



香港特別行政區政府海事處

MARINE DEPARTMENT  
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

更改個人資料通知書

**Notice of Change of Personal Particulars**

註：填寫本表格前，請參閱第3頁的「收集個人資料聲明」。

Note: Please read the 'Personal Data Collection Statement' on page 3 before filling in this form.

Personal Particulars 個人資料			
Surname 姓		Given Name(s) in full 名	
Chinese Name 中文姓名 (if applicable 如適用)			
Passport/ HK Identity Card No. 護照/香港身份證號碼		Daytime Contact No. 日間聯絡電話	

**Details of the Changes (Only fill in those details to be changed) 更新資料(只需填寫所需更改的資料)**

新個人資料 New Personal Particulars

\*請在適當的方格加上✓號，並填寫新資料 Please tick (✓) in the appropriate box(es) and fill in the new particulars in the space provided

<input type="checkbox"/> New Name in English 新英文姓名	Surname	Given Name
<input type="checkbox"/> New Name in Chinese 新中文姓名	姓	名
<input type="checkbox"/> New Identity Document Typed and No. 新護照/香港身份證號碼		
<input type="checkbox"/> New E-mail Address 新電郵地址		
<input type="checkbox"/> New Residential Address 新住址		
<input type="checkbox"/> New Correspondence Address (If different from the above address) 新通訊地址(如與上述地址不同)		
<input type="checkbox"/> New Daytime Telephone No. 新日間電話號碼		
<input type="checkbox"/> Other new particulars, please specify 其他新資料，請註明		

**Declaration 聲明**

I, the undersigned, hereby request the Seafarers' Certification Section, Marine Department to change my personal particulars record as according to the particulars filled in part B above. I declare that all information given above is correct, complete and true to the best of my knowledge and belief.

本人，即下面簽署人，現要求海事處遠洋航行考試及商船海員管理處按表格乙部所填寫的資料更改本人的個人資料記錄。本人聲明就本人所知所信，確認上述資料均屬正確、完備及真實。

Signature of Applicant:  
申請人簽署: \_\_\_\_\_

Date:  
日期: \_\_\_\_\_

Required Documents 所需文件	
Particulars to be changed 更改的資料	Required Documents 所需文件
(1) Name 姓名	Original and photocopy of identity document; an affidavit or other support document; original of all certificate and/or licence issued by Seagoing Examination and Mercantile Marine Office, Marine Department. 身份證文件正本及副本、宣誓文件或其他證明文件正本及副本，以及所有由海事處遠洋航行考試及商船海員管理處簽發的證明書/或執照正本
(2) Identity Document No. 身份證明文件編號	Original and photocopy of identity document. 新身份證明文件正本及副本
(3) Residential or Correspondence Address 住址或通訊地址	Valid proof of address issued within the last three months from the application date. Photocopy of identity document. 申請日前三個月內發出的地址證明文件副本及身份證文件副本
(4) Telephone No. 電話號碼	Photocopy of identity document 身份證明文件副本
(5) Others 其他	Photocopy of identity document 身份證明文件副本

Ways of Submission 遞交方法	
Particulars to be changed 更改的資料	Ways of Submission 遞交方法
(1) Name; Identity Document No. 姓名； 身份證明文件編號	Please submit the application form <b>in person</b> with the original and/or photocopy of required the documents to the Seagoing Examination and Mercantile Marine Office. 請 <b>親身</b> 帶同申請表及所需文件的正本/或副本前往海事處遠洋航行考試及商船海員管理處辦理
(2) Residential or Correspondence Address. 住址或通訊地址	Please submit the application form and photocopy of the required documents to the Seagoing Examination and Mercantile Marine Office <b>in person, by post, fax or email.</b> 可 <b>親身</b> 、或以 <b>郵寄、傳真、電郵</b> 方式將申請書及所需文件副本送交海事處遠洋航行考試及商船海員管理處
(3) Others 其他	Please contact the Seagoing Examination and Mercantile Marine Office 請與遠洋航行考試及商船海員管理處聯絡

Contact Information 聯絡資料	
Seagoing Examination and Mercantile Marine Office, Marine Department 海事處 遠洋航行考試及商船海員管理處	
Address:	Room 302, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong
地址:	香港中環統一碼頭道 38 號海港政府大樓 3 樓 302 室
Telephone 電話:	(852) 2582 3148
Fax 傳真:	(852) 2545 4669
E-mail 電郵:	ebs_crt@mardep.gov.hk
Office Hours of Counter:	8:30 am to 12:30pm; 2:00pm to 5pm
櫃檯辦公時間:	上午 8 時 30 分至下午 12 時 30 分；下午 2 時至 5 時

**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