

Frequently Asked Questions (FAQ) for Hong Kong Shipping Registry

1. I intend to register a ship at the Hong Kong Shipping Register (HKSR), where can I find the relevant information?

A guidance for registration formalities, i.e. Hong Kong Shipping Register User's Handbook, is available at:

https://www.mardep.gov.hk/en/pub_services/pdf/sr_handbook.pdf

2. How can I reserve a ship's name?

To reserve a ship's name with the Hong Kong Shipping Registry, the applicant must be a "Qualified Person"¹. Please submit the original application form (RS/A7) for ship's name reservation together with (i) a copy of the HKID card of the applicant (for individual applicant); or (ii) a copy of the Certificate of incorporation/Registration (for company); or (iii) the signed & sealed "Form of Authority" (M.O.812) if the form is completed by an officer other than the company director or the company secretary.

The reserved name is valid for 3 years and is not transferrable to any other shipowner.

A ship to be registered must have a name in English alphabetic characters which may include numerals. Chinese name alone is not allowed in the registration but can be registered with an English name provided that the Chinese name does not exceed 6 characters.

3. How to change the ship's name?

The registered owner should submit a completed application form "Application for change of Name of a Ship Registered in Hong Kong". HKSR will check if the proposed ship's name is available and if so, an "Approval-in-principle" with

¹ **Qualified Person** - A qualified person must be one of the following :

- an individual who holds a valid Hong Kong Identity Card and who is ordinarily resident in Hong Kong; or
- a body corporate incorporated in Hong Kong; or a company registered with the Hong Kong Companies Registry as a Non-Hong Kong company

“Ship’s Marking Note” and “Certificate / Declaration of Marking” will then be issued to the applicant.

Either the completed “Declaration of Marking” (by the Master of the vessel) or the certified “Certificate of Marking” (by a recognized classification society surveyor) should be returned to the Registrar. When HKSR received the confirmation of the name changed, a new Certificate of Registry with new ship’s name will be issued to the applicant.

4. What shall I do if my document is in foreign language other than Chinese or English?

A certified translation in English must be produced by the applicant. The translation of a document shall be acceptable –

- (a) If made outside Hong Kong -
 - (i) it is certified as a correct translation by a sworn translator of the court of the place where it is made; or
 - (ii) it is certified as a correct translation by the person making the translation and further certified by a notary public of the place where the translation is made that he believes that the translator is competent to make the translation.

- (b) If made in Hong Kong -
 - (i) it is certified as a correct translation by a sworn translator of the High Court of Hong Kong; or
 - (ii) it is certified as a correct translation by the person making the translation and further certified by a notary public or a solicitor in Hong Kong that he believes that the translator is competent to make the translation.

5. How long does it take to register a ship or close a ship registration in Hong Kong?

When all the requisite documents have been inspected to be in order including document showing that the ship has been delivered, it takes 2 hours to complete the ship registration while 1 hour to close registration.

6. What is the Non-Office Hour Charges for HKSR Service?

Ship registration and related services are available all year round. For service to be rendered beyond the office hours, we need 24 hours advance notice before the requested date. Non-Office-Hour service is subject to charge :

On weekdays (any day other than a Sunday)

(a) between the hours of 7 a.m. and 9 a.m. or 5 p.m. and 7 p.m.

HK\$1,115 per hour or part hour

(b) before 7 a.m. or after 7 p.m.

HK\$2,215 per hour or part hour

On Saturdays (afternoon) and Sundays or Public Holidays

HK\$3,270 per hour or part hour

7. How can I make a declaration for the purposes of registering a ship in Hong Kong and how shall I do if my company does not possess a common seal?

Incorporate without Corporate/Common Seal

Section 19(4) of the ordinance, Chapter 415 requires a body corporate not possessing a common seal to make a declaration. Please see the recommended format for a 'Declaration of no seal' as below:

'I/We, Mr./Ms. being the director/company secretary of the, the (Company) hereby declare that the Company does not possess a corporate/common seal as it is not a legal requirement of where the Company incorporated.

(Name of the corporation)

(signed)

(Full Name of the Signatory)

- Section 84 of the ordinance, Chapter 415 states the mode of making declarations as either a declaration made on behalf of a body corporate by the secretary or any other officer of the body corporate authorized by it for that purpose.

- A declaration may be made in Hong Kong before the **Registrar, a justice of the peace, a notary public, a commissioner for oaths or a solicitor;**
- A declaration may be made in a place outside Hong Kong **before a notary public.**

Hong Kong Shipping Registry will also accept :

- A corporate/common seal in the form of metallic/stone/wooden/rubber as long as it is established in accordance with the local statutory requirement.
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- A corporate/common seal in the form other than a metallic seal and without any illustration but marked with '(Corporate Seal)' for indication.
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- A legal opinion or a statement in the notary certificate (for the subject document, i.e. power of attorney) by a local notary public stating that it is not a local legal requirement for a body corporate to possess a common seal and that the signatory(ies) in the subject document has (have) been testified to have appropriate capacity for executing the subject document will be sufficient for the purpose.

8. How to request for a Transcript of Register?

To request a Transcript of Register for a Hong Kong registered ship, complete the Transcript request form and fax or email it to 2541-8842 or email "hksr@mardep.gov.hk"
Invoice will be issued and upon confirming your payment, we shall release you the "Transcript of Register".

9. What is the service for Collection of Certificate of Registry Envelope?

To expedite the delivery service of the Certificate of Registry (COR) to facilitate new ships to set sail immediately after delivery at shipyards, the Marine Department has introduced a new service for collection of the COR envelope at the Beijing HKSAR Government Office(BJO) and the HKSAR Economic and Trade Office(ETO) at Shanghai and their Liaison Units at Liaoning Shenyang and Shandong Jinan, ETO Singapore and ETO Tokyo during normal working hours, so that shipowners / ship managers or their representatives can deliver the certificates to the ship in a more efficient way.

For details, please access to Hong Kong Merchant Shipping Information Note No. 16/2018 at <https://www.mardep.gov.hk/en/msnote/msin.html>

10. How to inquire the registration status of a ship on the HK Ship Register?

1) Access the eBS services in the Marine Department Homepage on the internet:

<https://ebs.mardep.gov.hk/eBS3/enquiryRegStatus?lang=en>

2) Enter either Ship's name, Official No. or IMO No. and get the result of the real-time status of a ship on the Ship Register.

11. What is Provisional registration?

Provisional registration under the Ordinance is a substantive registration though for a **limited period**. During the period of provisional registration, mortgages on the ship can be registered in the usual way as if the ship were on full registration.

Provisional registration is optional and is not a prerequisite for full registration of a ship. Provisional registration is to facilitate the registration **when the original title document cannot be produced at the time of full registration**. A copy of the title document will be accepted for provisional registration. The validity of provisional registration is one month.

12. How can I get more information for Seafarers working on board Hong Kong registered ships and related mercantile business?

The Mercantile Marine Office (MMO) is responsible for the regulation of the employment and welfare of seafarers. Its main services include scrutiny of the Crew Agreement of Hong Kong Ships to ensure the conditions and qualifications of seafarers employed are in compliance with the legislation requirements; registration of Hong Kong seafarers; registration and inspection of shipping companies; conducting disciplinary inquiries on seafarers; conciliation services; etc.

Further information on the crewing matters on Hong Kong Ships and registration of Hong Kong seafarers can be obtained from the following:

Mercantile Marine Office,
Marine Department,
3/F., Harbour Building,
38 Pier Road,
Central,
Hong Kong.

Tel: (852) 2852 3063 / 3061

Fax: (852) 2545 4669

E-mail: mmo_mdd@mardep.gov.hk

Should you have further enquiry about Hong Kong Shipping Registry, please
feel free to contact following:

Tel: (852) 2852 4387

Fax: (852) 2541 8842

E-mail : hksr@mardep.gov.hk