



海事處
MARINE DEPARTMENT

為本地船隻申請雜項服務
Application for Miscellaneous Services 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: _____

申請服務 Application for Service (請在適當方格內填上「✓」號 Please tick as appropriate)

本人申請以下服務並同意支付所有相關費用。
I apply for the following services and agree to pay for all the associated fees.

申請服務 Application for Service	申請內容 Details of Applications	備註 Notes
☐ 發出未經核證副本 (圖則或文件) Issue uncertified copy (drawing or document)	☐ 圖則 Drawing * ☐ 文件 Documents 請說明申請內容： Please specify the content of application: _____ _____ _____ _____ _____	1. 申請人須就本服務預先繳付\$125以 翻查紀錄 ，該費用不予退還，翻查 結果將另行通知。(參閱填表須知第 3項) 2. 發出每一頁文件副本的費用為\$9。 3. 手續費按員工實際工作時間收取。 1. This application requires an additional charge of \$125 for search of record . This fee is non-refundable. Search result will be notified separately. (See Guidance Notes 3) 2. The fee to be paid for issuance of each sheet of document is \$9. 3. Handling fee shall be paid based on the actual working hours of the staff.
☐ 發出豁免通知書 Issue Notice of Exemption	請詳細說明申請豁免項目： Please describe in detail the exemption you are applying for: _____ _____ _____ _____ _____	1. 本申請只適用於與《商船(本地船 隻)(安全及檢驗)規例》有關的豁 免。 2. 發出每份豁免通知書的費用為 \$525。 1. This application is only applicable to exemptions in relation to Merchant Shipping (Local Vessels) (Safety and Survey) Regulation. 2. The fee to be paid for issuance of each notice of exemption is \$525.

* 如申請複印圖則，本處須徵得版權持有人同意才可發放。
For application to make copy of drawings, Marine Department shall obtain permission from their copyright holders before distribution.

附加資料(如有)：

Additional information (if any): _____

填表須知 Guidance Notes

- 1 申請人須確保所提供的資料正確無誤。
Applicant shall ensure that all provided information is correct.
- 2 請將此申請表上傳至海事處的「電子業務系統」(eBS)。
Please upload this application form to Electronic Business System (eBS) of the Marine Department (MD).
- 3 **翻查紀錄**費用的電子繳款單將於兩個工作天內發送到電子業務系統上所記錄的電郵地址。此費用必須先行支付。
An electronic Demand Note for **search of record** fee will be sent to the email address recorded in the Electronic Business System within two working days. This fee must be paid first.
- 4 服務完成後，本處會向閣下發出紙本的繳款單以支付餘下的服務費用。
After completion of services, we will issue a paper form of Demand Note for you to pay the remaining services fees.
- 5 你可到海事處繳費處繳費，收款員收到款項後會發出正式收據。
You can make the payment at the Shroff of the Marine Department. Shroff officer will issue an official receipt after receipt of payment.
- 6 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，如須緊急申請所需服務，請到海事處繳費處繳費。
You can also settle the charge online. Since the electronic transaction process takes 1 to 3 working days, if you need to apply for the required service urgently, please settle the payment at MD's Shroff.
- 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.

Personal Data Collection Statement 收集個人資料聲明

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.