

本部門檔號：  
Our Ref:



香港特別行政區政府海事處  
MARINE DEPARTMENT  
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

Note: Please read the 'Guidance Notes' before filling in this form.  
註：填寫本表格前，請參閱‘填表須知’

政府船塢維修服務承辦商登記申請書  
Application Form for Appointment as a Government Dockyard Maintenance Services Provider  
under the \*Category (See Note 4) as \_\_\_\_\_

(\*To be completed by Applicant)

**PART A – COMPANY PARTICULARS (to be completed by Applicant)**  
公司資料(由申請人填寫)

1. Name of Company (English) : \_\_\_\_\_  
Established (date) : \_\_\_\_\_  
公司名稱(中文): \_\_\_\_\_
2. Office Address(es) (English) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
辦公室地址(中文): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
電話號碼 \_\_\_\_\_
3. (i) Correspondence Address(es) : \_\_\_\_\_  
\_\_\_\_\_  
通訊地址 \_\_\_\_\_  
\_\_\_\_\_  
(ii) Fax No. : \_\_\_\_\_  
傳真號碼 \_\_\_\_\_  
(iii) E-mail Address : \_\_\_\_\_  
電郵地址 \_\_\_\_\_  
[3(i)-(iii) will be used for issue of quotation/tender document]
4. Workshop Address(es) (English) : \_\_\_\_\_

工場地址 (中文):

Telephone No. :

電話號碼

5. Business Registration Certificate :

商業登記證

(a) No. :  
號碼

(b) Expiry Date :  
屆滿日期

6. Registered Name(s) of Proprietor(s):

東主的註冊名稱

7. Employees' Compensation Insurance Policy :

僱員補償保險

(a) Insurance Company 保險公司:

(b) Policy No. 保單號碼:

(c) Expiry Date 屆滿日期:

(d) Name and type of staff covered:

受保員工姓名及種類

8. Workshop/Workplace :

工場/工作地方

| Type<br>種類                     | Dimensions<br>大小<br>(LxWxH)<br>(長x闊x高)<br>(in m <sup>2</sup> ) | Area (m <sup>2</sup> )<br>面積<br>(平方米) | Capacity<br>可容納人數 | Present<br>Condition<br>現時狀況 | Whether<br>registered<br>with Labour<br>Department<br>是否已向勞<br>工處註冊 | Whether<br>wholly<br>owned or<br>shared<br>是獨資<br>或合伙 |
|--------------------------------|--|---------------------------------------|-------------------|------------------------------|---|---|
| Covered<br>Workshop(s)<br>有蓋工場 |  |                                       |                   |                              |   |   |

|                            |  |  |  |  |  |  |
|----------------------------|--|--|--|--|--|--|
| Open<br>Workspace<br>露天工作間 |  |  |  |  |  |  |
| Slipway(s)<br>船排           |  |  |  |  |  |  |

9. List of Staff : Please provide

員工：請提供

(a) Name list of staff showing their full names (as printed on ID copy) and titles of post in the firm.  
職員名單，包括全名(身分證明文件上使用的名字)及職銜名稱。

and (b) Sample copy of recent payroll to confirm no. of staff claimed.

最近薪金記錄樣本以核實員工人數。

| Type<br>分類  | Trade<br>工種 | Name<br>姓名 | Qualification<br>資格 |
|---|-------------|------------|---------------------|
| Professional (Engineer,<br>Naval Architect, etc.)<br>專業人員(工程師、船<br>舶工程師等) |             |            |                     |
| Supervisory (Foreman,<br>Supervisor, etc.)<br>督導員(管工、督導員<br>等)            |             |            |                     |

| Type<br>分類  | Trade<br>工種 | Name<br>姓名 | Qualification<br>資格 |
|---|-------------|------------|---------------------|
| Labour<br>普通員工(請註明稱銜及<br>人數)                      |             |            |                     |
| Others (Diver, Labourers,<br>etc.)<br>其他(潛水員、雜工等) |             |            |                     |

10. List of Major and other special equipment owned by your company :  
公司所擁有的主要設備及其他特別設備名單

| Item<br>物品 | Qty.<br>數量 | Serial Nos.<br>編號 |  | Item<br>物品 | Qty.<br>數量 | Serial Nos.<br>編號 |
|------------|------------|-------------------|--|------------|------------|-------------------|
|            |            |                   |  |            |            |                   |

11. Provision of Procedure/System to Disseminate GFD's Circulars, Instructions, Procedures and Bulletins etc. to the Concerned Staff:  
提供程序/系統向相關人員散發GFD的通告、指示、程序和公告等

Please provide copy of :

請提供副本:

- (a) Documentary proofs to show how GFD's circulars, instructions, procedures and bulletins, etc. will be disseminated to the concerned staff; and  
證明文件，說明未來如何將GFD的通告、指示、程序和公告等分發給有關工作人員；及
- (b) The relevant records sample in future  
將來的相關記錄樣本

12. Miscellaneous (special expertise, equipment, etc.)  
雜項(特殊專長, 設備等)

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**PART B – DECLARATION (to be completed by the Management of the Applicant)**  
**聲明(由申請公司的管理人員填寫)**

I certify that the information supplied above is correct. 本人謹此證明以上所提供的資料屬真確無誤。

Name in block  
letter :

姓名(正楷)

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Official Status :

職位

---

Signature :

簽名

Date :

日期

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Name of Witness :

見證人姓名

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Signature of

Witness:

見證人簽名

Date :

日期

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Note : Valid copies of the following, if applicable, should be prepared for verification and collection by Inspection officers. 註：申請者須提供下列有效文件的副本(如適用)，以供本處視察人員查核。

- i. Business Registration Certificate 商業登記證
- ii. Certificate of Incorporation 公司註冊證明書
- iii. Memorandum and Articles of Association 組織大綱及章程
- iv. Employees' Compensation Insurance Policy and Premium Receipt 僱員補償保險單及保費收據
- v. Registration with Labour Department or Notification of Establishment of a Notifiable Workplace 勞工處註冊證明或開設應呈報工場呈報書 (FIUO-NOT)
- vi. Name list of staff and sample payroll 員工名單及薪金記錄樣本
- vii. Electrical Worker Registrations 電業工程人員註冊證明
- viii. Proposed procedure and sample records for disseminating GFD's circulars, instructions, procedures and bulletins etc. to their concerned staff 擬議的程序和樣本記錄，用於向其有關人員散發GFD的通告，指示、程序和公告等
- ix. Certificate(s) of Works Supervisor Safety Training Course (Ship-repairing and Ship-breaking) (if applicable) 屬下員工完成工程督導員安全訓練課程(船舶修理拆卸)的證明書(如適用)
- x. "Certificate(s) of Certified Worker" or "Certificate(s) of Competent Person and Certified Worker" in Safety Working in Confined Space (if applicable) 屬下員工擁有能夠於密閉空間工作時的"核准工人證明書"或"合資格人士和核准工人證明書"(如適用)
- xi. Letter of Declaration (for Diving Operations only) 聲明書(僅適用於潛水作業)

## Guidance Notes

### 填表須知

1. The information provided will be used for assessing your suitability for inclusion in the list of Maintenance Services Providers of Government Dockyard and may be divulged to other departments/agencies to process the information for the mentioned purposes.

本處將會利用提供的資料作評估申請人是否適合列入政府船塢維修服務承辦商名單，這些資料可能會轉交其他政府部門或機構處理以作上述用途。

2. The applicant shall provide the required information. Please ensure that all parts in the form are completed and the information provided is accurate. Failure to do so may affect your suitability for inclusion in the list of Maintenance Services Providers of Government Dockyard.

申請者必須提供所須資料。請確保申請表格內各部分均已填妥，且所填資料均正確無誤，以免影響申請加入政府船塢維修服務承辦商名單的資格。

3. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), the data subject has the right to request access to and correction of the personal data provided in the application form. For access to or correction of personal data in the application form, please contact the following officer:

根據《個人資料(私隱)條例》(第486章)，資料當事人有權要求查閱及改正在此申請表提供的個人資料。如須查閱或改正此申請表的個人資料，請與下列人士聯絡：

*Executive Officer(Government Fleet)1  
Marine Department  
Room A206, Administration Building  
Ngong Shung Road, Stonecutters Island,  
Sham Shui Po, Kowloon.  
Tel. : 2307 3570*

行政主任(政府船隊)1  
海事處

九龍深水埗昂船洲政府船塢行政大樓A206室  
電話：2307 3570

4. The Maintenance Services Providers of Government Dockyard are divided into the following groups/categories :  
政府船塢維修服務承辦商可分為以下組別/類別：

- a. Engine & Tailshaft Group I 輪機及尾軸第I組
- b. Engine & Tailshaft Group II 輪機及尾軸第II組
- c. Machinery and Equipment Repair Group I 機械及設備修理第I組
- d. Machinery and Equipment Repair Group II 機械及設備修理第II組
- e. Hull, Deck & Tailshaft Group I 船體、甲板及尾軸第I組
- f. Hull, Deck & Tailshaft Group II 船體、甲板及尾軸第II組
- g. Fuel Injectors & Pump 噴油器及泵具
- h. Inflatable Liferaft 充氣式救生筏
- i. Navigational Equipment 航行設備
- j. Diving Operations in accordance with C.1, C.2 and/or C.3 of the “Criteria for Appointment as Government Dockyard (GD) Maintenance Services Providers” 潛水作業第C.1, C.2 及/或C.3組 (請參閱「委聘政府船塢維修服務承辦商的準則」C部)