

**Application for Renewal of Operating Licence for Local Vessel**  
**Form No.: MD 509**  
**Guidance Notes**

**Attention**

1. Licensing period (on monthly basis): minimum 1 month, maximum 12 months.
2. 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.
3. The owner may apply for renewal of the operating licence within two months prior to the expiry of the licence. In case of a vessel requiring survey, the certificate of survey and other relevant certificate(s) of the vessel should be valid.
4. In case of any change in the particulars of the certification of ownership/operating licence other than alterations to the hull, structure or fitted engine, the owner shall submit a completed form of notification of change of particulars in certificate of ownership/operating licence [Form No.: MD 511] within 7 working days to notify the Director of Marine with necessary document and information for enabling the verification of the change, and pay the prescribed fee (if applicable).
5. For a Class I Floating Restaurant or Stationary Vessel, an additional fee of \$165 per person is charged on her carrying capacity in pursuant to the Merchant Shipping (Local Vessels) (Fees) Regulation.
6. 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.
7. The owner or his/her agent, who is appointed in accordance with the requirements of section 7 of the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation, shall sign the application form and present his/her original identity card. If the vessel is owned by a company, the form shall be signed by the authorized officer of the company and affixed the company seal/stamp.
8. If the owner authorizes another person to renew the licence on his/her behalf, the owner shall complete Part VI for authorization. The authorized person is required to present his/her original identity card and the certified true copy of the owner's identity card.
9. If the vessel's operating licence of which is not renewed from the expiry of the previous licence, the owner of the vessel is required to pay, in addition to the prescribed licence fee for the renewal of the licence, the prescribed licence fees which would have become payable if the operating licence had been renewed from the date of expiry of the previous operating licence. Please be advised that payment of additional licence fees does not mean the vessel will be licensed for the period for which such fees is charged and that any licence granted under such circumstances will only start from the date of issue.

## **Required Documents and Fee**

1. Completed application form [Form No.: MD 509];
2. The original identity card (if applicable) or its certified true copy signed by the owner if the owner is not applying in person;
3. Certificate of incorporation and valid business registration certificate of the owner (if applicable) or its certified true copy signed by the authorized officer of the company and affixed the company seal/stamp;
4. Copy of a valid third party risks insurance policy or certificate of insurance (if applicable);
5. Proof of address by a correspondence (dated within the recent 6 months) showing the owner's name and address (if the owner is a registered company, its certified true copy of valid business registration certificate may be used as an address proof.);
6. Copy of a valid certificate of survey / certificate of inspection and other relevant certificates (if applicable); and
7. The appropriate licence fee as prescribed under the Merchant Shipping (Local Vessels) (Fees) Regulation. Payment by cheque should be crossed and made payable to "The Government of the Hong Kong Special Administrative Region".

## **Submission of Application**

The completed application form together with the required documents and fee shall be submitted to any of the following Marine Offices during their office hours by hand or by mail. All applications by mail will be processed within 6 working days and the new licence will be sent to the owner's registered address by mail if instructed by the applicant.

<u>Marine Office</u>	<u>Address</u>	<u>Tel.</u>
Central Marine Office	East Wing, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong	2852 3082
Shau Kei Wan Marine Office	10 Tam Kung Temple Road, Shau Kei Wan, Hong Kong	2560 1665
Aberdeen Marine Office	100A Shek Pai Wan Road, Aberdeen, Hong Kong	2873 8362
Cheung Chau Marine Office	86 Tung Wan Road, Cheung Chau	2981 0225
Yau Ma Tei Marine Office	38 Hoi Fai Road, Yau Ma Tei, Kowloon	2385 5661
Tuen Mun Marine Office	15 Sam Shing Street, Tuen Mun, N.T.	2451 9456
Sai Kung Marine Office	4/F, Sai Kung Government Offices Building, Sai Kung, N.T.	2792 1212
Tai Po Marine Office	3 Yu On Street, Sam Mun Tsai, Tai Po, N.T.	2667 6939

## **Purpose of Collection of Personal Data**

1. The personal data provided in the application form will be used for the licensing and control of the vessel concerned by the Marine Department and may be disclosed to the Food and Environmental Hygiene Department and the Agriculture, Fisheries and Conservation Department in accordance with the provisions of the Food Safety Ordinance (Cap. 612) and the Fisheries Protection Ordinance (Cap. 171) respectively, and to other departments/agencies for investigation/prosecution purposes.
2. The supply of information is obligatory. Please ensure that all parts in the application form are completed and the information provided is accurate and correct. Failure to do so may cause delay in the processing of your application or even result in your disqualification from obtaining a licence.

## **Access to Personal Data**

For amendment or access to personal data after submission of this application form, please contact the officer-in-charge of the relevant Marine Office at any time during its office hours.