



APPLICATION FOR A LICENCE
執照申請書

You should read the notes on page 3 carefully before completing this form. 填寫此申請書前，請參閱第3頁的備註。

Part I Type of Licence to be applied 第一部 申請執照種類

Please select the type of licence to be applied and tick the appropriate box.
請選擇所需執照種類，並於適當的方格內加上「✓」號

Deck Department 甲板部 a) <input type="checkbox"/> Class 1 一級 船長 Master b) <input type="checkbox"/> Class 2 二級 大副 Chief Mate c) <input type="checkbox"/> Class 3 三級 負責航行值班 Officer in charge of a navigational watch		Engine Department 輪機部 a) <input type="checkbox"/> Class 1 一級 輪機長 Chief Engineer b) <input type="checkbox"/> Class 2 二級 大管輪 Second Engineer c) <input type="checkbox"/> Class 3 三級 負責輪機值班的高級船員 Officer in charge of an engineering watch d) <input type="checkbox"/> ETO 級 電子技術高級船員 Electro-technical officer	
Additional Endorsement 附加批註: <input type="checkbox"/> GMDSS Operator 全球海上遇險和安全系統 (GMDSS) 操作員		training for cargo operations 貨物作業培訓 <input type="checkbox"/> Basic 基本 <input type="checkbox"/> Advanced 高級 <input type="checkbox"/> Oil Tanker 油輪 <input type="checkbox"/> Chemical Tanker 化學品船 <input type="checkbox"/> Liquefied Gas Tanker 液化氣體船	

Please affix photo below
請在下方貼上照片

4 x 5 公分
彩色近照
(請勿用釘)
40mm x 50mm
Recent colour
Photo
(No staple please)

Part II Personal Details 第二部 個人資料

Surname 姓		Forenames 名		Sex 性別
Chinese Name 中文姓名 (if applicable 如適用)		Date of Birth 出生日期 (DD 日/MM 月/YY 年)	Place of Birth 出生地點	Nationality 國籍
Passport/Travel Document/HK Identity Card No. 護照/旅行證件/香港身份證號碼		Company Name 公司名稱		
Home Address 住址		Company Address for Correspondence 公司通訊地址		
E-mail 電郵		E-mail 電郵		
Tel 電話	Fax 傳真	Tel 電話	Fax 傳真	

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Received on:	CoC: <input type="checkbox"/> Online checked <input type="checkbox"/> Others	GMDSS: <input type="checkbox"/> Online checked <input type="checkbox"/> Others <input type="checkbox"/> N/A
	Medical Fitness Certificate: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Part III Certificate of Competency held**第三部 現時持有的適任證書**

Class/Grade/Type 級別	Certificate No. 證書編號	Issuing Authority 簽發機構	Date of Issue 簽發日期 (DD 日/MM 月/YY 年)	Date of Expiry 有效期屆滿日 (DD 日/MM 月/YY 年)

Part IV GMDSS Operator Endorsement

Enter the GMDSS operator certificate held by the applicant

第四部 GMDSS 操作員批註

請列出申請人持有的 GMDSS 操作員證書

Type of GMDSS operator certificate/qualification held 持有的 GMDSS 操作員證書/資格種類	Certificate No. 證書編號	Issuing Authority 簽發機構	Date of Expiry 有效期屆滿日 (DD 日/MM 月/YY 年)

Part V Dangerous Cargo Endorsement

For service on Oil Tankers, Chemical Tankers and Liquefied Gas Tankers

第五部 危險貨物批註

適用於油輪、化學品液貨船及液化氣體船上服務

Type of Dangerous Cargo Endorsement / Certificate of Proficiency held 持有的危險貨物批註或專業證書種類	Date of Issue 簽發日期 (DD 日/MM 月/YY 年)	Date of Expiry 有效期屆滿日 (DD 日/MM 月/YY 年)

Part VI Declaration**第六部 聲明書**

I declare that 本人謹此聲明：—

- (i) I have read the Notes appended to this application form carefully;
我已細閱此申請書附載的備註；
- (ii) I consent that the Company as provided in Part II of this application form may submit a copy of my application through the Marine Department's Electronic Business System; and
我同意填報於此申請書第二部的公司，可經海事處電子業務系統提交本人的申請書；以及
- (iii) 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。

Signed 簽署

Date 日期

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Application Approved:	Deck Officer <input type="checkbox"/>	Engineer Officer <input type="checkbox"/>			
	Class 1 <input type="checkbox"/>	Class 2 <input type="checkbox"/>	Class 3 <input type="checkbox"/>	Class ETO <input type="checkbox"/>	
Yes <input type="checkbox"/>	<u>Limitation / Endorsement:</u>				
No <input type="checkbox"/>	GMDSS Operator <input type="checkbox"/>				
Examiner _____	<u>Training for cargo operations:</u>				
Date _____	Oil Tanker <input type="checkbox"/>	Basic <input type="checkbox"/>	Advanced <input type="checkbox"/>	Chemical Tanker <input type="checkbox"/>	Liquefied Gas Tanker <input type="checkbox"/>
	Others <input type="checkbox"/>	_____ (Please specify)			

NOTES

Please read the following notes before completing this form.

General

1. The form should be completed in English (block letters) as far as practicable.
2. Applications may be submitted by one of the following methods:-
 - (i) In person or by post to the Seafarers' Certification Section, Marine Department, Room 303, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong. This application may be submitted by fax to the Seafarers' Authority at +852 25416754, but a licence will not be issued until the original of this application (with supporting documents) is received, processed and approved by the Authority.
 - (ii) Via the shipowner or manager of a company using its registered account under the Marine Department's Electronic Business System (MDEBS).

Personal Details

3. Surname and forenames have to be the same as those appear on the certificate of competency held by the applicant.

Certificate of Competency held

4. The applicant should enter details of the certificate of competency he obtained via examination as deck officer, marine engineer officer or electro-technical officer. His qualification as GMDSS operator, if held, should be entered in Part IV.

GMDSS Operator Endorsement

5. The applicant does not need to complete Part IV if he is not applying for GMDSS operator endorsement.

Dangerous Cargo Endorsement

6. The applicant does not need to complete Part V if he is not applying for dangerous cargo endorsement.

Declaration

7. The declaration must be signed by the applicant.

Fee

8. The prescribed fee of HK\$400 must accompany each application if submitted in person or by post. All cheques, drafts and orders should be made payable to "The Government of the HKSAR" and crossed. Cash should not be sent by post, and post-dated cheques will not be accepted. For any application submitted through the MDEBS, such fee shall be paid in accordance with the payment method selected in the application by the registered user of the MDEBS.

Photographs

9. Application must include a photograph (size 50 mm x 40 mm) of the applicant and affixed firmly in the designated area on the first page of this form. The photographs should show the full face of the applicant without any hat and with the name of the applicant printed at the back of each photograph. Soft copies of photographs are acceptable if the application is submitted through the MDEBS.

Documents Required

10. For applications submitted through the MDEBS, the original signed application form and the certified true copies of any documents relating to the application must be kept by the Company as provided in Part II of this application form for at least 6 months and produced to the Seafarers' Authority for verification upon request or before any licence is issued. For applications submitted by post or in person, original documents may be submitted either by post or in person. Original documents submitted by post will be returned by post as soon as possible. The Seafarers' Authority, the Director of Marine and the Government of the HKSAR will not accept any liability for loss or damage to documents sent by post. For details please refer to the Guidelines for the issue of Hong Kong Licences and Endorsements:
http://www.mardep.gov.hk/en/pub_services/pdf/coc_g14.pdf

Application Status

11. Status of a Hong Kong Licence application could be tracked through electronic services at the Marine Department's website:
http://www.mardep.gov.hk/en/ele_services/slase.html

Personal Data

12. The information provided will be used for licence application and may be divulged to agencies/departments authorised to process the information for the purpose mentioned. Limited personal data of a successful applicant may be uploaded to the Marine Department's website to enable any third party to verify an issued licence.
13. 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. For correction of or access to personal data after submission of this form, please contact the Officer-in-charge, Seafarers' Certification Section, Marine Department (Room 303, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong).

備註

填寫此申請書時，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. 提交申請書的方法：
 - (i) 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；也可傳真予海員事務監督（傳真：+ 852 25416754），惟海員事務監督在收到申請書（連同證明文件）正本後，必須加以處理和審批，然後才會簽發執照。
 - (ii) 由公司的船東或經理人，經公司在海事處電子業務系統的註冊戶口提交。

個人資料

3. 申請人填報的姓名須與其持有的適任證書上所示姓名相同。

現時持有的適任證書

4. 申請人須填寫經考試取得的甲板高級船員或輪機師或電子技術高級船員適任證書的資料。如申請人同時持有 GMDSS 操作員資格，則須在第四部填寫相關資料。

GMDSS 操作員批註

5. 申請人如非申請 GMDSS 操作員批註，無須填寫第四部。

危險貨物批註

6. 申請人如非申請危險貨物批註，無須填寫第五部。

聲明書

7. 申請人須簽署聲明書。

收費

8. 申請人親身遞交或郵寄申請書時，須同時繳付訂明費用港幣 400 元正。如以支票、匯票或本票付款，抬頭請註明“香港特別行政區政府”，並加以劃線。切勿郵寄現金，期票恕不接受。如經海事處電子業務系統提交申請，訂明費用須按系統註冊用戶於提交申請書時選定的付款方式繳付。

相片

9. 每份申請須隨附相片（尺寸為 50 毫米 x 40 毫米）一張並穩固地貼於申請表第一頁的指定方格內。相片須顯示申請人頭部正面，不戴帽飾。每張相片背面須清楚寫上申請人的姓名。經海事處電子業務系統提交的申請，可隨附照片的軟複本。

所需文件

10. 如申請人經海事處電子業務系統提交申請，填報於申請書第二部的公司須保留已簽署的申請書正本及其他相關文件的核證真實副本最少六個月，並須應要求或在獲發執照前向海員事務監督出示該等文件，以供查證。申請人如親身遞交或郵寄申請書，可一併附上相關文件的正本。所有於郵寄申請書時附上的文件正本，本處會在查證完畢後盡快寄回申請人。郵寄送達的文件如有遺失或損壞，海員事務監督、海事處處長和香港特別行政區政府概不負責，詳情請參閱簽發香港執照指南及批註指引：
http://www.mardep.gov.hk/hk/pub_services/pdf/coc_g14c.pdf

申請處理狀況

11. 申請人可於海事處的互聯網電子服務內，查閱申請簽發香港執照的處理狀況：
http://www.mardep.gov.hk/hk/ele_services/slase.html

個人資料

12. 申請人所提供的資料會用作申請執照之用，並可能送交執法機關及獲授權處理該等資料的部門，以便進行與申請有關的事宜。如申請人獲發執照，其部分個人資料或會上載海事處的互聯網，供第三者查證本處所發執照之用。
13. 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，以免申請不獲受理。提交申請書後，如欲更正或查閱個人資料，請與海事處海員發證組主管聯絡（地址：香港中環統一碼頭道 38 號海港政府大樓 3 樓 303 室）。