



香港特別行政區政府海事處
MARINE DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

客運碼頭通行證申請表
APPLICATION FOR A MARINE FERRY TERMINAL PASS

船舶及港口管制（渡輪終點碼頭）規例（第313H章，附屬法例）第14條
及商船（本地船隻）（渡輪終點碼頭）規例（第548B章，附屬法例）第13條
Regulation 14 of the Shipping and Port Control (Ferry Terminals) Regulations (Cap.313H sub. leg.)
and Section 13 of the Merchant Shipping (Local Vessels) (Ferry Terminals) Regulations (Cap. 548B sub. leg.)

註：請參閱第3頁《附註及發證條件》並以正楷填寫各項資料。
Note: Please read the 'Notes and Conditions' in page 3 and complete all items in BLOCK LETTERS.

A部 通行證持有人（僱員）資料

Section A Particulars of proposed **pass holder** (Employee)

1. 姓名（英文） Name in English _____
姓氏 Surname _____ 其他名字全寫 Other name(s) in full _____
2. 姓名（中文） Name in Chinese Characters _____
3. 性別 Sex _____ 4. 出生日期 Date of Birth _____
5. 出生地點 Place of Birth _____ 6. 國籍 Nationality _____
7. 香港身份證/ 旅行證件號碼*（附副本） H.K.I.D. Card/ Travel Document No. *(Attach Copy) _____
8. 簽發國家 Issuing Country _____
9. 現時住址 Present Residential Address _____
電話號碼 Tel. No. _____
10. 通行證持有人簽署
Signature of proposed pass holder _____

B部 申請人（僱主）資料

Section B Particulars of **applicant** (Employer)

11. 僱主（公司/ 政府部門） Employer (Company/ Government Department) _____
12. 地址 Address _____
電話號碼 Tel. No. _____
13. 通行證持有人在公司/ 政府部門所任職位
Position of proposed pass holder in Company/ Government Department _____
14. 所須進入禁區範圍（請按第3頁附註第5項所列的禁區編號，在適當位置加「✓」號。）
Requested area(s) for permitted entry (Please tick the appropriate area code(s) for the area(s) as listed in item 5 of 'NOTES' in page 3.)
(a) 中國客運碼頭 China Ferry Terminal ☐
禁區 Area 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
(b) 港澳碼頭 Hong Kong – Macao Ferry Terminal ☐
禁區 Area 1 ☐ 2 ☐ 3 ☐ 4 ☐ V ☐ H ☐
15. 進入客運碼頭原因 Reason for entry to the Terminal(s) _____
16. 申請期限（最多兩年） Apply for duration (Maximum 2 years) _____
17. 進入禁區頻密程度 Expected frequency of access to areas for permitted entry _____
18. 原有通行證號碼（有則填） Previous Pass No. (if any) _____

C部 聲明
Section C Declaration

申請人(僱主)及通行證持有人(僱員)已經閱讀附於本申請表的條款及條件，並確認加以遵守。我們明白，簽發給上述通行證持有人的客運碼頭通行證在期滿／取消後，必須交還海事處。
The applicant and/ or his representative have read and confirm to be abided by the terms and conditions attached to this application. We understand that the ferry terminal pass issued to the above proposed pass holder has to be surrendered to the Marine Department upon expiry / cancellation.

通行證持有人(僱員)簽署
Proposed pass holder (Employee) Signature _____

日期 Date _____

申請人(僱主)簽署
Applicant (Employer) Signature _____

申請人(僱主)姓名
Applicant (Employer) Name _____

申請人(僱主)所任職位
Applicant (Employer) Position held _____

日期 Date _____

公司或政府部門印鑑
Company or Government Department Chop

公司或政府部門名稱
Name of Company or Government Department

Personal Data Collection Statement 收集個人資料聲明

The personal data provided by this application form will be used by Marine Department for process licensing and port formalities purposes, and may be disclosed to other departments/agencies for investigation/prosecution purposes. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), data subjects have a right to request access to and correction of their personal data provided in the application form. For access to or correction of personal data in the application form, please contact the Officer-in-charge, Ferry Terminals Section of the Marine Department.

申請書所獲得的個人資料會供海事處作處理有關牌照及關務事務用途，亦可能轉交其他部門／機構以供調查／檢控之用。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書提供的個人資料。如須查閱或改正此申請書的個人資料，請與海事處客運碼頭組聯絡。

政府部門專用 FOR OFFICIAL USE ONLY

1. 收件日期 Date rec'd. _____

2. 查核 Checked

中國客運碼頭 CFT

港澳碼頭 MFT

3. 入境事務處 Imm.

4. 香港海關 C & E

5. 批准/ 不批准 Approved/ Rejected

海事主任/ 客運碼頭 MO/ FT

6. 收據號碼 Receipt No. _____

7. 通行證號碼 Pass No. _____

8. 簽發者 Issued by _____

9. 日期 Date _____

10. 認收 Receipt Acknowledge

11. 備註 Remarks

附 註

1. 申請人須填寫A、B和C三部。
2. 請將填妥的申請表，連同通行證持有人的香港身分證或旅行證件影印本、原有客運碼頭通行證及其他相關證明文件，包括：商船海員管理處證明書或中國船員證書影印本（如有需要）一併遞交海事處。
3. 本申請表所填報的個人資料或會向其他政府部門或人仕透露，以供簽發及使用客運碼頭通行證之用，直至通行證失效或毋須再使用為止。
4. 如欲查閱或改正個人資料，請與通行證辦事處海事督察聯絡，地址如下：

香港干諾道中200號
信德中心3樓347A室
海事處港澳客運碼頭通行證辦事處
電話：2547 4437 傳真：2578 6947

5. 禁區編號

(a) 中國客運碼頭

禁區編號：

1	碼頭
2	離境大堂
3	入境大堂
4	地下上層
5	地庫

(b) 港澳碼頭

禁區編號：

1	碼頭和1樓
2	2樓—離境大堂
3	3樓—入境大堂
4	4樓
V	船隻航行監察中心
H	直升機坪

發證條件

1. 客運碼頭通行證毋須再使用時，申請人（亦即僱主）須立即向通行證持有人取回該通行證，連同附函或便箋一併交回海事處，不得延擱。
2. 法例規定，遇有遺失通行證，通行證持有人須以書面將遺失通行證一事及在何等情況下遺失向其僱主報告，再由僱主以書面向海事處報告，不得延擱。
3. 通行證並不賦予持有人以乘客身分登上渡輪船隻的權利，持有人亦不得於非當值時間在客運碼頭使用通行證。所有期滿的通行證均須立刻交還海事處，不得延擱。
4. 所有通行證持有人及其僱主均須遵守《船舶及港口管制（渡輪終點碼頭）規例》（第313H章）及《商船（本地船隻）（渡輪終點碼頭）規例》（第548b章）的規定。

NOTES

1. Applicant is required to fill in Section A, Section B and Section C.
2. Completed application form shall be submitted to the Marine Department together with a photostat copy of the proposed pass holder's H.K. Identity Card or travel document and the copy of any previous terminal pass, and other documents, include a certificate from the Mereantile Marine Office or Chinese Seaman's Certificate (if required).
3. The personal data provided in this application form may be disclosed to other government departments or persons for the purpose of issuance and utilization of ferry terminal passes, until the pass is expired or no longer required.
4. Any request for access to or correction of the personal data, please contact Marine Inspector/ Pass Unit at the following address:

Marine Department,
Hong Kong - Macao Ferry Terminal
Pass Unit, Room 347A, 3/F Shun
Tak Centre, 200 Connaught Road,
Central, Hong Kong.
Tel: 2547 4437 Fax: 2548 6947

5. Area codes:

(a) China Ferry Terminal

Area Code :

1	Pier Deck
2	Departure Hall
3	Arrival Hall
4	Upper Ground Floor
5	Basement

(b) Hong Kong - Macao Ferry Terminal

Area Code :

1	Pier Deck and Deck 1
2	Deck 2-Departure Hall
3	Deck 3-Arrival Hall
4	Deck 4
V	Vessel Traffic Centre
H	Helipad

Conditions

1. When the use of a ferry terminal pass is no longer required, the applicant (i.e. employer) shall return the pass to the Marine Department without delay, together with a covering letter or memo.
2. In the event of loss of a pass, the pass holder is required by law to immediately notify his employer in writing who, in turn, will advise the Marine Department.
3. A pass shall not entitle the holder to embark on a ferry as a passenger, or utilize the pass when not on duty at the terminal. All expired passes are to be returned to the Marine Department immediately.
4. All pass holders and their employers shall comply with the Shipping and Port Control (Ferry Terminals) Regulations, Cap. 313H and Merchant Shipping (local Vessels) (Ferry Terminals) Regulations, Cap. 548B.