

**Guidance on how to apply for the Certificate of Ownership and
Operating Licence for Local Vessel (Class I, II & III Vessels)**

Guidance Notes attached to form MD 517

Approval-in-Principle Letter

The Certificate of Ownership (COO) and Operating Licence (OL) shall be obtained prior to operating a vessel in the waters of Hong Kong. The owner should first apply to the Director of Marine for an Approval-in-Principle Letter (AIP letter) before applying for the approval of plans, survey, COO and OL of the vessel. The procedural requirements on how to apply for the AIP letter are available at: <http://www.mardep.gov.hk/en/forms/pdf/md521n.pdf>

The AIP letter is not applicable to the following vessels which are not required to undergo survey prior to issue of the COO and OL:

1. Class II transportation sampans which are made of any material, not fitted with propulsion engine and with an area not exceeding 25m²;
2. Class II work boats which are made of non-metal, not fitted with propulsion engine and with an area not exceeding 25m²;
3. Class III fishing sampans which are made of non-metal, not fitted with propulsion engine and with an area not exceeding 25m²; and
4. Class III outboard open sampans which are made of non-metal, less than 10m in length overall and are fitted with a petrol outboard engine of power not exceeding 12kW.

Attention

1. Licensing period (on monthly basis): minimum 1 month, maximum 12 months.
2. The number of passengers intended to be carried under Part IV of the application form is only applicable to passenger-carrying vessels licensed under Class I or Class II.
3. If the vessel is a used vessel from a place outside Hong Kong, the owner shall provide the vessel's previous certificate of registry, licence or document of a similar nature to prove the legitimate source of the vessel. In addition to the document specified above, the owner shall also provide a confirmation issued by a relevant authority in that place that the certificate, licence or document has been cancelled, or any other evidence of its previous use in that place.
4. 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 vessel(s), if any, should 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.
5. If any person(s) is/are employed in any capacity on board the vessel, the owner should produce a valid employees' compensation insurance policy issued in accordance with the Employees' Compensation Ordinance.
6. The owner shall produce the original certificate issued by the shipbuilder showing the length overall and extreme breadth of the vessel as well as the engine particulars (e.g. the maker, type, serial number and power of engine(s)) together with the original invoice of the vessel, and submit copy of the documents produced. If the vessel is imported as cargo, the owner shall also produce the original and copy of the bill of lading. If the vessel has arrived from other places, the owner shall also produce documentation on the vessel's arrival in Hong Kong.

7. Diesel engines of over 130 kW output power installed on local vessels and not for emergency purposes shall comply with Nitrogen Oxides emission requirements in pursuant to Section 14 and 15 of the Merchant Shipping (Prevention of Air Pollution) Regulation, Cap. 413P. Owner shall provide the relevant certificate or document to prove the emission level of the diesel engine. Diesel engines installed on board a local vessel or any diesel engine used as a spare engine for an existing local vessel and has been registered with MD before the commencement date of the Regulation (i.e. before 1st June 2008) are excluded from the above Nitrogen Oxides emission requirement. For details, please refer to Marine Department Notice No.39 of 2016 or the following Marine Department website:
<http://www.mardep.gov.hk/en/notices/pdf/mdn16039.pdf>
8. If the vessel has ancillary vessel(s), owner shall produce the original certificate issued by the shipbuilder or document of a similar nature of the ancillary vessel(s) showing its/their length overall and extreme breadth and submit copy of the documents produced (applicable to Class III vessel only).
9. If the vessel is not subject to survey, the owner shall submit two 3R to 8R sized photographs showing clearly the entire port and starboard sides of the vessel.
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. The owner shall sign the application form and present the original copy of his/her 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.
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 VII 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.
14. The "class" in relation to a local vessel means a class of local vessel specified in column 1 of Schedule 1 of the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation.

Required Documents and Fee

1. A completed application form - MD 517;
2. The Letter of Approval in Principal issued by the Director of Marine (if applicable);
3. 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;
4. A correspondence (dated within the recent 6 months) showing the owner's name and address;
5. The original identity card of the authorized person (if applicable);
6. The original and copy of the certificate and invoice issued by the shipbuilder;
7. The original and copy of the bill of lading or documentation on the vessel's arrival in Hong Kong (if applicable);
8. The vessel's previous licensing document, confirmation of cancellation of such document by the relevant authority, or any other evidence of its previous use (if applicable);
9. A copy of vessel's valid third party risks insurance policy or certificate of insurance (if applicable);
10. A copy of the valid employees' compensation insurance policy (if applicable);

11. Two 3R to 8R sized photographs showing clearly the entire port and starboard sides of the vessel (if applicable); and
12. 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:

<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 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 application.

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.