

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' on page 7 before filling in this form.
註：填寫本表格前，請參閱第7頁的‘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 Contractor (English) : _____
Established (date) : _____
承辦商名稱(中文): _____
2. Office Address(es) (English) : _____

公司地址(中文): _____

Telephone No. : _____
電話號碼 _____
3. Office E-mail Address : _____
公司電郵地址 _____
4. Workshop Address(es) (English) : _____

工場地址(中文): _____

Telephone No. : _____
電話號碼 _____

5. Business Registration Certificate : (a) No. :
 商業登記證 號碼
 (b) Expiry Date :
 屆滿日期

6. Registered Name(s) of Proprietor(s):
 東主的註冊名稱

7. Workmen's Compensation Insurance Policy :
 勞工保險
 (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 種類	Dimensions 大小 (LxWxH) (長x闊x高) (in m ²)	Area (m ²) 面積 (平方米)	Capacity 可容納人數	Present Condition 現時狀況	Whether registered with Labour Department 是否已向勞 工處註冊	Whether wholly owned or shared 是獨資 或合伙
Covered Workshop(s) 有蓋工場						
Open Workspace 露天工作間						
Slipway(s) 船排						

9. 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 分類	Trade 工種	Name 姓名	Qualification 資格
Professional (Engine, Naval Architect, etc.) 專業人員(工程師、造船 體師等)			
Supervisory (Foreman, Supervisor, etc.) 督導員(管工、督導員等)			

9. Staff : (Continued)

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

10. List of Major and other special equipment owned by your company :

申請者所擁有的主要設備及其他特別設備名單

Item 物品	Qty. 數量	Serial Nos. 編號		Item 物品	Qty. 數量	Serial Nos. 編號

11. Miscellaneous (special expertise, equipment, etc.)

雜項(特殊專長, 設備等)

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)

Official Status :

職位

Signature :

簽名

Date :

日期

Name of Witness :

見證人姓名

Signature of

Witness:

見證人簽名

Date :

日期



Company's Chop

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 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. Certificate of Insurance 保險證書

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 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. Certificate(s) of Works Supervisor Safety Training Course (Ship-repairing and Ship-breaking) (if applicable) 屬下員
工完成船上工程督導員安全訓練(船舶拆卸及修理)課程的證明書(如適用)

IX. Certificate(s) of Competence in Safety Working in Confined Space (if applicable) 屬下員工擁有能夠就工人於密閉
空間工作時的安全作出危險評估的合資格人士證明書(如適用)

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 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 supply of information is obligatory. 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), data subjects have a right to request access to and correction of their 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 (Administration)
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(行政)
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 Group I 噴油器及泵具第I組
 - h. Fuel Injectors & Pump Group II 噴油器及泵具第II組
 - i. Inflatable Liferaft Group I 充氣式救生筏第I組
 - j. Inflatable Liferaft Group II 充氣式救生筏第II組
 - k. Navigational Equipment Group I 航行設備第I組