



香港特別行政區政府海事處
MARINE DEPARTMENT
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
申請備存公司候船名冊許可證所需提供的資料
商船(海員)條例(第 478 章)

(本表格必須由申請人按照第 53 條的規定填妥，連同申請表(SR 23)一併遞交。
下列問題中「公司」一詞，概指夾附的 SR 23 表格附表內所開列的各公司。)

1. 申請公司及其他每間公司的現行政策，是否能吸引海員在公司留任？倘答案為肯定者，請說明用何種吸引方法。申請公司及其他每間公司的個別情況，應另紙填報，隨同本表格一併遞交。
2. 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，並請提供下列船東的授權書。

船舶名稱 (航程類別)	登記船東或管理船東的名稱	船籍港
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3. 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。 見附件 SR 25。
4. 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。
5. 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。
6. (a) 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) 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。)
7. 現附上有關下列資料的附件 :-
 - (a) 核准船員部職員資料(表格 SR 26);
 - (b) 個別船舶的船東互保協會名稱(表格 SR 27)
 - (c) 家屬糧的付款辦法及家屬糧授權書副本; 及
 - (d) 核准船員部供應註冊海員方法。
8. 本表格的附件合共 _____ 份。

附註：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。

簽署 _____
(公司董事或授權代表)

姓名(正楷) _____

公司職銜 _____

日期 _____

收集個人資料聲明

根據《個人資料(私隱)條例》(第486章)，資料當事人有權要求查閱及改正在此申請表提供的個人資料。如須查閱或改正此申請表的個人資料，請與海事處商船海員管理處聯絡。



香港特別行政區政府海事處
MARINE DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
INFORMATION REQUIRED IN CONNECTION WITH AN APPLICATION
FOR A PERMIT TO MAINTAIN A COMPANY ROSTER
MERCHANT SHIPPING (SEAFARERS) ORDINANCE (Cap. 478)

(This form to be completed by the applicant pursuant to section 53 and attached to application form (SR 23) at the time of submission. Where the word "companies" is mentioned in any of the following questions this refers to the list of companies stated in the schedule on the attached form SR 23)

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1. Is it the present policy of the applicant company and each of the other companies to encourage seafarers to remain in their employment? If so what inducements are offered? Brief details to be attached as a separate annexure in respect of the applicant company and each of the other companies.

 2. 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 authorisation from the following owners.

NAME OF SHIP
(VOYAGE TYPE)

NAME OF REGISTERED
OWNER
OR MANAGING OWNER

PORT OF REGISTRY

3. 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. See attached Form SR 25.
4. 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 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.
5. 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.
6.
 - (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.
 - (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.)
7. Attach annexures in respect of the following information :-
 - (a) Permitted Crew Department staff particulars (Form SR26);
 - (b) Protection and Indemnity Clubs (P & I Clubs) in respect of each ship (Form SR27);
 - (c) Method of payment of home allotment and a copy of the allotment note used by the company; and
 - (d) Method used in permitted crew department to supply registered seafarers.
8. Number of annexures attached to this form is

Note : 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.

Signed
(Director or Authorized Representative of the Co.)

Name in Block Letters

Designation in company

Date

Personal Data Collection Statement

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, Mercantile Marine Office of the Marine Department.