



香港特別行政區政府海事處
MARINE DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
MERCHANT SHIPPING (SEAFARERS) (EMPLOYMENT REGISTRATION BOOKS) REGULATION

商船（海員）（僱用登記簿）規例

APPLICATION FOR EMPLOYMENT REGISTRATION BOOK

僱用登記簿申請書

註：填寫本表格前，請參閱第 3 頁的‘申請須知’。

Note: Please read the ‘Notes of application’ on page 3 before filling in this form.

To: Superintendent, Mercantile Marine Office, Hong Kong.

致：商船海員管理處總監

I hereby apply for an employment registration book under section 3 of the Merchant Shipping (Seafarers) (Employment Registration Books) Regulation.

本人現根據商船（海員）（僱用登記簿）規例第 3 條向貴處申請僱用登記簿。

My particulars are as follows:-

本人的詳細資料如下：

1. Full Name (in block letters) _____

姓名（用正楷英文書寫）

2. Full Name (in Chinese characters with commercial code number) _____

姓名（用中文書寫連商用電碼）

3. Hong Kong Identity Card No. _____

香港身份證號碼

4. Home Address & Tel.No. _____

住址及電話號碼

5. Ship's Department _____

在船上服務的部門

6. Date of Birth Day _____ Month _____ Year _____

出生日期 日 月 年

7. Place of Birth _____ Birth Certificate No. _____

出生地點 出生證明書號碼 (if any 如有始須填寫)

8. Nationality _____

國籍

9. Sex _____ 10. Height _____ Metres 11. Colour of eyes _____

性別 身高 米 眼睛顏色

12. Marks or other distinguishing features (if any) _____

身體有何記號或特徵（如有始須填寫）

13. Number of previous employment registration book/ discharge book/ service record book held or issued. If not, state

“none” 以前持有或獲發的海員僱用登記簿／海員辭職證書／海員服務紀錄簿（紅簿）的編號。如無，請寫「無」字 _____

14. Record of criminal conviction, if not, state “None” 犯罪紀錄，如無則填[無]字 _____

PARTICULARS OF NEXT-OF-KIN
最近親詳細資料

15. Name of next-of-kin _____ Hong Kong Identity Card No. _____
最近親姓名 香港身份證號碼

16. Relationship 關係 _____

17. Address and Tel. No. of next-of-kin (in full)
最近親詳細地址及電話號碼

I declare that the information given in this application is correct to the best of my knowledge and belief.

本人現在聲明：據本人所知及確信，本申請書內所填報的資料均屬正確無誤。

Date
日期

Signature
簽名

For Official Use 由本處填寫

I hereby certify that I have checked and, as far as possible, verified the particulars (including the photographs)

本人證實已核對本申請書內的資料(包括照片)，及盡量加以核實，

in this application and issued employment registration book no. _____

並簽發僱用登記簿第 _____ 號。

Date
日期

(Signature) (簽署)
Superintendent, Mercantile Marine Office (Officer
Authorized under the Laws of H.K. to issue
Employment Registration Books)
商船海員管理處總監 (根據香港法例獲授權簽發僱用登記簿的人員)

Notes of Application 申請須知

1. The form should be completed in block letters. 請用正楷填寫此表格。
2. Document to be submitted 需提交的文件
 - The completed application form signed by the applicant 申請者簽署的填妥申請表
 - Hong Kong Identity Card (original and copy) 香港身份證 (正副本)
 - Medical Fitness Certificate (original and copy) 健康證明書 (正副本)
 - Safety Trainings: Personal Survival Techniques, Fire Fighting / Advance Fire Fighting, Elementary First Aid/Medical First Aid, Personal Safety and Social Responsibilities, or Security Awareness Training for all seafarers / Security Training for Seafarers with Designated Security Duties (original and copy). 安全訓練: 個人求生技能, 消防訓練/高級消防訓練, 基本急救/醫療急救, 個人安全及群居責任, 或保安意識訓練課程所有海員/指定保安職責培訓 (正副本)
 - passport size photo in front view and side view, 1 set. 護照照片尺寸(45 毫米 X 40 毫米)的近照, 同一時間拍攝之正面及側面相各一張
 - HKID of the Next of Kin, and birth certificate (if the next of kin is parent or child, or Marriage Certificate (if the next of kin is his/her spouse) 最近親身份證明文件。如填寫之最近親為申請人父母, 須提交出生證明書之正副本; 或如填寫之最近親為申請人配偶, 則提交結婚證書之正副本
 - Company letter on job training/employment 由僱主公司出具的相關工作/訓練僱用的證明文件
 - Initial education and training certificate(s) 相關初始教育和訓練的修畢證書。
3. Applications with above note (2) mentioned supportive document may be submitted in person to the Mercantile Marine Office. For pre-vetting, application with supportive documents in scanned copies may also be submitted via Public Forms Submission System (PFSS) in Electronic Business System (EBS) of MD, or via email mno_mdd@mardep.gov.hk. The original documents shall be submitted in person while collecting the employment registration book at MMO. Enquiries: Mercantile Marine Office Marine Department Room 302, 3/F, Harbour Building 38 Pier Road, Central Hong Kong, Telephone: 2852 3062. 申請人須携同須知 (2) 的文件, 親身前往商船海員管理處辦理手續。申請人亦可通過海事處電子業務系統(eBusiness system)或商船海員管理處電郵(mno_mdd@mardep.gov.hk), 附上須知(2)文件的掃描本遞交申請以作預先審核, 申請人亦須於親自領取僱用登記簿時提交原件。商船海員管理處地址及電話: 香港統一碼頭道 38 號海港政府大樓 3 樓 302 室 查詢: 2852-3062.
4. 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 unsuccessful application. 申請人必須提供所需資料。請確保申請書各部分均已填妥, 且所填資料均正確無誤, 以免申請不獲處理。

Personal Data Collection Statement

1. Purposes of Collection

The personal data provided by means of this form will be used by Marine Department for the following purposes:

- (a) activities relating to the processing of your application in this form;
- (b) facilitating communication between Marine Department and yourself;
- (c) assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- (d) limited personal data of successful applicants may be used via the Marine Department's Internet web site for verification of the issued certificate by any third party;
- (e) for statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects; and

2. Classes of Transferees

The personal data you provided by means of this form may be disclosed to other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above.

3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

4. Enquires

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Officer-in-charge
Seagoing Examination and Mercantile Marine Office
Marine Department
Room 302, 3/F, Harbour Building
38 Pier Road, Central
Hong Kong
Email: sssem@mardep.gov.hk

收集個人資料聲明

1. 收集目的

海事處會使用透過本申請表所獲得的個人資料作下列用途：

- (a) 辦理有關審批你在本申請表中所提出的申請的事務；
- (b) 方便海事處與你聯絡；
- (c) 藉此協助其他政府決策局和部門執行其他法例和規例；
- (d) 成功申請人的有限個人資料會用於海事處的互聯網網頁以供第三者查證本處所發出的證書；
- (e) 供作統計及研究用途，但所得的統計數字或研究成果，不會以能辨識各有關的資料當事人或其中任何人的身份的形式提供；以及

2. 獲轉交資料的部門／人士

你透過本申請表所提供的個人資料會向其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途。

3. 索閱個人資料

根據《個人資料（私隱）條例》第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本申請表所提供的個人資料副本一份。

4. 查詢

有關透過本申請表收集的個人資料的查詢，包括索閱及修正資料，應寄往：

香港
中環統一碼頭 38 號
海港政府大樓 3 樓 302 室
遠洋航行考試及商船海員管理處主管
電郵: sssem@mardep.gov.hk