

Application for Provisional Registering as a Ship's Agent

(For non-local vessels)

Notes for Guidance

Attention:

1. On receipt of the application the Marine Department will then arrange interview with the applicant.
2. The applicant's nominated employee will be interviewed on his knowledge of Agency Work particularly in respect of the duties that an Agent has to perform for its Principal with Marine Department. In this respect the applicant nominated employee must have:
 - (i) : a thorough knowledge on how to complete a form MD 508;
 - (ii) : a thorough knowledge on how to enter and clear a ship;
 - (iii) : a thorough knowledge of Marine Department's requirements for the import, export and transiting of dangerous goods;
 - (iv) : a good working knowledge of the different types of documents that a ship must possess in order to clear port;
 - (v) : a good working knowledge of the requirements of the Pilotage Ordinance;
 - (vi) : a good working knowledge of Immigration, Port Health and Customs requirements;
 - (vii) : a good working knowledge of how to obtain medical assistance for ships' personnel when the ship is at sea.
3. Subject to a successful interview, the Agent can be placed on the Provisional Register.
4. An agent on Provisional Register will be required to settle dues in advance or through auto pay arrangement.
5. After six months the Agent will either be transferred from the Provisional Register to the Confirmed Register or if there has been no trading then the Registering will be deleted. If an Agent has traded in an unsatisfactory manner (ie late payments, poor paperwork) it will remain on the Provisional Register.

Required Documents

1. A completed application form;
2. A certified true copy of the identity card/certificate of incorporation and/or business registration certificate of the applicant;
3. A certified true copy of Directors' Report (if applicable);
4. Nominated employee will be required to submit his original copy identity card for verification purpose.

Submission of Application

The completed application form together with the required documents shall be submitted to the Central Marine Office 3/F, Harbour Building, 38 Pier Road, Central.

Purpose of Collection of Information

1. The information provided will be used for the processing of application for provisional registering as ship's agent and other related purposes in Marine Department and may be disclosed to 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 Central Marine Office.