



高級海員 / 值班普通船員 / 電子技術普通船員

培訓合格證書申請表

**Application for a Certificate of Proficiency as
Able Seafarer/Watch Rating/Electro-technical Rating**

註：填寫本表格前，請參閱第3至4頁的「填表須知」及「收集個人資料聲明」。

Note: Please read the 'Guidance Notes' & 'Personal Data Collection Statement' on page 3 to 4 before filling in this form.

1 Personal Details 個人資料

Surname 姓

Given Name(s) in full 名

Chinese Name 中文姓名(if applicable 如適用)

Sex 性別

Date of Birth 出生日期

(DD 日/MM 月/YYYY 年)

Nationality 國籍

Telephone No. 電話號碼

(Home 住宅)

(Mobile 手提)

Passport No. / H.K. Identity Card No. 護照或香港身分證號碼

Email 電郵

Seafarer's Employment Registration Book No. 海員僱用登記簿編號

Full postal address (for acknowledgement and return of your documents) 回郵地址 (通知及寄回文件之用)

(Home 住宅)

Applied Certificate of Proficiency and Details of Relevant Training Courses 申請簽發的培訓合格證書及相關訓練詳情

✓ *	Courses Attended 訓練課程	Name of Training Institute 訓練學院名稱	Periods of Attendance 訓練時間	Issue Date of Certificates 證書簽發日期
<input checked="" type="checkbox"/>	Certificate for Junior General Purpose Ratings 初級全能海員證書			
<input type="checkbox"/>	Able Seafarer Deck 甲板高級海員			
	Elementary Pre-Sea Training 出海前知識初階			
	Basic Seamanship 基本船藝			
	Navigational Watchkeeping Knowledge 航海值班知識			
	Proficiency in Survival Craft and Rescue Boats 救生船隻操作技能			
	Efficient Deck Hand 精練甲板人員			
<input type="checkbox"/>	Able Seafarer Engine 機房高級海員			
	Elementary Pre-Sea Training 出海前知識初階			
	Engine Room Watchkeeping Knowledge 機房值班知識			
	Basic Engineering knowledge 基本輪機知識			
<input type="checkbox"/>	Navigational Watch Ratings 導航值班普通船員			
	Elementary Pre-Sea Training 出海前知識初階			
	Basic Seamanship 基本船藝			
	Navigational Watchkeeping Knowledge 航海值班知識			
<input type="checkbox"/>	Engine Room Watch Ratings 機房值班普通船員			
	Elementary Pre-Sea Training 出海前知識初階			
	Engine Room Watchkeeping Knowledge 機房值班知識			
<input type="checkbox"/>	Electro-technical Ratings 電子技術普通船員			

* please tick (✓) which you are applying 請在申請的項目欄上加剔號

Certificates of Proficiency Held 現時持有之培訓合格證書

Type 類別	Certificate No. 證書編號	Issuing Authority 發證機構	Date of Issue 發證日期 (DD 日/MM 月/YYYY 年)	Date of Expiry 有效日期 (DD 日/MM 月/YYYY 年)

Sea Service during the Preceding Three Years 最近三年海上服務資歷的記錄

Ship's Name 船名	Port of Registry & Official Number 船籍港及正式編號	Officer Rank 職級	Date 日期	
			From 由	To 至

2 Company Name and Address for Correspondence 公司名稱及通訊地址

Email 電郵:	Fax 傳真:	Tel 電話:

3 Declaration 聲明書

I declare that 本人謹此聲明：—

- (i) I have read the Notes appended to this application form carefully; and
我已細閱此申請書附載的備註；以及
- (ii) the information and documents submitted herein and with this application form are full, true and complete to the best of my knowledge and belief.
就我所知所信，所有填報於此申請書的資料及一併提交的文件均屬全面、真實及完整。

It is an offence under the Merchant Shipping (Seafarers) (Engine Room Watch Ratings) Regulation, the Merchant Shipping (Seafarers) (Navigational Watch) Regulation and the Merchant Shipping (Seafarers) (Certificates of Proficiency for Able Seafarers) Regulation to give false information.

根據商船（海員）（機房值班普通船員）規例、商船（海員）（導航值班）規例和商船（海員）（油船）規例，提交不正確資料，實屬違法。

Signed by Applicant:

申請人簽署：

Date:

日期：

For official use only 本處專用：

Result of application for issue of a CoP :

Application Approved ☐

Rejected ☐

Examiner: _____

Date: _____

GUIDANCE NOTES

Please read the following Notes before completing an application form for issue of a certificate of proficiency.

General

1. The form should be completed in English (block letters) as far as practicable.
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 unsuccessful application.
3. Applications may be submitted in person or by post/email (ecs crt@mardep.gov.hk) to the Seagoing Examination and Mercantile Marine Office, Marine Department, Room 302, 3rd Floor, Harbour Building, 38 Pier Road, Hong Kong. Please contact this administration by (852)-2852 3148 for any enquiry.

Fee

4. Certificate of Proficiency is issued free of charge.

Approved training courses

5. Course completion certificates must be issued and signed by a responsible official of the approved training institution.

Documents to be submitted

6. Applicant should submit the original of a completed application form together with the following documents, if applicable:
 - (a) proof of identity (Hong Kong Identity Card or Passport)
 - (b) Discharge Book / Seafarer Employment Registration Book;
 - (c) medical fitness certificate;
 - (d) certificate of relevant training course approved by the Director of Marine;
 - (e) Training Record Book; and
 - (f) two passport size photos.(Note: For items (a) to (f), a legible copy certified by a responsible public official, or the employer as true copy can be accepted in lieu of the original.)

Recognition of Certificates Issued by Other Administrations

7. Seafarers holding Certificates of Proficiency issued pursuant to Chapter V and Chapter VI of the Annex to STCW Convention by, or under the authority of, the government of a state party to the STCW Convention. This Administration accepts those certificates issued by STCW Convention parties to have the same effect as those issued by Hong Kong. These seafarers do not need to apply for a Certificate of Proficiency issued by this Administration.

填表須知

填寫培訓合格證書申請書時，請參閱以下的備註。

一般事項

1. 請盡可能用英文正楷填寫此申請書。
2. 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。
3. 申請書可親身遞交或郵寄／電郵 (ecs crt@mardep.gov.hk) 至海事處遠洋航行考試及商船海員管理處（地址：香港中環統一碼頭道 38 號海港政府大樓 3 樓 302 室）。如欲查詢，請聯絡本處，電話：(852) 2852 3148。

收費

4. 簽發培訓合格證書費用全免。

認可訓練課程

5. 修畢相關的認可訓練課程證書，必須由認可訓練機構的有關官員簽發。

須提交文件

6. 申請人須提交填妥的申請表正本及以下文件（如適用）
 - (a) 身份證明文件（香港身份證或護照）
 - (b) 辭職證書 / 海員僱用登記簿
 - (c) 健康證明書
 - (d) 海事處處長認可訓練課程證書；
 - (e) 訓練記錄簿；及
 - (f) 護照照片尺寸的近照兩張。（備註：(a)至(f) 項文件正本，可由影印副本替代。該等影印副本應清晰可閱並須由一位適當的公職人員，或僱主核實。）

承認由其他主管機關發出的培訓合格證書

7. 船員持有《STCW 公約》締約國根據《STCW 公約》附則第 V 章和第 VI 章發出的，或是在其授權下發出的培訓合格證書，本處接受具同等效力，船員不需另行申請由本處簽發的培訓合格證書。

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

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