select an option --'. A red arrow points to this field with the text 'Choose Marine Office'. A green box labeled 'Step11' is positioned above this field.
- Contact Email Address:** A text field showing '123@gmail.com'.

18

# Entry Information

Particulars of Vessel ▲

**Certificate of Ownership No.**  
6457

**Name of Vessel (if any)**

English  
Chinese

**Valid Third Party Risks Insurance** ⓘ

**Name of Authorized Insurer (not Agent) \***  
-- Please select an option --

**Policy No. \***  
Enter Policy No.

**Validity Period**

**Validity Period (From) \***  
YYYY-MM-DD

**Validity Period (To) \***  
YYYY-MM-DD

- Step12  
Choose the Insurer
- Step13  
Input Policy No.
- Step14  
Input Validity Period

19

# Upload Documents (For individual)

Upload Supporting Documents ▲

Number of owner/agent(s): 1

The system accepts max 2 combined files of owner's address proof or BR Certificate (if required) to be uploaded. Should there be more than one owner for the vessel, please combine all the owners' address proof or all owners' BR Certificate into one or two files for submission respectively. Total size of all uploaded files must be less than 10MB and file type must be any one of pdf, jpg, .jpeg, .jpe or .jif.

**Valid Third Party Risks Insurance Policy / Certificate of Insurance \***

Upload Certificate of Insurance (JEPG/PDF)

**Valid Third Party Risks Insurance Policy / Certificate of Insurance (Page 2 or Insurance Document of ancillary vessel, if any)**

**Correspondence(s) (dated within recent 6 months) for primary owner/agent showing owner's/agent's name and address with signature \***

Upload Proof of Address (JEPG/PDF)

Upload [Click here](#)

20

# Upload Documents ( For Company)

Upload Supporting Documents

Number of owner/agent(s): 1

The system accepts max 2 combined files of owner's address proof or BR Certificate (if required) to be uploaded. Should there be more than one owner for the vessel, please combine all the owners' address proof or all owners' BR Certificate into one or two files for submission respectively. Total size of all uploaded files must be less than 10MB and file type must be any one of .pdf, .jpg, .jpeg, .jpe or .jif.

Valid Third Party Risks Insurance Policy / Certificate of Insurance \*

瀏覽...

View

Upload Certificate of Insurance (JEPG/PDF)

Step15

Valid Third Party Risks Insurance Policy / Certificate of Insurance (Page 2 or Insurance Document of ancillary vessel, if any)

瀏覽...

View

Correspondence(s) (dated within recent 6 months) for primary owner/agent showing owner's/agent's name and address with signature \*

瀏覽...

View

Upload Proof of Address (JEPG/PDF)

Step16

Valid Business Registration Certificate with signature for primary owner/agent \*

瀏覽...

View

Upload Business Registration Certificate (JEPG/PDF)

Upload

Click here

21

# Confirm the data → Next

Application Details

Details of Application

Particulars of Vessel

Particulars of Primary Owner/Agent

Upload Supporting Documents

Postal Mail Information for Delivery of Operating Licence

Step17

Click here

Next

Reset

22

## Declaration → Submit

Application Details

Declaration

Please check the preview file and confirm the information is correct. If you need to change the information, please press "Amend Details" button.

Preview file: PDF ← Tick the box Step18

☒ I/We hereby declare that all information provided in and with this application form is true and correct to the best of my/our knowledge and belief. I/We understand that, if I/we knowingly make any statement which is false or misleading as to a material particular, I/we shall be liable under section 52 of the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation to a fine of \$10,000 and to imprisonment for 6 months.

Amend Details Submit ← Click here Step19

23

## Payment Details

**eBS** **eBS**  
Electronic Business System  
The Government of the Hong Kong Special Administrative Region

Home > Payment Method Selection > Application Details > Demand Note

**Payment Details**

The total amount of the application(s): **HKD223.30**

**Summary**

Item	Amount
Issuance of Operating Licence 發出運作牌照	HKD223.30

**Confirm payment**

Your browser will be re-directed from Marine Department website to payment service provider website. It may take several minutes to process the online payment. Please do not close the browser during the payment process. If no payment result is shown after you have submitted the required information for online payment, please use the "Application Enquiry" function to check the payment status. Please do not submit application again to avoid double application and payment. If the payment is unsuccessful, please use the "Application Enquiry" function to re-settle the payment.

\* Send email notification to the following email address:

Payment method selected: Credit Card / PPS

Step20 Click here ⇒ Confirm Reject

24

# Online Payment Service

**GovHK 香港政府一站通**

**Online Payment Service**

**Help**  
Customer Service Hotline (852) 183 5500  
Email: ebs\_support@mardep.gov.hk

**Please select the payment method :**

Type of Service	Application for Renewal of Operating Licence for Non-Survey Required Local Vessel
Merchant Name	Marine Department
Transaction Date	29-06-2018
Transaction Reference Number	EB\$816040273
Total Amount	HK\$ 223.30
Payment Method	<input type="radio"/> JCB <input type="radio"/> Mastercard <input type="radio"/> VISA <input type="radio"/> UnionPay 銀聯 <input type="radio"/> Mastercard <input type="radio"/> VISA <input type="radio"/> PPS 銀豐

**Step21**

**Choose the Payment Method**

**Click here**

Cancel Payment Pay

• Please take note of the transaction reference number or **PRINT** this page for making enquiry on the payment status when necessary.  
 • After pressing the 'Pay' button, please **DO NOT** leave this e-service until you receive the acknowledgement page, otherwise your transaction may not be successful.  
 • Merchant Name is applicable to credit card payment method only.  
 • PPS Shop&Buy (PPS) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPS, please change to use desktop computer.  
 • Under exceptional conditions, a refund may need to be arranged. If the payment is made by Credit Card, the refund can normally be made to the Credit Card account that is used for the payment.  
 • Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use PPS to settle the payment. We apologise for any inconvenience caused.  
 • Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the J/Secure, Mastercard SecureCode and Verified by Visa service.

25

# Application Done

**eBS Electronic Business System**  
The Government of the Hong Kong Special Administrative Region

**Home > Payment Method Selection > Application Details > Demand Note > Application Result**

**Application submitted**

The application has been **submitted**. The eBS reference number is **40273**.

Application Name: Application for Renewal of Operating Licence for Non-Survey Required Local Vessel

Vessel Name: JADA

Certificate of Ownership Number: **1234**

**Confirmation No.**

**Certificate of Ownership No.**

This submittal does not exonerate the vessel owners' responsibility to apply certification and licensing for your vessel. Subject to assessment of the application, Marine Department may require you to furnish additional information / document to support the application. The process of the application normally takes 6 working days (i.e. count from next working day after applicant has completed the application in eBS) provided that all necessary documents are legible and meet the standard, with prescribed fee paid, extra 6 working days may be required if additional information/documents shall be provided (i.e. count from next working day after the applicant submits all required information/documents). Notification about result of the application will be sent to you by email. If the application fails in assessment and terminated by Marine Department, refund would be arranged afterwards.

\*Working days: Monday to Friday excluding Public Holidays.

**Assessment period within 6 working days**

26

# Application Enquiry

27

## Application Enquiry



[Home](#)

[Application for Renewal of Operating Licence for Non-Survey Required Local Vessel](#)

[Guidance Notes](#)

[Application Form](#)

[Application Enquiry](#)  [Click here](#)

[Update Contact Information](#)

28

# Application Record

Application Status

▼ Searching Criteria ▼

Notice: The advanced search will only display the latest 300 applications which match the searching criteria

You may select the specific row(s) in the below table before clicking the below button(s).

Change Payment Method

Confirm / Settle Payment

Show 

5 ▼

 entries

Ref Id	Vessel Name	Form Name	Submission Date	Process Date	Application Status	Payment Method	Payment Status	Submitted by
<div><div></div><div>50104</div></div>		eBS0150 - Application for Renewal of Operating Licence for Non-Survey Required Local Vessel	2019-04-10 15:06:11	2019-04-10 15:06:11	Application Submitted	Visa/ Master/ Jcb	Paid	1234