



海事處

MARINE DEPARTMENT

申請本地船隻電子圖則審批
Application for Approval of Electronic Plans for Local Vessels

根據《商船(本地船隻)(安全及檢驗)規例》
Under the Merchant Shipping (Local Vessels) (Safety and Survey) Regulation

申請人 **Applicant** (請在適當方格內填上「✓」號 Please tick as appropriate)

☐ 船東 Owner ☐ 船東代理人 Owner's agent

申請人姓名：聯絡電話：
Name of Applicant: Contact No.:
公司代表姓名(如適用)：申請日期：
Name of Company Representative (if applicable): Application Date:

船隻詳情 Particulars of Vessel

原則上批准號碼：或 擁有權證明書號碼：
Approval in Principle Number: or Certificate of Ownership Number:

提交送審圖則目的 **Purpose for Submission of Plans for Approval** (請在適當方格內填上「✓」號 Please tick as appropriate)

☐	建造新船 New Construction		
☐	改裝船隻* Vessel Alteration*	☐	已取得海事處書面同意 Already obtained MD's written agreement for the alteration
		☐	已圈出或顯示圖則中改裝部份 The altered parts are clouded or indicated in the plan
☐	更新圖則* Plan Updating*	☐	已圈出或顯示圖則中更新部份 The updated parts are clouded or indicated in the plan

*註：請確保相關條件均已勾選。
*Note: Please ensure that all the applicable conditions have been ticked.

附加資料 Additional Information

對於改裝船隻或更新圖則，請於以下位置描述每張圖則的變更細節，並確保變更範圍已於圖則上清楚表示：
For alteration of vessel or update of plan, please describe the details of change for each submitted drawing in following area and make sure the changed areas are cleared indicated in the plan:

註：申請人須確保所提供的資料正確無誤。如有需要，請上傳附加頁面。

Note: Applicant shall ensure that all provided information is correct. Please upload additional pages if needed.

申請說明 Guidance for Application

- 1 請將此申請表上傳至海事處的「電子業務系統」(eBS)，系統會向你發出一封附有超連結的電子郵件，供你上傳電子圖則到本處進行審批。圖則上傳完成後，系統會向你發出一封附有eBS申請編號的電郵以顯示提交了資料。
Please upload this application form to Electronic Business System (eBS) of the Marine Department (MD). The system will send you an email with a hyperlink for you to upload electronic plans to the MD for approval. After the plans upload is completed, the system will send you an email with eBS application number to show the submitted information.
- 2 於完成網上申請後的兩個工作天內收你會到申請確認電郵。如需收取審圖費，電郵內會附上電子繳款單。
You will receive an application confirmation email within two working days after completing the online application. If approval fee is required, an electronic Demand Note will be attached in the email.
- 3 所有費用須在進行圖則審批前繳付。如實際費用無法被確定，繳款單上會顯示大概費用，你須預先支付此費用，待審批完成後補付差額或本處會退還多繳的款項。
All fees shall be paid before the commencement of plan approval. If the exact fees cannot be determined, an approximate amount will be shown on the Demand Note. You should pay the shown amount. Upon completion of plan approval, the difference shall be settled through additional payment by you or refunded by MD.
- 4 你可到本處繳費處繳費，收款員收到款項後會發出正式收據。
You can pay at MD's Shroff. Shroff officer will issue an official receipt after receipt of payment.
- 5 你也可通過線上繳費。由於電子交易流程到帳需時1至3個工作天，如須緊急申請圖則審批，請到本處繳費處繳費。
You can also settle the charge online. Since the electronic transaction process takes 1 to 3 working days, if you need to apply for plan approval urgently, please settle the payment at MD's Shroff.
- 6 完成審批後，海事處會向你發出一封附有超連結的電子郵件，你可透過此連結下載已審批的電子圖則。
When the plan approval is completed, the MD will send an email to you with a hyperlink for you to download the approved electronic plans.
- 7 如有任何疑問，請致電2852 4444與本地船舶安全組聯絡。
For any enquiries, please contact Local Vessels Safety Section at 2852 4444.

收集個人資料聲明 Personal Data Collection Statement

根據《個人資料(私隱)條例》(第486章)，資料當事人有權要求查閱及改正在此申請表提供的個人資料。如須查閱或改正此申請表的個人資料，請與海事處本地船舶安全組聯絡。

In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), data subjects have a right to request access to and correction of their personal data provided in the application form. For access to or correction of personal data in the application form, please contact the Officer-in-charge, Local Vessels Safety Section of the Marine Department.