

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.2025/7)

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
			Hong Kong 香港
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)	
Terms and Conditions of Service 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. 服務條款及條件 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。			
Lists of Crew 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). 船員名冊 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><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></p> <p>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>			

填表須知

GUIDANCE NOTES

致船長注意的附註	Notes for the attention of the Master
船員協議與船員名冊(HKENG 1 - MD 665):	Crew Agreement and Lists of Crew (HKENG 1 - MD 665):
備註1. 整套與此份協議內受僱的海員相關的服務條款及條件，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)，並附錄在“船員協議”內成為其一部分。在首次開立協議表格(HKENG 1)時，需一起提交服務條款及條件。如服務條款及條件沒有變更，不需重複提交。如果增加附件，只需提交附件。	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 meeting MLC, 2006 requirements, if any, and which may be annexed to and form part of the "Crew Agreement". The agreement (HKENG 1) shall be submitted with the "terms and conditions of service" at the first opening. Thereafter, it is not necessary to be submitted repeatedly if no change on the terms and conditions of service. 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. 新開立的協議及船員名冊的excel表格，連同服務條款及條件的副本，需儘快(不遲於開立28天內)以電郵送交香港商船海員管理處。 郵址：submit_to_mmo@mardep.gov.hk	Note 4. The excel form of newly opened agreement and lists of crew, together with the copy of terms and conditions of service, shall be sent to the Mercantile Marine Office, Hong Kong as soon as possible (within 28 days of the opening) by e-mail. Email address: submit_to_mmo@mardep.gov.hk
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。 除非船舶身份/資料發生變更，例如：船籍註銷、船東或船舶管理人變更。協議表格(HKENG 1)沒必要終止。 如果服務條款及條件有補充或改變，亦無需終止協議，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 a crew agreement in accordance with S.80 of Cap.478. It is not necessary to terminate this agreement (HKENG 1) unless there is any change with the status / particulars of the ship, such as, deletion of ship's registration, change of shipowner or ship manager. In case where amendment to the terms and conditions of service is necessary, it is not required to terminate this agreement (HKENG1). Simply announce the amendment by annexing an addendum to the terms and conditions of service.

收集個人資料聲明	Personal Data Collection Statement
1. 所提供的資料將用於海員受僱或解職事宜上，資料可能會送交授權的部門 / 機構以便進行前述事宜。	1. The information provided will be used for ensuring proper engagement / discharge of seafarers and may be divulged to department / agencies / public bodies authorized to process the information for the mentioned purposes.
2. 資料的提供是必須的，請填妥表格內各項並提供正確資料。否則，如船上發生任何不愉快的事件，可被導致在任何國家延遲有關關務手續及使有關當局不準確評估有關之損失／補償。	2. The supply of information is obligatory. Please ensure that all parts in the form are completed and the information provided is accurate. Failure to do so may result in delay of completing port formalities in any countries and inaccuracy for assessment of loss / compensation by relevant authorities in case of any unpleasant incidents happened on board.
3. 提交過表格後，如欲更改或查詢個人資料，請與下述的負責人聯絡： 高級助理船務主任 高船海員管理處 香港統一碼頭道三十八號 海港政府大樓三字樓 電話：2852 3075 傳真：2545 4669 電郵：mmo_mdd@mardep.gov.hk	3. For correction of or access to personal data after submission of this form, please contact the following subject officer: Senior Assistant Shipping Master Mercantile Marine Office 3/F., Harbour Building 38 Pier Road, Central Hong Kong Tel. No. : 2852 3075 Fax No. : 2545 4669 E-mail : mmo_mdd@mardep.gov.hk