

Extract of the Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China (Chapter V Section 3 : Shipping)

Article 124 The Hong Kong Special Administrative Region shall maintain Hong Kong's previous systems of shipping management and shipping regulation, including the system for regulating conditions of seamen. The Government of the Hong Kong Special Administrative Region shall, on its own, define its specific functions and responsibilities in respect of shipping.

Article 125 The Hong Kong Special Administrative Region shall be authorized by the Central People's Government to continue to maintain a shipping register and issue related certificates under its legislation, using the name 'Hong Kong, China'.

Article 126 With the exception of foreign warships, access for which requires the special permission of the Central People's Government, ships shall enjoy access to the ports of the Hong Kong Special Administrative Region in accordance with the laws of the Region.

Article 127 Private shipping businesses and shipping-related businesses and private container terminals in the Hong Kong Special Administrative Region may continue to operate freely.

Preambles

The User's Handbook was first issued in 1998, to introduce a series of measures to make the Hong Kong Register of Ships more competitive and user-friendly. Since then, the User's Handbook has been updated several times in order to reflect the latest changes made to the ship registration procedures and the requirements of Hong Kong registered ships.

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) specialised 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.

CONTENTS

Section 1 – General.....P.5

- 1.1 Introduction
- 1.2 Application for ship registration in Hong Kong
- 1.3 Key matters relating to registration of ships in Hong Kong
- 1.4 “Dual Registration “ not allowed
- 1.5 Appointment of a representative person
- 1.6 Types of ship registration
- 1.7 Forms
- 1.8 Fees
- 1.9 Annual Tonnage Charge (ATC) Reduction Scheme
- 1.10 Ship’s name and marking
- 1.11 Colours (Flag) of a Hong Kong registered ship
- 1.12 Changes must be notified to the Registrar
- 1.13 Taxation of shipping profits
- 1.14 Preferential port dues
- 1.15 Consular assistance

Section 2 - Owner Registration.....P.9

- 2.1 Documents to be submitted for Full Registration

Section 3 - Demise Charter (Bareboat Charter) Registration....P.10

- 3.1 Documents to be submitted for Full Registration

Section 4 - Registration of Mortgages.....P.11

- 4.1 Mortgage in ship registration
- 4.2 Mortgagee
- 4.3 Registration of mortgage
- 4.4 Registration of mortgage for ship on provisional registration
- 4.5 Execution of a mortgage
- 4.6 Discharge of mortgage
- 4.7 Mortgage on closure of ship’s registration by direction

Section 5 - Changes of Ownership.....P.12

- 5.1 Selling a registered ship
- 5.2 Buying a registered ship

Section 6 - Close of Registration.....P.12

- 6.1 Steps to follow for closing a ship’s registration
- 6.2 Closure of a ship’s registration by direction

Section 7 - Quality Assurance.....P.13

- 7.1 Pre-registration Quality Control (PRQC) System
- 7.2 Flag State Quality Control (FSQC) System
- 7.3 International Standards applicable to Hong Kong registered ships
- 7.4 Issue of certificates and surveys for Cargo Ships by Recognised Organisations
- 7.5 Issue of certificates and surveys for passenger ships
- 7.6 Contact details for applying inspection

**Section 8 - Certification, Minimum Safe Manning,
Continue Synopsis Record and Radio Operation.....P.14**

- 8.1 Certification for Seafarer
- 8.2 Minimum Safe Manning of Hong Kong registered ships
- 8.3 Continue Synopsis Record (CSR)
- 8.4 Ship Station Licence and Radio operation

**Section 9 - Seafarers working on board Hong Kong registered
ships and related mercantile business.....P.17**

- 9.1 Crew Agreement
- 9.2 Report of Births, Deaths and Missing Persons
- 9.3 Complaints by seafarers
- 9.4 Repatriation of seamen
- 9.5 Enquiry

Section 10 – Fees.....P.18

- 10.1 Registration fees
- 10.2 Seafarers' fees
- 10.3 Others

Appendix.....P.19

- Appendix 1 Registry fees
- Appendix 2 Miscellaneous registry fees
- Appendix 3 Useful Directory
- Appendix 4 Service for Collection of Certificate of Registry Envelope

Section 1 - General

1.1 Introduction

The autonomous Hong Kong Register of Ships was set up on 3 December 1990 under the Hong Kong Merchant Shipping (Registration) Ordinance [<https://www.mardep.gov.hk/en/publication/home.html>]. 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 the Hong Kong Shipping Registry is from 8:30 a.m. to 5:45 p.m. (Monday to Friday) except Saturday, Sunday and public holidays.

In addition to the normal office hour, the Hong Kong Shipping Registry also provides 24-hour and 365-day (including public holidays) special service for ship/mortgage registration or ship de-registration upon the request from client. Request 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 Hong Kong Shipping Registry for receiving original title document and releasing original certificates through HKSAR's overseas Economic and Trade Offices.

1.3 Key matters relating to registration of ships in Hong Kong

The registration of a ship on the Hong Kong Register of Ships is entirely on a voluntary basis. Once a ship is registered in Hong Kong :

- 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 on the Hong Kong Register of Ships 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.

- 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, such as application forms, and other specified forms for ship registration are obtainable free of charge from the Hong Kong Shipping Registry in Hong Kong or the office of the Marine Adviser (Permanent Representative to the International Maritime Organization in London) or can be downloaded from the Marine Department's website - <https://www.mardep.gov.hk/en/forms/home.html>.

1.8 Fees

One off registration fee and annual tonnage charge are chargeable for ships registered with the Hong Kong Register of Ships (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 Annual Tonnage Charge (ATC) Reduction Scheme

In order to encourage a long term and stable registration of a ship on the Hong Kong Register of Ships, an ATC reduction scheme is in place on 1 February 2006. In general, for every two years period (the qualifying period) that a ship is continuously registered with the Hong Kong Register of Ships and provided that the ship has no detention record under any port State control (PSC) regime during such period, the registered owner of the ship will be qualified to enjoy a six-month ATC reduction for the following year.

1.10 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.

1.11 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 Hong Kong Special Administrative Region. Proper arrangement of the two flags can be found in the following url.

https://www.protocol.gov.hk/flags/eng/n_flag/index.html

https://www.protocol.gov.hk/flags/eng/r_flag/index.html

1.12 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). -

1.13 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. Hong Kong Special Administrative Region 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>

1.14 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.

1.15 Consular assistance

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

Section 2 - Owner Registration

2.1 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 into the Hong Kong Register of Ships.	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 f the ship on the Hong Kong Register of Ships

Section 3 - Demise Charter (Bareboat Charter) Registration

3.1 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 into the Hong Kong Register of Ships.	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 f the ship on the Hong Kong Register of Ships

Section 4 - Registration of Mortgages

4.1 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.

4.2 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..

4.3 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

4.4 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.

4.5 Execution of a mortgage

Mortgage must be executed under seal in accordance with the articles of association of the body corporate which is the mortgagee. 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.

4.6 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 this 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.

4.7 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 5 - Changes of Ownership

5.1 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.

5.2 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 6 - Close of Registration

6.1 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.

6.2 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 Registrar may give 90 days' notice to close the ship's registration.

Section 7 – Quality Assurance

7.1 Pre-registration Quality Control (PRQC) System

The PRQC system is to ensure a ship applying for Hong Kong registration meets all safety and pollution prevention standards promulgated by IMO at the time of entry. Upon receiving application for registration in Hong Kong, the Marine Department will assess the ship's condition to see if the ship warrants a PRQC inspection. If a PRQC inspection is deemed necessary, a fee will be chargeable to the shipowner for such inspection by the Marine Department's surveyors.

7.2 Flag State Quality Control (FSQC) System

The FSQC System is introduced in 1999 and is a systematic and interactive system. It stresses on assuring that ship management company discharges its responsibilities properly and that recognized organization carries out effective and decent surveys as well as audits on Hong Kong registered ships. The FSQC System is supported by a computer based information system to monitor the quality of Hong Kong registered ships. With the information collected and analysed, a ship being suspected of undesirable conditions will be identified and selected for a flag State inspection.

All FSQC ship inspections and company audits are free of charge initially but the shipowner will be charged if re-occurrence happened. If a Hong Kong registered ship is detained abroad with serious deficiencies under port State control inspection or subjected to a serious accident, the Director of Marine may request a special inspection of the ship by a Marine Department's surveyor. If deemed necessary, the safety management of the company may also be audited to verify compliance with ISM Code. A fee will also be charged for such ship inspections and company audits.

7.3 International Standards applicable to Hong Kong registered ships

Hong Kong registered ships are required to comply fully with the requirements of IMO and ILO Conventions applicable to Hong Kong, 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.

7.4 Issue of certificates and surveys for cargo ships by Recognised Organizations

Under the FSQC system, the Marine Department will not be directly involved in the surveys and issue of relevant certificates to Hong Kong registered cargo ships. The following classification societies are authorised to carry out statutory surveys and issue related certificates on behalf of the flag Administration :

American Bureau of Shipping;	Bureau Veritas;
China Classification Society;	DNV.GL;
Korean Register of Shipping;	Lloyd's Register;
Nippon Kaiji Kyokai;	Registro Italiano Navale (RINA).
Russian Maritime Register of Shipping	

7.5 Issue of certificates and surveys for passenger ships

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

7.6 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 : sspax@mardep.gov.hk

at the address : Marine Department
 24/F, Harbour Building, 38 Pier Road, Central, Hong Kong.

Section 8 – Certification, Minimum Safe Manning, Continuous Synopsis Record and Radio Operation

8.1 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. 32/2013
<https://www.mardep.gov.hk/en/msnote/msin.html>

Countries which have signed undertakings with Hong Kong under STCW Convention, 1978 as amended Regulation I/10

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

For application of Certificate or Licence, forms “M.O. 713” and “M.O. 713A” can be downloadable at :

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

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

Seafarer’s Certification Section, Marine Department

3/F, Harbour Building, 38 Pier Road, Central, Hong Kong

Tel : (852) 2852 4368

Fax : (852) 2541 6754; (852) 3102 1227

Email : sscrt@mardep.gov.hk

8.2 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 : sspax@mardep.gov.hk

8.3 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 of Continuous Synopsis Record (CSR), forms can be downloadable at :

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

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

*Original form should be kept on board.

8.4 Ship Station licence and Radio operation

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

Communications Authority , 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 the Communications Authority of Hong Kong (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 :

Communications Authority , 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 9 - Seafarers working on board Hong Kong registered ships and related mercantile business

9.1 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.

9.2 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.

9.3 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.

9.4 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.

9.5 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 3063 Fax : (852) 2545 4669
e-mail : mmo_mdd@mardep.gov.hk

Section 10 - Fees

10.1 Registration fees

The registration fee for a ship is determined according to its gross tonnage. An annual tonnage fee which 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.

10.2 Seafarers' fees

No fee is charged for the engagement and discharge of seafarer. The fee for the issue of a Hong Kong Licence/Temporary Licence for officers on Hong Kong registered ship is given in Appendix 1.

10.3 Others

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

Appendix

Appendix 1

REGISTRY FEES

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 not exceeding 1,000 NT - HK\$1,500; plus for the 1,001st to 15,000th NT - HK\$3.50 per ton, AND for the 15,001st NT and upward - HK\$3.00 per ton, SUBJECT to a maximum charge of HK\$77,500.

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
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/publication/home.html]

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

To facilitate new building ships to be set sail immediately after her delivery at shipyards, the Marine Department (MD) has introduced a service for collection of the COR Envelope at the HK SAR Government Office in Beijing (BJO), the HK SAR Economic and Trade Office (ETO) in Tokyo, Singapore, Shanghai and the liaison Unit (LU) in Liaoning and Shandong during normal working hours. Interview of the above, the shipowners or ship managers may choose to collect the COR Envelope for the above said office and deliver the certificates to the ship to meet an immediate sailing schedule.