



# 香港特別行政區政府海事處

MARINE DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

To: River Trade and Local Examination Section, Marine Department  
致：海事處內河航行及本地考試組

(Tel 電話：852-2852 4896)  
(Fax 傳真：852-3101 0143)  
(Email 電郵：local\_crt@mardep.gov.hk)

## 申請更改考試時間

### Application for Rescheduling of Examination

註：填寫本表格前，請參閱表格內的「申請人須知」及「收集個人資料聲明」

Note: Please read the 'Notes to Applicant' and 'Personal Data Collection Statement' in the form before filling

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申請人姓名 \_\_\_\_\_ 身份證明文件(類別/編號) \_\_\_\_\_  
Name of Applicant \_\_\_\_\_ ID Document (Type/No.) \_\_\_\_\_

|                        |   |   |   |             |                            |                            |                            |
|------------------------|---|---|---|-------------|----------------------------|----------------------------|----------------------------|
| 考試種類:<br>Type of Exam: | <input type="checkbox"/> 遊樂船<br>Pleasure Vessel | <input type="checkbox"/> 船長<br>Coxswain | <input type="checkbox"/> 輪機員<br>Engine Operator | 級別<br>Grade | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
|------------------------|---|---|---|-------------|----------------------------|----------------------------|----------------------------|

|   |   |
|---|---|
| 原定考試日期 / 時間:<br>Scheduled Exam Date / Time: | 要求更改日期 / 時間:<br>Requested Exam Date / Time: |
|---|---|

|   |   |
|---|---|
| 收取回覆途徑<br>(只可選一項)<br>Way to receive official reply<br>(Choose one only) | <input type="checkbox"/> 傳真 Fax _____<br><input type="checkbox"/> 電郵 Email _____<br><input type="checkbox"/> 不需書面回覆 No written reply required, 電話 Tel _____ |
|---|---|

本人現向海事處申請更改考期如上，本人已清楚閱讀「申請人須知」及「收集個人資料聲明」，並明白及同意所載內容。I am now writing to request for the rescheduling as above. I have read the "Notes to Applicant" and "Personal Data Collection Statement" of this application form, I agree and understand the content stipulated therein.

申請人簽署 \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
(簽名必須與申請考試報名表上相同 Signature must be the same as the application form for examination)

### 正式回覆 Official Reply

(此欄由本處填寫 Official Use Only)

就閣下要求更改之考期，本處現覆如下：

According to your application for rescheduling of examination, our reply as below:

☐ 已更改後之考試日期 \_\_\_\_\_ 時間 \_\_\_\_\_  
Revised Examination Date \_\_\_\_\_ Time \_\_\_\_\_

申請人必須携同此通知書 (具正式回覆) 出席上述考試 (選擇電話回覆除外)。

Applicant must bring along this letter (with official reply) when attending the examination. (Except reply by telephone)

☐ 閣下先前之視力測驗證明書於新考試日已無效，請於 \_\_\_\_\_ 或之前提交新的視力測驗證明書。  
Your Eyesight Test Certificate will be invalid on the new examination date, please submit your new Eyesight Test Certificate on/before \_\_\_\_\_.

☐ 未能按閣下之要求更改考期，請依原定考期應考，原因為：

Examination date cannot be revised as requested, please attend the original scheduled examination, the reason is that:

- ☐ 要求的考期已滿 the examination session requested is full
- ☐ 已超過改期一次的規定 one rescheduling of examination is permitted and you have rescheduled previously
- ☐ 上一次考試缺席，是次考試不能改期 no rescheduling is permitted due to the absence in last attempt
- ☐ 申請改期必須於考試前十個工作天送抵本處 application must be received by this office at least 10 working days before examination
- ☐ 要求的考期相距上次考試少於 28 天(遊樂船) / 一個月(船長/輪機員) the requested date for re-sitting of examination is less than 28 days (pleasure vessel) / 1 month (coxswain/engine operator) from the previous attempt
- ☐ 簽署與申請考試報名表不同，再次提交申請時請提供身分證證明文件副本核對 the signature on this form does not match with the one on the application form for examination, please provide ID copy for verification when you submit this application again
- ☐ 沒有此考期，可參閱本處網頁上之考試日期 the requested examination session does not exist, please refer the website of Marine Department (網址 URL: [https://www.mardep.gov.hk/hk/pub\\_services/exam.html](https://www.mardep.gov.hk/hk/pub_services/exam.html))
- ☐ 其他 Others \_\_\_\_\_

職員簽署 \_\_\_\_\_ 日期 \_\_\_\_\_  
Official Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ 在適當之方格內加✓號 Tick where appropriate

## 申請人須知

請以**正楷**填寫。

### 簽名必須與報名表上相同

申請人更改考試日期需以**書面**通知海事處處長，而該通知須在指定的考試日期前**至少 10 個工作天**由處長接獲。

每項考試只允許改期**一次**，但若申請人在其上一次相同考試中**缺席或沒有準時**出席考試，則**不得更改**。

申請改期約需 **1-2 工作天**，若在指定時間仍未收到本處回覆，請**立即與本處聯絡**。(Tel: 2852 4896)

## 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
- (f) 辦理有關海運及空運人才培訓基金的事務。

### 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 303 室  
海事處內河航行及本地考試組主管

## Notes to Applicants

Please use **BLOCK LETTERS**.

Signature must be the same as the application form.

Applicant may reschedule an examination by advising the Director by **written** notice that must be received by the Director **at least 10 working days** before the day appointed for the examination.

Only **one** rescheduling of an examination will be permitted, but **no** rescheduling will be permitted if the applicant **failed to attend or appear punctually** in his/her previous attempt of the same examination.

Application for rescheduling takes **1-2 working days** for processing, applicant have not receive reply within the specific time should **contact this office immediately**. (Tel: 2852 4896)

## 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
- (f) activities relating to Maritime and Aviation Training Fund matters.

### 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  
River Trade and Local Examination Section  
Marine Department  
Room 303, 3/F, Harbour Building  
38 Pier Road, Central  
Hong Kong