

Application Procedures and Guidelines

- (a) An Applicant may be the owner of the ship, the owner's manager, the demise charterer or any other person authorized by them. *If the applicant is not the owner of the ship, the representative person or the demise charterer listed on the Certificate of Registry, a letter of authorization issued by one of these parties to authorize the applicant to apply for the WRC Certificate(s) must be submitted.*
- (b) This service is only available to Hong Kong registered sea-going ships of 300 gross tonnage and above holding a valid Certificate of Registry, i.e. the process of registration to Hong Kong Shipping Register is completed.
- (c) Each application must be accompanied by (1) Application Form, (2) Copy of the Certificate of Registry of the ship and (3) Evidence that there is in force in respect of that ship, a contract of insurance or other financial security issued by Insurance companies and/or Protection and Indemnity (P&I) Clubs satisfying the requirements of the Nairobi International Convention on the Removal of Wrecks, 2007.
- (d) Evidence that there is in force in respect of that ship, a contract of insurance or other financial security issued by Insurance companies and/or Protection and Indemnity (P&I) Clubs satisfying the requirements of the Nairobi International Convention on the Removal of Wrecks, 2007, refers to blue cards issued by the Insurance companies and/or Protection and Indemnity (P&I) Clubs accepted by the Hong Kong SAR Government Marine Department. (Please refer

to the Criteria for acceptance of Insurance Companies at https://www.mardep.gov.hk/en/forms/pdf/mo512_inlist.pdf)

- (e) The blue card should be addressed to the Shenzhen Maritime Safety Administration (SZMSA). Address is as follows:
Shenzhen Maritime Safety Administration
Haian Centre,
2031 Binhe Road,
Shenzhen
China
- (f) Name and address of the registered owner of the ship must be provided on the application form. Same will be appeared on the WRC Certificate. Therefore, applicant should ensure the accuracy and the consistency between the particulars shown on the application form, the 'blue card' and also the Certificate of Registry.
- (g) Applicant must stamp the company's chop on the application form.
- (h) Applicant may submit the required materials by email to wrc@mardep.gov.hk or in person to the Cargo Ships Safety Section at 24/F, Harbour Building, 38 Pier Road, Central, Hong Kong.
- (i) This service is provided by the SZMSA. Please note that once an application is submitted, the applicant confirms and agrees that (1) all the materials submitted by the applicant is true and valid, or the applicant will bear any consequences; (2) all the materials vetted by the Hong Kong Marine Department (HKMD) will be submitted to SZMSA for further processing; (3) after issuance of a certificate, the particulars related to the vessel will be announced on SZMSA's website.

- (j) It will take around **10 working days** to process each application **upon receipt of all required materials**. HKMD will inform successful applicants for collection at HKMD. Alternatively, applicant can opt to collect the certificates at the Shenzhen MSA offices by stating the preference when submitting the application. SZMSA will inform successful applicants via HKMD. (**Address: Administrative Management Department, Room 0205, 2031 Binhe Road, Futian District, Shenzhen**)
- (k) **We expect that the number of applications peaks from December to February annually during which the processing time will exceed 10 working days. Applicants are therefore reminded to submit their applications before the deadline announced in each year. Applicants may not have their certificates issued before the new term starts (20 February of each year) if they submit after the deadline.**