



HONG KONG MARINE DEPARTMENT

Application for Collection of Certificate of Registry Envelope
outside Hong Kong

| Ship's Particulars | | | |
|--|--|------------------------------------|--|
| Ship Name | | IMO No. | |
| Ship Registration Date ¹ | | Official No. | |
| Name of Shipowner | | | |
| Request Details ² | | | |
| <input type="checkbox"/> Beijing Office <input type="checkbox"/> Liaoning Liaison Unit (at Shenyang) <input type="checkbox"/> Shandong Liaison Unit (at Jinan) | <input type="checkbox"/> Shanghai Regional Desk <input type="checkbox"/> Singapore Regional Desk <input type="checkbox"/> London Regional Desk | <input type="checkbox"/> Tokyo ETO | |
| Collection Date ³ of the Certificate of Registry Envelope (COR Envelope) | | Collection Time | |
| dd/mm/yyyy : / / | | am / pm* | |
| Name of Shipowner's authorized person to collect the COR Envelope | | | |
| Authorized person's identity document ⁴ [Please specify the type and number of the document and also read Guidance Note (c)] | | | |
| Specimen Signature of Shipowner's authorized person or the Company Chop | | | |

* delete as appropriate

Notes

1. Ship Registration Date is the date stated in the certificate(s) contained in the Certificate of Registry Envelope.
2. Collection location is limited to Beijing Office (BJO), Liaison Unit at Shenyang and Jinan, RD at London, Shanghai and Singapore and Tokyo ETO (see Annex II for addresses).
3. The collection date may be either date of the ship registration or any working days afterwards.
4. Identity document must bear the authorized person's photo and the document may be in the form of official Identity Card, e.g. driving licence, Citizen Card or Passport.

List of Certificates to be collected

- ☐ Certificate of Registry (COR)
- ☐ Minimum Safe Manning Certificate (MSMC)
- ☐ Certificate of Insurance or other Financial Security in respect of Civil Liability of Bunker Oil Pollution Damage (BCC)
- ☐ Certificate of Insurance or other Financial Security in respect of Civil Liability of Oil Pollution Damage (CLC)
- ☐ Declaration of Maritime Labour Compliance - Part 1 (DMLC - Part 1)
- ☐ Continuous Synopsis Record (CSR)
- ☐ Exemption Certificate(s)
- ☐ Other (please specify): _____

| | | |
|--|---------|------------|
| Applicant's Correspondence Information | E-mail: | Telephone: |
| Name of Applicant and Company | | Signature |

Personal Data Collection Statement

In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), data subjects have a right to request access to and correction of their personal data provided in the application form. For access to or correction of personal data in the application form, please contact Hong Kong Shipping Registry at 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong or e-mailed to hksr@mardep.gov.hk.

Guidance Notes

- (a) This form shall be completed and submitted to the Hong Kong Shipping Registry, by e-mail: hksr@mardep.gov.hk or by fax to (852) 2541-8842, at least **10 working days** in advance but excluding the submission date of this form and the Ship Registration Date.
- (b) The COR Envelope can only be collected from the chosen BJO, Liaison Unit at Jinan and Shenyang, RD at London, Shanghai and Singapore, and Tokyo ETO during the normal working hours on a working day of these offices.
- (c) Each application must be accompanied by the identity document with photo of the person authorized by the shipowner.
- (d) The authorized person must produce the same identity document as the one provided with this application form when collecting the COR Envelope at the chosen BJO/LU/RD/ETO.
- (e) It normally takes around four working days to confirm the application upon receipt of all necessary documents (working days means Monday to Friday excluding General Holidays). The result of the application will be sent to the corresponding e-mail address completed by the applicant on this Application Form.
- (f) If you have any enquiry about the application (including the change of date, change of authorized person and collection office, etc.), please contact Hong Kong Shipping Registry at Tel: (852) 2852-4387 or by e-mail to hksr@mardep.gov.hk.