

本部門檔號：
Our Ref:



香港特別行政區政府海事處
MARINE DEPARTMENT
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

Note: Please read the 'Guidance Notes' before filling in this form.

註：填寫本表格前，請參閱‘填表須知’

政府船塢維修服務承辦商登記申請書
Application Form for Appointment as a Government Dockyard Maintenance Services Provider
under the *Category (See Note 5) as _____

(*To be completed by Applicant)

PART A – COMPANY PARTICULARS (to be completed by Applicant)

公司資料 (由申請人填寫)

1. Name of Company (English):

Established (date):

公司名稱(中文):

2. Office Address(es) (English):

辦公室地址(中文):

Telephone No.:

電話號碼:

3. (i) Correspondence Address(es):

通訊地址:

(ii) Fax No. :

傳真號碼:

(iii) E-mail Address :

電郵地址:

Remark: 3(i)-(iii) will be used for receiving invitation to quotations/tenders.

4. Workshop Address(es) (English): _____

工場地址(中文): _____

Telephone No. : _____
電話號碼: _____

5. Business Registration Certificate : (a) No. : _____

商業登記證: (b) Expiry Date : _____

屆滿日期 _____

6. Registered Name(s) of Proprietor(s): _____
東主的註冊名稱: _____

7. Employees' Compensation Insurance Policy :
僱員補償保險
 (a) Insurance Company 保險公司: _____
 (b) Policy No. 保單號碼: _____
 (c) Expiry Date 屆滿日期: _____
 (d) Name and type of staff covered: _____
受保員工姓名及種類: _____

8. Workshop/Workplace :
工場/工作地方

Type 種類	Dimensions 大小 (LxWxH) (長x闊x高) (in m ²)	Area (m ²) 面積 (平方米)	Capacity 可容納人數	Present Condition 現時狀況	Whether registered with Labour Department 是否已向勞 工處註冊	Whether wholly owned or shared 是獨資 或合伙
Covered Workshop(s) 有蓋工場						

Open Workspace 露天工作間						
Slipway(s) 船排						

9. List of Staff:

員工：

Please provide:

請提供：

- (a) Name list of staff showing their full names (as printed on ID copy) and titles of post in the firm; and
職員名單，包括全名(身分證明文件上使用的名字)及職銜名稱；及
- (b) Sample copy of recent payroll to confirm no. of staff claimed.
最近薪金記錄樣本以核實員工人數。

Type 分類	Trade 工種	Name 姓名	Qualification 資格
Professional (Engineer, Naval Architect, etc.) 專業人員 (工程師、船舶工程師等)			
Supervisory (Foreman, Supervisor, etc.) 督導員 (管工、督導員等)			

Type 分類	Trade 工種	Name 姓名	Qualification 資格
Safety Supervisor 安全督導員			
Labour 普通員工 (請註明稱銜及人數)			
Others (Diving Supervisor, Diver, Labourers, etc.) 其他 (潛水督導員、潛水 員、雜工等)			

10. List of Major and Other Special Equipment Owned by Your Company:
公司所擁有的主要設備及其他特別設備名單

Item 物品	Qty. 數量	Serial Nos. 編號		Item 物品	Qty. 數量	Serial Nos. 編號

11. Provision of Procedure/System to Disseminate Government Fleet Division (GFD)'s Circulars, Instructions, Procedures and Bulletins etc. to the Concerned Staff:

向相關人員傳閱/發布政府船隊科的通告、指示、程序和公告等之程序/機制

Please provide:

請提供：

(a) Documentary proofs to show how GFD's circulars, instructions, procedures and bulletins, etc. will be disseminated to the concerned staff; and

如何將政府船隊科的通告、指示、程序和公告等傳閱/發布給有關工作人員之文件證明；及

(b) Relevant records sample

相關記錄樣本

12. Miscellaneous (special expertise, equipment, etc.)

雜項（特殊專長, 設備等）

PART B – DECLARATION (to be completed by the Management of the Applicant)

聲明（由申請公司的管理人員填寫）

I certify that the information supplied above is correct.

本人謹此證明以上所提供的資料屬真確無誤。

Name in block
letter :

姓名（正楷）

Official Status :

職位

Signature :

簽名

Date :

日期

Name of Witness :

見證人姓名

Signature of

Witness:

見證人簽名

Date :

日期



Company's Chop

Notes: Valid copies of the following, if applicable, should be prepared for verification and collection by Inspection Officers.

註：申請者須提供下列有效文件的副本（如適用），以供本處視察人員查核。

- (1) Business Registration Certificate 商業登記證
- (2) Certificate of Incorporation 公司註冊證明書
- (3) Memorandum and Articles of Association 組織大綱及章程
- (4) Employees' Compensation Insurance Policy and Premium Receipt 僱員補償保險單及保費收據
- (5) Third Party Liability Insurance Policy and Premium Receipt 第三者責任保險單及保費收據
- (6) Contractors' All Risks Insurance Policy and Premium Receipt 工程綜合保險保險單及保費收據
- (7) Registration with Labour Department or Notification of Establishment of a Notifiable Workplace
勞工處註冊證明或開設應呈報工場呈報書 (FIUO-NOT)
- (8) Name list of staff and sample payroll 員工名單及薪金記錄樣本
- (9) Electrical Worker Registrations 電業工程人員註冊證明
- (10) Proposed procedure and sample records for disseminating GFD's circulars, instructions, procedures and bulletins etc. to their concerned staff
向其有關人員傳閱/發布政府船隊科的通告，指示、程序和公告等之擬議的程序和記錄樣本
- (11) Certificate(s) of Works Supervisor Safety Training Course (Ship-repairing and Ship-breaking) (if applicable)
屬下員工完成工程督導員安全訓練課程（船舶修理拆卸）的證明書（如適用）
- (12) "Certificate(s) of Certified Worker" or "Certificate(s) of Competent Person and Certified Worker" of Confined Spaces Operation (if applicable)
屬下員工擁有能夠於密閉空間作業時的“核准工人證明書”或“合資格人士和核准工人證明書”（如適用）
- (13) "Certificate of Safety Supervisor" about the occupational safety and health requirements of the Labour Department and the course duration is about 40 hours (applicable only to Group II Hull, Deck & Tailshaft, Engine & Tailshaft, or Machinery & Equipment MSPs)
屬下員工擁有符合勞工處職業安全及健康要求的安全督導員證書及該課程時數約為40小時（僅適用於第 II 組船體、甲板及尾軸、引擎及尾軸或機械及設備維修服務承辦商）
- (14) Letter of Declaration (for Diving Operations only) 聲明書（僅適用於潛水作業）
- (15) "Risk Assessment Report(s)" prepared and signed by the Safety Supervisor in paragraph (xiii) above, covering the site works that the company intends to bid for (applicable only to Group II Hull, Deck & Tailshaft, Engine & Tailshaft, or Machinery & Equipment Maintenance Services Provider)
段落(xiii)上的安全督導員就擬向政府船塢投標的現場工程項目擬備及簽署的風險評估報告（僅適用於第 II 組船體、甲板及尾軸、引擎及尾軸或機械及設備維修服務承辦商）
- (16) Copies of certificates of professional or other qualifications listed in the List of Staff in Part A (if applicable)
甲部員工名單所列專業或其他資格證書的副本（如適用）

Guidance Notes

填表須知

1. The information provided will be used for assessing your suitability for inclusion in the list of Maintenance Services Providers of Government Dockyard.
海事處將會利用提供的資料作評估申請人是否適合列入政府船塢維修服務承辦商名單。
2. The applicant shall provide the required information. Please ensure that all parts in the form are completed and the information provided is accurate. Failure to do so may affect your suitability for inclusion in the list of Maintenance Services Providers of Government Dockyard.
申請者必須提供所須資料。請確保申請表格內各部分均已填妥，且所填資料均正確無誤，以免影響申請加入政府船塢維修服務承辦商名單的資格。
3. The personal data you provide by means of this form may be disclosed to other Government bureau/departments and non-government organisations/agencies.
本處可能會向其他政府部門或非政府機構披露你在此申請表提供的個人資料。
4. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), the data subject has the right to request access to and correction of the personal data provided in the application form. For access to or correction of personal data in the application form, please contact the following officer:
根據《個人資料（私隱）條例》（第486章），資料當事人有權要求查閱及改正在此申請表提供的個人資料。如需查閱或改正此申請表的個人資料，請與下列人士聯絡：

Executive Officer (Government Fleet)1 / Marine Department
Address: Room A206, 2/F, Block A, Government Dockyard,
Ngong Shung Road, Stonecutters Island,
Sham Shui Po, Kowloon
Tel.: 2307 3570

海事處 行政主任(政府船隊)1
地址：九龍深水埗昂船洲政府船塢A座2樓A206室
電話：2307 3570

5. The Maintenance Services Providers of Government Dockyard are divided into the following groups/categories :
政府船塢維修服務承辦商可分為以下組別/類別：
 - a. Engine & Tailshaft Group I 輪機及尾軸第I組
 - b. Engine & Tailshaft Group II 輪機及尾軸第II組
 - c. Machinery & Equipment Group I 機械及設備修理第I組
 - d. Machinery & Equipment Group II 機械及設備修理第II組
 - e. Hull, Deck & Tailshaft Group I 船體、甲板及尾軸第I組
 - f. Hull, Deck & Tailshaft Group II 船體、甲板及尾軸第II組
 - g. Outboard Engine Group I 舷外機第I組
 - h. Outboard Engine Group II 舷外機第II組
 - i. Fuel Injector & Pump 噴油器及泵具
 - j. Inflatable Liferaft 充氣式救生筏
 - k. Diving Operations in accordance with C.1, C.2 and/or C.3 of the “Criteria for Appointment as Government Dockyard (GD) Maintenance Services Providers”
潛水作業第C.1, C.2 及/或C.3組(請參閱「委聘政府船塢維修服務承辦商的準則」C部)
 - l. Ship Survey & Certification 船舶檢驗及發證
 - m. Engine & Equipment Manufacturer 發動機及設備制造商