

海 事 處
商船海員管理處
香港統一碼頭道三十八號
海港政府大樓3樓



MARINE DEPARTMENT
MERCANTILE MARINE OFFICE
3/F., HARBOUR BUILDING
38 PIER ROAD, HONG KONG

網站 WEB SITE: www.mardep.gov.hk
本處檔號 OUR REF.: SEMMO-A01-050-02A-001
電話號碼 TEL. NO: (852) 2852 4383
傳真號碼 FAX NO.: (852) 2545 4669
電郵 EMAIL: sssem@mardep.gov.hk

30 August 2023

To : Shipowners, Ship Managers and Masters of Hong Kong registered ships

Dear Sir/Madam,

Electronic Hong Kong Licence and Electronic Official Log book

The purpose of this circular letter is to inform shipowners, ship managers, masters, agents, seafarers' unions and seafarers about the new electronic Hong Kong Licence (e-HKL) to be issued, and the acceptance of Electronic Official Log Book (e-OLB) used as an alternative to the paper form with the same legal effect.

Electronic Hong Kong Licence

2. Under regulation I/2 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW), and section 118K of the Merchant Shipping (Seafarers) Ordinance, the Hong Kong Marine Department is now issuing the e-HKL on recognition of Certificate of Competency.

3. The e-HKL is a PDF document protected from edits, modifications or revisions. In addition to the required elements for certificate and endorsement under regulation I/2, Standard A-I/2 and Guidance B-I/2 of STCW, the e-HKL includes a Unique Tracking Number (UTN) and a Quick Response (QR) Code for authenticity verification. When viewed in a PDF reader, a blue ribbon across the top of the e-HKL indicates that the document is authentic. The signature of the holder is not required in the e-HKL. The e-HKL must be saved in an electronic device, properly kept on board, and available for inspection at any time while the holder is serving on a ship. For operational convenience, printed version of an e-HKL is accepted for preliminary inspection and filing purposes. For details, please refer to a specimen of e-HKL in Annex I. Previously issued HKL printed on security paper will remain valid until the date of expiry as stated. Thus, during

the transitional period of 5 years from the date of entry into force of the new e-HKL, there will be two valid types of Hong Kong licences coexisting, i.e. e-HKL in PDF format, and HKL printed on security paper.

4. To maintain security and the integrity of the electronic certificates, all electronic certificates with the UTN and QR code could be verified through the “e-Certificate Verification System” on Marine Department website (<https://www.mardep.gov.hk/verify>).

5. Meanwhile, the authenticity and validity of both existing paper HKL and e-HKL can also be verified through the existing “Seafarer's Certification and Licence Information System” (https://www.mardep.gov.hk/en/ele_services/home.html). The procedures for verification of e-HKL and HKL on both systems are contained in Annex II.

Electronic Official Log-books

6. Pursuant to section 118I of the Merchant Shipping (Seafarers) Ordinance (cap.478), the use of e-OLB is to be accepted as an alternative to the paper form with the same legal effect. Shipowners and managers who intended to use E-OLB must obtain the approval from the authorized recognized organization (RO), subject to meeting the following requirements:

- (a) The entries or records of e-OLB are made in electronic form in an electronic device on board the ship. The electronic device on board for maintaining the e-OLB must comply with the applicable requirements set out in the following e-log guidelines in the Schedule 3 of the Merchant Shipping (Seafarers) Ordinance (Cap. 478):
 - i Guidelines for the Recoding of Events Related to Navigation adopted by the International Maritime Organization by resolution A.916(22) on 29 November 2001; and
 - ii Electronic Record Books for Ships – Technical Specifications and Operational and Operational requirements (ISO 21745) published by the International Organization for Standardization on 3 September 2019.
- (b) Same as OLB. e-OLB must contain the required information and entries as specified in the Schedule of Merchant Shipping (Seafarers) (Official Log Books) Regulation (Cap. 478P) and other relevant legislation on OLB. A guidance notes for the attention of master of Hong Kong registered ships with regard to crew matter is published for guidance on entries in the OLB. Hyperlink to the guidance notes is as follow:

https://www.mardep.gov.hk/en/forms/pdf/ca_gn.pdf

(c) Exporting of e-OLB shall be in a protected PDF document in the form prescribed in Annex III. And it shall be submitted to the Marine Department via the following email for retention as required under section 11 of Cap. 478P: [submit to mmo@mardep.gov.hk](mailto:mmo@mardep.gov.hk).

7. For more information on the implementation of the electronic certificates and electronic log books for Hong Kong registered ships, please refer to Hong Kong Merchant Shipping Information Notes No. 42/2023 “Electronic Certificates and Electronic Logbooks” (<https://www.mardep.gov.hk/en/msnote/pdf/msin2342.pdf>).

8. Any enquiries relating to this circular should be made to the Senior Surveyor of the Seagoing Examination and Mercantile Marine Office (telephone no.: (852) 2852 4383, fax no.: (852) 2541 6754, e-mail address: sssem@mardep.gov.hk, ebs_crt@mardep.gov.hk).

Yours faithfully,



(Z.J. Kuang)

Hong Kong Marine Department
for Director of Marine

Encl.: Annex I – Specimen of Electronic Hong Kong Licence
Annex II – Verification of Electronic Hong Kong Licence and Hong Kong Licence
Annex III – Electronic Official Log Book prescribed form

c.c.: Hong Kong Shipowners Association
Hong Kong Seamen’s Union
Merchant Navy Officers’ Guild
Amalgamated Union of Seafarers, HK