



香港海事處
HONG KONG MARINE DEPARTMENT

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

填寫此申請表時，請參閱第3頁的附註。 You should read the notes on page 3 carefully before completing this form.

1 個人資料 Personal Details

姓 Surname

名 Forenames

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

(住宅 Home)

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"/>	Basic Training 基本培訓 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			

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

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	
<p>本人謹此聲明 I declare that: -</p> <p>(i) 我已細閱此申請書附載的備註；以及 I have read the Notes appended to this application form carefully; and</p> <p>(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.</p> <p>根據商船（海員）（安全、保安及指定職責培訓）規則和商船（海員）（油船）規則，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 and the Merchant Shipping (Seafarers) (Tankers) Regulation to give false information.</p>	
申請人簽署 Signed by Applicant:	日期 Date:

本處專用 For official use only:

Official receipt no. and date of issue:	
Result of application for issue of a CoP :	Application Approved <input type="checkbox"/> Rejected <input type="checkbox"/>
Examiner: _____	Date: _____

填寫培訓合格證書申請書時，請參閱以下的備註。

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

一般事項 General

1. 請盡可能用英文正楷填寫此申請書。

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

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的有關官員簽發。

Course completion certificates must be issued and signed by a responsible official 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.)

承認由其他國家的政府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，均獲本主管機關承認為與香港簽發者具備同等效力。船員不需再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 countries 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.

個人資料 Personal Data

7. 申請人所提供的資料會用作申請培訓合格證書之用，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。如申請人獲發培訓合格證書，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培訓合格證書之用。

The information provided will be used for application of certificate of proficiency and may be divulged to departments/agencies authorised to process the information for the mentioned purposes. Limited personal data of successful applicant may be used via the Marine Department's web site for verification of the issued certificate of proficiency by any third parties.

8. 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）。

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).