

# Frequently Asked Questions (FAQ) for Hong Kong Shipping Registry

## 1. How is the flow of the registration process?

### Owner Registration/ Demise Charter Registration

A ship is registrable if a majority interest in the ship is owned by one or more qualified persons or the ship is operated by a qualified person under a demise charter

Qualified person:

- a. an individual who holds a valid identity card and who is ordinarily resident in Hong Kong;
- b. a body corporate incorporated in Hong Kong; and
- c. a registered non-Hong Kong company

**Register with Hong Kong Companies Registry**  
[crenq@cr.gov.hk](mailto:crenq@cr.gov.hk)

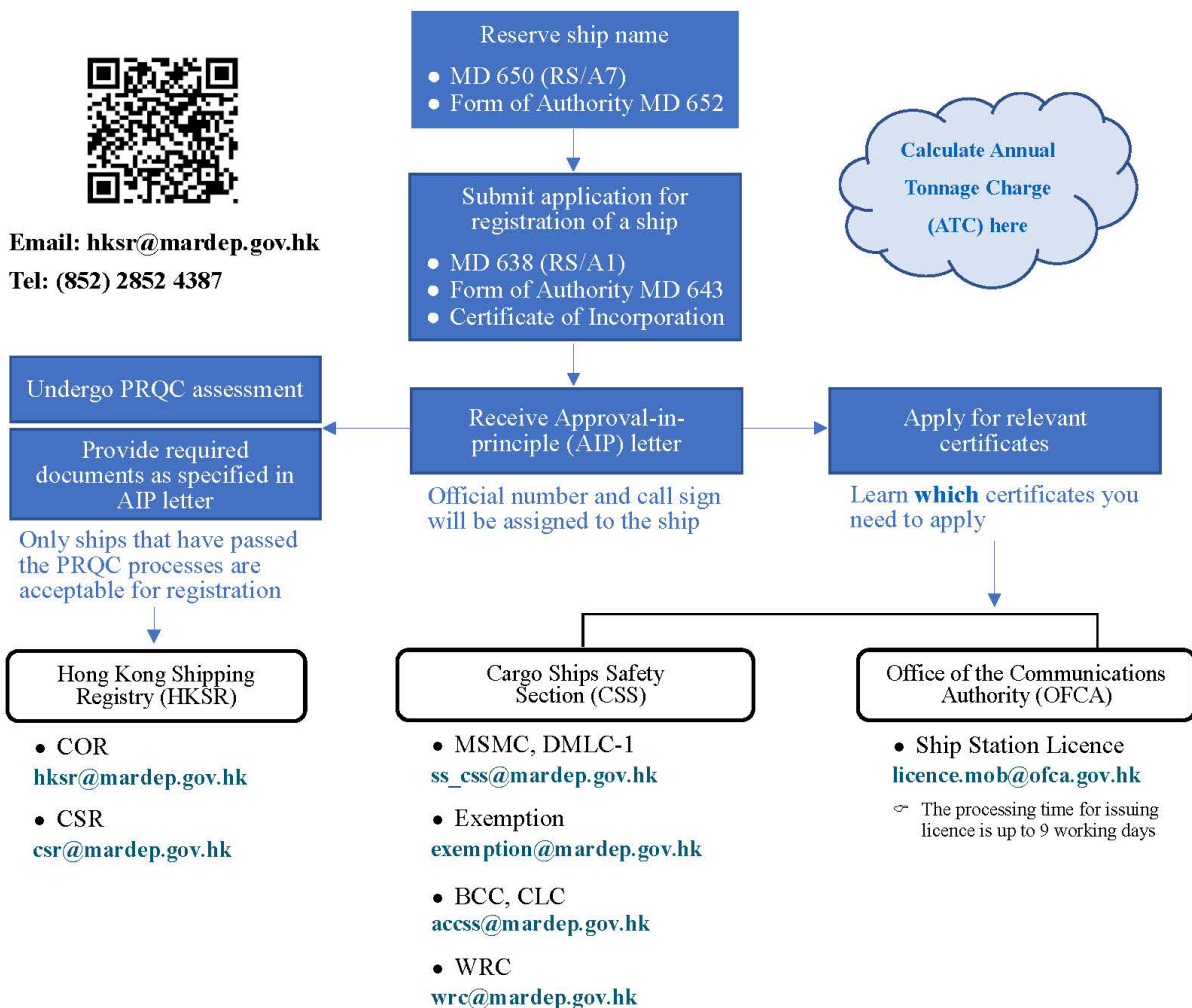
- ☞ The processing time for issuing certificates varies depending on the type of application and the submission method
- ☞ Price Guide to main services

#### Submission to Hong Kong Shipping Registry (HKSR)

- Online submission – OSS ([https://ebs.mardep.gov.hk/en/services\\_ship\\_registration\\_ships\\_services.php](https://ebs.mardep.gov.hk/en/services_ship_registration_ships_services.php))
- By email to [hksr@mardep.gov.hk](mailto:hksr@mardep.gov.hk)
- By post to Room 302, Harbour Building, 38 Pier Road, Central, Hong Kong



Email: [hksr@mardep.gov.hk](mailto:hksr@mardep.gov.hk)  
Tel: (852) 2852 4387



## 2. I intend to register a ship at the Hong Kong Shipping Register, where can I find the relevant information?

A guidance for registration formalities, i.e. Hong Kong Shipping Registry, Ship Registration Guidelines, is available at: [https://www.mardep.gov.hk/en/pub\\_services/pdf/sr\\_guide.pdf](https://www.mardep.gov.hk/en/pub_services/pdf/sr_guide.pdf)

## 3. How can I submit an application?

Completed application form can be submitted via

- Email to [hksr@mardep.gov.hk](mailto:hksr@mardep.gov.hk)
- Fax to 2541 8842
- Mail to Room 302, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong (Att: Hong Kong Shipping Registry, Marine Department)
- One-stop e-Service (Online submission) at [https://ebs.mardep.gov.hk/en/services\\_ship\\_registration\\_ships\\_services.php](https://ebs.mardep.gov.hk/en/services_ship_registration_ships_services.php)

For enquiries, please contact the Hong Kong Shipping Registry (HKSr) at 2852 4387 or by email ([hksr@mardep.gov.hk](mailto:hksr@mardep.gov.hk)).

## 4. 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"<sup>1</sup>. Please submit an 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" (MD 652) 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.

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<sup>1</sup> **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

## **5. How can I 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. If available, HKSR will issue an "Approval-in-principle" containing the "Ship's Marking Note" and "Certificate / Declaration of Marking" 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 receives the confirmation of the name change, a new Certificate of Registry with new ship's name will be issued to the applicant.

## **6. 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.

## 7. What documents are required for the owner registration?

\*Hard copy may be required upon completion of registration

Documents to be submitted	Accepted Format	Remarks
<b>Application form (Form No. RS/A1 MD 638)</b>	OSS (webform), scanned or photocopy	<ul style="list-style-type: none"> <li>Annex of MD 638 can be submitted through OSS or designated email</li> </ul>
<b>Declaration of Entitlement to own a ship registered in Hong Kong (Form No. RS/D3 MD 639) made by ship owner</b>	Original or scanned or photocopy <sup>2</sup>	<ul style="list-style-type: none"> <li>For ship under joint ownership, a separate Declaration of Entitlement (Form No. RS/D3a MD 651) must be made by each of the joint owners</li> </ul>
<b>Form of Authority (Form No. MD 643)</b>	Scanned or photocopy	
<b>Identity Document of Ship Owner</b> Identity Card (for individual owner) or Certificate of Incorporation or Registration (for corporate owner)	Scanned or photocopy	
<b>Identity Document of Ship Representative Person</b> Certificate of Incorporation or Registration and Memorandum of Association (for corporate Representative Person)	Scanned or photocopy	
<b>Declaration of Marking or Certificate of Marking (Form No. RS/S1 MD 727)</b>	Scanned or photocopy	
<b>Certificate of Survey (COS) (Form No. SUR59E MD 724)</b>	Scanned or photocopy	
<b>Evidence of deletion</b> (require for ship reflagging to Hong Kong)  Acceptable evidences include: <ul style="list-style-type: none"> <li>a certificate of deletion from the last registry of the ship; or</li> <li>a permission or document from the ship's current registry to consent for deletion of the ship from their registry; or</li> <li>copy of the application made by the current owner of the ship for the deletion of the ship from its current registry</li> </ul>	Scanned or photocopy	
<b>Certificate of Ownership</b> (must show no registered encumbrance for the ship)	Scanned or photocopy	<ul style="list-style-type: none"> <li>Not applicable to new ship or reflagging ship without change of ownership</li> </ul>
<b>Title document</b> (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	Original for full registration	<ul style="list-style-type: none"> <li>Copy of title document and power of attorney can be accepted for provisional registration</li> <li>Ship with mortgage brought forward from its current registry should provide with consent from its mortgagee for reflagging to the Hong Kong</li> </ul>
<b>Protocol of Delivery and Acceptance</b>	Scanned or photocopy	

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

<sup>2</sup> Scanned copy can be submitted through OSS or designated email.

## 8. What documents are required for the demise charter registration?

\*Hard copy may be required upon completion of registration

Documents to be submitted	Accepted Format	Remarks
<b>Application form (Form No. RS/A1 MD 638)</b>	OSS (webform), scanned or photocopy	<ul style="list-style-type: none"> <li>Annex of MD 638 can be submitted through OSS or designated email</li> </ul>
<b>Declaration of Entitlement to own a ship registered in Hong Kong (Form No. RS/D6 MD 646) made by Demise Charterer</b>	Original or scanned or photocopy <sup>3</sup>	<ul style="list-style-type: none"> <li>Attached with copy of completed set of the executed Charter Party with consent for the ship to register in Hong Kong</li> </ul>
<b>Form of Authority (Form No. MD 643)</b>	Scanned or photocopy	
<b>Identity Document of Ship Owner</b> Identity Card (for individual owner) or Certificate of Incorporation or Registration (for corporate owner)	Scanned or photocopy	
<b>Identity Document of Demise Charterer</b> Certificate of Incorporation or Registration (for corporate owner)	Scanned or photocopy	
<b>Identity Document of Ship Representative Person</b> Certificate of Incorporation or Registration and Memorandum of Association (for corporate Representative Person)	Scanned or photocopy	
<b>Declaration of Marking or Certificate of Marking (Form No. RS/S1 MD 727)</b>	Scanned or photocopy	
<b>Certificate of Survey (COS) (Form No. SUR59E MD 724)</b>	Scanned or photocopy	
<b>Evidence of deletion</b> (require for ship reflagging to Hong Kong)  Acceptable evidences include: <ul style="list-style-type: none"> <li>a certificate of deletion from the last registry of the ship; or</li> <li>a permission or document from the ship's current registry to consent for deletion of the ship from their registry; or</li> <li>a copy of the application made by the current owner of the ship for the deletion of the ship from its current registry</li> </ul>	Scanned or photocopy	
<b>Certificate of Ownership</b> (must show no registered encumbrance for the ship)	Scanned or photocopy	<ul style="list-style-type: none"> <li>Not applicable to new ship or reflagging ship without change of ownership</li> </ul>
<b>Title document</b> (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	Original for full registration	<ul style="list-style-type: none"> <li>Copy of title document and power of attorney can be accepted for provisional registration</li> <li>Ship with mortgage brought forward from its current registry should provide with consent from its mortgagee for reflagging to the Hong Kong</li> </ul>
<b>Protocol of Delivery and Acceptance</b>	Scanned or photocopy	

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

<sup>3</sup> Scanned copy can be submitted through OSS or designated email.

## **9. What is provisional registration?**

Provisional registration under the Ordinance constitutes a substantive registration, albeit for a limited period. During the provisional registration period, mortgages on the ship can be registered in the usual way as if the ship was 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.

## **10. Is dual registration 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.

## **11. How to register a mortgage?**

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

Registration of a mortgage must be completed using the specified form (Form No. RS/M1 MD 641). The priority of mortgages is determined by the date and time of presentation and acceptance for registration, rather than the date of the actual mortgage instrument.

In case of provisional registration, the mortgagee must also provide a “Confirmation by Mortgagee” to the Registrar. The confirmation in the specified form serves to confirm that the mortgagee has seen the original title document; and is aware that the original title document has not been submitted to the Registrar at the time of registration.

## **12. How to discharge a 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 MD 642) 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.

### **13. How to transfer an ownership?**

#### For selling a registered ship

If a registered ship is transferred, the outgoing owner should complete Bill of Sale (Form No. MD 662). 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.

#### For 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 MD 649) 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.

However, the above procedures on the transfer of ownership do not apply to ships on the register being operated under demise charter.

### **14. How to close a ship's registration?**

To close a ship's registration, owner is required to complete the form "Notice of intention to close a ship's registration by owner" (Form No. RS/N1 MD 640). If the form is signed pursuant to an attorney-in-fact other than the director, Original Power of Attorney (POA) is required. In addition, if it is a demise charter registration which the owner is not registered with the Hong Kong Companies Registry, Certificate of Incumbency is required to facilitate the application. If there are any registered mortgages on the ship, such mortgages must be discharged. Otherwise, the owner must obtain the consent (Form No. RS/C4 MD 653) of each registered mortgagee to proceed with the closure of ship's registration. The registered ship owner should confirm the date of de-registration by email (or provide us the protocol of Delivery & Acceptance by email if applicable). Upon receiving the above documents, HKSR will issue the Certificate of Deletion.

### **15. 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.

## **16. Is there a reduction scheme or any discounts available for the Annual Tonnage Charge (ATC)?**

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 regarding the “ATC Reduction Scheme”, please email to [hksr@mardep.gov.hk](mailto:hksr@mardep.gov.hk), or you can visit HKMD’s webpage at [https://www.mardep.gov.hk/en/hksr/atc\\_rs.html](https://www.mardep.gov.hk/en/hksr/atc_rs.html)

## **17. What are the office hours of the HKSR, and are there any charges for services provided during non-office hours?**

Ship registration and related services are available all year round. The routine counter service of HKSR are from 8:30 a.m. to 12:30 p.m. ; 2:00p.m to 5:00 p.m. (Monday to Friday). The office is closed on Saturday, Sunday and public holidays.

For services to be rendered beyond office hours, HKSR requires 3 days advance notice before the requested date. Non-office hour services are subject to charges :

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



**18. 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)

- 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.
- A corporate/common seal in the form other than a metallic seal and without any illustration but marked with '(Corporate Seal)' for indication.
- 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.

## **19. How to request for a Transcript of Register?**

To request a Transcript of Register for a Hong Kong registered ship, please complete the Transcript request form available at <https://www.mardep.gov.hk/en/forms/pdf/md722.pdf> and submit it via fax to 2541-8842 or email to [hksr@mardep.gov.hk](mailto:hksr@mardep.gov.hk).

Certified transcript services are available during office hour. Uncertified transcripts are available 24/7 via Marine Department Electronic Business System (eBS).

The fee charge for a certified Transcript of Register is HK\$260, and for an uncertified Transcript of Register is HK\$110.

## **20. How to inquire the registration status of a ship on the Hong Kong Ship Register?**

Step 1: Access the eBS services in the Marine Department Homepage at:

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

Step 2: Enter a Ship's name, official number or IMO number on the Ship Register

Step 3: Obtain the real-time status of a ship on the Ship Register

## **21. How to apply for Pre-registration Quality Control (PRQC) System**

Please contact Pre-registration Quality Control at [prqc@mardep.gov.hk](mailto:prqc@mardep.gov.hk)

## **22. How to apply for ship station licence?**

Applicant should apply for ship station licence directly with OFCA.

For application of ship station licence, form (OFCA A284) can be downloaded 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, Wan Chai, Hong Kong

Tel: (852) 2961 6282

Fax: (852) 3155 0986

Email: [license.mob@ofca.gov.hk](mailto:license.mob@ofca.gov.hk)

## **23. If I have further enquires, where could I find those contact for other service units?**

Please check with <https://www.mardep.gov.hk/en/contact-us/service-contacts/index.html> and you will find their enquiry number, facsimile number and e-mail address.

## 24. When a Certificate of Registry (COR) is issued/updated, what other certificate(s) should also be issued/updated?

You may make reference to the following table and apply for the related certificate(s)/ documents(s) accordingly.

	Title of Certificates / Documents											
	COR	CSR	MSMC	DMLC-I	Exemption	BCC	CLC	WRC	Declaration of Company	DPA & CSO contact	LRIT CTR	
Application form downloadable at these URLs	COR	CSR	MSMC	DMLC-I	Exemption	BCC	CLC	WRC	ISM Declaration of Company	DPA & CSO contact	NA	
Application should submit to these email address <i><b>P.S.</b> Please send your application to the concerned email <b>ONLY</b> and <b>DO NOT</b> c.c. to any other application email.</i>	<a href="mailto:hksr@mardep.gov.hk">hksr@mardep.gov.hk</a>	<a href="mailto:csr@mardep.gov.hk">csr@mardep.gov.hk</a>	<a href="mailto:ss_css@mardep.gov.hk">ss_css@mardep.gov.hk</a>	<a href="mailto:ss_css@mardep.gov.hk">ss_css@mardep.gov.hk</a>	<a href="mailto:exemption@mardep.gov.hk">exemption@mardep.gov.hk</a>	<a href="mailto:access@mardep.gov.hk">access@mardep.gov.hk</a>	<a href="mailto:access@mardep.gov.hk">access@mardep.gov.hk</a>	<a href="mailto:wrc@mardep.gov.hk">wrc@mardep.gov.hk</a>	<a href="mailto:mms@mardep.gov.hk">mms@mardep.gov.hk</a>	<a href="mailto:mms@mardep.gov.hk">mms@mardep.gov.hk</a>	<a href="mailto:mms@mardep.gov.hk">mms@mardep.gov.hk</a>	
New Registration (Newbuild ship)	Yes	Yes	Yes	Yes	Yes (if any)	Yes	Yes (if any)	Yes	Yes	Yes	Yes	
New Registration (Flag in Hong Kong)	Yes	Yes	Yes	Yes	Yes (if any)	Yes	Yes (if any)	Yes	Yes	Yes	Yes	
Registration Anew	Yes	Yes	Yes	Yes	Yes (if any)	Yes	Yes (if any)	Yes	Yes	Yes	Yes	
De-Registration/Re-Registration (Owner Reg – Demise Charter Reg) (Demise Charter Reg- Owner Reg) (Demise Charter Reg- Demise Charter Reg)	Yes	Yes	No	No	No	Yes	Yes (if any)	Yes	No	No	No	
Change of Ownership (Transfer/Transmission of ownership)	Yes	Yes	No	No	No	Yes	Yes (if any)	Yes	Yes	No	No	
Change of Demise Charter period	Yes	No	No	No	No	Yes	Yes (if any)	Yes	No	No	No	
Change of Ship Name	Yes	Yes	Yes	Yes	No	Yes	Yes (if any)	Yes	Yes	Yes	Yes	



**URL for :**

COR : <https://www.mardep.gov.hk/en/forms/pdf/md638.pdf>

CSR : <https://www.mardep.gov.hk/en/forms/pdf/md659.pdf>

MSMC : [https://www.mardep.gov.hk/en/forms/pdf/msmc\\_app.pdf](https://www.mardep.gov.hk/en/forms/pdf/msmc_app.pdf)

DMLC P1 : <https://www.mardep.gov.hk/en/forms/pdf/md738.pdf>

Exemption : <https://www.mardep.gov.hk/en/forms/pdf/md606.pdf>

BCC : <https://www.mardep.gov.hk/en/forms/pdf/md601.pdf>

CLC : <https://www.mardep.gov.hk/en/forms/pdf/md603.pdf>

WRC : [https://www.mardep.gov.hk/filemanager/tc/share/pub-services/pdf/removal\\_of\\_wrecks20180605anx2.pdf](https://www.mardep.gov.hk/filemanager/tc/share/pub-services/pdf/removal_of_wrecks20180605anx2.pdf)