

**Notification of Change of Particulars in Certificate of Ownership / Operating Licence**  
**Guidance Notes**

**Attention**

1. The owner shall notify the Director of Marine in writing within 7 working days upon any change in the particulars that specified in the certificate of ownership other than alterations to the hull, structure or fitted engine.
2. If there is any alteration to a vessel that is required to be issued with a certificate of survey or a certificate of inspection, the owner shall apply for a written permission from the Director of Marine (Local Vessel Safety Section) before making the alteration. The owner shall make an application for renewal of the certificate of ownership and operating licence (if applicable) within 7 working days after obtaining the renewed certificate of survey or certificate of inspection.
3. For a Class IV vessel to which a certificate of inspection is issued by a competent surveyor, the owner shall obtain written permission from a competent surveyor before making any alteration to the vessel. The owner shall make an application for renewal of the certificate of ownership and operating licence within 7 working days after obtaining the renewed certificate of inspection.
4. For a vessel not required to be issued with a certificate of survey or a certificate of inspection, the owner shall apply for a written permission from the Director of Marine before making any alteration to the hull, structure or fitted engine of the vessel. The Director of Marine will issue a written permission valid for one month to the owner. The owner shall notify the Director of Marine within 7 working days upon the completion of the alteration, and apply for renewal of the certificate of ownership and operating licence.
5. If the total power of a licensed open deck pleasure vessel fitted with outboard engine(s) is to be increased to 150kW (200 BHP) or above, the owner is required to provide inter alia a document showing that the vessel is suitable for installing such high-power engine(s) operating in full speed. The document may be in the form of vessel specifications or declaration made by the vessel's builder, or declaration made by an authorized surveyor.
6. If ancillary vessel(s) is/are to be added, the owner shall produce the original builder's certificate or similar document showing the length overall, extreme breadth and engine particulars (if any) of the ancillary vessel(s), and shall submit a copy of the document produced (applicable to Class III & IV vessels).
7. The Director of Marine may require the vessel to be surveyed as he thinks fit.
8. If there is any change of the owner's address, a correspondence (dated within the recent 6 months) showing the owner's name and address as proof of residence has to be produced.
9. The owner or his/her agent shall sign the notification form and present the original copy of his/her identity card. Where 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.
10. 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.
11. 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.
12. The agent shall be appointed in accordance with the requirements of section 7 of the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation.
13. If the owner authorizes another person to act on his/her behalf, the owner shall complete Part 4 for authorization. The authorized person is required to present the original copy of his/her identity card and the certified true copy of the owner's identity card.

**Required Documents and Fee**

1. Completed Notification of Change of Particulars in Certificate of Ownership/Operating Licence;

2. The original identity card/certificate of incorporation and business registration certificate of the owner or its certified true copy if the owner is not applying in person;
3. Original copy of the certificate of ownership;
4. Original copy of the operating licence or permission for a laid-up vessel (if amendment required);
5. Copy of a valid third party risks insurance policy or certificate of insurance in which details of ancillary vessel(s) should be listed out (if applicable);
6. Copy of a valid Certificate of Survey/Certificate of Inspection and other relevant certificates (if applicable);
7. Original and copy of the shipyard's certificate and invoice (if applicable);
8. Original and copy of the certificate and invoice from a shipyard/dealer showing the engine particulars, i.e. maker, engine(s) serial no. and horse power;
9. Proof of residence by a correspondence (dated within the recent 6 months) showing the owner's name and address (if applicable); and
10. The fee of HK\$355 as prescribed under the Merchant Shipping (Local Vessels) (Fees) Regulation (no fee shall be payable in respect of changes in address or telephone numbers). Payment by cheque should be crossed and made payable to "The Government of the Hong Kong Special Administrative Region"

#### **Submission of Notification**

The completed notification form together with the required documents and fee (if any) shall be submitted to any of the following Marine Offices during their office hours:

<u>Marine Office</u>	<u>Address</u>	<u>Tel.</u>
Central Marine Office	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 notification 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 notification 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 application.

#### **Access to Personal Data**

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