

**Application for Certificate of Exemption From Regulation (Local Vessels)**  
**(Participating in the Multiple Entry and Clearance Scheme)**  
**Guidance Notes attached to Form No.: MD 555**

**Attention**

1. Vessels participating in the Scheme should have completed no less than **two** trips per month in the last three months (A complete trip should include a declaration of consecutive arrival and departure).
2. Vessel owners/agents should have a full knowledge of port formalities for local vessels (including river trade vessels) as well as the operational procedures of the Scheme;
3. Vessel owners/agents are required to submit a deposit or bank guarantee for each vessel participating in the Scheme, which should be at least HK\$6,000 as determined by referring to the number of trips in the last three months. Exemption of deposit payment is provided only to agents having well-established reputation and good service record with the department for at least 10 years continuously.
4. Vessel owners/agents should ensure that the declared trip information is true and correct. If any deliberate cover-up, false reporting or failure to comply with the Criteria for Participating in the Multiple Entry and Clearance Scheme is found, the agents involved will be disqualified from the Scheme and the persons concerned may also be prosecuted.
5. If vessel owners/agents fail to comply with the criteria of the Scheme, the department may:-
  - (i) withhold the approval for vessels under their agency that intend to apply for joining the Scheme;
  - (ii) terminate the continued participation of vessels under their agency that have joined the Scheme; and
  - (iii) terminate the continued participation of the agents in the Scheme.
6. The Multiple Clearance Permit will be delivered within **two** working days prior to the expiry of the last Permit. Further notice will be given in case of any special arrangements.
7. For further details, please refer to “Criteria for Participating in the Multiple Entry and Clearance Scheme”.
8. Vessel owners/agents can visit our website as follows for the latest updates:-  
<https://www.mardep.gov.hk/en/home.html>

**Required Documents and Fee**

1. Completed application form [Form No.: MD 555];
2. 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;
3. Marine Office Record Card/Certificate of Ownership/Provision of a valid Marine Department Reference Number;

4. Locally licensed vessels shall provide a copy of a valid Freeboard Assignment Certificate or Load Line Certificate;
5. River-trade vessels shall provide a copy of a “Trading Certificate for Vessels Plying between Hong Kong and Macao” or an equivalent approval notice issued by the Mainland authority; and
6. HK\$525 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 shall be submitted to Central Marine Office during office hours by hand or by mail.

Marine Office	Address	Tel.
Central Marine Office	East Wing, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong	2852 3079

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

The personal data provided by this application form will be used by Marine Department for process licensing and port formalities purposes, and may be disclosed to other departments/agencies for investigation/prosecution purposes. 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 Officer-in-charge, any District Marine Office of the Marine Department.

### **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.