



香港特別行政區政府海事處

MARINE DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

航海訓練獎勵計劃第2及第3階段申請表

Application for Sea-going Training Incentive Scheme (SGTIS)

Phase 2 and Phase 3

註：填寫本表格前，請參閱第3至6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 3 to 6 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 中文姓名		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. Sea-service (Training Period)

乙部 — 海上服務資歷 (訓練時期)

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

C. Return Date

丙部 — 回港日期

Date returned to Hong Kong after the last of the above employment agreement(s): (DD/MM/YY) 完成上述最後一份僱用協議後回到香港之日期 (日日/月月/年年)	
---	--

D. Examination Enrolled

丁部 — 已報考之考試

Examination 考試	<input type="checkbox"/>	HK Marine Department – Deck Officer Class 3 Certificate of Competency 香港海事處 – 甲板高級船員三級適任證書
	<input type="checkbox"/>	HK Marine Department – Marine Engineer Officer Class 3 Certificate of Competency 香港海事處 – 輪機師三級適任證書
Date of Examination: (DD/MM/YY) 考試日期 (日日/月月/年年)		

* Delete where appropriate 請刪去不適用者

E. Documents Submitted

戊部 — 提交文件

Yes 有 No 否

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Hong Kong Identity Card / Passport 香港身份證或護照 |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Examination Fee Receipt 考試付款收據 |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Proof of Sea-service – Seafarer’s Employment Registration Book Record 海上服務證明-僱用登記簿記錄 |

F. Declaration

己部 — 聲明

- I am now applying for incentive under Phase 2 and Phase 3 of Sea-going Training Incentive Scheme. I have read through the Guidance Notes and Personal Data Collection Statement of this application form and fully understand and accept them. I declare that all the information and documents given in this application are to the best of my knowledge true and complete. 本人現正申請航海訓練獎勵計劃第2及第3階段資助。本人已閱讀並同意及接受申請表填表須知及收集個人資料聲明的全部內容。本人現特此聲明，本人在這份申請表內所填報的各項資料，盡本人所知，均屬詳盡而真實的資料。
- I promise that I will sit for all or any one exam paper(s) of the Deck Officer Class 3 / Marine Engineer Officer Class 3 Certificate of Competency Examination within 12 months from the Return Date filled in Part C of this application form. I agree to pay back the Government all incentive payment(s) received under Phase 2 if I fail to meet the above requirements. 本人承諾本人將在本表格丙部的回港日期起計的12個月內參加甲板高級船員三級/輪機師三級適任證書考試的全部或任何一份的試卷。本人同意如本人未能符合此項要求，本人須向政府如數歸還第2階段收取的獎勵金。
- I understand that I shall be eligible for receiving incentive payments under Phase 3 only if I return to work on board sea-going ship as a Deck Cadet / Engineer Cadet in the same discipline as in the Certificate of Competency after passing of the Deck Officer Class 3 / Marine Engineer Officer Class 3 Certificate of Competency Examination and obtaining of the Certificate of Competency. 本人明白只有在本人通過甲板高級船員三級/輪機師三級適任證書考試及獲簽發相關的適任證書後，在遠洋船上繼續擔任與適任證書相同部門的甲板實習生/輪機實習生，才符合參與獎勵計劃第3階段的資格。
- I understand that if I knowingly give false or incorrect information, or forge the employment agreement, or receive double benefits i.e. other financial assistance granted for the purpose of encouraging graduates from recognized maritime training institutes to take on sea-going cadetship training which covers the same sea-going training period, the same examination preparation period, or the same post-examination period before promotion to officer, I will cease to be eligible under this Scheme. I have to repay to the Government all the incentives received, and the Government reserves the right to recover by civil action all the incentives given to me and I may be liable to prosecution. 本人明白如本人蓄意提供虛假或不正確的資料，或偽造僱用協議，或領取雙重利益(即其他為鼓勵認可海事訓練院校畢業生接受遠洋實習訓練，並就相同航海訓練時期、考試預備時期或考試後獲晉升前的時期給予的資助)，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，同時政府保留權利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 to the Marine Department. 本人明白如未能向海事處提供要求的所有相關資料，本人的申請將不獲受理。
- 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. 本人接受獎勵金即表示本人同意在有需要時，向政府及其授權代理人提供協助及資料用作與本計劃有關的調查或研究。
- I agree that the data provided in this application can be used by the Government or other parties authorized by law for Maritime and Aviation Training Fund arrangement and administrative purposes. 本人同意政府及其他根據法例獲授權的團體，使用本人就此申請所提供的資料用作海運及空運人才培訓基金安排及行政用途。
- 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利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

GUIDANCE NOTES

填表須知

Please read the following Notes before completing this application form.

填寫本表格前，請參閱以下的填表須知事項。

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. The effective date of Phase 2 & Phase 3 subsidy is 1st April, 2018, and the effective date of extending Phase 2 subsidy period from 6 months to 9 months is 1st December 2023.
5. If the Return Date of applicant is before the effective date of Phase 2 & Phase 3 but who can fulfil the following criteria may also apply for Phase 2 and Phase 3 incentive:
 - (i) Any portion of the 12 months from the Return Date of applicant falls on/after the effective date and all the eligible criteria of Phase 2 have been fulfilled, applicant may obtain no more than 9 months of the Phase 2 incentive from the effective date to the passing date¹ of examination, or to the last attempt of examination within the above-mentioned 12-month period.
 - (ii) If applicant has worked on board as cadet after obtaining of certificate of competency (CoC) that fulfilled the criteria of paragraph 14 below, and any portion of the working period of his/her cadetship working period that falls on/after the effective date, applicant may obtain the Phase 3 incentive for such period after the effective date.

Application

6. The form should be completed in BLOCK LETTERS.
7. Application for Phase 2 and Phase 3 shall be submitted in person, 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) upon their completion of required cadet sea-going training for examination, and before their first attempt of the Deck Officer Class 3 / Marine Engineer Officer Class 3 Examination. E-submission (e.g. via email sssem@mardep.gov.hk, mmd@mmd.gov.hk, eBS public form online submission) with scanned application and supportive documents is also acceptable, original documents shall be produced for verification in person or by post before the examination.

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決定資格。
4. 航海訓練獎勵計劃第2及第3階段資助由2018年4月1日起生效。第2階段資助由6個月提升至9個月自2023年12月1日生效。
5. 如申請人的回港日期在計劃第2及第3階段生效日期前，申請人如符合以下資格，仍可申領第2及第3階段的獎勵：
 - (i) 申請人於回港日期起計12個月有任何部份在生效日期或之後，並且符合所有其他申請第2階段的資格，申請人可由本計劃生效日起計，獲得不多於9個月的第2階段獎勵，至申請人在上述12個月內考試考獲合格²當日，或其回港日期起計12個月內最後一次參加的考試日為止。
 - (ii) 如申請人在符合以下第14段的規定下，在取得適任證書後在船上擔任實習生工作，同時該實習工作期間有任何部份在本計劃生效日或之後，申請人可就生效日後的工作期間獲得第3階段的獎勵。

申請

6. 本表格應以正本大楷填寫。
7. 第2及第3階段的申請須在完成甲板高級船員三級/輪機師三級考試所需的實習生航海訓練後，參加第一次甲板高級船員三級/輪機師三級考試前，親自，以郵寄或電郵方式向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）提交申請。電子提交（如電郵 sssem@mardep.gov.hk, mmd@mmd.gov.hk, eBS公用表格網上遞交）掃描的申請及相關文件亦可，原件需於考試前親身或郵寄提交以核查。

¹ Candidate must pass all part of examination applicable to issue of that certificate of competency, except the exemption for examination on individual subject is granted.

即除獲豁免的試卷外，考生須通過簽發該適任證書所需的全部考核。

Eligibility Criteria

8. The applicant has been successfully enrolled for incentive Phase 1.
9. The applicant has successfully enrolled for a Deck Officer Class 3 / Marine Engineer Officer Class 3 Examination held by the Marine Department of Hong Kong and the examination will be held within 12 months from the Return Date of the applicant.

Incentive Phase 2 – Preparation for Examination

10. After the cadet sea-going training period, applicant successfully enrolled for Marine Department Deck Officer Class 3 /Marine Engineer Officer Class 3 examination that to be held within 12 months from the Return Date may apply for the phase 2 incentive. Successful applicant will receive the incentive of HK\$3,000 per month from the Government while they are preparing for the examination on shore for a maximum of 9 months. Any claim to incentive will start to accrue from the Return Date to the passing date of examination, or the last attempt of examination within the above-mentioned 12-month period.
11. Subject to the principles set out in paragraph 10 above and depending on the timing when the applicant takes or passes the examination, incentive payment from the Return Date will be made by five installments at most. The first four installments will be paid in the 3rd, 5th, 7th and 9th month and fifth installment will be paid in the tenth month or after the first attempt of the examination, whichever is later. Depends on the continuous eligibility of applicant, each installment of incentive will be equivalent to 2 months of incentive or less on a pro rata basis for any incomplete month of shorter period.
12. If an applicant sits for the examination but fails in the Phase 2 incentive period, the incentive will be accrued up to the examination date. If the applicant has successfully applied to resit the same examination within the above-mentioned 12-month period, the incentive will be accrued up to the date of his/her last attempt of examination within the 12-month period, but will not exceed 9 months in total.
13. Applicants are required to sit for the Deck Officer Class 3 / Marine Engineer Officer Class 3 Examination within 12 months from the Return Date. The time limit for applicants who can produce reasonable proof that failure to attend was unavoidable and the reasons have been accepted by Marine Department for deferral of examination may be extended until the last examination date of the next round of examination. If an applicant fails to attend the examination within the above 12-month period without such reasonable proof, he/she will be required to pay back the Government all incentives already disbursed to him/her in this phase.

Incentive Phase 3 – Working On Board as Cadet after Obtaining of CoC

14. After the applicant has successfully passed the Deck Officer Class 3 / Marine Engineer Officer Class 3 Examination and obtained a Deck Officer Class 3/Marine Engineer Officer Class 3 Certificate of Competency from Hong Kong Marine Department, the applicant will receive an incentive payment of HK\$6,000 per month from the Government in arrears as a lump sum on completion of each employment agreement up to a maximum of 6 months if he/she

申請資格

8. 申請人已成功參加獎勵計劃第 1 階段。
9. 申請人已成功報名參加香港海事處舉辦的甲板高級船員三級/輪機師三級考試，而考試將於申請人回港日期後 12 個月內舉行。

獎勵計劃第 2 階段 - 考試準備

10. 實習生航海訓練結束後，申請人成功報考海事處甲板高級船員三級/輪機師三級考試，並且考試日期在其回港日期後十二個月內，即可申請獎勵計劃第 2 階段。成功申請人在岸上準備考試期間，每月可獲港幣 3,000 元獎勵，為期不超過 9 個月。獎勵申請權將由回港日期起計至申請人在上述 12 個月內考試考獲合格當日，或在上述 12 個月內最後一次參加的考試日為止。
11. 受限於以上第 10 段的原則，視乎申請人參加考試或考試合格的時間，獎勵在其回港日期起最多分五期發放，前四期分別在第 3 個月，第 5 個月，第 7 個月和第 9 個月發放，第五期將在第 10 個月或第一次考試後支付，以較後者為準。視乎申請人的持續資格，每期的獎勵金將相等於兩個月的獎勵，或在較短的情況下不足整月時，將按比例計算。
12. 如果申請人在第 2 階段獎勵期間參加考試但未能通過，獎勵將會計算至考試當日。如申請人成功在上述 12 個月內重考，獎勵將計至在該 12 個月內最後一次考試日為止，但總共不超過 9 個月。
13. 申請人必須在回港日期後 12 個月內參加甲板高級船員三級/輪機師三級考試。若申請人能夠提供合理證據證明未能出席是無可避免的，並且獲海事處接納為延期考試的理由，則有關時限可獲延長至下一輪考試的最後一天。如果申請人無合理證據證明其無可避免缺席在上述 12 個月內參加考試，則須向政府歸還已經向其發放的第 2 階段獎勵金。

獎勵計劃第三階段 - 取得適任證書後在船上擔任實習生工作

14. 申請人成功通過甲板高級船員三級/輪機師三級考試及從香港海事處取得甲板高級船員三級/輪機師三級適任證書後，若申請人獲聘請在遠洋船隻上擔任與該適任證書相同部門的甲板/輪機實習生，在該實習工作期間可獲得每月 6,000 港元的獎勵金。獎勵金將在申

works in a sea-going ship as a Deck Cadet or Engineer Cadet of the same discipline of his/her Certificate of Competency.

請人完成每份實習僱用協議後，整筆發放，最高上限為6個月。

Qualifying Sea Service for Incentive Phase 3

第三階段獎勵的合資格海上服務

15. Qualifying sea service must be performed as cadet in either deck or engine department of the same discipline of applicant's Certificate of Competency in a sea-going ship after the applicant obtains a valid Deck Officer Class 3 / Marine Engineer Officer Class 3 Certificate of Competency from Marine Department. The applicant must have never been employed as an officer of sea-going ships.
 16. Applicant must submit a written notification of joining a ship with the term of contract to Marine Department (email: mmo_mdd@mardep.gov.hk) before joining the ship. Only sea-service commencing after the date of receipt of the notification by the Marine Department can be considered eligible for Phase 3 incentive.
 17. If the eligible sea-service was not drawn up in terms of complete months, the incentive will be paid on a pro-rata basis.
 18. Completion of each employment agreement has to be certified by the employer. No payment of the incentive or any part thereof will be made to sea service of an uncompleted employment agreement. Marine Department will accept applicants with uncompleted agreement for the award of incentive if the agreement is terminated by mutual agreement between the company and the applicant and the reasons for the termination are not due to the dissatisfaction of performance of the applicant.
 19. Applicant must prove their sea service by providing the Seafarer's Employment Registration Book and written confirmation from their employer for verification. In the case of service performed in ships that are foreign ships where Seafarer's Employment Registration Book records cannot be provided, it is acceptable for the applicant to provide a written confirmation by the Master of the ships concerned, or by the Consul or some other recognized official of the country of registry.
 20. Sea service as entered in Seafarer's Employment Registration Book 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 employment 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
15. 合資格海上服務必須是在申請人取得海事處有效的甲板高級船員三級/輪機師三級適任證書後，在遠洋船隻上擔任與申請人適任證書相同部門的甲板部或輪機部的實習生。申請人必須從未獲聘為遠洋船隻的高級船員。
 16. 申請人必須在上船工作前以書面通知海事處，並包括合約任期(電郵: mmo_mdd@mardep.gov.hk)。在海事處收到上船通知後的海上服務才可被視為符合發放第3階段獎勵的資格。
 17. 如果合資格的海上服務期並非整月，獎勵金將按比例支付。
 18. 每份僱用協議的完成必須由僱主證明，獎勵金將不會發放予未完成的僱用協議的海上服務或其任何部分。如果合約因公司與申請人之間的相互協議而終止，而終止的原因不是由於不滿申請人的表現所致，海事處將接受申請人在未完成的協議下的合資格海上服務以發放獎勵金。
 19. 申請人須提供海員僱用登記簿及其僱主的書面證明以核實其海上服務，如服務的船隻為外國船隻而未能提供海員僱用登記簿記錄，申請人須提供由該船隻的船長或該船隻註冊國的領事或認可公職人員書面確認方可接納。
 20. 海員僱用登記簿的海上服務將按曆月計算，即由某一個月的某日開始至下一個月的相應日子的前一天，首尾兩天計算在內。應先計算服務期間開始的完整月份數目，然後計算零散的日數。僱用協議開始的日期以及協議終止的日期都應包括在內，所有假期缺席不包括在內，所有零散的日數總計以30天計算為一個月。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

Enquiry

查詢

21. Seagoing Examination and Mercantile Marine Office,
Room 302, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong
Tel.: 2852 3056
E-mail: mmo_mdd@mardep.gov.hk, sssem@mardep.gov.hk
Website: www.mardep.gov.hk/en/training/sgtis.html
21. 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
電話：2852 3056
電郵：mmo_mdd@mardep.gov.hk, sssem@mardep.gov.hk
網址：www.mardep.gov.hk/hk/training/sgtis.html

Personal Data Collection Statement

收集個人資料聲明

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

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