

**Guidance on how to apply for the
Certificate of Ownership and Operating Licence for Local Vessel (Class IV Vessel)
Guidance Notes attached to form MD 515**

Approval-in-Principle Letter

The Certificate of Ownership (COO) and Operating Licence (OL) shall be obtained prior to operating a vessel in the waters of Hong Kong. The owner of a pleasure vessel that carries more than 60 passengers, or of more than 150 gross tonnage and not less than 24m in length, or of novel construction (as described under item 11, types (i), (iv) & (v) below) should first apply to the Director of Marine for an Approval-in-Principle Letter (AIP letter) before applying for the approval of plans, survey, COO and OL of the pleasure vessel. The procedural requirements on how to apply for the AIP letter are available at: <https://www.mardep.gov.hk/filemanager/en/share/forms/pdf/md521n.pdf>

In general, the AIP letter is not applicable to pleasure vessels except the three types of pleasure vessels mentioned above.

Attention

1. Licensing period (on monthly basis): minimum 1 month, maximum 12 months.
2. The owner is required to provide a document proving that the vessel is safe to carry the intended carrying capacity, the maximum of which is to be determined according to chapter IV/2.1 of Code of Practice for Safety Standards for Class IV Vessels. The document may be either the certificate issued by the shipbuilder or the inclining test report issued by an authorized surveyor.
3. If the vessel is a used vessel from a place outside Hong Kong, the owner shall provide the vessel's previous certificate of registry, licence or document of a similar nature to prove the legitimate source of the vessel. In addition to the document specified above, the owner shall also provide a confirmation issued by a relevant authority in that place that the certificate, licence or document has been cancelled, or any other evidence of its previous use in that place.
4. The 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. Details of ancillary vessel(s), if any, shall 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. The owner shall produce the original certificate issued by the shipbuilder showing the length overall and extreme breadth of the vessel as well as the engine particulars (include the maker, type, serial number and power of engine(s)) together with the original invoice of the vessel, and submit copy of the documents produced. If the vessel is imported as cargo, the owner shall also produce the original and copy of the bill of lading. If the vessel has arrived from other places, the owner shall also produce documentation on the vessel's arrival in Hong Kong.
6. Diesel engines of over 130 kW output power installed on local vessels and not for emergency purposes shall comply with Nitrogen Oxides emission requirements in pursuant to Section 14 and 15 of the Merchant Shipping (Prevention of Air Pollution) Regulation, Cap. 413P. If the vessel is a non-survey required local vessel, owner shall provide the relevant certificate or document to prove the emission level of the diesel engine. Diesel engines installed on board a local vessel or any diesel engine used as a spare engine for an existing local vessel and has been registered with MD before the commencement date of the Regulation (i.e. before 1st June 2008) are excluded from the above Nitrogen Oxides emission requirement. For details, please refer to the following Marine Department Notices (MDN) with Marine Department website:
 - (i) MDN No. 39 of 2016 at <https://www.mardep.gov.hk/filemanager/en/share/notices/pdf/mdn16039.pdf>
 - (ii) MDN No. 33 of 2020 at <https://www.mardep.gov.hk/filemanager/en/share/notices/pdf/mdn20033.pdf>

7. If the vessel has ancillary vessel(s), owner shall produce the original certificate issued by the shipbuilder or document of a similar nature of the ancillary vessel(s) showing its/their length overall, extreme breadth and engine particulars (if any), and submit copy of the documents produced.
8. For an open deck pleasure vessel fitted with outboard engine(s) of total power 150kw or above, the vessel's owner is required to provide inter alia a document showing that the vessel is suitable for installing such high-power engine(s) operating in full speed. The document may be in the form of vessel specifications or declaration made by the shipbuilder, or declaration made by an authorized surveyor.
9. If the vessel is an inflatable boat, the construction of vessel shall meet the standard of International Standard Organization issued ISO 6185 with respect to structural materials, functional components and safety requirements (including maximum load capacity), etc. appropriate to vessel's length and engine horsepower. The owner of the vessel is required to provide a relevant certificate (CE certificate) provided by the certification body or an independent certification showing that the construction of vessel comply with standard of ISO 6185.
10. The owner shall submit two 3R to 8R sized color photographs showing clearly the entire port and starboard sides of the vessel.
11. The following types of pleasure vessels shall be surveyed by the Local Vessels Safety Section (LVSS) of the Marine Department, authorized organization (AO) or an authorized surveyor (AS) for ensuring the vessel is safe for operation so as to meet the licensing conditions:
 - (i) a vessel carries more than 60 passengers (to be surveyed by LVSS or AO);
 - (ii) a vessel carries not more than 60 passengers but is let for hire or reward, except a vessel that also falls within para. (11) (iv) or (v) (to be surveyed by AS);
 - (iii) a vessel not less than 24 metres in length, of not more than 150 gross tonnage, except a vessel that also falls within para. (11) (v) (to be surveyed by AS);
 - (iv) a vessel not less than 24 metres in length, of more than 150 gross tonnage (to be surveyed by LVSS or AO); or
 - (v) a vessel of novel construction (to be surveyed by LVSS).
12. Standards of Class IV vessels should refer to the Code of Practice for Safety Standards for Class IV Vessels (https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/lvs_cop4.pdf).
13. For a Class IV vessel exclusively for pleasure purpose and is not let for hire or reward, and is not of the categories specified in (i), (iii), (iv) and (v) of para. 11 above, the hull, machinery and electrical installations should refer to the standards in Chapter III of the above Code of Practice, but is not required approval of plan, survey and issuance of Certificate of Survey or Certificate of Inspection.
14. If the carrying capacity (including crew) of the vessel is more than 14 persons, an additional fee of \$165 per person in excess of 14 is charged in pursuant to the Merchant Shipping (Local Vessels) (Fees) Regulation.
15. The owner shall sign the application form and present his/her original identity card. If the vessel is owned by a company, the form shall be signed by the authorized officer of the company and affixed the company seal/stamp.
16. The agent shall be appointed in accordance with the requirements of section 7 of the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation.
17. If the owner authorizes another person to act on his/her behalf, the owner shall complete Part VII for authorization. The authorized person is required to present his/her original identity card and the certified true copy of the owner's identity card.
18. The "class" in relation to a local vessel means a class of local vessel specified in column 1 of Schedule 1 of the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation.

Required Documents and Fee

1. Completed application form [Form No.: MD 515];
2. The Letter of Approval in Principle issued by the Director of Marine (if applicable);
3. The original identity card (if applicable) or its certified true copy signed by the owner if the owner is not applying in person;
4. Certificate of incorporation and valid business registration certificate of the owner (if applicable) or its certified true copy signed by the authorized officer of the company and affixed the company seal/stamp;
5. Proof of address by a correspondence (dated within the recent 6 months) showing the 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.);
6. The original identity card of the authorized person (if applicable);
7. The original and copy of the certificate and invoice issued by the shipbuilder;
8. The original and copy of invoice of engine(s) showing information including name of maker, type of engine, model & serial number & power (if applicable);
9. The original and copy of the bill of lading or documentation on the vessel's arrival in Hong Kong (if applicable);
10. The relevant certificate or document to prove the emission level of the diesel engine (applicable for non-survey required local vessel);
11. The original and copy of valid Certificate of Inspection (if applicable);
12. The vessel's previous licensing document, confirmation of cancellation of such document by the relevant authority, or any other evidence of its previous use (if applicable);
13. A copy of vessel's valid third party risks insurance policy or certificate of insurance;
14. Two 3R to 8R sized color photographs showing clearly the entire port and starboard sides of the vessel; and
15. The appropriate licence fee 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 Application

The completed application 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 application 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 in accordance with the provisions of the Food safety Ordinance (Cap. 612), and other departments/agencies for investigation/prosecution purposes.
2. The supply of information is obligatory. Please ensure that all parts in the application 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 application form, please contact the officer-in-charge of the relevant Marine Office at any time during its office hours.