



**Local Vessel Competency Enhancement Scheme  
under the Maritime and Aviation Training Fund**

**Notes to Applicant**

**General Information**

1. The Transport and Logistics Bureau launched the Maritime and Aviation Training Fund (“MATF”) on 1 April 2014 to support the manpower training of the maritime and aviation industries. The Local Vessel Competency Enhancement Scheme (the “Scheme”) is an initiative under the MATF. The Scheme is administered by the Marine Department (“MD”).
2. The objective of the Scheme is to encourage more local vessel industry practitioners to acquire professional qualification by providing financial incentive. Under the Scheme, eligible applicant who passes the examination and successfully obtains the Coxswain Grade 2 Certificate or Engine Operator Grade 2 Certificate may receive a one-off financial incentive. A one-off financial incentive may also be provided to those who obtain Coxswain Grade 3 Certificate or Engine Operator Grade 3 Certificate (except those successfully joined the Local Vessel Trade Training Incentive Scheme).

**Format and Level of Support**

3. A successful applicant will be provided with a one-off financial incentive. Incentive will be disbursed within 4 to 6 weeks upon receipt of an application. The incentive amounts are:
  - \$15,000 for those passed examination and obtained Grade 2 Certificate on/after 1 December 2023 (\$12,000 between April 2019 and November 2023); and
  - \$12,000 for those passed examination and obtained Grade 3 Certificate on/after 1 December 2023.
4. The amount will be disbursed to the applicant by cheque and it will be sent by post to the applicant’s address made on the application form.
5. Each person who passes the examination and successfully obtains the Coxswain Grade 2 Certificate or Engine Operator Grade 2 Certificate can receive incentive from the Scheme once for each type of certificate.
6. Each person who passes the examination and successfully obtains the Coxswain Grade 3 Certificate or Engine Operator Grade 3 Certificate can receive incentive from the Scheme once for each type of certificate.
7. Incentive will be granted on a first-come-first-served basis, until funding for the Scheme has been expended.

**Persons who are Eligible to Apply**

8. The applicant obtained Coxswain **Grade 2** Certificate or Engine Operator **Grade 2** Certificate must –
  - (a) be a resident of the HKSAR and lawfully employable in Hong Kong to work on the local vessels;
  - (b) not be in possession of any Coxswain Grade 2 Certificate or Engine Operator Grade 2 Certificate; or any equivalent certificate before 1 April 2019; and



- (c) the applicant has taken the Coxswain Grade 2 Certificate or Engine Operator Grade 2 Certificate examination (except local knowledge examination for coxswain certificate) conducted by Marine Department on or after 1 April 2019, and has passed the examination and granted the Coxswain Grade 2 Certificate or Engine Operator Grade 2 Certificate.
9. The applicant obtained Coxswain **Grade 3** Certificate or Engine Operator **Grade 3** Certificate must –
- (a) be a resident of the HKSAR and lawfully employable in Hong Kong to work on the local vessels;
  - (b) not be in possession of any Coxswain Grade 3 Certificate or Engine Operator Grade 3 Certificate; or any equivalent certificate before 1 December 2023;
  - (c) not be successfully applied for the Local Vessel Trade Training Incentive Scheme;
  - (d) the applicant has taken the Coxswain Grade 3 Certificate or Engine Operator Grade 3 Certificate examination (except local knowledge examination for coxswain certificate) conducted by Marine Department and has passed the examination; and
  - (e) fulfilled the requirements of and be granted the Coxswain Grade 3 Certificate or Engine Operator Grade 3 Certificate on/after 1 December 2023.
10. Irrespective of the source of funding except from the schemes under MATF, applicants must not receive double benefits, i.e. they should not receive any other form of financial assistance, for acquiring their Coxswain Grade 2 or 3 Certificate or Engine Operator Grade 2 or 3 Certificate (the same grade as the grade applying for) when they are receiving incentive under the Scheme.

### Application Procedures

11. Prospective applicants should submit their applications within four months after passing the examination and successfully obtaining the related certificate. Late applications will normally not be accepted.
12. Applicants should submit their completed Application Form and documentary proof **in person** during office hours to the River Trade and Local Examination Section, Marine Department at Room 303, 3/F., Harbour Building, 38 Pier Road, Central, Hong Kong.
13. Applicants should complete all sections of the Application Form, sign the form and attach as required a copy of all the documents stated in paragraph 14 below. Incomplete application forms will not be processed.
14. In submitting the application form, applicants should attach a copy of each of the following:
- (a) Hong Kong Identity Card; and
  - (b) the Coxswain Grade 2 or Grade 3 Certificate / Engine Operator Grade 2 or Grade 3 Certificate.
- Applicants should also produce the original of the above documents for on-site verification by staff of MD.
15. Applicants may be required to verify the information submitted and to provide supplementary information for processing the applications further.
16. All documents submitted (including the application form and copies of the supporting documents) are not returnable. Applicants are advised to retain copies for their own reference.



## Enquiries

17. For enquiries, please contact River Trade and Local Examination Section, Marine Department (Email: [sasmcrt@mardep.gov.hk](mailto:sasmcrt@mardep.gov.hk), Tel.: 2852 3069).

## Personal Data Collection Statement

### Purposes of Collection

1. The personal data provided by means of this form will be used by MD for the following purposes:
  - (a) activities relating to the processing of your application in this form;
  - (b) facilitating communication between MD and yourself;
  - (c) for any other legitimate proposes as may be required, authorized or permitted by law;
  - (d) 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
  - (e) activities relating to Maritime and Aviation training Fund matters.

It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

### Classes of Transferees

2. 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.

### Access to Personal Data

3. 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.

## Enquires

4. 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  
River Trade and Local Examination Section  
Marine Department  
Room 303, 3/F, Harbour Building  
38 Pier Road, Central  
Hong Kong



**Application Form for Local Vessel Competency Enhancement Scheme  
under the Maritime and Aviation Training Fund**

Please read the 'Notes to Applicant' & 'Personal Data Collection Statement' in the form before filling

Application No.

|  |  |
|--|--|
|  | ID Checked<br><input type="checkbox"/> |
|--|--|

(Office use only)

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**I. Personal Particulars**

|                                  |               |                  |  |                |              |
|----------------------------------|---------------|------------------|--|----------------|--------------|
| Name in Chinese:                 |               | Name in English: |  |                |              |
| Hong Kong Identity Card No.:     | ( )           | Sex:             | <input type="checkbox"/> Male<br><input type="checkbox"/> Female | Date of Birth: | (DD/MM/YYYY) |
| Address for Receiving Incentive: |               |                  |  |                |              |
| Tel. No.*:                       | (Residential) | (Mobile)         | Email*:  |                |              |

**II. Local Certificate of Competency Acquired**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Coxswain Grade 2<br><input type="checkbox"/> Engine Operator Grade 2<br><input type="checkbox"/> Coxswain Grade 3 or Engine Operator Grade 3 | Certificate No.:   |  |
|   | Date of Issue:   |  |
|   | (For Grade 3 applicants only)<br><input type="checkbox"/> I have never applied for the Local Vessel Trade Training Incentive Scheme.<br><input type="checkbox"/> I applied for the Local Vessel Trade Training Incentive Scheme but was rejected.<br><input type="checkbox"/> I successfully applied for the Local Vessel Trade Training Incentive Scheme. |  |

**III. Declaration**

- I, \_\_\_\_\_ (Name of Applicant), holder of Hong Kong Identity Card No. \_\_\_\_\_ ( ) have been granted a certificate of competency above and would like to apply for the incentive of the Local Vessel Competency Enhancement Scheme (LVCES).
- I hereby declare that I am a resident of the HKSAR and I am lawfully employable in Hong Kong to work on the local vessels.
- I have read the "Notes to Applicant" & "Personal Data Collection Statement" of this application form. I understand the content stipulated therein and agree to abide by the terms and conditions set out therein for my application.
- I hereby declare that the above particulars are correct and true to the best of my knowledge and belief.
- I am aware that the Marine Department will rely on the information provided by me to determine my eligibility for incentive under the LVCES. I understand that wilfully making a false statement, misrepresentation or concealment of any information in order to obtain incentive by deception, or received double benefits, I shall bear the following consequences:
  - I have to refund all the incentives received;
  - render myself liable to criminal prosecution; and
  - the Government may recover all the incentives given to me by civil action.
- I understand that Marine Department has the right to review this application and adjust the amount of incentive when necessary. I undertake to refund in full the Government of the Hong Kong Special Administrative Region any overpaid incentive received by me upon demand.
- I agree that the one-off financial incentive will be sent to my address on the application form.
- 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;



- (ii) 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.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Please put a tick “✓” in the appropriate box.

\* Optional item