

## **Notes for Application of Multiple Entry Permit (MEP)**

### **Types**

1. For single occasion: Applicable to vessels as defined in paragraph (e) of the interpretation of “local vessel” under section 2 of the Merchant Shipping (Local Vessels) Ordinance, i.e. vessels in compliance with the following requirements:

- (i) registered in the Mainland of China or Macau;
- (ii) employed in trading to or from Hong Kong; and
- (iii) holding any certificates (except recognised Convention certificates) issued by the government authority of the Mainland of China or Macau permitting the vessel to be employed in trading to Hong Kong.

Vessels that have joined the Multiple Clearance Permit (MCP) Scheme are not allowed to apply for MEP (for single occasion).

2. For multiple occasions: Applicable to vessels under the MCP Scheme and in compliance with the above requirements.

### **Application Methods and Procedures**

MEP (for single occasion): The completed application form should be submitted by hand and a valid Marine Office Record Card should be produced on submission or apply via electronic business system (eBS). Upon verification of the particulars, the owner/agent shall pay the prescribed fee immediately. The vessel will be issued with an MEP (for single occasion) and a Trip Record Form each time when reports its arrival in Hong Kong.

MEP (for multiple occasions): The completed application form should be submitted by hand and a valid Marine Office Record Card should be produced on submission or apply via eBS. Upon verification of the particulars, the vessel will be issued with an MEP (for multiple occasions) attached with a trip record return. The prescribed fee should be paid within 3 working days upon expiry of the vessel's MCP.

### **Fee**

The fee for MEP (for single or multiple occasion(s)) is the same as the total charges for issuing 5 Permits to Remain to the vessel concerned.

### **Conditions of Use**

1. MEP is valid for one month only. Vessel's owner/agent shall apply for an additional Permit to Remain and pay the prescribed fee for the stay in Hong Kong waters that exceeds the validity. For any issued MEP, the owner/agent is not allowed to apply for extension, refund or transfer.
2. Subject to the conditions of use of MEP, a vessel holding MEP shall be exempted from paying the fees for up to 10 Permits to Remain, but not the fees for Arrival Clearance, Port Clearance or any other permits.
3. When going through the arrival formalities, the owner/agent of a vessel holding MEP (for single occasion) shall, by completing the Trip Record Form, report to the Marine Department the exact departure date and time of its last trip using MEP.
4. The owner/agent of a vessel holding MEP (for multiple occasions) shall, within 3 working days upon expiry of the vessel's MCP, report to the Marine Department the arrival date and time, departure date and time and relevant details of its trips using MEP.