

海事處
船舶註冊處
香港統一碼頭道三十八號
海港政府大樓3樓
傳真(852) 2541 8842
網址 <http://www.mardep.gov.hk>
電郵: hksr@mardep.gov.hk



MARINE DEPARTMENT
SHIPPING REGISTRY
3/F., HARBOUR BUILDING
38 PIER ROAD, HONG KONG
FAX (852) 2541 8842
WEBSITE <http://www.mardep.gov.hk>
Email: hksr@mardep.gov.hk

本署檔號 OUR REF.:

To : (Owner)

c/o : (Representative Person)

Dear

Application for Registration of m.v. ' ,
輪註冊申請 (IMO No.)

Thank you for your application for registering the captioned vessel with the Hong Kong Shipping Register. 首先多謝貴司申請將標題輪船註冊於香港船舶註冊。

I am pleased to advise you that your vessel is allocated with the followings :
本處現特函通知貴司輪船獲分配下列項目:

Ship's Name/船名

Official Number/編號 :

Call Sign/呼號 :

Kindly provide the documents as listed in the annex in order to process the registration for the vessel. 請遞交附件所列之文件，以進行對該船舶之註冊。

The application is subject to the Pre-Registration Quality Control assessment. 該申請需要通過本處的註冊前品質管理評估。 (https://www.mardep.gov.hk/en/pub_services/qas.html)

Should you require any more information or if you come across any difficulty in preparing the registration document, please do not hesitate to contact us at: 如閣下需要進一步資料或在準備註冊文件過程中遇上困難，請隨時與我們聯絡:

Tel/電話 : (852) 2852 4387

Email/電郵: hksr@mardep.gov.hk

Yours Sincerely/順頌 商祺,

Registrar of Ships/船舶註冊官
Hong Kong Shipping Registry/香港船舶註冊處

m.v. ' _____ ' 輪

To complete the registration process, please submit the following documents (with a):

要完成註冊程序, 請遞交下列(付有 號) 之文件:

- Certified copy of Certificate of Incorporation of ship owner
經核實的(船東)公司註冊證明書副本
- Copy of Memorandum and Articles of Association of ship owner via email to hksr@mardep.gov.hk
(船東)公司組織章程大綱副本電郵到 hksr@mardep.gov.hk
- Certified copy of Certificate of Incorporation & Memorandum and Articles of Association of Representative Person
經核實的(代表人)公司註冊證明書及公司組織章程大綱副本
- Declaration/Certificate of Marking signed by ship master or surveyor
經船長或驗船師簽署的標示記聲明書/證明書
- Certificate of Survey issued by classification society
船級社簽發之驗船證明書
- Declaration of Entitlement by ship owner
由船東作出之擁有權聲明
- Original Builder Certificate
新建船舶的建造證明書正本
- Protocol of Delivery & Acceptance
交收備忘錄

SAMPLE

In the meantime while you are applying for the registration of the vessel. You may also require to apply for the following /在申請船舶註冊的同時，閣下亦可能須辦理以下項目之申請：

**Items 1 to 5 are not applicable for P.V. 項目一至五不適用於遊樂船隻*

1. Continuous Synopsis Records (CSR) 連續概要記錄
 - *For all passenger ships and cargo ship of 500GT or above. 適用於客輪或總噸500 或以上的船隻*
 - (Enquiry 查詢 Tel./電話 2852-4387 Fax/傳真 2541-8842 Email/電郵 csr@mardep.gov.hk)
 - (Form downloadable/表格下載：http://www.mardep.gov.hk/en/pub_services/csr.html)
2. Minimum Safe Manning Certificate 最低安全人手編配證明書
 - (Enquiry 查詢 Tel./電話 2852-4510 Fax/傳真 2545-0556 Email/電郵 ss_css@mardep.gov.hk)
 - (Form downloadable/表格下載：https://www.mardep.gov.hk/hk/forms/pdf/msmc_app_c.pdf)
3. Declaration of Maritime Labour Compliance (Part I)
 - (Enquiry 查詢 Tel./電話 2852-4510 Fax/傳真 2545-0556 Email/電郵 ss_css@mardep.gov.hk)
 - (Form downloadable/表格下載：https://www.mardep.gov.hk/en/pub_services/pdf/mlc190102a.pdf)
4. Certificate of Insurance or other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage 關於燃油污染損害民事責任保險或其他財務擔保的證書
 - (Enquiry 查詢 Tel./電話 2852-4519 Fax/傳真 2545-0556 Email/電郵 accss@mardep.gov.hk)
 - (Form downloadable/表格下載：<https://www.mardep.gov.hk/en/forms/pdf/md601.pdf>)
5. Officer's Licence 高級船員執照
 - (Enquiry 查詢 Tel./電話 2852-4383 Fax/傳真 2541-6754 Email/電郵 sssem@mardep.gov.hk)
 - (Form downloadable/表格下載：<https://www.mardep.gov.hk/en/forms/pdf/md680.pdf>;
<https://www.mardep.gov.hk/en/forms/pdf/md681.pdf>)
6. LRIT and SSAS 船舶遠程識別跟蹤系統及船舶保安警報系統 [Note: not issued by MD]
 - (Enquiry 查詢 Tel./電話 2852-4510 Fax/傳真 2545-0556 Email/電郵 mms@mardep.gov.hk)
 - (Please forward the LRIT conformance test report to the above email address/請將船舶遠程識別跟蹤系統測試確認報告遞交到上述電郵地址)–Ref: LRIT circular No. 1/2016 (https://www.mardep.gov.hk/en/faq/pdf/lrit_cir012016.pdf)
 - Ship Security Alert System (SSAS) and testing requirement can be found at MARSEC website.
船舶保安警報系統及測試要求請參考海上保安網頁http://marsec.mardep.gov.hk/en/ssa_system.html
7. Ship Station Licence 船舶電台執照 [Note: Issued by OFCA]
 - (Enquiry 查詢 Tel./電話 2961-6282 Fax/傳真 3155-0986 Email/電郵 license.mob@ofca.gov.hk)
 - (Form downloadable/表格下載：
https://www.ofca.gov.hk/filemanager/ofca/common/electronic_services/licenses_application/A284.pdf)

Information on Survey, Audit, Certification and Operation Licence Arrangements for Hong Kong registered cargo ship can be found in the Hong Kong Merchant Shipping Information Note 7/2020.

有關香港註冊貨船的驗船，認證，發証及執照安排事宜，可參考香港商船資訊 2020 年 7 號。

(Web site 網址：<https://www.mardep.gov.hk/en/msnote/pdf/msin2007.pdf>)

Other information related to cargo ship safety and security can be found at our website 其他有關香港註冊貨船安全及保安的資訊可參考 https://www.mardep.gov.hk/en/pub_services/rscs.html and <http://marsec.mardep.gov.hk/en/>

海事處
船舶註冊處
香港統一碼頭道三十八號
海港政府大樓
香港郵箱 4155 號
網址 <http://www.mardep.gov.hk>
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Form No. 表格編號 RS/S1

SHIP'S MARKING NOTE
and Certificate or Declaration of Marking
船舶標記紀要及標記證明書或聲明書

Part A

A 部

Name of Ship 船舶名稱	Port of Registry 註冊港

The Ship's Name and Port of Registry, as stated above, should be marked by painting, or cutting in, or centre punching, or raised lettering.

上述船舶的名稱及註冊港名稱必須以油漆髹上、或刻入船身、或中心擊刻、或凸字母的方式予以標記。

Date _____

日期 _____

Registrar of Ships 船舶註冊官

GUIDANCE NOTES FOR COMPLETION 填寫本標記紀要須知及註解

Note 1: Please complete either Part B **or** Part C. Part B is to be completed by the Master of the above-mentioned ship while Part C is to be completed by Marine Department (MD) surveyor **or** surveyor of recognized classification societies.

註 1: 只須填寫 B 部 **或** C 部。B 部將由上述船舶的船長填寫而 C 部則由海事處驗船師 **或** 特許船級社驗船師填寫。

The following are recognized classification societies 特許船級社名稱如下：

- American Bureau of Shipping 美國船級社
- Bureau Veritas SA 法國船級社
- China Classification Society 中國船級社
- DNVAS 挪威船級社
- Korean Register 韓國船級社
- Lloyd's Register Group Limited 英國勞氏船級社
- Nippon Kaiji Kyokai 日本海事協會
- RINA Services S.p.A. 意大利船級社
- Russian Maritime Register of Shipping 俄羅斯船級社

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Note : This form should be signed by either the ship master or a surveyor and fax to (852)2541-8842
The signed copy should reach HKSR afterward.

注：請安排 船長或驗船師其中一位 簽署此表格，然後傳真至 (852)2541-8842，再將該已簽署的表格送回本處。

Part B/ B 部

DECLARATION OF MARKING / 標記聲明書

Ship's Name/ 船名：

I, **Master** of the above-mentioned ship, hereby declare that

- her name on each side of her Bow and the name of her Port of Registry on her Stern is **marked** in the manner directed by the Registrar.
- her name on each side of her Bow and the name of her Port of Registry on her Stern **will be marked**, in the manner directed by the Registrar before first departure following the **completion of purchase**
 change of name.

本人為上述船舶之船長，茲聲明：

- 上述船舶的名稱已按照註冊官規定的方式標記於船艙兩旁及船艙，其註冊港的名稱亦已按照註冊官規定的方式標記於船艙。
- 上述船舶的名稱將會在 完成購買手續後按照註冊官規定的方式標記於船艙兩旁及船艙，其註冊港的名稱亦將會按照註冊官規定的方式標記於船艙。
 轉換船名後之首次啟航日期前，按照註冊官規定的方式標記在船艙兩旁及船艙，其註冊港的名稱亦按照註冊官規定的方式標記於船艙。

Made and subscribed on

作出聲明及簽署日期 (Date/日期) _____ (Place/地點) _____

Warning: Making a false declaration is an offence under section 86 of the Merchant Shipping (Registration) Ordinance. 警告：根據商船(註冊)條例第 86 條，作出虛假聲明，即屬犯法。

(Signature/簽名) _____

Full Name of the Master 船長姓名全寫 _____

Certificate No.* / Hong Kong Licence No.

船長適任證書編號* / 香港執照編號 _____

Part C/C 部

CERTIFICATE OF MARKING / 標記證明書

I hereby certify that I have inspected the above-named Ship and find that her Name is marked on each of her Bows and her Name, and the name of her Port of Registry are marked on her Stern, in the manner directed by the Registrar.

茲證明上述船舶經本人檢驗，並察覺其名稱已標記在船艙兩旁及船艙，而其註冊港的名稱也已標記在船艙，標記的方式按照註冊官的規定。

Hong Kong Marine Department Surveyor 香港海事處驗船師	Recognized classification society surveyor
(Signature/簽名)	(Signature/簽名) (Chop/印章)
(Name/姓名)	(Name/姓名)
Date 日期：	Date 日期：
Place 地點：	Place 地點：

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*To/致 :

Attn/致 :

Welcome to be appointed as the Representative Person company of m.v. .
Being a representative person of a Hong Kong registered vessel, may we take this opportunity to recall the **Duties, of representative person** :

歡迎出任為 輪之 ”代表人” 公司。作為香港船舶之代表人, 讓我等藉此機會對代表人的責任作出備忘 :

The representative person appointed in relation to a ship shall represent the owner and demise charterer of a ship in respect of all matters concerning the ship's operation as a registered ship and in particular, but without limiting the generality of the foregoing, shall, on behalf of the owner and demise charterer-

- (a) accept service of all documents in respect of legal proceedings against the owner or demise charterer of the ship, which may be served on the representative person pursuant to [section 88\(2\)](#);
- (b) where the Director or the Registrar by notice served on the owner, demise charterer or representative person requires the owner or demise charterer to take any action or give any information concerning the ship or the operation of the ship as a registered ship, take such action or give such information within the time specified in the notice or, if no such time is specified, within a reasonable time.

*For more details, please refer to Section 71 of Cap 415 Merchant Shipping (Registration) Ordinance

就船舶而委任的代表人, 在一切關於該船舶作為註冊船舶經營的事宜中, 須代表該船舶的船東及轉管租約承租人, 但在不限制前述事項的一般性的原則下, 尤其須代表該船東及轉管租約承租人作以下事—

- (a) 接受任何人向該船舶的船東或轉管租約承租人提起法律訴訟而依據第 88(2)條可送達代表人的所有文件;
- (b) 凡處長或註冊官向該船東、轉管租約承租人或代表人送達通知書, 規定該船東或轉管租約承租人就該船舶採取行動或提供資料, 或就該船舶作為註冊船舶經營事而採取行動或提供資料, 則須在該通知書指明的時間內, 或如無指明時間, 則在一段合理時間內, 按規定採取行動或提供資料。

*詳細資料, 請參閱 第 415 章 商船(註冊)條例 第 71 條

Yours Sincerely/頌頌 商祺,

Registrar of Ships/船舶註冊官
Hong Kong Shipping Registry/香港船舶註冊處

海事處

船舶註冊處

香港統一碼頭道三十八號

海港政府大樓

香港郵箱 4155 號

網址 <http://www.mardep.gov.hk>

傳真 (852) 2541 8842



MARINE DEPARTMENT

SHIPPING REGISTRY

HARBOUR BUILDING

38 PIER ROAD,

GPO 4155 HONG KONG

WEBSITE <http://www.mardep.gov.hk>

FAX (852) 2541 8842

本處檔號 OUR REF :

To : (Owner)

Date:

c/o : (Representative Person)

Dear

m.v. ' _____ ' 輪

In connection with your application for registration of the above vessel, you are requested to complete the attached forms which are required by the following Sections, you may contact them directly should you require any further details :

有關貴司就上述輪船之註冊申請，現請閣下填妥附上的表格，此等表格是由本處下列組別要求，如需要進一步資料，請直接與該組別聯絡：

Cargo Ship Safety Section 貨船安全組	Tel電話:(852) 2852 4510 Fax傳真(852) 2545-0556 Email電郵 ss_css@mardep.gov.hk
Quality Assurance Section 品質管理組	Tel電話:(852) 2852 4504 Fax傳真(852) 2545-0556 Email電郵 ss_qa@mardep.gov.hk

Yours Sincerely/順頌 商祺,

Registrar of Ships/船舶註冊官

Hong Kong Shipping Registry/香港船舶註冊處

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香港特別行政區政府海事處

MARINE DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

**Authorization for the Release of Ship's Survey Information and
Declaration of any exemption required for the vessel**

**提供船舶檢驗資料授權書及
任何所需豁免之申請表格**

To/致:

(Authorized Classification Society 獲授權船級社)

Ship Name/船舶名稱 :

IMO No./ 國際海事組織編號:

In connection with our application to the registration of captioned vessel in Hong Kong, I/We hereby authorize you to release the survey information of the vessel to the Marine Department, Hong Kong Special Administrative Region, China (HKMD).

就有關我們將上述船舶申請在香港註冊一事，我/我們現同意貴社向中國香港特別行政區海事處(海事處)提供有關該船的檢驗資料。

In addition, it is known that HKMD requires all Hong Kong registered ships to fully comply with all the applicable IMO, ILO and Hong Kong legislation. Application for exemption will not be normally considered by the HKMD after registration. As such, any required exemption must be approved by the HKMD at earliest possible prior to registration.

據了解，海事處還規定所有香港註冊船舶必需完全符合所有適用的國際海事組織、國際勞工組織和香港的法例，當船舶註冊後，豁免申請通常不會被考慮，因此，在需要有豁免情況下，豁免事項必須在註冊前盡快獲得海事處批准。

We *do not require any exemption from HKMD / *are seeking the following exemptions(s) with the HKMD and list as below for your kind attention:

我們 *不需要任何海事處豁免 / *尋求以下列表之海事處豁免：

- 1) Fixed CO2 fire fighting for Cargo Hold (Bulk Carrier) 散貨船貨艙之固定式二氧化碳滅火系統
- 2) Crew Accommodation (ILO 133) 國際勞工組織船員艙房之ILO133相關要求
- 3) Load Line for Heavy Lifting Carrier 重型起重貨船之載重線公約要求
- 4) Vegetable Oil for Chemical Tanker 化學品船之植物油要求
- 5) Any other exemptions (please specify) 任何其他豁免 (請註明) : _____

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香港特別行政區政府海事處
MARINE DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

Should your good Society has any comments on the exemption(s), please notify us and HKMD at earliest possible as the exemption(s) would affect the registration process.

因為審批豁免會影響船舶註冊程序，如貴社對上述之豁免申請有任何意見，請盡早通知我司及海事處。

Name of Vessel :

船舶名稱

IMO Number :

國際海事組織編號

New Ship Owner's Name :

新船東名稱

Name of Signatory 簽名人姓名 _____	Company Chop (see note below): 公司印章(見下述註釋)
Position 職銜 _____	
Authorized Signature & date 獲授權簽名及日期 _____	

Note: The Company can be the Owning Company or Ship Managing Company authorized by the Owner

註釋：公司可以是擁有該船的公司或已獲船東授權管理該船的公司。

Please complete the items below and fax to (852)2545-0556 or email to prqc@mardep.gov.hk

For enquiry, please call : 2852 4516

請填妥以下項目並傳真至(852)2545-0556 或電郵 prqc@mardep.gov.hk

如有疑問，請致電：2852 4516

Personal Data Collection Statement 收集個人資料聲明

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, Quality Assurance Section/Shipping Division of the Marine Department.

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，請與海事處品質管理組/船舶事務科聯絡。

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To : Senior Surveyor / Cargo Ships Safety Section and
Senior Surveyor / Quality Assurance Section

Please send by e-mail to mms@mardep.gov.hk and fsqc@mardep.gov.hk

Note: This form shall be completed for each newly registered ship or when there is a change of DPA or CSO information.

Date : _____

Contact Information of Company Designated Person Ashore (DPA)

Ship Name : _____ **/ IMO No.** _____

Company Name : _____

The following information does not contain [] / contains [] changes of DPA contact details.

(please [✓] as appropriate)

Company Designated Person Ashore (DPA)

DPA's Name (Surname, given name) : _____

Office Telephone Number : _____

Mobile phone Number : _____

Office Fax Number : _____

Email Address : _____

Company Deputy Designated Person Ashore

Deputy DPA's Name (Surname, given name) : _____

Office Telephone Number : _____

Mobile phone Number : _____

Office Fax Number : _____

Email Address : _____

Ships registered in HK under the name of the DPA :

Note : Mobile phone should be in 24 hours service.

To : Senior Surveyor/ Cargo Ships Safety Section

Please send by e-mail to mms@mardep.gov.hk

Note: This form shall be completed for each newly registered ship, or when there is a change of DPA or CSO information.

Date : _____

Contact Information of Company Security Officers (CSO)

Ship Name : _____ **/ IMO No.** _____

Company Name : _____

The following information does not contain [] / contains [] changes of CSO contact details.
(please [✓] as appropriate)

Company Security Officer

Name (Surname, given name) : _____
Office Telephone Number : _____
Mobile Telephone Number : _____
Fax Number : _____
Email Address : _____

Deputy Company Security Officers

1. Name (Surname, given name) : _____
Office Telephone Number : _____
Mobile Telephone Number : _____
Fax Number : _____
Email Address : _____

Ships registered in HK under the name of the CSO :

Note : Mobile Phone provided should be in 24 hours service.

To : Senior Surveyor / Cargo Ships Safety Section and
Senior Surveyor / Quality Assurance Section

Please send by e-mail to mms@mardep.gov.hk and fsqc@mardep.gov.hk

INTERNATIONAL SAFETY MANAGEMENT CODE

DECLARATION OF COMPANY

Under the ISM Code, a Company must be declared to the Administration. In accordance with Section 1.1.2 of IMO Resolution A741(18), the ISM Code "Company" means the Owner of a ship or any organization or person such as the Manager, or the Bareboat Charterers, who has assumed the responsibility for the operation of the ship from the shipowners and who, on assuming such responsibility, has agreed to take over all the duties and responsibilities imposed by the Code. The undersigned affirms that:

Name:

(shipowner)

_____ *(name exactly as appears in the Certificate of Registry)*

Address:

Telephone:

Facsimile:

E-mail:

is the Owner of record of the following Hong Kong registered Ship:

Ship Name

Official Number

IMO Number

In accordance with Section 3.1 of the Assembly Resolution 741(18), if the entity who is responsible for the operation of the ship is other than the above stated Owners, the Owners must report the full name and details of such entity to the Administration. If such is the case here, the undersigned affirms that:

Name:

(Company)

Address:

Telephone:

Facsimile:

E-mail:

is the "Company" responsible for all the requirement imposed by the Code for the Hong Kong registered Ship(s) listed above.

Expected / Actual* date of taking over the management:

(Please delete as appropriate)*

For and on behalf of the Shipowner:

(signature)

Name :

Title:

Date:

If the Company is a new HK-DOC company, please provide additional information on page 2

同心協力, 促進卓越海事服務

We are One in Promoting Excellence in Marine Services

To : Senior Surveyor / Cargo Ships Safety Section and
Senior Surveyor / Quality Assurance Section

Please send by e-mail to mms@mardep.gov.hk and fsqc@mardep.gov.hk

Additional information of new HK-DOC Company:

1. Name of other HK-DOC company , with the same management entity and management team ?
(if yes, please specify)

2. Current DOC with any flag states ? (please specify)

3. Number and type of ships in the company fleet during the past two years?

4. Number of PSC detentions in the company fleet in the past two years?

5. Number of fatal accidents in the company fleet in the past two years?

SAMPLE