



## 香港商船資訊

## HONG KONG MERCHANT SHIPPING INFORMATION NOTE

**Service for Collection of Certificate of Registry Envelope**

To : *Shipowners and Ship Managers*

**Summary**

The purpose of this Note is to inform shipowners and ship managers that the service for collection of Certificate of Registry (COR) Envelope will be extended to the Economic and Trade Office in Singapore and the Liaison Units (LU) at Shenyang and Jinan effective from 17 September 2018 in addition to Beijing Office (BJO), the Economic and Trade Offices in Shanghai and Tokyo.

1. In addition to the service for collection of Certificate of Registry (COR) Envelope at the Beijing Office (BJO), the Economic and Trade Offices (ETO) at Shanghai and Tokyo from 6 October 2017, further enhancement on the Hong Kong Shipping Registry's delivery service of the Certificate of Registry (COR) Envelope has been made for the Hong Kong registered vessels to be set sail immediately after delivery at shipyards in Dalian and Qingdao areas or completion of transactions in Singapore, the Marine Department (MD) extends such services allowing shipowners / ship managers to collect the COR Envelope at ETO Singapore and the Liaoning Liaison Unit which is located at Shenyang, under BJO and the Shandong Liaison Unit which is located at Jinan, under ETO Shanghai during normal working hours.

2. The COR Envelope will contain:

- (a) Certificate of Registry (COR); and
- (b) if any-
  - (i) Minimum Safe Manning Certificate (MSMC);
  - (ii) Certificate of Insurance or other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (BCC);
  - (iii) Certificate of Insurance or other Financial Security in respect of Civil Liability for Oil Pollution Damage (CLC);
  - (iv) Exemption certificate(s); and
  - (v) Others, as appropriate.

3. The shipowner requests to collect the COR Envelope at the chosen BJO/ETO/LU shall complete the form “Application for Collection of Certificate of Registry Envelope Outside Hong Kong”, which is attached at Annex I, and shall submit the completed form to the Hong Kong Shipping Registry (HKSR) at least 10 working days in advance, excluding the submission date and the ship registration date. The HKSR will inform the applicant whether the request can be acceded to within four working days from the date of receipt of the application.
4. The shipowner’s authorized person, when collecting the specified “COR Envelope” at the chosen BJO/ETO/LU, must produce the original and provide a copy of the same photo identity document as the one provided with the application form. The authorized person is also required to sign an acknowledgement receipt when receiving the specified “COR Envelope” at the BJO/ETO/LU.
5. The forms “Application for Collection of Certificate of Registry Envelope Outside Hong Kong” (Annex I) and the “Addresses of Offices and Liaison Units providing the Collection Service” (Annex II) are attached to this Note.
6. This MSIN supersedes the MSIN No. 24/2017 dated 6 October 2017.

**Enquiry**

7. For enquiries relating to this Note, please contact the Hong Kong Shipping Registry at tel.: (+852) 2852 4387, by fax: (+852) 2541 8842 or by e-mail: [hksr@mardep.gov.hk](mailto:hksr@mardep.gov.hk).

Marine Department  
Shipping Division

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