

香港特別行政區政府海事處  
MARINE DEPARTMENT THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

**船員協議與船員名冊 CREW AGREEMENT AND LISTS OF THE CREW**

**HKENG 1**

遠洋船舶/沿岸船舶 SEA-GOING/COASTAL GOING SHIP

**MD 665**

MERCHANT SHIPPING (SEAFARERS) ORDINANCE (Cap. 478) s.80 商船(海員)條例 (第478章) 第80條

**(Rev.2023/5)**

Name of Ship 船舶名稱	Official Number 正式編號	IMO Number 國際海事組織編號	Port of Registry 船籍港
			<b>Hong Kong 香港</b>
Type of the ship and registered tonnage (as shown on the Certificate of Registry)		If dangerous cargo carrier, type of dangerous cargo 如屬危險貨物船，請說明危險貨物種類	
Name and address of representative person in Hong Kong (as shown on the Certificate of Registry) 香港代表人姓名/名稱、地址 (參照註冊證明書)		Name and address of registered owner (as shown on the Certificate of Registry) 註冊船東姓名/名稱、地址 (參照註冊證明書)	
Date and Place of commencement of agreement and lists of crew 船員協議與船員名冊開始生效日期、地點		Date and Place of termination of agreement and lists of crew 船員協議與船員名冊終止生效日期、地點	
Date 日期	Place 地點	Date 日期	Place 地點
Name of master /or owner of the ship or a person, including the master, manager or charterer of the ship, who has assumed responsibility for the operation of the ship from the owner. 船長姓名/或船舶的船東，或已從該船東接收營運該船的責任的人 (包括該船的船長, 管理人或租用人)		Name of master /or owner of the ship or a person, including the master, manager or charterer of the ship, who has assumed responsibility for the operation of the ship from the owner. 船長姓名/或船舶的船東，或已從該船東接收營運該船的責任的人 (包括該船的船長, 管理人或租用人)	
<p><b>Terms and Conditions of Service</b> Any terms and conditions of service annexed to this agreement should not be less favourable than those under the provisions of the laws of Hong Kong. A complete set of Terms and Conditions of Services shall be attached after this page. <b>服務條款及條件</b> 隨此份協議附載的服務條款及條件，須不低於香港法例的規定。整套服務條款及條件附在該頁後。</p> <p><b>Lists of Crew</b> A list of crew may be contained in the same document as a crew agreement and any particular entered in the crew agreement shall be treated as forming part of the particular entered in the list. Particulars to be specified in lists of crew shall be in compliance with the section 12 of the merchant shipping (seafarers) (crew agreements, lists of crew and discharge of seafarers) regulation (Cap.478L). <b>船員名冊</b> 船員名冊可與船員協議載於同一文件內，而記入船員協議的任何詳情須視為記入該名冊的詳情的一部分。船員名冊所須指明的詳情須符合《商船(海員)(船員協議、船員名冊及海員解職)規例》(第478L章)第12條。</p>			
<p><i>Note: Please read the 'Guidance Notes' before filling in this form. Please input the name of master (or name of owner of the ship or a person, including the master, manager or charterer of the ship, who has assumed responsibility for the operation of the ship from the owner), together with a completed set of Terms and Conditions and electronic version of Lists of Crew, submit directly the electronic version of the of this form to Mercantile Marine Office by e-mail (submit_to_mmo@mardep.gov.hk), signature is not required.</i> 註：填寫本表格前，請參閱‘填表須知’完成該表。請填上船長姓名(或船舶的船東，或已從該船東接收營運該船的責任的人(包括該船的船長, 管理人或租用人))，無需簽署，通過電郵(submit_to_mmo@mardep.gov.hk)直接提交該表的電子版本和整套服務條款及條件，船員名冊的電子版本給商船海員管理處。</p>			

致船長注意的附註	Notes for the attention of the Master
<b>船員協議與船員名冊(HKENG 1 - MD 665):</b>	<b>Crew Agreement and Lists of Crew (HKENG 1 - MD 665):</b>
備註1. 根據此份受僱的海員的服務條款及條件須隨此份協議附載。服務條款及條件可以是採用“香港註冊遠洋船舶的船員協議標準協議條款”(標準條款),或由工會、商會或船員其國家標準制訂且符合經修正的《2006年海事勞工公約》的任何船員協議(如有的話),可以附錄在“船員協議”內成為其一部分。服務條款及條件在首次訂立時與船員協議表格(HKENG 1)一起提交。如服務條款及條件沒有變更,不需重複提交。如果增加附件,祇需提交附件。	Note 1. A complete set of terms and conditions of service applicable to the seafarers employed under this agreement should be annexed to this agreement. Terms and conditions of service may be the "Standard Clause for Crew Agreement for Hong Kong Registered Sea-going Ship" (Standard Clauses) or any kind of crew agreements developed by unions, associations or seafarer's national standards which meet MLC requirements, if any, may be annexed to and form part of the "Crew Agreement". The agreement (HKENG 1) shall be submitted with the "terms and conditions" after the first open of agreement. It is not necessary to be submitted repeatedly if no change on the terms and conditions. If an addendum is supplemented, please submit the addendum only.
備註2. 此份協議副本或載有此份協議條款的摘錄應被張貼於船上的顯眼處讓根據此份協議受僱的海員可以閱讀。	Note 2. A copy of this agreement or its extract containing the terms of this agreement shall be posted in some conspicuous place on board the ship where it can be read by the seafarers employed under this agreement.
備註3. 船員名冊(表格HKENG 2) - 被視為此份協議的一部份 - 須隨此份協議附載。	Note 3. List of Crew (Form HKENG 2), as part of this agreement, should be annexed to this agreement.
備註4. 與船員名冊連同服務條款及條件應於訂立後儘快將該等電子版本副本以電郵 (submit_to_mmo@mardep.gov.hk) 送交香港商船海員管理處,請盡量以電郵方式提交excel表格,以便迅速處理。以郵寄或圖文傳真提交的船員協議資料將引致延遲處理,本處將會逐漸取消收取郵寄或傳真的船員協議和名冊。	Note 4. The excel form of copy of newly opened agreement and lists of crew, with terms and conditions of service, should be sent to the Mercantile Marine Office, Hong Kong as soon as practicable by e-mail (submit_to_mmo@mardep.gov.hk), in order to handle it on time. Crew agreement being sent by mail or by fax would delay the handling, MMO will phase out the reception of crew agreement by mail or by fax in future.
備註5. 船員協議與船員名冊連同相關正式航海日誌的正本應於終止後交回香港商船海員管理處保管。	Note 5. The original agreement and lists of crew, together with the relevant official log book, should be returned to the Mercantile Marine Office, Hong Kong for official custody whenever terminated.
備註6. 根據《商船海員條例》第478章第80條,船員協議沒有時間持續期要求。直到船舶資料變更前,船員協議(HKENG 1)沒必要終止,例如:船東及其代表人變更,或僱主,船舶管理人變更。如果服務條款及條件有補充或改變,無需終止協議,只需提交附件通知服務條款及條件的改變。	Note 6. There is no requirement regarding the duration limit of the crew agreement in accordance s.80 of Cap.478. It is not necessary to terminate the crew agreement (HKENG 1) until the change of the particulars of the ship, such as, shipowner and her representative person, or employer, ship manager. If an addendum is supplemented to the Terms and Conditions of Service, it is not necessary to terminate the crew agreement (HKENG 1), the submission of the addendum is necessary to inform the change of Terms and Conditions of Service.
<b>船員名冊(HKENG 2 - MD 663)</b>	<b>Lists of Crew (HKENG 2 - MD 663)</b>
備註1. 加填直系親屬地址,如它與海員地址不相同。	Note 1. Address of next-of-kin to be added if it is different from the seafarer.
備註2. 須填上的資料: - 高級船員方面,由香港海事處所發發的高級船員適任證書/服務資歷證書或執照的職級和編號。(如執照尚未獲發發,註上海事處所發出的信件檔案編號確認申請在處理中) - 電報生/無線電操作人員方面,由香港通訊事務管理局辦公室所發發的操作授權證明的編號。 - 值班甲板/機艙普通船員方面,「培訓、發證和值班標準」值班證書的編號及持有人所符合的「培訓、發證和值班標準」公約守則。 - 高級海員方面,高級海員所持香港海事處發發甲板/機房高級海員培訓合格證書編號或獲承認為等同該培訓合格證書的證書編號。	Note 2. Particulars to be entered: - For officer, grade and number of Certificate of Competency/Service or Licence issued by Hong Kong Marine Department. (Indicate file reference no. of letter from Marine Department acknowledging the processing of application for licence, if licence not yet issued) - For radio officer/radio operating personnel, number of Authority To Operate issued by Office of the Communications Authority, Hong Kong. - For deck/engine room watch rating, number of STCW watch keeping certificate and with which regulation of the STCW convention the holder complies. - For AB, number of Certificate of Competency for Able Seafarers deck/ engine issued by Hong Kong Marine Department or the certificate recognized as equivalent to that Certificate of Proficiency possessed by the Able Seafarers. - Details of Dangerous Cargo Endorsements for officers and ratings.
備註3. 於工資銀碼前面清楚地填上幣值。	Note 3. Clearly specified the currency before the amount of wages.
備註4. 填上海員登船日期。	Note 4. Fill the date of engagement (sign on) on board the ship.
備註5. 填上海員僱用協議起始日期。	Note 5. Fill the date of Seafarer Employment Agreement (SEA) commence date.
備註6. 填上海員僱用協議持續期。	Note 6. Fill the duration of Seafarer Employment Agreement (SEA).
備註7. 草簽人員 - 其可以是船長(或授權人)、僱主或海事處官員(提交MMO的excel電子表格文件無需簽署)	Note 7. The Person affixing the initial, who may be the master (or his authorized person), the employer or Mercantile Marine officials. (Signature is not necessary for the electronic document which is the excel table to be submitted to MMO)
備註8. 當有船員變更(上船,離船)時,更新後的船員名冊(表格HKENG 2)需儘快提交(應不遲於28天)。	Note 8. In case of crew change (sign on, sign off), updated list of crew (HKENG 2) shall be submitted to MMO as soon as possible (within 28 days of crew change).
備註9. 船員名冊可以持續使用,直到船員協議終止。終止後的船員協議和船員名冊需儘快提交香港商船海員管理處保管(應不遲於28天)。	Note 9. The list of crew can be used until the termination of crew agreement. The terminated crew agreement and list of crew shall be sent to MMO for retention as soon as possible (within 28 days of termination).