



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) ORDINANCE (SECTION 52)**商船(海員)條例(第 52 條)****APPLICATION FOR A PERMIT TO MAINTAIN A COMPANY ROSTER****申請備存公司候船名冊許可證**

-
1. Name of company
公司名稱
 2. Address of registered office
註冊辦公室地址
 3. For what period has the company been carrying on the business of shipowner/managing ships/acting as agent for a shipowner?
公司何時開始經營船東/船舶管理/船東代理人等業務?
 4. Will the company employ seafarers for service in ships owned, chartered or managed by any other company or individual?
公司會否僱用海員為任何其他公司或個人擁有、租用或管理的船舶服務?
 5. The names and address of all the companies, including the applicant company, owning, chartering or managing ships for service in which Hong Kong seafarers are employed are as set out in the schedule.
擁有、租用或管理之船舶的各公司(包括申請公司在內),凡僱用香港海員者,其名稱及地址已列於附表。
 6. Attached hereto are the following :-
隨附下列文件
 - (a) One copy of the Company's Articles or Memorandum of Association.
公司組織章程細則或組織章程大綱乙份
 - (b) One photo-copy of Business Registration Certificate.
商業登記證影印本乙份
 - (c) One copy of Annex 1-4 (SR24-27 with attachment. 附件 1-4 (表格 SR24-27) 連同附件資料

Signed 簽署

(Director or Authorized Representative of the Co.)

公司董事或授權代表

Name in Block Letters 姓名(正楷).....

Designation in company 公司職銜.....

Date 日期.....



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

Post available to Hong Kong Seafarers

供應香港海員出任的職位空缺

Navigating Department 導航部

| | |
|------------------------|--|
| Navigating Cadet 導航見習生 | |
| Navigating Officer 導航員 | |
| | |

Deck Department 甲板部

| | |
|---------------------|--|
| Junior Seaman 初級水手 | |
| Seaman Grade 3 三級水手 | |
| Seaman Grade 2 二級水手 | |
| Seaman Grade 1 一級水手 | |
| Carpenter 木匠 | |
| | |

General Purpose Department 全能職位部

| | |
|---------------------|--|
| Junior G.P. 初級全能海員 | |
| G.P. Grade 3 三級全能海員 | |
| G.P. Grade 2 二級全能海員 | |
| G.P. Grade 1 一級全能海員 | |
| | |

Miscellaneous Non-Transferable Department

固定職位部

| | |
|---------------------------|--|
| Laundryman 洗衣工人 | |
| Repairman 修理員 | |
| Purser 事務長 | |
| Services Attendance 郵輪服務員 | |
| Others (Specify) 其他(註明) | |
| | |

Engineering Department 輪機部

| | |
|--|--|
| Engineer Cadet 輪機見習生 | |
| Asst. Elect. Offr./Elect. Offr 助理電氣師/電氣師 | |
| Jr. Engineer Officer (dayworker) 初級輪機師(日間工) | |
| Engineer Officer (watch keeper) 輪機師(值班員) | |
| | |

Engine Room Department 機房部

| | |
|---------------------------------|--|
| Junior Motorman 初級摩托 | |
| Motorman Grade 3 三級摩托 | |
| Motorman Grade 2 二級摩托 | |
| Motorman Grade 1 一級摩托 | |
| Asst. Fitter (Electrical) 助理電氣匠 | |
| Fitter (Electrical) 電氣匠 | |
| Asst. Fitter (Engine) 助理輪機打磨匠 | |
| Fitter (Engine) 輪機打磨匠 | |
| Asst. Fitter (Pumpman) 助理泵工 | |
| Fitter (Pumpman) 泵工 | |
| | |

Catering Department 管事部

| | |
|----------------------|--|
| Junior Steward 初級管事 | |
| Steward Grade 3 三級管事 | |
| Steward Grade 2 二級管事 | |
| Steward Grade 1 一級管事 | |
| Junior Cook 初級廚師 | |
| Cook Grade 3 三級廚師 | |
| Cook Grade 2 二級廚師 | |
| Cook Grade 1 一級廚師 | |



香港特別行政區政府海事處

MARINE DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

PERMITTED CREW DEPARTMENT STAFF PARTICULARS**核准船員部職員資料**

註：填寫本表格前，請參閱‘填表須知’。

Note: Please read the ‘Guidance Notes’ before filling in this form.

Name of Company

公司名稱

| Name and I.D. No. 姓名身份證號碼 | Position 職位 | Authorized Signature 授權簽署 |
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香港特別行政區政府海事處

MARINE DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

Protection & Indemnity Clubs (P & I Clubs)**船東互保協會**

Name of Company

公司名稱

| Name and Flag of Ship 船舶名稱, 船旗 | Name and Address of P & I Clubs 船東互保協會名稱, 地址 | Name and Address of Local Representative of P & I Clubs 船東互保協會本地代表 名稱, 地址 |
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GUIDANCE NOTES 填表須知

1. Under Merchant Shipping (Seafarers) Ordinance Cap. 478 with section 52(1) or 53(1), application from any company or seafarers' organization must meet the following conditions:

根據商船(海員)條例第 478 章第 52(1)或 53(1)條，申請的公司或海員組織須符合以下條件：

a) the object of which, as set out in its articles or memorandum of association or constitution: for a company, include the carrying on of the business of shipowner or the business of managing or chartering ships; or for a seafarers' organization, include the recruitment and supply of seafarers for employment.

其組織章程細則或組織章程大綱或憲章所述明的宗旨為(如屬公司)經營船東業務或船舶管理或租用業務或(如屬海員組織)招募及提供海員以供受僱；

b) Provide the information and particulars required in the prescribed forms including SR23, SR24, SR25, SR26 and SR27; 提供已訂明表格包括 SR23、SR24、SR25、SR26 及 SR27 所需的資料及其他詳情；

c) While completing the prescribed form SR23, please attach one copy of the Company's Articles or Memorandum of Association or constitution and one copy of Business Registration Certificate.

在填寫表格 SR23，需同時提供公司組織章程細則或組織章程大綱乙份及商業登記證影印本乙份

d) While completing the prescribed form SR24, if insufficient space to report, fill in another page. It is necessary to provide payment method of home allotment and the copy of the allotment note used by the company and the copy of current conditions of Articles of Agreement.

在填寫表格 SR24，申報的資料如沒有足夠位置，須另紙填報，亦需同時提供家屬糧的付款辦法及家屬糧授權書副本及現有使用的船員協議條款副本；

e) While completing the prescribed form SR25, please refer to the reference table enclosed in this Guidance Notes.

在填寫表格 SR25，請參考本須知所附的對照表。

2. Application (MD669(SR23)): Completed application form with filled annex and attachment shall be submitted to MMO.

(a) One copy of the Company's Articles or Memorandum of Association. 公司組織章程細則或組織章程大綱乙份

(b) One photo-copy of Business Registration Certificate. 商業登記證影印本乙份

(c) One copy of Annex 1-4 (SR24-27). 附件 1-4 (表格 SR24-27) 連同附件

3. Annex 1 (SE24): State the total number of foreign-going/coastal-going ships of each nationality owned, chartered or managed as agents by the applicant company and each of the other companies on the last day of the month prior to the submission of the application being ships for service in which seafarers were supplied in Hong Kong. Please provide letters of authorization from the owners. 附件 1(SE24): 申請公司及其他每間公司所擁有、租用或代理的遠洋/沿岸船舶曾在香港供應海員工作者，請將截至遞交申請表前一個月最後一日的船舶總數，依船籍分別列明，並請提供船東的授權書。

4. Annex 2 (SR25): State the total number of posts for which seafarers were supplied for service in Hong Kong, in foreign-going/coastal going ships owned, chartered or managed by the applicant company and each of the other companies on the last day of the month prior to the submission of the application. 附件 2(SR25): 申請公司及其他每間公司所擁有、租用或管理的遠洋 / 沿岸船舶曾在香港提供海員工作者，請說明截至遞交申請表前一個月最後一日的海員職位總數。

5. State the food allowance (if applicable) paid to seafarers supplied for service in Hong Kong in lieu of central catering on foreign-going/coastal-going ships owned, chartered or managed by the applicant company and each of the other companies. If the allowances paid by the applicant company and each of the other companies differ the amount of the food allowance paid by each to be listed in an annexure and attached. 如適用者，請說明申請公司及其他每間公司所擁有、租用或管理的遠洋 / 沿岸船舶上付給在香港供應工作的海員，作為替代集體包伙食的膳食津貼。倘申請公司及其他每間公司所支付的津貼有差別者，請將每間公司所支付的數額另紙列出。隨同本表格一併遞交。

6. State current wages for the various posts available through your company roster if approved. If the rates paid by the applicant company and each of the other companies differ, the scale of wages paid by the applicant company and each of the other companies to be attached as an annexure. 請說明申請獲准後，由貴公司候船名冊提供各類職位現時的工資。倘申請公司及其他每間公司所支付的工資有別者，請將每間公司的工資表另紙填報。隨同本表格一併遞交。

7. (a) Attach copies of the crew agreement (Standard Clauses and Terms of Service For Hong Kong Seafarers), including additional clauses, or other agreement of service in use on the last day of the month prior to the date of the submission of the application in foreign-going/coastal-going ships for which the crew department supplies or will supply seafarers. 附上截至遞交申請表前一個月最後一日仍使用的遠洋 / 沿岸船舶船員協議條款(香港海員協議標準合約及服務條款)，內連附加條款或其他服務協議，而該等船舶係由或會由船員部供應海員者。

(b) If similar agreements are not used in all foreign-going/coastal going ships owned, chartered or managed by the applicant company or each of the other companies, attach a copy of each different agreement so used. (Each copy should be so marked to indicate in which company and for which vessels it is used.) 倘申請公司及其他每間公司擁有、租用或管理的遠洋 / 沿岸船舶上所採用的協議有所不同，則請將不同協議各一份一併遞交。(請於每份協議上註明採用的公司及船舶名稱。)

8. Annex 3(SR26): Permitted Crew Department staff particulars, and; 附件 3 (表格 SR 2 6)核准船員部職員資料, 及
- (a) Method of payment of home allotment and a copy of the allotment note used by the company 家屬糧的付款辦法及家屬糧授權書副本;
 - (b) Method used in permitted crew department to supply registered seafarers.核准船員部供應註冊海員方法。
9. Annex 4 (SR27): Protection and Indemnity Clubs (P & I Clubs) in respect of each ship; 附件 3 (SR27):個別船舶的船東互保協會名稱。
10. Note 附註:
- (a) 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 disqualification for registration. 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，可被取消註冊的資格。
 - (b) Where at any time there are changes to the particulars of shipowners for whom a permitted company is acting as agent, the company shall notify the Superintendent of those changes and, subject to section 57(1) and payment of the prescribed fee, the Superintendent will amend the company's Permit accordingly. 倘於任何時間，作為代理的核准公司船東資料有所更改，則該公司須向商船海員管理處總監申報更改。除第 57(1)條另有規定外，以及繳付訂明費用後。商船海員管理處總監將按情況修訂該公司的許可證。

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

REFERENCE TABLE TO FACILITATE ACCURATE COMPARISON OF INFORMATION REQUIRED

方便正確比較所需要資料的對照表

Post 職位: **Revised categories to meet STCW and Minimum Safe Manning Requirements** 修訂的職位類別，以符合海員培訓，發證和值班標準 國際公約，以及最低安全配員要求

Navigation Department 導航部

| | |
|---|------------------------|
| Navigating Cadet (Deck Cadet) 駕駛學習生(見習伙長) | Navigating Cadet 導航見習生 |
| 3rd Officer 三級伙長 | Navigating Officer 導航員 |
| 2nd Officer 二級伙長 | Navigating Officer 導航員 |

Engineering Department 輪機部

| | |
|--|---|
| Engineer Cadet 管輪學習生(見習車人) | Engineer Cadet 輪機見習生 |
| Asst. Elect. Officer /Elect. Engr. 助理電氣師/電氣師 | Asst. Elect. Officer/Elect. Officer 助理電氣師/電氣師 |
| Jr. Engineer (5th Engineer) 初級管輪(五級管輪) | Jr. Engineer Officer (Dayworker) 初級輪機師(日間工) |
| 4th Engineer 四級管輪 | Engineer Officer (Watch Keeper) 輪機師(值班員) |
| 3rd Engineer 三級管輪 | Engineer Officer (Watch Keeper) 輪機師(值班員) |
| 2nd Engineer 二級管輪 | Engineer Officer (Watch Keeper) 輪機師(值班員) |

Deck Department 甲板部

| | |
|-----------------------|---------------------|
| Deck Trainee 甲板學習生 | Junior Seaman 初級水手 |
| Junior Seaman 初級水手 | Seaman Grade 3 三級水手 |
| Ordinary Seaman 普通水手 | Seaman Grade 2 二級水手 |
| A.B./Q.M. 高級水手/舵工 | Seaman Grade 1 一級水手 |
| 2/Bosun (Cassab) 副水手長 | Seaman Grade 1 一級水手 |
| Bosun 水手長 | Seaman Grade 1 一級水手 |
| Carpenter 木匠 | Carpenter 木匠 |

Engine Room Department 機房部

| | |
|---|---------------------------------|
| E.R. Trainee 機房學習生 | Junior Motorman 初級摩托 |
| Wiper 抹油員 | Motorman Grade 3 三級摩托 |
| Fireman/Greaser/Motorman 生火/加油工/摩托 | Motorman Grade 2 二級摩托 |
| Sr. Fireman/Greaser/Motorman 高級生火/加油工/摩托 | Motorman Grade 1 一級摩托 |
| Donkeyman 登件 | Motorman Grade 1 一級摩托 |
| No. 1 Fireman/Greaser/Motorman 一級生火/加油工/摩托 | Motorman Grade 1 一級摩托 |
| Asst. Elect. Fitter (Asst. Electrician) 助理電氣匠 | Asst. Fitter (Electrical) 助理電氣匠 |
| Electrical Fitter (Electrician) 電氣匠 | Fitter (Electrical) 電氣匠 |
| Asst. Fitter (Engine) 助理輪機打磨匠 | Asst. Fitter (Engine) 助理輪機打磨匠 |
| Fitter (Engine) 輪機打磨匠 | Fitter (Engine) 輪機打磨匠 |
| Pumpman 泵工 | Fitter (Pumpman) 泵工 |

General Purpose Department 全能職位部

| | |
|------------------------|---------------------|
| G.P. Trainee 全能學習生 | Junior G.P. 初級全能海員 |
| G.P. III Seaman 三級全能水手 | G.P. Grade 3 三級全能海員 |
| G.P. II Seaman 二級全能水手 | G.P. Grade 2 二級全能海員 |
| G.P. I Seaman 一級全能水手 | G.P. Grade 1 一級全能海員 |
| Petty Officer 隊長 | G.P. Grade 1 一級全能海員 |
| Ch. Petty Officer 總隊長 | G.P. Grade 1 一級全能海員 |

Catering Department 管事部

| | |
|------------------------|----------------------|
| Catering Trainee 管事學習生 | Junior Steward 初級管事 |
| Steward 管事 | Steward Grade 3 三級管事 |
| Senior Steward 二管事 | Steward Grade 2 二級管事 |
| Steward Grade 1 一級管事 | Chief Steward 大管事 |
| Cook Trainee 廚師學習生 | Junior Cook 初級廚師 |
| Crew Cook 船員廚師 | Cook Grade 3 三級廚師 |
| Second Cook 二廚 | Cook Grade 2 二級廚師 |
| Chief Cook 大廚 | Cook Grade 1 一級廚師 |

Miscellaneous Non-Transferable Department 固定職位部

| | |
|---------------------------|---------------------------|
| Laundryman 洗衣工人 | Laundryman 洗衣工人 |
| Repairman 修理員 | Repairman 修理員 |
| Writer 書記 | Writer 書記 |
| Purser 事務長 | Purser 事務長 |
| Services Attendance 郵輪服務員 | Services Attendance 郵輪服務員 |