



香港特別行政區政府海事處

MARINE DEPARTMENT
THE GOVERNMENT OF THE HONG KONG SPECIAL
ADMINISTRATIVE REGION

培訓合格證書申請表
Application for a Certificate of Proficiency

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' & 'Personal Data Collection Statement' in the form before filling.

1 個人資料 Personal Details

姓 Surname

名 Given Names

中文姓名 Chinese Name (如適用 if applicable) 性別 Sex

出生日期 Date of Birth

(日 DD / 月 MM / 年 YY)

國籍 Nationality

電話號碼 Telephone No.

身份證/護照號碼 ID / Passport No.

電郵 Email

海員僱用登記簿 Seafarer Employment Registration Book No.

地址 Address

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

✓*	訓練課程 Courses Attended	訓練學院名稱 Name of Training Institute	訓練時間 Periods of Attendance	證書簽發日期 Issue Date of Certificates
<input type="checkbox"/>	Personal survival techniques 個人求生技能 Fire prevention and fire fighting 基本消防訓練 Elementary first aid 基本急救 Personal safety and social responsibilities 人員安全和社會責任			
<input type="checkbox"/>	Training in advanced fire fighting 高級消防培訓			
<input type="checkbox"/>	Medical first aid 急救培訓			
<input type="checkbox"/>	Medical care 醫護培訓			
<input type="checkbox"/>	Proficiency in survival craft and rescue boats (other than fast rescue boats) 救生艇筏及救助艇(快速救助艇除外)培訓			
<input type="checkbox"/>	Proficiency as Ship Security Officer 船舶保安員培訓			
<input type="checkbox"/>	Security training for seafarers with designated security duties 指定保安職責培訓			
<input type="checkbox"/>	Security awareness training 保安意識培訓			
<input type="checkbox"/>	Basic training for oil and chemical tanker cargo operations 油船和化學品船貨物操作基本訓練			
<input type="checkbox"/>	Advanced training for oil tanker cargo operations 油船貨物操作高級訓練			
<input type="checkbox"/>	Advanced training for chemical tanker cargo operations 化學品船貨物操作高級訓練			
<input type="checkbox"/>	Basic training for liquefied gas tanker cargo operations 液化氣體船貨物操作基本訓練			

<input type="checkbox"/>	Advanced training for liquefied gas tanker cargo operations 液化氣體船貨物操作高級訓練			
<input type="checkbox"/>	Proficiency in fast rescue boats 快速救助艇培訓			
<input type="checkbox"/>	Basic training for service on ships using low-flashpoint fuels 使用低閃點燃料船舶船員基本訓練			
<input type="checkbox"/>	Advanced training for service on ships using low-flashpoint fuels 使用低閃點燃料船舶船員高級訓練			
<input type="checkbox"/>	Basic training for ships operating in polar waters 極地水域操作船舶船員基本訓練			
<input type="checkbox"/>	Advanced training for ships operating in polar waters 極地水域操作船舶船員高級訓練			

* please tick (✓) which you are applying 請在申請的項目欄加上✓號

現時持有之適任證書/執照 Certificates of Competency/Licences Held

級別 Class/Grade	證書編號 Certificate No.	發證機構 Issuing Authority	發證日期 Date of Issue (日 DD / 月 MM / 年 YY)	有效日期 Date of Expiry (日 DD / 月 MM / 年 YY)

最近三年航海服務的記錄 Sea Service during the Preceding Three Years

船名 Ship's Name	註冊港及註冊編號 Port of Registry & Official Number	職級 Officer Rank	日期 Date	
			由 From	至 To

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

電郵 Email:	傳真 Fax:	電話 Tel:

3 聲明書 Declaration

本人謹此聲明 I declare that : -

- (i) 我已細閱此申請書附載的「申請人須知」和「收集個人資料聲明」；以及
I have read the 'Notes to Applicant' & 'Personal Data Collection Statement' appended to this application form carefully; and
- (ii) 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。
the information and documents submitted herein and with this application form are full, true and complete to the best of my knowledge and belief.

根據《商船（海員）（安全、保安及指定職責培訓）規例》、《商船（海員）（油船）規例》、《商船（海員）（極地水域操作船舶）規例》和《商船（海員）（使用低閃點燃料船舶）規例》，提交不正確資料，實屬違法。

It is an offence under the Merchant Shipping (Seafarers) (Safety, Security and Designated Duties Training) Regulation, the Merchant Shipping (Seafarers) (Tankers) Regulation, the Merchant Shipping (Seafarers) (Ships Operating in Polar Waters) Regulation and the Merchant Shipping (Seafarers) (Ships Using Low-flashpoint Fuels) Regulation to give false information.

申請人簽署
Signed by Applicant:

日期
Date:

本處專用 For official use only:

Result of application for issue of a CoP :	Application Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>
Examiner: _____	Date: _____	

申請人須知 Notes to Applicants

填寫培訓合格證書申請書時，請參閱以下的須知。

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

一般事項 General

1. 請以英文正楷填寫此申請書。

The form should be completed in English (block letters).

2. 申請書可親身遞交海事處海員發證組（地址：香港中環統一碼頭道 38 號海港政府大樓 3 樓 303 室）或郵寄至上址。如欲查詢，請聯絡本處，電話：(852) 2852 3148。

Applications may be submitted in person or by post to the Seafarers' Certification Section, Marine Department, Room 303, 3rd Floor, Harbour Building, 38 Pier Road, Hong Kong. Please contact this administration by (852) 2852 3148 for any enquiry.

收費 Fee

3. 簽發培訓合格證書費用全免。

Certificate of Proficiency is issued free of charge.

認可訓練課程 Approved training courses

4. 修畢相關的認可訓練課程證書，必須由認可訓練機構獲授權人員簽發。

Course completion certificates must be issued and signed by an authorized person of the approved training institution.

須提交文件 Documents to be submitted

5. 申請人須提交填妥的申請表正本及以下文件（如適用）

Applicant should submit the original of a completed application form together with the following documents, if applicable:

- (a) 身份證明文件（香港身份證或護照）
proof of identity (Hong Kong Identity Card or Passport)
- (b) 海員辭職證書 / 海員僱用登記簿
Discharge Book / Seafarer Employment Registration Book;
- (c) 體格檢驗證明書
medical fitness certificate;
- (d) 海事處處長認可訓練課程證書；及
certificate of relevant training course approved by the Director of Marine; and
- (e) 護照照片尺寸的近照兩張。
two passport size photos.

（備註：(a)至(d) 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。）
(Note: For items (a) to (d), a legible copy certified by a responsible public official, or the employer as true copy can be accepted in lieu of the original.)

承認由其他主管機關發出的培訓合格證書 Recognition of Certificates Issued by Other Administrations

6. 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。

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.

收集個人資料聲明 Personal Data Collection Statement

收集目的 Purposes of Collection

1. 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：

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

- (a) 辦理有關審批你在本申請表中所提出的申請的事務；
activities relating to the processing of your application in this form;
- (b) 方便海事處與你聯絡；
facilitating communication between Marine Department and yourself;
- (c) 供作法例規定、授權或准許的其他合法用途；
for any other legitimate purposes as may be required, authorized or permitted by law;
- (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；以及
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; and
- (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。
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.

獲轉交資料的部門／人士 Classes of Transferees

2. 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。

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.

索閱個人資料 Access to Personal Data

3. 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。

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.

查詢 Enquires

4. 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：

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

香港
中環統一碼頭 38 號
海港政府大樓 3 樓 303 室
海事處海員發證組主管

Officer-in-charge
Seafarers' Certification Section
Marine Department
Room 303, 3/F, Harbour Building
38 Pier Road, Central
Hong Kong