



**HONG KONG MARINE DEPARTMENT**  
**Application for the Extension of Hong Kong Licences**  
**(only applicable during COVID -19 period)**

**Part A : To be filled by Licence Holder**

<b>To : Marine Department, Government of HKSAR Attention : Senior Surveyor / Seafarers and Examination(1)</b>		
<b>Company Name:</b> _____		
<b>Company Address :</b> _____		
<b>Company Contact Person:</b> _____		<b>Company E-mail :</b> _____
<b>Tel. :</b> _____	<b>Fax :</b> _____	<b>Date :</b> _____

I submit herewith the application with the required documents for the extension of Hong Kong Licence in respect of my service on Hong Kong registered ship : \_\_\_\_\_

Surname	Given Names	Rank	CoC Issuing Authority & No.	CoC Original Expiry Date	Extended CoC Expiry Date	Hong Kong Licence Number

**Justification for application of extension:** \_\_\_\_\_

**Declaration (by Licence Holder)**

**I hereby declare that :**

- (i) **I have read carefully and agreed with the Notes appended to this application form;**
- (ii) **the information and documents submitted herein and with the application are full, true and complete to the best of my knowledge and belief.**

**Signed**

**Date**

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**Part B : By Hong Kong Marine Department**

**Official Confirmation**

This serves as a confirmation that the validity of the Hong Kong Licence (issued under Regulation I/10 of the STCW Convention) for the officer listed in PART A, is hereby extended subject to the conditions in section 4 of Notes.

Please contact the Senior Surveyor / Seafarers and Examination (1) (telephone no.: +852 2852 4383, fax number: +852 2541 6754 or email address: sssem@mardep.gov.hk) regarding any enquiries of this confirmation.

Signature of Issuing Authority : \_\_\_\_\_ Stamp of Issuing Authority : \_\_\_\_\_  
for Director of Marine

Date of Issue: \_\_\_\_\_

## **Notes :**

### **1. General**

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

Applications may be submitted by one of the following methods:-

- (i) By post to the Seagoing Examination and Mercantile Marine Office, Marine Department, Room 303, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong;
- (ii) By fax to the Seagoing Examination and Mercantile Marine Office at +852 2541 6754; or
- (iii) By email to [sssem@mardep.gov.hk](mailto:sssem@mardep.gov.hk)

The following supporting documents/ certificates are to be submitted with the application:

- Copy of Original Certificate of Competency by the issuing Administration;
- Copy of New Certificate of Competency OR extension of validity by the issuing Administration;
- Copy of Passport; and
- Copy of Employment Registration Book

The confirmation of extension of validity will not be processed until all the supporting documents are received.

### **2. Personal Details**

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

### **3. Declaration**

The declaration must be signed by the applicant.

### **4. Conditions for Extension of Hong Kong Licence**

The validity of the Hong Kong Licence is extended up to the date of the extended validity of the Certificate of Competency.

The Hong Kong Licence is only valid while the officer is on board the Hong Kong vessel declared in part A.

This confirmation letter is only valid when the original Hong Kong Licence and original Certificate of Competency are available.

The aforementioned seafarer is serving under a Seafarer's Employment Agreement under the Merchant Shipping (Seafarers) Ordinance (Cap. 478).

### **5. Fraud or Misrepresentation**

Candidates are reminded that the Merchant Shipping (Seafarers) Ordinance provides that any person who, in connection with an application for the issue of a Hong Kong Licence,

- a) makes a false pretence; or
- b) supplies false information,

knowing it to be false, or not believing it to be true, commits an offence and is liable, amongst other things, to a fine and to imprisonment.