



HONG KONG SHIPPING REGISTRY

User's Handbook

(March 2022 version)

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Introduction

This User's Handbook is designed to acquaint you with the services of the Hong Kong Shipping Registry (HKSR) under the Hong Kong Marine Department (HKMD) and to provide information about the procedures related to registration of ships with HKSR.

You are also welcome to discuss with our officers in HKSR in Hong Kong or at HKSR's overseas offices.

Definition

Ship - A ship is a vessel capable of navigating in water not propelled by oars, including air-cushion vehicle.

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.

Registrable ships - A ship is registrable in Hong Kong when :

- a majority interest in the ship is owned by one or more "qualified persons", or operated under a demise charter (bare boat charter) by a corporation that is a "qualified person";
- not registered elsewhere;
- the vessel (*G.N.4653 dated 16 September 2005*) is not a
 - (i) non self-propelled barge carrying petroleum products or dangerous goods of any substance which falls within the purview of the International Convention of Pollution from ships Annexes I, II or III;
 - (ii) accommodation barge;
 - (iii) fishing vessel;
 - (iv) ship engaged in processing living resources of the sea, including whale and fish factories and aqua farming vessel;
 - (v) specialized ship engaged in research, expeditions or survey;
 - (vi) non-convention ship serving exclusively within the domestic waters of a country (other than Hong Kong and Mainland waters) and not proceeding to sea;
 - (vii) ship propelled by nuclear energy;
 - (viii) mobile offshore drilling unit.

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Section 1 - General

1.1 Introduction

The autonomous HKSAR was set up on 3 December 1990 under the Hong Kong Merchant Shipping (Registration) Ordinance <https://www.elegislation.gov.hk/hk/cap415>. Upon the reunification with the People's Republic of China (PRC) in 1997, the Hong Kong Special Administrative Region (HKSAR) is authorized by the Government of the People's Republic of China to maintain a separate shipping register and issue certificates using the name "**HONG KONG, CHINA.**"

1.2 Application for ship registration in Hong Kong

Tel : (852) 2852 4387
Fax : (852) 2541 8842
E - mail : hksr@mardep.gov.hk
Address : Hong Kong Shipping Registry
Marine Department
Room 302, 3 / F, Harbour Building
38 Pier Road, Central
Hong Kong
Web : <https://www.mardep.gov.hk>

The normal office hour of HKSAR is from 8:30 a.m. to 5:45 p.m. (Monday to Friday), It is closed on Saturday, Sunday and public holidays.

Under special arrangement, services for ship/mortgage registration or ship de-registration will be provided outside the normal office hour. Request for special arrangement should be made at least one working day in advance. This special service outside normal office hours is chargeable in accordance with the Merchant Shipping (Registration) (Fees and Charges) Regulations.

Special services could be arranged with HKSAR for receiving original title document and releasing original certificates at HKSAR's overseas regional offices or through HKSAR's overseas Economic and Trade Offices.

1.3 Key matters relating to registration of ships in Hong Kong

Once a ship is registered with HKSAR :

- the ship can enjoy the benefits in connection with flying Hong Kong flag;
- the Government of HKSAR will exercise its jurisdiction over the ship;

the ship's title and mortgage registered with HKSAR are binding under the Merchant Shipping (Registration) Ordinance.

1.4 “Dual Registration” not allowed

A ship, at the time of registration, remains registered in a place outside Hong Kong; or subsequently becomes registered in a place outside Hong Kong will cease to be registrable. Registration outside Hong Kong includes “Owner Registration”, “Bareboat Registration”, “Suspended Registration” or “Underlying Registration”.

1.5 Appointment of a representative person

A representative person must be appointed for each Hong Kong-registered ship. A representative person must be :

- A qualified person and the owner or part owner of the ship; or
- A body corporate incorporated in Hong Kong engaging in the business of ship managing, or acting as agent for ships.

1.6 Types of ship registration

- **Owner Registration;**
The interest of a ship may be divided into any number of shares or parts. However, a majority interest in the ship shall be owned by one or more qualified persons, unless it is a Demise Charter Registration; A body corporate should register as an owner of the ship by its corporate name.
- **Demise Charter (Bareboat-in) Registration**
A ship on demise charter (evident by a charter party by which a ship is let by demise and under which the demise charterer, within the charter period, has the possession of the ship and has the control of all matters relating to the navigation and operation of the ship including employment of the master and crew.) to a body corporate which is a Qualified Person (paragraph 1.6) can be on full or provisional registration. However, no dual registration is allowed. The registration is valid for the period of the demise charter and any change to the owner or demise charterer may render the ship unregistrable.

Ship registration can be on Full Registration or provisional Registration. However, provisional registration is not a prerequisite for full registration. Provisional registry should be appropriate when the original title documents cannot be produced at the time of registration. Upon receiving an application for registration, a letter of Approval-In-Principle will be provided to facilitate advance preparation where needed, such as application for the MMSI number and the Radio Station Licence.

- Certificate of Registry (with no expiry date) will be issued to ship on full registration upon successful delivery of the ship and submission of the original title document.
- Certificate of Provisional Registry with one month validity will be issued to ship upon successful delivery of the ship and submission of the photocopy/scanned copy of the title document. Original title document must be present to the registry within the validity period in order to change the ship to full registration.

1.7 Forms

All forms related to ship registration can be downloaded from the Marine Department's website:

<https://www.mardep.gov.hk/en/forms/home.html#register>

Hardcopy are obtainable free of charge from the HKSR office in Hong Kong or at HKSR's overseas regional offices.

1.8 Fees

One off registration fee and annual tonnage charge are chargeable for ships registered with the HKSR (Appendix 1). Beyond the registration fee and the annual tonnage fee only a few items for miscellaneous service are subject to charge. (Appendix 2)

1.9 Ship's name and marking

Under the Merchant Shipping (Registration) Ordinance, a Hong Kong-registered ship must have a name in English alphabetic characters which may include numerals, or may have in addition, a name in Chinese, in which case each shall be a separate name for the purpose of the Ordinance.

The ship's name in English or in English and Chinese must be marked on each side of the bow, and its name together with her port of registry (**HONG KONG**) must be marked on the stern.

1.10 Colours (Flag) of a Hong Kong-registered ship

The proper colours (Flag) of a Hong Kong-registered ship are the national flag of the People's Republic of China flown directly above the regional flag of the HKSAR. Proper arrangement of the two flags can be found in the following url.

- For specification of National Flag, please refer to :
https://www.protocol.gov.hk/en/n_flag/n_flag.html
- For specification of Regional Flag, please refer to :
https://www.protocol.gov.hk/en/r_flag/r_flag.html
- Flying the National Flag and Regional Flag at the same time, please refer to:
<https://www.protocol.gov.hk/en/show/show.html>

1.11 Changes must be notified to the Registrar

Any changes to the particulars of the ship, the Representative Person, the registered

owner or the demise charterer (i.e. name, address, etc) must be notified in writing to the Registrar who will advise on the evidence to be produced for updating the register and for issuing a new Certificate of Registry upon payment of the relevant fee(s).

Section 2 – Benefits

2.1 About HKSR

HKSR is the fourth largest register in the world in terms of gross tonnage and renowned as good quality. HKSR are constantly included in the white list of the Paris MoU, the Tokyo MoU and the USCG Qualship 21.

HKSR is operated by the Government of the Hong Kong Special Administrative Region, China, through the Marine Department which has over 150 years of experience in ship registration, inspection and survey. A Hong Kong -registered ship shall comply with international standards including safety and protection of marine environment.

Benefits of Registering with HKSR include:

- A world-class shipping register with a reputation for good quality and excellent service
- A well-established quality assurance system and close working relationship with our owners and companies for improving ships' quality
- Readily available technical support and advice by highly qualified and responsive professional staff
- Simple registration process supported with year-round service
- One of the lowest tax regimes in the world
- Shipping incentives tax regime that no profits tax levied on international trade
- Double taxation relief arrangement with major trading partners
- No nationality restrictions on manning
- A clean, efficient and business friendly civil service
- Excellent ship management, financial, communication, legal and other support facilities
- An independent, well-established common law system
- Gateway to the Mainland of China

2.2 Annual Tonnage Charge (ATC) Reduction Scheme

To encourage our owners in maintaining high quality ships, the Marine Department has implemented the ATC reduction scheme for Hong Kong-registered ships since 1 February, 2006.

Under the ATC reduction scheme, a ship that has been continuously registered in Hong Kong for two years or more and fulfills the following conditions:

- (1) Within the past two years, the ship has no detention record under any Port State Control (PSC) regime; and
- (2) The full “Specified ATC” has been paid for the previous year,

the registered owner of the ship will be qualified for a 50% “Specified ATC” reduction for the following year.

For details of the “Specified ATC”, please refer to item 1 of Part 3 of the Schedule to the Merchant Shipping (Registration) (Fees and Charges) Regulations (Chapter 415A).

For enquiries about the “ATC Reduction Scheme”, please email hksr@mardep.gov.hk to the Hong Kong Shipping Registry.

2.3 Taxation of shipping profits

In accordance with the Inland Revenue Ordinance, income derived from the international operation of Hong Kong-registered ships is exempted from the profits tax. HKSAR has also entered into Bilateral Agreements with major trading partners as follows:

- DTA Avoidance of double taxation agreement
- RTE Reciprocal tax exemption
- CDTA Comprehensive DTA

Reference: <https://www.hkmpb.gov.hk/en/competitive-tax-regime.html>

2.4 Preferential port dues

Hong Kong-registered ships can enjoy up to 29% preferential port dues in mainland China port since January 2000. Agreements with other countries having two-tier charging system are also expected for reduced port and light dues for Hong Kong-registered ships calling their ports.

2.5 Consular assistance

Hong Kong-registered ships are accorded with the necessary assistance from the Consulates of the People’s Republic of China when required.

2.6 Free of charge services

Owners of Hong Kong-registered ships enjoy a number of services provided free of charge by HKMD:

- a) The pre-registration desktop evaluation before a ship registered under HK flag;
- b) Administering declaration by Registrar as required in ship registration process ;
- c) The Flag State Quality Control (FSQC) Audit for Hong Kong-registered ships;
- d) 24/7 technical advices and issuance of dispensation / exemption certificate(s).

Section 3 - Owner Registration

3.1 Documents to be submitted for Owner Registration

*Provisional registration is not a prerequisite for full registration.

Documents to be submitted	Require	Remarks
Application form (Form No. RS/A1)	Original	
Declaration of Entitlement to own a ship registered in Hong Kong (Form No. RS/D3) made by ship owner	Original	*For ship under joint ownership, a separate Declaration of Entitlement (Form RS/D3a) must be made by each of the joint owners.
Form of Authority (Form No. M.O. 812)	Original	*For attorney to sign application form and making declarations pursue to delegation from company director and/or company secretary.
Identity Document of Ship Owner Identity Card (for individual owner) or Certificate of Incorporation or Registration (for corporate owner)	Certified copy	*Copy being certified by subject individual /Company director or company Secretary, lawyer, Registrar.
Identity Document of Ship Representative Person Certificate of Incorporation or Registration and Memorandum of Association (for corporate Representative Person)	Certified copy	*Copy being certified by subject individual /Company director or company Secretary, lawyer, Registrar.
Declaration of Marking or Certificate of Marking (Form No. RS/S1)	Original or Copy	*Original to be submitted within 30 days from date of registration
Certificate of Survey (COS) – (Form No. SUR59E)	Original or Copy	*Original COS must be submitted within 30 days from date of registration *Certified copy of ITC issued by former flag state is acceptable as substitute of COS for provisional registration
Evidence of deletion (require for ship reflagging to Hong Kong) *acceptable evidences include: <ul style="list-style-type: none"> • a certificate of deletion from the last registry of the ship; or • a permission or document from the ship’s current registry to consent for deletion of the ship from their registry; or • a certified copy of the application made by the current owner of the ship for the deletion of the ship from its current registry 	Original or Certified copy	*Original Certificate of Deletion must be submitted within 30 days from date of registration.
Certificate of Ownership (must show no registered encumbrance for the ship) *Not applicable to new ship or reflagging ship without change of ownership	Copy	*Certificate of Ownership must be issued within 14 days previous to the date of registration.
Title document (A) Builder’s Certificate for a new ship; or (B) duly executed Bill of Sale for ship acquired from purchasing transaction (C) Court Order for auctioned ship (D) Certificate of Ownership (issued by the current registry of the ship) for reflagging ship without change of ownership *Ship with mortgage brought forward from it’s current registry should provide with consent from it’s mortgagee for reflagging to the Hong Kong.	Original	*Power of Attorney should be provided to form a completed set of title document should the title document is being executed by an attorney. *Certificate of Ownership must be issued within 14 days previous to the date of registration. *Copy of title document can be accepted for provisional registration.

Notes - If the ship is concurrently registering in more than one register, evidences of deletion and certificates of ownership from each of the registers are required
- The last registration of the ship should be deleted upon the successfully registration of the ship with HKSR

Section 4 - Demise Charter (Bareboat Charter) Registration

4.1 Documents to be submitted for Demise Charter Registration

*Provisional registration is not a prerequisite for full registration.

Documents to be submitted	Require	Remarks
Application form (Form No. RS/A1)	Original	
Declaration of Entitlement to own a ship registered in Hong Kong (Form No. RS/D6) made by Demise Charterer	Original	*attached with copy of completed set of the executed Charter Party with consent for the ship to register in Hong Kong
Form of Authority (Form No. M.O. 812)	Original	*for attorney to sign application form and making declarations pursue to delegation from company director and/or company secretary.
Identity Document of Ship Owner Identity Card (for individual owner) or Certificate of Incorporation or Registration (for corporate owner)	Certified copy	*Copy being certified by subject individual /Company director, company Secretary, lawyer or Registrar.
Identity Document of Demise Charterer Certificate of Incorporation or Registration (for corporate owner)	Certified copy	*Copy being certified by subject Company director, company Secretary, lawyer or Registrar.
Identity Document of Ship Representative Person Certificate of Incorporation or Registration and Memorandum of Association (for corporate Representative Person)	Certified copy	*Copy being certified by subject individual /Company director or company Secretary, Registrar, lawyer.
Declaration of Marking or Certificate of Marking (Form No. RS/S1)	Original or Copy	*Original to be submitted within 30 days from date of registration
Certificate of Survey (COS) – (Form No. SUR59E)	Original or Copy	*Original COS must be submitted within 30 days from date of registration *Certified copy of ITC issued by former flag state is acceptable as substitute of COS for provisional registration
Evidence of deletion (require for ship reflagging to Hong Kong) *acceptable evidences include: <ul style="list-style-type: none"> • a certificate of deletion from the last registry of the ship; or • a permission or document from the ship’s current registry to consent for deletion of the ship from their registry; or • a certified copy of the application made by the current owner of the ship for the deletion of the ship from its current registry 	Original or Certified copy	*Original Certificate of Deletion must be submitted within 30 days from date of registration.
Certificate of Ownership (must show no registered encumbrance for the ship) *Not applicable to new ship or reflagging ship without change of ownership	Copy	*Certificate of Ownership must be issued within 14 days previous to the date of registration.
Title document (A) Builder’s Certificate for a new ship; or (B) duly executed Bill of Sale for ship acquired from purchasing transaction (C) Court Order for auctioned ship (D) Certificate of Ownership (issued by the current registry of the ship) for reflagging ship without change of ownership *Ship with mortgage brought forward from it’s current registry should provide with consent from it’s mortgagee for reflagging to Hong Kong.	Original	*Power of Attorney should be provided to form a completed set of title document should the title document is being executed by an attorney. *Certificate of Ownership must be issued within 14 days previous to the date of registration. *Copy of title document can be accepted for provisional registration.

Notes - If the ship is concurrently registering in more than one register, evidences of deletion and certificates of ownership from each of the registers are required
 - The last registration of the ship should be deleted upon the successfully registration of the ship with HKSR

Section 5 - Registration of Mortgages

5.1 Mortgage in ship registration

A mortgage is an instrument created to secure the obligation on the owner of a ship. Once a ship is registered, whether on provisional registration or full registration, a mortgage may be created.

5.2 Mortgagee

Individual, joint mortgagees or bodies corporate may be entered on the Register as mortgagees. Mortgagees need not be “qualified persons” and foreign bodies corporate can be registered as mortgagees.

5.3 Registration of mortgage

Registration of a mortgage must be in the specified form (Form No. “RS/M1”). Mortgages rank in priority according to the date and time when they are presented and accepted for registration, and not according to the date of the actual mortgage instrument

5.4 Registration of mortgage for ship on provisional registration

When a ship is provisionally registered, the mortgagee is also required to produce a “Confirmation by Mortgagee” to the Registrar. The confirmation in the specified form is to confirm that the mortgagee has sighted the original title document; and knows that the original title document has not been produced to the Registrar at the time of registration.

5.5 Execution of a mortgage

Mortgage must be executed under seal in accordance with the articles of association of the body corporate which is the mortgagor. Mortgage executed by attorney empowered by Power of Attorney must be witnessed and presented together with the original or certified true copy of the Power of attorney.

5.6 Discharge of mortgage

A mortgage will remain on the Register until the Registrar is told that it has been discharged. A mortgagee should submit a memorandum of discharge of mortgage with a specified format (Form No. “RS/M2”) together with the original ship mortgage. A memorandum of discharge by a body corporate must be executed under its seal. The discharge with the date and time will then be entered on the Register.

5.7 Mortgage on closure of a ship’s registration by direction

Where the registration of a ship is closed under Paragraph 6.2, the closure shall not affect any existing entry on the register so far as the entry relates to any undischarged registered mortgage of that ship or of any share in it.

Section 6 - Changes of Ownership

6.1 Selling a registered ship

If a registered ship is transferred, the outgoing owner should complete Bill of Sale (Form no. "M.O.731"). The completed Bill of Sale should contain clear particulars for identification of the ship and must be executed by the transferor (seller) in front of a witness. It should be handed over to the transferee (buyer).

If the transferee is not a Qualified Person or not intending to retain the registration of the ship in Hong Kong, the transferee should close the ship's registration.

6.2 Buying a registered ship

The buyer of a registered ship should obtain a Bill of Sale from the seller. If it is the intention of the transferee who is a "qualified person" to continue to place the ship on the Register, he should present the completed "Declaration of Transfer" (Form No. "RS/D1") together with the Bill of Sale as the title document. The transferee should also produce a certified true copy of the Certificate of Incorporation or Registration in Hong Kong or his Hong Kong Identity Card as appropriate. No re-survey will be necessary unless there are major modifications or re-fitting to the vessel. The transfer would then be effected and a new certificate issued with the payment of prescribed fees.

However, the above procedures on the transfer of ownership do not apply to ships on the register being operated under demise charter. The procedures do not apply also to "transitional ships" described under Part XI of the Merchant Shipping (Registration) Ordinance.

Section 7 - Close of Registration

7.1 Steps to follow for closing a ship's registration

Owner should complete the form "Notice of intention to close a ship's registration by owner" (Form No. "RS/N1").

If there are registered mortgages on the ship, such mortgages should be discharged. Otherwise, consent (on specified form No. "RS/C4") of each of the registered mortgagees to close the ship's registration is required.

Owner should also notify the demise charterer (if any) of the intention to close the ship from the register.

7.2 Closure of a ship's registration by direction

When the registration of a ship should be closed mandatorily, the Registrar is required by law to give 30 days' notice to the registered mortgagees (if any), and also to the owner of the ship (if the notice of unregistrability is received from a person other than the owner) before closing the registration of the ship.

In relation to the safety, risk of pollution, health, welfare and contravention of other relevant Ordinance(s)/Regulation(s) of the ship and/or persons on board, the Director of Marine may give 90 days' notice to close the ship's registration.

Section 8 – Quality Assurance

8.1 Pre-registration Quality Control (PRQC) System

All ships apply for registration under the Hong Kong flag are subject to a quality assessment under the Pre-Registration Quality Control (PRQC) System prior to the acceptance of their registrations. The quality assessment comprises a desktop evaluation of the quality level of the ship and if found necessary, a further physical assessment onboard the ship. It determines if a ship warrants an onboard assessment. This desktop evaluation takes into account various quality factors including but not limited to the ship age, ship type, owner, manager, their PSC performance, existing flag and classification society survey records. The onboard assessment will be carried out by one of the HKMD recognized classification societies appointed by the owner/manager before the ship is recommended for registration.

The desktop evaluation performed by MD is free of charge whereas the onboard assessment, if carried out, is charged by the classification society to the owner/manager.

Only ships pass the PRQC processes are acceptable for registration.

8.2 Flag State Quality Control (FSQC) System

A systematic ship quality control system known as the Flag State Quality Control (FSQC) System was developed in 1999 for monitoring and maintaining the quality of Hong Kong-registered ships. Under the FSQC System the quality level of each individual ship will be assessed with focus on risk of failure in their maintenance management system and if it is found to be doubtful, the ship will be subject to FSQC audit carried out by a surveyor appointed by HKMD. Recommendations on the possible improvement measures will be made to the ships or the management companies concerned after the audits for subsequent implementation and monitoring. The on-board FSQC audit is free of charge.

Details of the FSQC and PRQC system can be found in the Hong Kong Merchant Shipping Information Note 7/2020, its annex 1 and annex 2.

MSIN 7/2020 - <https://www.mardep.gov.hk/en/msnote/pdf/msin2007.pdf>

Annex 1 - <https://www.mardep.gov.hk/en/msnote/pdf/msin2007anx1.pdf>

Annex 2 - <https://www.mardep.gov.hk/en/msnote/pdf/msin2007anx2.pdf>

For general inquiries on PRQC and FSQC matters, please contact us by email at prqc@mardep.gov.hk and fsqc@mardep.gov.hk respectively. If you require further assistance, please address to Senior Surveyor/Quality Assurance via email, fax, or by telephone.

Tel: (852) 2852 4504

Fax: (852) 2545 0556

Email : ss_qa@mardep.gov.hk

8.3 International Standards applicable to Hong Kong-registered ships

Hong Kong-registered ships are required to comply fully with the requirements of all applicable International Conventions under IMO and ILO and the Hong Kong maritime ordinances with respect to safety, protection of marine environment, health and welfare of the crew. In special circumstances, exemption from the Convention requirements may be granted, provided that safety as well as protection of marine environment would not be jeopardised. Hong Kong has ratified most of the IMO and ILO Conventions.

8.4 Issue of certificates and surveys for cargo ships by Recognized Organizations

The following classification societies are authorized to carry out statutory surveys and issue all relevant trading certificates on behalf of Hong Kong flag Administration :

American Bureau of Shipping	Bureau Veritas SA
China Classification Society	DNV AS;
Korean Register	Lloyd's Register Group Limited ;
Nippon Kaiji Kyokai	RINA Services S.p.A.
Russian Maritime Register of Shipping	

8.5 Issue of certificates and surveys for passenger ships

For passenger ships registered in Hong Kong, all surveys for the issuance of passenger ship safety certificates and permits to operate HSC must be carried out by the Marine Department.

8.6 Contact details for applying inspection

Application for chargeable inspections and passenger surveys required to be carried out by the Marine Department should be forwarded to :

For Cargo Ships :

Senior Surveyor/Cargo Ships Safety Section

Tel: (852) 2852 4510

Fax: (852) 2545 0556

E-mail : ss_css@mardep.gov.hk

For Passenger Ships :

Senior Surveyor/Passenger Ships Safety Section

Tel: (852) 2852 4500

Fax: (852) 2545 0556

E-mail : sspss@mardep.gov.hk

at the address : Marine Department

24/F, Harbour Building, 38 Pier Road, Central, Hong Kong.

Section 9 – Certification, Minimum Safe Manning, Continuous Synopsis Record and Radio Operation

9.1 Certification for seafarers

There is no nationality or residential requirements for officers and crew serving on Hong Kong-registered ships. Officers listed in the Minimum Safe Manning Certificate are required to hold respective classes of certificates of competency issued by Hong Kong, or Hong Kong Licences issued in recognition of certificates of competency [for sea-going (ocean-going) ships except coastal/river trade voyages] issued by other maritime authorities in accordance with the STCW Convention, 1978, as amended. Ratings engaged on watchkeeping duties should hold STCW Watchkeeping Certificates issued in accordance with the STCW Convention, 1978, as amended.

Reference : Merchant Shipping Information Note No. 29/2019

<https://www.mardep.gov.hk/en/msnote/pdf/msin1929.pdf>

Countries which have signed undertakings with Hong Kong under STCW Convention, 1978 as amended Regulation I/10 can be found at:

https://www.mardep.gov.hk/en/msnotice/stcw_hke.html

For application of Certificate or Licence, forms “MD 680” and “MD 681” can be downloadable at :

<https://www.mardep.gov.hk/en/forms/home.html#seagoing>

The completed form, together with relevant documents should be returned to :

Seagoing Examination and Mercantile Marine Office

Room 302, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong
Tel : (852) 2852 4362 (for Nautical) ; (852) 2852 4364 (for Engineer)
Fax : (852) 2541 6754, (852) 2545 4669
Email : ebs_crt@mardep.gov.hk

9.2 Minimum Safe Manning of Hong Kong-registered ships

Crew size requirement depends on the size, the type of ship and her associated equipment. Application form should be submitted together with the mooring plan and certificate of survey.

For application of Minimum Safe Manning Certificate, forms “Application for a Minimum Safe Manning Certificate” can be downloadable at :

<https://www.mardep.gov.hk/en/forms/home.html>

The completed form should be returned to :

(Cargo Ship) Cargo Ships Safety Section, Marine Department
24/F, Harbour Building, 38 Pier Road, Central, Hong Kong.
Tel : (852) 2852 4510
Fax : (852) 2545 0556
Email : ss_css@mardep.gov.hk

(Passenger Ship) Passenger Ships Safety Section, Marine Department
24/F, Harbour Building, 38 Pier Road, Central, Hong Kong.
Tel : (852) 2852 4500
Fax : (852) 2545 0556
Email : sspss@mardep.gov.hk

9.3 Continuous Synopsis Record (CSR)

Regulation 5 of SOLAS Chapter XI-1 stipulates that all passenger ships and cargo ships of 500 gross tonnage and above engaged on international voyages to have on board a Continuous Synopsis Record (CSR). HSC plying within the River Trade Limit are not required to possess this document on board.

For application form for Continuous Synopsis Record (CSR) can be downloaded at :

https://www.mardep.gov.hk/en/pub_services/csr.html

The completed form should be email or fax to : (852) 2541-8842/csr@mardep.gov.hk

*Original form should be kept on board.

9.4 Ship Station Licence and Radio operation

A Radio Callsign (with prefix of “VR” for Hong Kong-registered ships) will be allotted by the HKSR on behalf of the Office of Communications Authority (OFCA). Applicant are required to apply for ship station licence directly with OFCA.

For application of Ship Station Licence, form (OFCA A284) can be downloadable at :

<https://www.ofca.gov.hk>

The completed form should be returned to :

OFCA, Licensing Unit
26/F, Wu Chung House, 213, Queen's Road East, Wanchai, Hong Kong
Tel : (852) 2961 6282
Fax : (852) 3155 0986
Email : license.mob@ofca.gov.hk

Radio operating personnel and holders of certificates which are issued by other Administrations are required to hold a valid Certificate of Equivalent Competency (CoEC) issued by Office of OFCA. CoEC holders could be an officer holding Hong Kong certificates or licences.

For application of Certificate of Equivalent Competency (CoEC), form (OFCA A295) can be downloadable at :

<https://www.ofca.gov.hk>

The completed form should be returned to :

OFCA, Support Services Sub-Section
20/F, Wu Chung House, 213, Queen's Road East, Wanchai, Hong Kong
Tel : (852) 2961 6608
Fax : (852) 3155 0914
Email : maritime@ofca.gov.hk

Section 10 - Seafarers working on board Hong Kong-registered ships and related mercantile business

10.1 Crew Agreement

The Crew Agreement for a Hong Kong-registered ship shall be opened/closed by the Master on behalf of his/her employer and each crew engaged/discharged should sign in the List of Crew before the Master. The Master should initial against the engagement/discharge of the crew to ensure that he/she is satisfied that the crew engaged before him/her understands the terms and conditions of the Agreement or the crew has been discharged properly.

10.2 Report of Births, Deaths and Missing Persons

The Master should submit "Returns on births of children, deaths and /or missing persons on board ship" to the Superintendent of the Hong Kong Mercantile Marine Office.

10.3 Complaints by seafarers

A seafarer who wishes to express a grievance should approach his/her superior or the Master. A seafarer who is dissatisfied with the way his/her grievance was handled by the Master, may state his/her dissatisfaction and claim by lodging complaint to the Superintendent of the Hong Kong Mercantile Marine Office. If the complaint is lodged through the Master, the Master should make adequate arrangements to enable the seafarer to do so as soon as practicable. The Superintendent upon receipt of such a complaint shall investigate the complaint.

10.4 Repatriation of seamen

The Hong Kong legislation empowers the Superintendent of the Mercantile Marine Office to arrange for the repatriation of a stranded seaman to his/her home port.

10.5 Enquiry

For more information on seafarers and other related mercantile matters, please approach :

Mercantile Marine Office
Marine Department
3/F, Harbour Building, 38 Pier Road, Central, Hong Kong
Tel : (852) 2852 3061
Fax : (852) 2545 4669
E-mail : mmo_mdd@mardep.gov.hk

Section 11 - Fee

11.1 Registration Fee and Annual Tonnage Charge

The registration fee for a ship is determined according to its gross tonnage. The subsequent annual tonnage charge is determined according to its net tonnage. The fee schedule is at Appendix 1.

Most of the miscellaneous services are provided free of charge except those listed in Appendix 2.

11.2 Seafarers' fees

No fee is charged for the engagement and discharge of seafarer. The fee for the issue of a Hong Kong Licence for officers on Hong Kong-registered ship is \$400 HKD.

11.3 Others

For chargeable inspections and passenger ship surveys performed by a surveyor from HKMD, the fees will be charged according to the Merchant Shipping (Registration) (Fees and Charges) Regulations.

Appendix

Appendix 1

Registration Fee

The registration fee for a ship is determined according to its GROSS TONNAGE (GT) as follows:

First Registration Fee (Based on GT)	
Gross Tonnage of Ship	First Registration Fee (HK\$)
500 or below	3,500
over 500	15,000

Annual Tonnage Charge

The annual tonnage charge for a ship is determined according to its NET TONNAGE (NT) as follows:

Annual Tonnage Fee (Based on NT)	
Net Tonnage of Ship	Annual Tonnage Fee (HK\$)
1,000 or below	1,500
5,000	15,500
10,000	33,000
15,000	50,500
20,000	65,500
24,000 and upwards	77,500

Appendix 2

Miscellaneous Registry Fees

Service	Fee (HK\$)
Provisional registration of a ship	35% of the fees for full registration (1/12 of annual tonnage charge is also payable for each 1 month period of provisional registration)
Changing from provisional to full registration	75% of the fee for full registration
Registration of a transfer of mortgage, transfer by bill of sale, transmission, mortgage or discharge of mortgage	Free of charge
Inspection of a ship's record in the register	\$110
Copy of or extract from any entry in the register	\$110
Certification of a copy of or extract from any entry in the register	\$260
Issue of a Continuous Synopsis Record (CSR)	\$260
Issue of replacement Certificate of Registry	\$260
Issue of certified copy of a Certificate of Deletion	\$220
Grant of a new Certificate of Registry upon change of any particulars of a ship recorded in the register	Free of charge
Issue of Minimum Safe Manning Certificate; Issue of Exemption Certificate; Issue of DMLC Part 1	Free of charge
Issue of CLC or Bunker Certificate	\$535
Services outside office hours *advance booking in at least one working day is required.	charged in accordance with the Merchant Shipping (Registration) (Fees and Charges) Regulations [https://www.mardep.gov.hk/en/legislation/home.html]

Useful Directory

	Enquiry Number	Facsimile Number.	Email Address
Hong Kong Shipping Registry	2852 4421/ 2852 4387	2541 8842	hksr@mardep.gov.hk
Passenger Ships Safety Section	2852 4500	2545 0556	sspss@mardep.gov.hk
Cargo Ships Safety Section - Enquiries (General) - Enquiries (ISM and ISPS compliance) - Exemption & Dispensation - 24-hour hotline (for urgent dispensation after office hour)	2852 4510 9461 2998	2545 0556	ss_css@mardep.gov.hk mms@mardep.gov.hk exemption@mardep.gov.hk
Quality Assurance Section - Enquiries (General) - Flag State Quality Control - Pre-registration Quality Control	2852 4516	2545 0556	ss_qa@mardep.gov.hk fsqc@mardep.gov.hk prqc@mardep.gov.hk
Port State Control Section	2852 4506	2545 0556	hkpsco@mardep.gov.hk
Seafarers' Certification and Hong Kong Licence	2852 4383	2541 6754	sssem@mardep.gov.hk
Examination-Seagoing	2852 4383	2541 6754	sssem@mardep.gov.hk
Mercantile Marine Office	2852 3061	2545 4669	mmo_mdd@mardep.gov.hk
Marine Adviser, London Office	+44-20-7499 9821 / +44-20-7290 8203	+44-20-7323 2336	bywlau@hketolondon.gov.hk
Deputy Marine Adviser, London Office	+44-20-3862 9225	+44-20-7323 2336	hksr@hketolondon.gov.hk
Regional Head, Shanghai Office	+86-21-6351 2233	+86-21-6351 9368	hksr@sheto.gov.hk
Regional Head, Singapore Office	+65-6330 9339	+65-6339 2112	hksr@hketosin.gov.hk
Communications Authority Licensing Unit for Ship's Station Licence	2961 6282	3155 0986	license.mob@ofca.gov.hk
GMDSS Certificate of Equivalent Competency & Endorsement	2961 6608	3155 0914	maritime@ofca.gov.hk

Appendix 4

Service for Collection of Certificate of Registry Envelope (COR Envelope)

To facilitate Hong Kong-registered ships to be able to promptly set sail after delivery at shipyards or at completion of transactions, the service for collection of CoR Envelope is also available at

- the Beijing Office (BJO);
- the Economic and Trade Offices (ETO) at Tokyo;
- the Liaison Units (LU) at Shenyang and Jinan; and
- the Regional Desk (RD) of Hong Kong Shipping Registry at Shanghai, Singapore and London.

For more details, please refer to Hong Kong Merchant Shipping Information Note No. 21/2020 (<https://www.mardep.gov.hk/en/msnote/pdf/msin2021.pdf>)