



**Local Vessel Competency Enhancement Scheme  
under the Maritime and Aviation Training Fund**

**Notes to Applicant**

**General Information**

1. The Transport and Housing Bureau launched the Maritime and Aviation Training Fund (MATF) on 1 April 2014 to support the manpower training of the maritime and aviation industries. One of initiative under MATF is the Local Vessel Competency Enhancement Scheme (the Scheme). Under the Scheme, eligible applicant who passes the examination and successfully obtains the Coxswain Grade 2 Certificate or Engine Operator Grade 2 Certificate may receive a one-off financial incentive of HK\$12,000. The Scheme is administered by the Marine Department (MD).
2. The objective of the Scheme is to encourage more local Coxswain/Engine Operator Grade 3 Certificate holders to acquire Grade 2 Certificate qualification by providing financial incentive.

**Format and level of support**

3. A successful applicant will be provided with a one-off financial incentive of HK\$12,000. Incentive will be disbursed within 4 to 6 weeks upon receipt of an application.
4. The amount will be disbursed to the applicant's bank account provided in the Application Form.
5. Each person who passes the examination and successfully obtains the Coxswain Grade 2 Certificate or Engine Operator Grade 2 Certificate can receive incentive from the Scheme once for each type of certificate.
6. Incentive will be granted on a first-come-first served basis, until funding for the Scheme has been expended.

**Persons who are eligible to apply**

7. The applicant must –
  - (a) be a resident of the HKSAR and lawfully employable in Hong Kong to work on the local vessels;
  - (b) not be in possession of any Coxswain Grade 2 Certificate or Engine Operator Grade 2 Certificate; or any equivalent certificate before 1 April 2019; and
  - (c) the applicant has taken the Coxswain Grade 2 Certificate or Engine Operator Grade 2 Certificate examination (except local knowledge examination for coxswain certificate) conducted by Marine Department on or after 1 April 2019, and has passed the examination and granted the Coxswain Grade 2 Certificate or Engine Operator Grade 2 Certificate.
8. Irrespective of the source of funding except from the schemes under MATF, applicants must not receive double benefits, i.e. they should not receive any other form of financial assistance, for acquiring their Coxswain Grade 2 Certificate or Engine Operator Grade 2 Certificate when they are receiving incentive

under the Scheme.

### **Application Procedures**

9. Prospective applicants should submit their applications within four months after passing the examination and successfully obtaining the Coxswain Grade 2 Certificate or Engine Operator Grade 2 Certificate. If the eligible applicants have obtained a Coxswain Grade 2 Certificate or an Engine Operator Grade 2 Certificate between the period from 1 April 2019 to the date of the launching of Scheme, they may make an application within 4 months from the date of the launching of Scheme. Late applications will normally not be accepted.
10. Applicants should submit their completed Application Form and documentary proof in person during office hours to the Seafarer's Certification Section, Marine Department at Room 303, 3/F., Harbour Building, 38 Pier Road, Central, Hong Kong.
11. Applicants should complete all sections of the Application Form, sign the form and attach as required a copy of all the documents stated in paragraph 12 below. Incomplete application forms will not be processed.
12. In submitting the application form, applicants should attach a copy of each of the following:
  - (a) the Coxswain Grade 2 Certificate / Engine Operator Grade 2 Certificate; and
  - (b) the first page of the bank passbook or monthly bank statement with the applicant's name as account holder and the account number (name of the account holder must be the same as the name on the Hong Kong Identity Card).Applicants should also produce the Hong Kong Identity Card and original copy of documents (a) and (b) for on-site verification by staff of MD.
13. Applicants may be required to verify the information submitted and to provide supplementary information for processing the applications further.
14. All documents submitted (including the application form and copies of the supporting documents) are not returnable. Applicants are advised to retain copies for their own reference.

### **Enquiries**

15. For enquiries, please contact Seafarer's Certification Section, Marine Department (Email: [sasmcrt@mardep.gov.hk](mailto:sasmcrt@mardep.gov.hk), Tel.: 2852 3069).

### **Personal Data Collection Statement**

#### **Purposes of Collection**

1. The personal data provided by means of this form will be used by MD for the following purposes:
  - (a) activities relating to the processing of your application in this form;
  - (b) facilitating communication between MD and yourself;
  - (c) for any other legitimate purposes as may be required, authorized or permitted by law;
  - (d) 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

- (e) activities relating to Maritime and Aviation training Fund matters.
2. It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

**Classes of Transferees**

3. 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.

**Access to Personal Data**

4. 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.

**Enquires**

5. 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  
Seafarers' Certification Section  
Marine Department  
Room 303, 3/F, Harbour Building  
38 Pier Road, Central  
Hong Kong



## Application Form for Local Vessel Competency Enhancement Scheme under the Maritime and Aviation Training Fund

Please read the 'Notes to Applicant' & 'Personal Data Collection Statement' in the form before filling

Application No.  ID Checked

(Office use only)

\*\*\*\*\*

### I. Personal Particulars

Name in Chinese:		Name in English:	
Hong Kong Identity Card No.:	( )	Sex:	<input type="checkbox"/> Male / <input type="checkbox"/> Female
Date of Birth:		(DD/MM/YYYY)	
Address:			
Tel. No. *:	(Residential)	(Mobile)	Email Address *:
Name of Banker:			
Bank Account No.:			

### II. Local Certificate of Competency Acquired

<input type="checkbox"/> Coxswain Grade 2 Certificate	Certificate No.:	
<input type="checkbox"/> Engine Operator Grade 2 Certificate	Date of Issue:	

### III. Declaration

1. I, \_\_\_\_\_ (Name of Applicant), holder of Hong Kong Identity Card No. \_\_\_\_\_ ( ) have been granted a certificate of competency above and would like to apply for the incentive of HK\$12,000 of the Local Vessel Competency Enhancement Scheme (LVCES).
2. I hereby declare that I am a resident of the HKSAR and I am lawfully employable in Hong Kong to work on the local vessels.
3. I have read the "Notes to Applicant" & "Personal Data Collection Statement" of this application form. I understand the content stipulated therein and agree to abide by the terms and conditions set out therein for my application.
4. I hereby declare that the above particulars are correct and true to the best of my knowledge and belief.
5. I am aware that the Marine Department will rely on the information provided by me to determine my eligibility for incentive under the LVCES. I understand that wilfully making a false statement, misrepresentation or concealment of any information in order to obtain incentive by deception, or received double benefits, I shall bear the following consequences:
  - (i) I have to refund all the incentives received;
  - (ii) render myself liable to criminal prosecution; and
  - (iii) the Government may recover all the incentives given to me by civil action.
6. I understand that Marine Department has the right to review this application and adjust the amount of incentive when necessary. I undertake to refund in full the Government of the Hong Kong Special Administrative Region any overpaid incentive received by me upon demand.
7. I agree that the one-off financial incentive will be credited to my bank account nominated above and the bank's acknowledgement to the Government will be sufficient discharge in lieu of acknowledgement by me.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Please put a tick "✓" in the appropriate box.

\* Optional item