



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

執照申請書
Application for a Licence

(海員培訓，發證和值班標準國際公約規則I/10，STCW Convention Regulation I/10)

註：填寫本表格前，請參閱第3至4頁的「填表須知」及「收集個人資料聲明」。

Note: Please read the 'Guidance Notes' & 'Personal Data Collection Statement' on page 3 and 4 before filling in this form.

Part I Type of Licence to be applied 第一部 申請執照種類

Please select the type of licence to be applied and tick the appropriate box. 請選擇所需執照種類，並於適當的方格內加上「✓」號		執照再有效適用 For Revalidation
Deck Department 甲板部 a) <input type="checkbox"/> Class 1 一級 船長 Master b) <input type="checkbox"/> Class 2 二級 大副 Chief Mate c) <input type="checkbox"/> Class 3 三級 負責航行值班 Officer in charge of a navigational watch 的高級船員	Engineering Department 輪機部 a) <input type="checkbox"/> Class 1 一級 輪機長 Chief Engineer b) <input type="checkbox"/> Class 2 二級 大管輪 Second Engineer c) <input type="checkbox"/> Class 3 三級 負責輪機值班的高級船員 Officer in charge of an engineering watch d) <input type="checkbox"/> ETO 級 電子技術高級船員 Electro-technical officer	Existing Hong Kong Licence No. 現時執照編號
Additional Endorsement 附加批註: <input type="checkbox"/> GMDSS Operator 全球海上遇險和安全系統 (GMDSS) 操作員 <input type="checkbox"/> Basic 基本 training for cargo operations 貨物作業培訓 <input type="checkbox"/> Oil Tanker 油輪 <input type="checkbox"/> Advanced 高級 <input type="checkbox"/> Chemical Tanker 化學品船 <input type="checkbox"/> Liquefied Gas Tanker 液化氣體船		4 x 5 公分 彩色近照 (請勿用釘) 40mm x 50mm Recent colour Photo (No staple please)

Part II Personal Details 第二部 個人資料

Surname 姓		Given Name(s) in full 名		Sex 性別
<input type="text"/>		<input type="text"/>		<input type="text"/>
Chinese Name 中文姓名 (if applicable 如適用)	Date of Birth 出生日期 (DD日/MM月/YY年)	Place of Birth 出生地點	Nationality 國籍	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Passport/Travel Document/HK Identity Card No. 護照/旅行證件/香港身份證號碼		Company Name (if any) 公司名稱 (如有)		
<input type="text"/>		<input type="text"/>		
Home Address 住址		Company Address for Correspondence (if any) 公司通訊地址 (如有)		
<input type="text"/>		<input type="text"/>		
<input type="text"/>		<input type="text"/>		
<input type="text"/>		<input type="text"/>		
E-mail 電郵*		Contact Person 聯絡人		
<input type="text"/>		<input type="text"/>		
Tel 電話	Fax 傳真*	E-mail 電郵		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Mobile Phone 流動電話*		Tel 電話		Fax 傳真
<input type="text"/>		<input type="text"/>		<input type="text"/>

For official use only 本處專用			
Received on:	CoC: <input type="checkbox"/> Online checked <input type="checkbox"/> Others	GMDSS: <input type="checkbox"/> Online checked <input type="checkbox"/> Others <input type="checkbox"/> N/A	Medical Certificate: <input type="checkbox"/> Online checked <input type="checkbox"/> Others

* Optional 選擇性填寫 (Please refer paragraph 11(b) Personal Data Collection Statement 請參閱收集個人資料聲明 11(b)段)

Please tick where appropriate 請在適當處上加 ✓ 號

Part III Certificate of Competency held**第三部 現時持有的合格證書**

Class/Grade/Type 級別	Certificate No. 證書編號	Issuing Authority 簽發機構	Date of Issue 簽發日期 (DD 日/MM 月/YY 年)	Date of Expiry 有效期屆滿日 (DD 日/MM 月/YY 年)

Part IV GMDSS Operator Endorsement

Enter the GMDSS operator certificate held by the applicant

第四部 GMDSS 操作員批註

請列出申請人持有的 GMDSS 操作員證書

Type of GMDSS operator certificate/qualification held 持有的 GMDSS 操作員證書/資格種類	Certificate No. 證書編號	Issuing Authority 簽發機構	Date of Expiry 有效期屆滿日 (DD 日/MM 月/YY 年)

Part V Dangerous Cargo Endorsement

For service on Oil Tankers, Chemical Tankers and Liquefied Gas Tankers

第五部 危險貨物批註

適用於油輪、化學品液貨船及液化氣體船上服務

Type of Dangerous Cargo Endorsement / Certificate of Proficiency held 持有的危險貨物批註或培訓合格證書種類	Date of Issue 簽發日期 (DD 日/MM 月/YY 年)	Date of Expiry 有效期屆滿日 (DD 日/MM 月/YY 年)

Part VI Medical Fitness Certificate

All applicant shall fill in

第六部 健康證明書

所有申請人必須填寫

Certificate No. 證書編號	Date of Issue 簽發日期 (DD 日/MM 月/YY 年)	Date of Expiry 有效期屆滿日期 (DD 日/MM 月/YY 年)	Issuing Authority 簽發機構

The person who issued the aforementioned Medical Fitness Certificate must be approved or recognized by the Issuing Authority of the Certificate of Competency held by the applicant. Proof of such approval or recognition is shown by:

- the official website of the relevant authority whose URL link is: _____
 簽發上述《健康證明書》的人士必須得申請人所持有的合格證明書的簽發機構批准或認可。此類批准或認可的證據如下：
 相關機構的官方網站，連結網址是：_____

Or, 或

- A copy of document (to be attached to this application) able to show that the person who issued the aforesaid Medical Fitness Certificate is approved or recognized by the Issuing Authority of the Certificate of Competency held by the applicant.

- 附上能夠證明簽發上述《健康證明書》的人士已被申請人所持有的合格證明書的簽發機構批准或認可的文件副本。

Part VII Declaration**第七部 聲明書**

I declare that 本人謹此聲明：—

- (i) I have read the Guidance Notes appended to this application form carefully;
我已細閱此申請書附載的填表須知；
- (ii) I consent that the company as provided in Part II of this application form may submit a copy of my application through the Marine Department's Electronic Business System; and
我同意填報於此申請書第二部的公司，可經海事處電子業務系統提交本人的申請書；以及
- (iii) The information and documents submitted herein and with this application form are full, true and complete to the best of my knowledge and belief.
就我所知所信，所有填報於此申請書的資料及一併提交的文件均屬全面、真實及完整。

Signature of Applicant

申請人簽署：_____

Date

日期：_____

 Please tick where appropriate 請在適當處上加 ✓ 號

GUIDANCE NOTES

Please read the following notes before completing this form.

General

1. The form should be completed in English (block letters) as far as practicable.
2. Applications may be submitted by one of the following methods:-
 - (i) In person or by post/email to the Seagoing Examination and Mercantile Marine Office, Marine Department, Room 302, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong. This application may be submitted by fax/email at +852 2545 4669, ebs_crt@mardep.gov.hk, but a licence will not be issued until the original of this application (with supporting documents) is received, processed and approved by the Authority.
 - (ii) Via the shipowner or manager of a company using its registered account under the Marine Department's Electronic Business System (eBS).

Personal Details

3. Surname and forenames have to be the same as those appear on the certificate of competency held by the applicant.

Certificate of Competency held

4. The applicant should enter details of the certificate of competency he obtained via examination as deck officer, marine engineer officer or electro-technical officer. His qualification as GMDSS operator, if held, should be entered in Part IV.

GMDSS Operator Endorsement

5. The applicant does not need to complete Part IV if he is not applying for GMDSS operator endorsement.

Dangerous Cargo Endorsement

6. The applicant does not need to complete Part V if he is not applying for dangerous cargo endorsement.

Declaration

7. The declaration must be signed by the applicant.

Fee

8. The prescribed fee of HK\$400 must accompany each application if submitted in person or by post. All cheques, drafts and orders should be made payable to "The Government of the HKSAR" and crossed. Cash should not be sent by post, and post-dated cheques will not be accepted. For any application submitted through the MDEBS, such fee shall be paid in accordance with the payment method selected in the application by the registered user of the eBS.

Photographs

9. Application must include a photograph (size 50 mm x 40 mm) of the applicant and affixed firmly in the designated area on the first page of this form. The photograph should show the full face from head to shoulder of the applicant without any hat. Digital photograph is acceptable if the application is submitted through the eBS provide than the digital photograph is captured by 300 dpi or above and a resolution not less than 450 pixels (W) x 600 pixels (H).

Documents Required

- 10a. If a shipping company applies by post or by email for a Licence on behalf of a seafarer, all the submitted copies must be checked against the originals by the shipping company and they shall be stamped with either "Original Seen" or "Certified True Copy".
- 10b. If a shipping company applies for a Licence of a seafarer through on-line ("eBS"), the original signed "Application for a Licence" and all copies of the certificates must be checked against the originals. The copies must be stamped with "Original Seen", or "Certified True Copy" and retained in office for at least 6 months and produced to the Seagoing Examination and Mercantile Marine Office for verification upon request or before the Licence issued.

填表須知

填寫此申請書時，請參閱以下的須知。

一般事項

1. 請盡可能用英文正楷填寫此申請書。
2. 提交申請書的方法：
 - (i) 親身或郵寄/電郵遞交海事處遠洋航行考試及商船海員管理處地址：香港中環統一碼頭道 38 號海港政府大樓 3 樓 302 室；也可傳真/電郵（傳真：+852 2545 4669，電郵：ebs_crt@mardep.gov.hk），惟在收到申請書（連同證明文件）正本後，才會加以處理和審批，然後簽發執照。
 - (ii) 由公司的船東或經理人，經公司在海事處電子業務系統 (eBS) 的註冊戶口提交。

個人資料

3. 申請人填報的姓名須與其持有的適任證書上所示姓名相同。

現時持有的適任證書

4. 申請人須填寫經考試取得的甲板高級船員或輪機師或電子技術高級船員適任證書的資料。如申請人同時持有 GMDSS 操作員資格，則須在第四部填寫相關資料。

GMDSS 操作員批註

5. 申請人如非申請 GMDSS 操作員批註，無須填寫第四部。

危險貨物批註

6. 申請人如非申請危險貨物批註，無須填寫第五部。

聲明書

7. 申請人須簽署聲明書。

收費

8. 申請人親身遞交或郵寄申請書時，須同時繳付訂明費用港幣 400 元正。如以支票、匯票或本票付款，抬頭請註明“香港特別行政區政府”，並加以劃線。切勿郵寄現金，期票恕不接受。如經海事處電子業務系統(eBS)提交申請，訂明費用須按系統註冊用戶於提交申請書時選定的付款方法繳付。

相片

9. 每份申請須隨附相片（尺寸為 50 毫米 x 40 毫米）一張並穩固地貼於申請表第一頁的指定方格內。相片須顯示申請人頭部正面至肩膀，不戴帽飾。經海事處電子業務系統(eBS)提交的申請，可隨附以 300 dpi 或以上擷取的數碼照片，解析度最少 450 像素(闊) x 600 像素(高)。

所需文件

- 10a. 如果船公司代表海員郵寄或通過電子郵件申請執照，所有提交的副本必須由船公司與原件進行核對，並應蓋上“正本復印件”或“經認證的真實副本”的標籤。
- 10b 如果船公司通過在線（“eBS”）申請海員執照，則必須將原始簽名的“執照申請書”和所有證書副本與原件進行核對。副本必須加蓋“正本復印件”或“經認證的真實副本”，並在辦公室保存至少 6 個月，並應要求或在頒發許可證之前提供給海事處遠洋船員考試及商船海員管理處進行驗證。

- 10c. If a seafarer applies a Licence in person, the applicant shall present all the originals to MD together with their photocopies. All originals will be returned to the applicant after viewing.
- 10d. If a seafarer applies a Licence by post or by email, all the submitted copies of certificates must be signed by a notary public and it is not required to submit the originals.
- 10e. For applications submitted by post or in person, original documents may be submitted either by post or in person. Original documents submitted by post will be returned by post as soon as possible. The Seafarers' Authority, the Director of Marine and the Government of the HKSAR will not accept any liability for loss or damage to documents sent by post. For details please refer to the Guidelines for the issue of Hong Kong Licences and Endorsements:
https://www.mardep.gov.hk/en/pub_services/pdf/coc_g14.pdf
- 10f. For Part VI of this application form, the Seafarers' Authority may accept on case-by case basis any other evidence that the issuer of the medical certificate is qualified to practice medicine under the law of a place outside Hong Kong. Applicants however have to submit supporting document(s) under Part VI of this application form.

Application Status

11. Status of a Hong Kong Licence application could be tracked through electronic services at the Marine Department's website:
https://www.mardep.gov.hk/en/ele_services/slase.html

Personal Data Collection Statement

12. Purposes of Collection

The personal data provided by means of this form will be used by Marine Department for the following purposes:

- (a) activities relating to the processing of your application in this form;
- (b) facilitating communication between Marine Department and yourself;
- (c) assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- (d) limited personal data of successful applicants may be used via the Marine Department's Internet web site for verification of the issued certificate by any third party;
- (e) for statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects; and

13. Classes of Transferees

The personal data you provided by means of this form may be disclosed to other Government Bureaux and Departments for the purposes mentioned in paragraph 12 above.

14. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form

15. Enquiries –

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Officer-in-charge
Seagoing Examination and Mercantile Marine Office
Marine Department
Room 302, 3/F, Harbour Building
38 Pier Road, Central
Hong Kong

- 10c. 如果海員親自申請執照，則申請人應將所有原件及其複印件出示給海事處。查看後，所有原件將退還給申請人。
- 10d. 如果海員通過郵寄或電子郵件申請執照，則所有提交的證書副本都必須由合乎當地法律的公證人簽名，並且不需要提交正本。
- 10e. 如果郵寄申請書時附上的文件正本，本處會在查證完畢後盡快寄回申請人。郵寄送達的文件如有遺失或損壞，海員事務監督、海事處處長和香港特別行政區政府概不負責，詳情請參閱簽發香港執照指南及批註指引：
https://www.mardep.gov.hk/hk/pub_services/pdf/coc_g14c.pdf
- 10f. 對於本申請表的第六部分，海員事務監督可以逐案接受任何其他證明，證明《健康證明書》的簽發人士有資格根據香港以外地方的法律行醫。但是，申請人必須根據本申請表的第六部分提交證明文件。

申請處理狀況

11. 申請人可於海事處的互聯網電子服務內，查閱申請簽發香港執照的處理狀況：
https://www.mardep.gov.hk/hk/ele_services/slase.html

收集個人資料聲明

12. 收集目的

海事處會使用透過本申請表所獲得的個人資料作下列用途：

- (a) 辦理有關審批你在本申請表中所提出的申請的事務；
- (b) 方便海事處與你聯絡；
- (c) 藉此協助其他政府決策局和部門執行其他法例和規例；
- (d) 成功申請人的有限個人資料會用於海事處的互聯網網頁以供第三者查證本處所發出的證書；
- (e) 供作統計及研究用途，但所得的統計數字或研究成果，不會以能辨識各有關的資料當事人或其中任何人的身份的形式提供；以及

13. 獲轉交資料的部門／人士

你透過本申請表所提供的個人資料會向其他政府部門、決策局及有關機構，以作上述第 12 段所列的用途。

14. 索閱個人資料

根據《個人資料（私隱）條例》第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本申請表所提供的個人資料副本一份。

15. 查詢

有關透過本申請表收集的個人資料的查詢，包括索閱及修正資料，應寄往：

香港
中環統一碼頭 38 號
海港政府大樓 3 樓 302 室
遠洋航行考試及商船海員管理處主管