



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 for the update contacts of the service for collection of Certificate of Registry (COR) Envelope after set up of the Regional Desks at Shanghai, London and Singapore. This Note supersedes Hong Kong Merchant Shipping Information Note No. 16/2018.

1. The service for collection of Certificate of Registry (COR) Envelope to facilitate Hong Kong registered vessels to be set sail immediately after delivery at shipyards or completion of transactions is currently provided at the Beijing Office (BJO), the Economic and Trade Offices (ETO) at Shanghai, Tokyo, Singapore and Liaison Units (LU) at Shenyang and Jinan. With the operation of Regional Desks (RD) of the Hong Kong Shipping Registry at London, Shanghai and Singapore, the contact particulars of these three offices are updated in Annex II.
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) Declaration of Maritime Labour Compliance – Part 1 (DMLC – Part 1);
 - (v) Continuous Synopsis Record (CSR);
 - (vi) Exemption certificate(s); and
 - (vii) Others, as appropriate.

3. The shipowner requests to collect the COR Envelope at the chosen BJO/ETO/LU/RD 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/RD, 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/RD.

5. The forms “Application for Collection of Certificate of Registry Envelope Outside Hong Kong” (Annex I) and the “Addresses of Offices providing the Collection Service” (Annex II) are attached to this Note.

6. This MSIN supersedes the MSIN No. 16/2018 dated 21 August 2018.

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.

Marine Department
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