

Notification of Transfer of Ownership
Form No.: MD 513
Guidance Notes

Attention

1. Where an endorsement as to a mortgage of the vessel is made on the certificate of ownership, the mortgage shall be discharged before the transfer of ownership could be officially recorded.
2. The notification of transfer of ownership [Form No.: MD 513] shall be signed by the original owner and the new owner. Where the vessel is owned by a company, the notification shall be signed by the authorized officer of the company and affixed the company seal/stamp.
3. The completed notification form shall be submitted to the Director of Marine within 7 working days upon the transfer of ownership of the vessel.
4. The new owner shall provide a valid third party risks insurance policy or certificate of insurance issued by an authorized insurer in accordance with the Merchant Shipping (Local Vessels) (Compulsory Third Party Risks Insurance) Regulation showing compliance with the minimum amount of insurance cover for the vessel concerned (not applicable to non-mechanically propelled vessels which do not exceed 4 metres in length overall). Details of ancillary vessel(s), if any, should be listed in the third party risks insurance policy or the certificate of insurance submitted. Information on authorized insurers is available at District Marine Offices.
5. If the operating licence of the vessel is expired, the owner should submit a completed form of application for renewal of operating licence for local vessel [Form No.: MD 509] and the licence fee in arrears must be paid before the transfer of ownership could be officially recorded.
6. In case of any change in the particulars of the certification of ownership other than alterations to the hull, structure or fitted engine, the owner shall submit a completed form of notification of change of particulars in certificate of ownership / operating licence [Form No.: MD 511] within 7 working days to notify the Director of Marine with necessary document and information for enabling the verification of the change, and pay the prescribed fee (if applicable).

Documents Required from the Original Owner(s)

The original owner or his/her agent shall submit the following documents:

- (i) The original identity card of the original owner (if applicable) or its certified true copy signed by the original owner if the original owner is not applying in person;
- (ii) Certificate of incorporation and valid business registration certificate of the original owner (if applicable) or its certified true copy signed by the authorized officer of the company and affixed the company seal/stamp;
- (iii) If the original owner authorizes another person to act on his/her behalf, the owner shall complete the part on authorization. The authorized person is required to present his/her original identity card and the original copy of the authorization letter from the original owner;
- (iv) The completed form of the notification of transfer of ownership [Form No.: MD 513];
- (v) The discharge document to the mortgage (if applicable);
- (vi) Original copy of the certificate of ownership;
- (vii) Original copy of the valid operating licence (full / temporary) or permission for a laid-up vessel; and
- (viii) Original copy of the valid certificate of survey and records of safety equipment and key installations (if applicable).

Documents and Fee Required from the New Owner

The new owner or his/her agent shall submit the following documents:

- (i) The original identity card of the new owner (if applicable) or its certified true copy signed by the new owner if the new owner is not applying in person;
- (ii) Certificate of incorporation and valid business registration certificate of the new owner (if applicable) or its certified true copy signed by the authorized officer of the company and affixed the company seal/stamp ;
- (iii) If the new owner authorizes another person to act on his/her behalf, the owner shall complete the part on authorization. The authorized person is required to present his/her original identity card and the original copy of the authorization letter from the new owner;
- (iv) Proof of address by a correspondence (dated within the recent 6 months) showing the new owner's name and address (if the owner is a registered company, its certified true copy of valid business registration certificate shall be used as an address proof.);
- (v) Copy of a valid third party risks insurance policy or certificate issued in the name of the new owner (if applicable); and
- (vi) The fee of HK\$355 as prescribed under the Merchant Shipping (Local Vessels) (Fees) Regulation. Payment by cheque should be crossed and made payable to "The Government of the Hong Kong Special Administrative Region".

Submission of Notification

The completed notification form together with the required documents and fee shall be submitted to any of the following Marine Offices during their office hours:

<u>Marine Office</u>	<u>Address</u>	<u>Tel.</u>
Central Marine Office	East Wing, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong	2852 3082
Shau Kei Wan Marine Office	10 Tam Kung Temple Road, Shau Kei Wan, Hong Kong	2560 1665
Aberdeen Marine Office	100A Shek Pai Wan Road, Aberdeen, Hong Kong	2873 8362
Cheung Chau Marine Office	86 Tung Wan Road, Cheung Chau	2981 0225
Yau Ma Tei Marine Office	38 Hoi Fai Road, Yau Ma Tei, Kowloon	2385 5661
Tuen Mun Marine Office	15 Sam Shing Street, Tuen Mun, N.T.	2451 9456
Sai Kung Marine Office	4/F, Sai Kung Government Offices Building, Sai Kung, N.T.	2792 1212
Tai Po Marine Office	3 Yu On Street, Sam Mun Tsai, Tai Po, N.T.	2667 6939

Purpose of Collection of Personal Data

1. The personal data provided in the notification form will be used for the licensing and control of the vessel concerned by the Marine Department and may be disclosed to the Food and Environmental Hygiene Department and the Agriculture, Fisheries and Conservation Department in accordance with the provisions of the Food Safety Ordinance (Cap. 612) and the Fisheries Protection Ordinance (Cap. 171) respectively, and to other departments/agencies for investigation/prosecution purposes.
2. The supply of information is obligatory. Please ensure that all parts in the notification form are completed and the information provided is accurate and correct. Failure to do so may cause delay in the processing of your application or even result in your disqualification from application.

Access to Personal Data

For amendment or access to personal data after submission of this notification form, please contact the officer-in-charge of the relevant Marine Office at any time during its office hours.