



香港特別行政區政府海事處

MARINE DEPARTMENT  
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

航海訓練獎勵計劃申請表

**Application for Sea-going Training Incentive Scheme (SGTIS)**

**as Navigating / Engineer\* Cadet**

註：填寫本表格前，請參閱第4至5頁的「填表須知」及「收集個人資料聲明」。

Note: Please read the 'Guidance Notes' and 'Personal Data Collection Statement' on pages 4 to 5 before filling in this form.

**A. Particulars of Applicant 甲部 — 申請人資料**

Surname 姓				Given Name(s) in full 名			
Name in Chinese (if applicable) 中文姓名 (如適用)		Sex 性別		Date of Birth 出生日期 (DD 日日/MM 月月/YY 年年)			
H.K. Identity Card No. 香港身份證號碼				Seafarer's Employment Registration Book No. 海員僱用登記簿編號			
Home Address 住址							
Contact No. 聯絡電話	Home 住宅	Fax No. 傳真		Email 電郵			
	Mobile 手提						

**B. Education and Training 乙部 — 教育程度和培訓**

Degree 學士學位  Higher Diploma 高級文憑 / Higher Certificate 高級證書 / Diploma 文憑\*

in (Name of Education & Training 教育及培訓名稱): \_\_\_\_\_

Details of Maritime Education Qualifications obtained (in chronological order) 航海教育學歷資格 (按就讀日期順序列出)

Name of School, Technical Institute/Polytechnic/University 學校/工業學院/理工學院/大學名稱	Course attended 修讀課程	Date 日期 (MM 月/YY 年)		Level/Certificate obtained 所獲學業資格/證書
		From 自	To 至	

**C. Sea Service for Serving Cadet (to be completed by serving cadet only) 丙部 — 實習生海上服務資歷 (由實習生填寫)**

Particulars of ship 船舶資料						Rank 職級	Date (DD/MM/YY) 日期(日日/月月/年年)		Length of Service 服務時段	
Ship's Name 船舶名稱	Type of Ship 類型	Flag State & IMO No. 船旗國及 IMO 編號	GT 總噸位	Power in kW 推進馬力	Trading Area 航行區域		From 上船	To 離船	Month 月	Day 日

\*Delete as appropriate 請刪去不適用者

## D. Documents/Certificates submitted 丁部 — 提交的文件/證書

Original 正本	Copy 副本	
<input type="checkbox"/>	<input type="checkbox"/>	1. Hong Kong Identity Card/ Passport 香港身份證/護照
<input type="checkbox"/>	<input type="checkbox"/>	2. Seafarer's Employment Registration Book 海員僱用登記簿
<input type="checkbox"/>	<input type="checkbox"/>	3. Maritime education certificate(s)/diploma/degree 航海教育畢業證書/文憑/學士學位
<input type="checkbox"/>	<input type="checkbox"/>	4. Medical Fitness Certificate 健康證明書
<input type="checkbox"/>	<input type="checkbox"/>	5. Letter of employment as cadet 實習生聘書
<input type="checkbox"/>	<input type="checkbox"/>	6. Others 其他： _____

## E. Declaration 戊部 — 聲明

- I declare that all the information and documents given in this application are full, true and complete to the best of my knowledge and belief. 本人聲明就本人所知所信，在本申請表內所填報的各項資料及一併提交的文件均屬全面、真實及完整。
- I understand that if I give false or incorrect information intentionally, or forge the employment contract, or receive double benefits i.e. other kind of financial assistance granted for the purpose of encouraging graduates from recognized maritime training institutes to take on sea-going cadetship training for the same sea-going training period, then the application will be ceased. I have to refund all the incentives received, the Government reserves the right to recover by civil action all the incentives given to me and render myself liable to legal prosecution. 本人明白如本人蓄意提供虛假或不正確資料，或偽造僱用協議，或領取雙重利益(即就同一訓練期獲批用以鼓勵認可海事訓練院校畢業生接受航海實習生訓練的其他類別的資助)，本人即喪失資格接受本計劃資助。本人須退回所有已收到的獎勵金，同時政府保留循民事程序追回全部已給本人的獎勵金及對本人提出檢控。
- I understand that my application will not be processed if I fail to provide all the requested information. 本人明白若本人未能按申請表要求提供所有資料，本人的申請將不獲處理。
- My acceptance of the incentive indicates my agreement to provide, where necessary, assistance and data to researches related to the Scheme conducted by the Government or its authorized agents. 若接受航海訓練獎勵金即表示本人同意在有需要時提供協助及資料予政府或其授權代理人作有關本獎勵計劃的研究。
- I agree that the data provided in this application can be used by the Government or other parties authorized by law for funding and administrative purposes. I am aware that subject to exemptions under the Personal Data (Privacy) Ordinance I have a right of access and correction with respect to personal data. Request for personal data access and correction can be addressed to the Seagoing Examination and Mercantile Marine Office of the Marine Department. 本人明白在本表格內所提供的資料可被政府或法例賦權的其他機構用作撥款及行政用途。本人清楚在不抵觸《個人資料(私隱)條例》的豁免條文下，本人有權要求索閱及修正個人資料。索閱及修改個人資料可向海事處遠洋航行考試及商船海員管理處查詢。
- I have read, understood, and undertake to comply with the following clauses:
  - the Government reserves the right to disqualify this application on the grounds that the Applicant has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of the Applicant from future applications for the Scheme is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety;
  - even after the application is approved, the Government may immediately withdraw or cancel the relevant approval, and I have to repay to the Government all the monies received from the application and the Government reserves the right to recover by civil action and I may be liable to prosecution, upon the occurrence of any of the following events:
    - the Applicant has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
    - the continued payment of subsidy to the Applicant is contrary to the interest of national security; or
    - the Government reasonably believes that any of the events mentioned above is about to occur.

我已閱讀、明白及會遵守下列條款：

  - 政府保留權利以申請人曾經參與、正在參與或有理由相信申請人曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，取消申請人的是次申請，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除申請人日後申請本計劃的資格。
  - 即使有關申請已獲批准，如果出現下列任何一種情況，政府可立即撤回或取消有關批准，本人並須退回所有就此申請已收取的款項，同時政府保留權利循民事程序追討及對本人提出檢控：
    - 申請人曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不於於國家安全的行為或活動；
    - 繼續向申請人發放資助將不利於國家安全；或
    - 政府合理地相信上述任何一種情況將會發生。

Signature of Applicant 申請人簽署

Date 日期

## F. Cadetship Training (to be completed by Employer) 己部 — 海員培訓 (由僱主填寫)

Name of Employer 僱主姓名				
Details of the Employer 僱主詳細資料				
Address 地址				
Tel No. 電話		Fax No. 傳真		E-mail 電郵
Proposed commencement date or commencement date of the cadetship training 遠洋船上實習及培訓的擬議日期或開始日期				

Name and Signature of Employer's Representative 僱主代表姓名及簽署

Date 日期

\*\*\*\*\*

**For Official Use Only 本處專用**

The applicant requires \_\_\_\_\_ months \_\_\_\_\_ days sea service before qualifying to sit for the Class 3 Deck / Engineer\* Officer Examination held by the MD.

申請者需要 \_\_\_\_\_ 月 \_\_\_\_\_ 日海上服務才合資格參加由海事處舉辦的三級甲板高級船員/輪機師的考試。

Application for incentive 申請獎勵金:

Approved 批准  Rejected 拒絕(Reason 理由:)

The applicant can be granted \_\_\_\_\_ months \_\_\_\_\_ days financial incentive as from \_\_\_\_\_

申請人可以獲批 \_\_\_\_\_ 月 \_\_\_\_\_ 日獎勵金自: \_\_\_\_\_ .

Name and Signature of Authorized Officer

獲授權人員姓名及簽署

Date 日期

**Record of Sea Service & Incentive Payment 海上服務資歷及獎勵金支付紀錄**

Particular of Ship 船舶資料		Date 日期 (DD 日日 / MM 月 / YY 年年)		Length of Service 服務時段		Amount and Date of Incentive Paid 獎勵金支付總額及日期		
Ship's Name 船名	Flag State & IMO No 船旗國及 IMO 編號	From 自	To 至	Month 月	Day 日	HK\$ 港幣	Cheque No. & Date 支票號碼及日期	Initial of Authorized officer 獲授權人員名字
<b>Total</b>								

The applicant has completed the cadetship training on \_\_\_\_\_ and no further payment of the incentive is required.

申請人已經在 \_\_\_\_\_ 完成實習生培訓，毋需再支付獎勵金。

Name and Signature of Authorized Officer

獲授權人員姓名及簽署

Date

日期

\*delete as appropriate 請刪去不適用者

## **GUIDANCE NOTES**

## **填表須知**

Please read the following Notes before completing this application form.

填寫本表格前，請參閱以下的須知事項。

### **General**

1. The Sea-going Training Incentive Scheme aims to encourage Hong Kong youngsters to take on and complete sea-going training with a view to developing their future careers in the port and maritime support industries.
2. The incentive will be awarded to successful applicants on a first-come-first-served basis, subject to the availability of fund.
3. When the Scheme is over-subscribed, the date on which the application is received by the Marine Department will be used to determine eligibility.
4. Under the Scheme, a cadet will receive HK\$10,000 per month from the Government during the individual stipulated training period which will qualify him/her to sit for the Class 3 Deck/Engineer Officer Examination. The incentive will be paid in arrears directly to the successful applicants by the Marine Department as a lump sum on completion of each employment contract up to the maximum training period of 18 months for Deck Cadet and 12 months for Engineer Cadet. Completion of each employment contract has to be certified by the employer. The cadet may also apply for the reimbursement of first examination fee after passing the examination.
5. Applicants who are serving cadets at the time of application may have already completed part of the stipulated training period, then, only those actual sea-going training which started after the date of receipt of the application by the Marine Department may be considered valid for incentive.
6. If the sea-going training contract was not drawn up in terms of complete months, the subsidy should be paid on pro-rata basis.
7. No payment of the incentive or any part thereof will be made to sea service of an uncompleted employment contract unless the uncompleted contract is terminated by mutual agreement between the company and the cadet.
8. The form should be completed in BLOCK LETTERS.
9. Together with copies of all supporting documents, application may be submitted in person or by post, fax (fax no. 2545 4669) or e-mail ([sssem@mardep.gov.hk](mailto:sssem@mardep.gov.hk), [mmd@mmd.gov.hk](mailto:mmd@mmd.gov.hk)) to the Seagoing Examination and Mercantile Marine Office, Marine Department (Room 302, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong) for approval before the commencement of his/her sea-going training. Originals of documents should be produced to the Seagoing Examination and Mercantile Marine Office, Marine Department within 14 working days from the date of application. Applicants who are serving cadets at sea at the time of application are allowed to submit the originals of documents within 14 working days from the date of completion of the employment contract or the date of return Hong Kong.
10. Please enclose a stamped self-addressed envelope for receiving the result of your application.

### **Eligibility Criteria**

11. The applicant must be a Hong Kong permanent resident.
12. The applicant must be a graduate from a maritime training institute (or equivalent institute) recognized by the Marine Department and his/her qualification acquired should be of a level qualified him/her to sit for the Class 3 Deck or Engineer Officer Examination held by the Marine Department.
13. Final year student of a recognized maritime training programme may also apply if he/she has already obtained an offer of employment for sea-going training by the time of submitting the application.
14. The applicant must be registered as a seafarer with the Marine Department.
15. The applicant must not have been granted double benefits i.e. other kind of financial assistance granted for the purpose of encouraging graduates from

### **一般事項**

1. 航海訓練獎勵計劃旨在鼓勵香港青少年接受及完成航海訓練，以發展他們未來在港口及海事支援行業的事業。
2. 視乎撥款情況，獎勵金將以先到先得的方式發放給成功的申請人。
3. 當該計劃收到超額申請時，將以海事處收到申請的日期先後決定資格。
4. 計劃下，實習生在就其本人規定的通過實習而取得應考甲板高級船員三級/輪機師三級資格的受訓期內可獲得政府資助每月 10,000 元。海事處會於每份僱用協議完成之後直接把獎勵金一筆過付給獲批核的申請人，甲板實習生和輪機實習生的資助培訓期最長分別為 18 個月和 12 個月。每份僱用協議的完成須由僱主證明確認。實習生亦可在通過考試後向海事處申請退還第一次考試費用。
5. 屬在職實習生的申請人於申請時可能已完成部分的規定受訓期，就此，可能只有在海事處收到申請當日之後展開的實際航海訓練期才符合發放獎勵的資格。
6. 如航海受訓期並非整月，資助將按比例支付。
7. 除非船舶公司及實習生雙方同意終止未完成的僱用協議，否則未完成的僱用協議的海上服務資歷不會獲得發放獎勵金或部分獎勵金。
8. 本表格應以大楷填寫。
9. 申請人可親身或以郵寄、傳真(2545 4669)或電郵 ([sssem@mardep.gov.hk](mailto:sssem@mardep.gov.hk), [mmd@mmd.gov.hk](mailto:mmd@mmd.gov.hk)) 方式一併遞交申請表和所有證明文件副本至海事處遠洋航行考試及商船海員管理處(香港中環統一碼頭道 38 號海港政府大樓 3 樓 302 室)批核。文件正本應在申請日起計 14 個工作天內交給遠洋航行考試及商船海員管理處查核。如申請人在申請之時為在職海上實習生，則可於僱用協議完成後或返回香港後 14 個工作天內遞交文件正本。
10. 申請人須附上已付郵資的回郵信封，以便收取申請結果。

### **申領準則**

11. 申請人必須為香港永久性居民。
12. 申請人必須畢業於香港海事處所承認之海事訓練學院(或等同的學院)，並且符合資格參加由海事處舉辦的甲板高級船員三級/輪機師三級考試。
13. 認可海事訓練課程的應屆畢業生若在遞交申請日期之前已獲聘進行航海訓練，也可提出申請。
14. 申請人必須為香港海事處之註冊海員。
15. 申請人不得獲批雙重福利，即不得就同一航海訓練期獲批用以鼓勵認可海事訓練院校畢業生接受航海實習生訓練的其他類別的資助。

recognized maritime training institutes to take on sea-going cadetship training for the same sea-going training period.

16. Qualifying sea services must be performed as cadet in either deck or engine department in accordance with his/her discipline.
17. Sea service is to be verified by proper entries in both the crew agreements and the official discharges from the ships or the record of employment registration book. In the case of service performed in ships that are foreign ships, written confirmation by a Consul or some other recognized official of the country of registry is acceptable.
18. Sea service as entered in official discharges and testimonials will be reckoned by the calendar months, that is, the time included between any given day in any month and the preceding day of the following month, both inclusive. The number of complete months from the commencement of the period, ascertained in this way, should be computed, after which the number of odd days should be counted. The day of which the crew agreement commences, as well as that on which it terminates, should both be included, all leave of absence excluded and all odd days added together and reckoned at thirty days to the month. The followings are examples:  
28 June to 4 August = 1 month 8 days  
15 August to 18 October = 2 months 4 days

### **Personal Data Collection Statement**

#### **1. 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; and
- (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

#### **2. 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 1 above.

#### **3. 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.

#### **4. Enquires**

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

16. 合資格海上服務資歷須為申請人在船隻上擔任與其專業學科相對應的甲板/輪機實習生。
17. 海上服務資歷須跟據船員協議和船上正式解職書中的正式紀錄或僱用登記簿記錄加以核對。如果海上服務是完成於外國船隻，由註冊國領事或認可的其他公職人員作出的書面確認函亦可。
18. 海上服務資歷在正式解職書上及證明書上以曆月計算，即是說在任何一個月內的某一天至下個月的早一天將當為整月（包括這兩天）。以這個方法計算，整月之剩餘日子將逐天計算。在船員協議的開始及終止日的兩天皆包括在內，所有請假的日子不會計算在內，所有剩餘的日子會加起來以三十天為一個月計算。舉例如下：  
6月28日至8月4日 = 1個月8天  
8月15日至10月18日 = 2個月4天

### **收集個人資料聲明**

#### **1. 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；以及
- (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

#### **2. 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1段所列的用途。

#### **3. 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。

#### **4. 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  
海事處遠洋航行考試及商船海員管理處主管