



**MARINE DEPARTMENT
HONG KONG
SPECIAL ADMINISTRATIVE REGION**

**HONG KONG SHIPPING REGISTRY
SHIP REGISTRATION GUIDELINES**



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Hong Kong Shipping Registry
Room 302, 3/F, Harbour Building,
38 Pier Road, Central,
Hong Kong.

E-mail: hksr@mardep.gov.hk
Enquiry: (852) 2852 4387
Fax: (852) 2541 8842

Disclaimer:

This Guideline should be used as a guide only and should be read with relevant provisions of the Merchant Shipping (Registration) Ordinance, Chapter 415 which are available at <https://www.elegislation.gov.hk/>.

This Guideline serves for facilitating the understanding of the Hong Kong Ship Registration. The information is compiled for general information. Whilst the Marine Department endeavours to ensure the accuracy of this general information, no statement, representation, warranty or guarantee, express or implied, is given as to its accuracy or appropriateness for use in any particular circumstances. The Marine Department is not responsible for any loss or damage whatsoever arising out of or in connection with any information.

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Chapter 1 – Glossary of Terms

In this guideline,

“Director” means the Director of Marine.

“HKMD” means Marine Department, Hong Kong.

“HKSR” means Hong Kong Shipping Register administered by the HKMD.

“Ordinance” means the Merchant Shipping (Registration) Ordinance, Chapter 415 Laws of Hong Kong.

“Registrable Ships” means a ship is registrable in Hong Kong when :

- a majority interest in the ship is owned by one or more “qualified persons”, or operated under a demise charter by a corporation that is a "qualified person";
- not registered elsewhere; and
- the vessel (*G.N.4653 dated 16 September 2005*) is not a
 - non self-propelled barge carrying petroleum products or dangerous goods of any substance which falls within the purview of the International Convention of Pollution from ships Annexes I, II or III;
 - accommodation barge;
 - fishing vessel;
 - ship engaged in processing living resources of the sea, including whale and fish factories and aqua farming vessel;
 - specialised ship engaged in research, expeditions or survey;
 - non-convention ship serving exclusively within the domestic waters of a country (other than Hong Kong and Mainland waters) and not proceeding to sea;
 - ship propelled by nuclear energy; or
 - mobile offshore drilling unit.

“Registry” means the Hong Kong Shipping Registry.

“Registrar” means “Registrar of Ships” appointed under Section 4 of the Merchant Shipping (Registration) Ordinance.

“Ship” means every description of vessel capable of navigating in water not propelled by oars, and includes any ship, boat or craft and an air-cushion vehicle or similar craft used wholly or partly in navigation in water.

Chapter 2 – Introduction

Introduction

The autonomous Hong Kong Register of Ships was set up on 3 December 1990 under the Hong Kong Merchant Shipping (Registration) Ordinance https://www.elegislation.gov.hk/index/chapternumber?QS_CAP_NO=415&_lang=en

Upon the reunification with the People's Republic of China (PRC) in 1997, the Hong Kong Special Administrative Region (HKSAR) is authorized by the Government of the People's Republic of China to maintain a separate shipping register and issue certificates using the name "**HONG KONG, CHINA.**"

The HKSAR is operated by the Government of the Hong Kong Special Administrative Region through the HKMD which has over 150 years of experience in ship registration, inspection and survey.

Chapter 3 – Types of Ship Registration

3.1 Owner Registration

The interest of a ship may be divided into any number of shares or parts. However, a majority interest in the ship shall be owned by one or more qualified persons (section 4.1), unless it is a Demise Charter Registration. A body corporate should register as an owner of the ship by its corporate name.

3.2 Demise Charter Registration

Demise Charter means a charter party by which a ship is chartered or let by demise and under which the demise charterer has the possession of the ship and has control of all matters relating to the navigation and operation of the ship including employment of the master and crew. A body corporate which is a qualified person (section 4.1) may register a ship under Demise Charter Registration. The registration is valid for the period of the demise charter. Any change to the owner or demise charterer may render the ship unregistrable.

3.3 Full Registration and Provisional Registration

Ship registration can be on full registration or provisional registration. However, provisional registration is not a prerequisite for full registration. Provisional registry should be appropriate when the original title documents cannot be produced at the time of registration.

- (a) Certificate of Registry (with no expiry date) will be issued to a ship on full registration upon successful delivery of the ship and submission of the original title document.
- (b) Certificate of Provisional Registry with one month validity will be issued to a ship upon successful delivery of the ship and submission of the photocopy/scanned copy of the title document. Original title document must be presented to the Registry within the validity period in order to change the ship to full registration.

3.4 Documents to be submitted for Owner Registration

*Provisional registration is not a prerequisite for full registration.

Documents to be submitted	Accepted Format	Remarks
Application form (Form No. RS/A1 MD 638)	OSS (webform), scanned or photocopy	<ul style="list-style-type: none"> Annex of MD 638 can be submitted through OSS or designated email
Declaration of Entitlement to own a ship registered in Hong Kong (Form No. RS/D3 MD 639) made by ship owner	Original or scanned or photocopy ¹	<ul style="list-style-type: none"> For ship under joint ownership, a separate Declaration of Entitlement (Form No. RS/D3a MD 651) must be made by each of the joint owners
Form of Authority (Form No. MD 643)	Scanned or photocopy	
Identity Document of Ship Owner Identity Card (for individual owner) or Certificate of Incorporation or Registration (for corporate owner)	Scanned or photocopy	
Identity Document of Ship Representative Person Certificate of Incorporation or Registration and Memorandum of Association (for corporate Representative Person)	Scanned or photocopy	
Declaration of Marking or Certificate of Marking (Form No. RS/S1 MD 727)	Scanned or photocopy	
Certificate of Survey (COS) (Form No. SUR59E MD 724)	Scanned or photocopy	
Evidence of deletion (require for ship reflagging to Hong Kong) Acceptable evidences include: <ul style="list-style-type: none"> a certificate of deletion from the last registry of the ship; or a permission or document from the ship's current registry to consent for deletion of the ship from their registry; or a copy of the application made by the current owner of the ship for the deletion of the ship from its current registry 	Scanned or photocopy	
Certificate of Ownership (must show no registered encumbrance for the ship)	Scanned or photocopy	<ul style="list-style-type: none"> Not applicable to new ship or reflagging ship without change of ownership
Title document (A) Builder's Certificate for a new ship; or (B) Duly executed Bill of Sale for ship acquired from purchasing transaction (C) Court Order for auctioned ship (D) Certificate of Ownership (issued by the current registry of the ship) for reflagging ship without change of ownership	Original for full registration	<ul style="list-style-type: none"> Copy of title document and power of attorney can be accepted for provisional registration Ship with mortgage brought forward from its current registry should provide with consent from its mortgagee for reflagging to the Hong Kong
Protocol of Delivery and Acceptance	Scanned or photocopy	

Notes If the ship is concurrently registering in more than one register, evidences of deletion and certificates of ownership from each of the registers are required. The last registration of the ship should be deleted upon the successfully registration of the ship with HKSR

¹ Scanned copy can be submitted through OSS or designated email.

3.5 Documents to be submitted for Demise Charter Registration

*Provisional registration is not a prerequisite for full registration.

Documents to be submitted	Accepted Format	Remarks
Application form (Form No. RS/A1 MD 638)	OSS (webform), scanned or photocopy	<ul style="list-style-type: none"> Annex of MD 638 can be submitted through OSS or designated email
Declaration of Entitlement to own a ship registered in Hong Kong (Form No. RS/D6 MD 646) made by Demise Charterer	Original or scanned or photocopy ²	<ul style="list-style-type: none"> Attached with copy of completed set of the executed Charter Party with consent for the ship to register in Hong Kong
Form of Authority (Form No. MD 643)	Scanned or photocopy	
Identity Document of Ship Owner Identity Card (for individual owner) or Certificate of Incorporation or Registration (for corporate owner)	Scanned or photocopy	
Identity Document of Demise Charterer Certificate of Incorporation or Registration (for corporate owner)	Scanned or photocopy	
Identity Document of Ship Representative Person Certificate of Incorporation or Registration and Memorandum of Association (for corporate Representative Person)	Scanned or photocopy	
Declaration of Marking or Certificate of Marking (Form No. RS/S1 MD 727)	Scanned or photocopy	
Certificate of Survey (COS) (Form No. SUR59E MD 724)	Scanned or photocopy	
Evidence of deletion (require for ship reflagging to Hong Kong) Acceptable evidences include: <ul style="list-style-type: none"> a certificate of deletion from the last registry of the ship; or a permission or document from the ship's current registry to consent for deletion of the ship from their registry; or a copy of the application made by the current owner of the ship for the deletion of the ship from its current registry 	Scanned or photocopy	
Certificate of Ownership (must show no registered encumbrance for the ship)	Scanned or photocopy	<ul style="list-style-type: none"> Not applicable to new ship or reflagging ship without change of ownership
Title document (A) Builder's Certificate for a new ship; or (B) Duly executed Bill of Sale for ship acquired from purchasing transaction (C) Court Order for auctioned ship (D) Certificate of Ownership (issued by the current registry of the ship) for reflagging ship without change of ownership	Original for full registration	<ul style="list-style-type: none"> Copy of title document and power of attorney can be accepted for provisional registration. Ship with mortgage brought forward from its current registry should provide with consent from its mortgagee for reflagging to the Hong Kong.
Protocol of Delivery and Acceptance	Scanned or photocopy	

Notes If the ship is concurrently registering in more than one register, evidences of deletion and certificates of ownership from each of the registers are required. The last registration of the ship should be deleted upon the successfully registration of the ship with HKSR

² Scanned copy can be submitted through OSS or designated email.

3.6 Flowchart

Owner Registration/ Demise Charter Registration

A ship is registrable if a majority interest in the ship is owned by one or more qualified persons or the ship is operated by a qualified person under a demise charter

Qualified person:

- a. an individual who holds a valid identity card and who is ordinarily resident in Hong Kong;
- b. a body corporate incorporated in Hong Kong; and
- c. a registered non-Hong Kong company



Register with Hong Kong Companies Registry
crenq@cr.gov.hk

☞ The processing time for issuing certificates varies depending on the type of application and the submission method

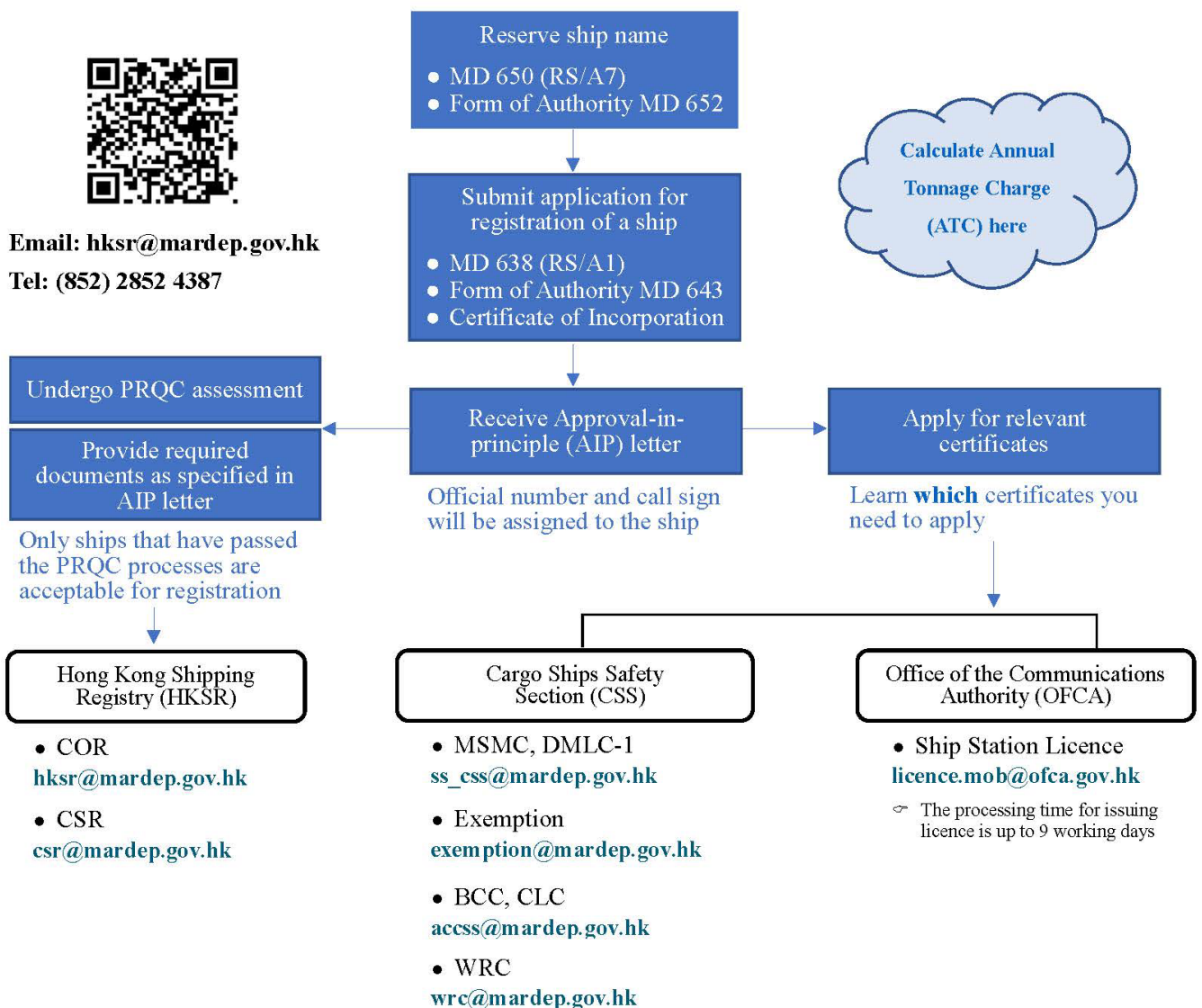
☞ Price Guide to main services

Submission to Hong Kong Shipping Registry (HKSR)

- Online submission – OSS (https://ebs.mardep.gov.hk/en/services_ship_registration_ships_services.php)
- By email to hksr@mardep.gov.hk
- By post to Room 302, Harbour Building, 38 Pier Road, Central, Hong Kong



Email: hksr@mardep.gov.hk
 Tel: (852) 2852 4387



Chapter 4 – Vessel Ownership and Representative Person

4.1 Qualified Person

Qualified Person must be one of the followings:

- (a) an individual who holds a valid Hong Kong Identity Card and who is ordinarily resident in Hong Kong; or
- (b) a body corporate incorporated in Hong Kong; or
- (c) a company registered with the Hong Kong Companies Registry as a Non-Hong Kong company.

In addition to the owner or the demise charterer, a local “Representative Person” shall also be appointed.

4.2 Representative Person

Representative Person must be:

- (a) a qualified person and the owner or part owner of the ship; or
- (b) a body corporate incorporated in Hong Kong engaging in the business of ship management, or acting as agent for ships.

4.3 Duties of Representative Person

The representative person appointed in relation to a ship shall represent the owner or 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 or 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 the Ordinance;
- (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.

Chapter 5 – Application for Registration

5.1 Title documents

The title documents are-

(a) Builder's Certificate (for new build vessel)

Where the ship to be registered is a new ship, a builder's certificate in original is required. The builder's certificate shall contain a true account of :

- (i) the proper denomination and tonnage of the ship, as estimated by the builder;
- (ii) the date when and place where the ship was built; and
- (iii) the name of the person on whose account the ship was built.

(b) Bill of Sale (for secondhand ship)

Where there has been a sale of a ship, the original bill of sale containing the following particulars shall be produced to evidence the title of the owner:

- (i) particulars which are sufficient to identify the ship i.e. name, official number/IMO number, gross tonnage, net tonnage, engine power and propulsion method;
- (ii) particulars which are sufficient to establish that a transfer or sale took place, i.e. the insertion of consideration (e.g. price), the receipt of which is acknowledged by the seller (or transferor); and
- (iii) particulars which are sufficient to identify the seller (or transferor) and the purchaser (or transferee).

The bill of sale is not a specified document under the Ordinance. Shipowners are free to use their format bearing in mind the above features.

(c) Certificate of Ownership

Whether or not there has been a sale of a ship, in all cases of change of flag for transfer to the HKSR, a certificate of ownership from the existing register showing the ship to be free from encumbrance should be produced to the Registrar.

If the change of flag does not involve a sale and purchase transaction, and a mortgage should continue to be registered against the vessel in her existing register at the time of change of flag, the mortgagee's consent to transfer from the existing register to the HKSR must be presented to the Registrar.

(d) Court Order for auctioned ship

Court order vesting title to the ship in the owner (section 21(1)(a)(i) of the Ordinance).

Notes: Court means any court of the Hong Kong Special Administrative Region (Chapter 1 Interpretation and General Clauses Ordinance).

5.2 Ship's marking

The ship's name in English or in English and Chinese must be marked on each side of the bow, and its name together with her port of registry (HONG KONG) must be marked on the stern permanently and conspicuously.

5.3 Ship's Name

Under the Ordinance, a Hong Kong registered ship must have a name in English alphabetic characters which may include numerals, or may have in addition to its English name, a name in Chinese, in which case each shall be a separate name. Chinese name alone is not allowed and it should not exceed 6 characters in the registration.

The Registrar may disallow the proposed name of a ship if it:

- (a) is already the name of a registered ship;
- (b) is a name so similar as to be likely to deceive; or
- (c) is undesirable for the purpose of registration in Hong Kong.

5.4 Reserve a Ship's Name

An application to reserve a name for a ship which is intended to be registered in Hong Kong shall be made in the form no. RS/A7 MD 650 by a qualified person who is the owner of the ship, or by a person authorized by such owner for the purpose.

The following documents should be submitted together with the application form:

- (a) a copy of the HKID card of the applicant (for individual applicant); or
- (b) a copy of the Certificate of Incorporation/Registration (for company); or
- (c) the signed & sealed "Form of Authority" (MD 652) if the form is completed by an officer other than the company director or the company secretary.

The validity for reserve a ship's name is three years.

5.5 Application Forms

All fillable forms related to ship registration can be downloaded from the Marine Department's website: <https://www.mardep.gov.hk/en/forms/home.html#register>

Application through One-stop e-Service (OSS) is available at https://ebs.mardep.gov.hk/en/services_ship_registration_ships_services.php

5.6 Power of Attorney (POA)

The original POA given by the owner should be produced to the Registrar for perusal. If this is not available, the Registrar may accept a copy certified as a true and correct copy of the original by the owner, a solicitor or a notary public. A POA executed outside Hong Kong must be certified by a notary public practicing in the country or region in which the POA is given; by reputable organizations accepted by Registrar; or by Registrar at Regional Desk. The notarial certificate should contain statements to the effect that the person who has signed the POA is a duly authorized director or company secretary of the owner and his signature and the seal of the owner (if the owner has a seal) appearing on the POA are authentic.

5.7 Language other than English or Chinese

If a document is in a foreign language, a certified translation in English thereof must be produced by the applicant. The translation of a document shall be acceptable –

- (a) If made outside Hong Kong,
 - (i) It is certified as a correct translation by a sworn translator of the court of the place where it is made; or
 - (ii) It is certified as a correct translation by the person making the translation and further certified by a notary public of the place where the translation is made that he believes that the translator is competent to make the translation.
- (b) If made in Hong Kong,
 - (i) It is certified as a correct translation by a sworn translator of the High Court of Hong Kong; or
 - (ii) It is certified as a correct translation by the person making the translation and further certified by a notary public or a solicitor in Hong Kong that he believes that the translator is competent to make the translation.

5.8 Supplementary documents

If for any reason it appears to the Registrar that a ship in respect of which an application for registration has been made may not be registrable, he may require further information as he thinks necessary.

5.9 Certificate of Registry

Upon receipt of the above documents and the PRQC inspection (chapter 7.3) are found in order, the Registrar will grant a Certificate of Registry (COR), in the specified form, containing the particulars relating to the ship entered in the register.

Chapter 6 – Mortgage

6.1 Mortgage in Ship Registration

A mortgage is an instrument created to secure the mortgagor's (owner of a ship) obligation owing to the mortgagee of the ship. Once a ship is registered, whether on provisional registration or full registration, a mortgage may be created.

6.2 Mortgagee

Individual, bodies corporate or joint mortgagees may be entered on the Register as mortgagees. Mortgagees need not be "qualified persons" and foreign bodies corporate can be registered as mortgagees.

6.3 Registration of Mortgage

Registration of a mortgage must be in the form no. RS/M1 MD 641 in A3 size. Mortgages rank in priority according to the date and time when they are presented and accepted for registration, and not according to the date of the actual mortgage instrument.

6.4 Registration of Mortgage for Ship on Provisional Registration

When a ship is provisionally registered, the mortgagee is also required to produce a "Confirmation by Mortgagee" to the Registrar. The confirmation in the specified form is to confirm that the mortgagee knows that the original title document will not be produced to the Registrar at the time of registration and that the original title document is now held by the mortgagee or on its behalf.

6.5 Execution of a Mortgage

Mortgage must be executed by the owner of a ship which is a body corporate under seal in accordance with its company constitution. Mortgage executed by an attorney-in-fact empowered by a Power of Attorney (POA) must be witnessed by a named witness and presented together with the original or a certified true copy of the POA. The POA must be notarized if executed outside Hong Kong.

For company that does not possess a common or corporate seal, a "Declaration of No-Seal" to state the following is required under Section 19(4) of the Ordinance. Please see Appendix 1 for the suggested wording of the declaration.

The Ordinance requires that a declaration made on behalf of a body corporate shall be made by the director or secretary of the body corporate. And such declaration shall be made in Hong Kong before the Registrar, a justice of the peace, a notary public, a commissioner for oaths or a solicitor; a declaration made in a place outside Hong Kong be made before a notary public.

The Registry will also accept:

- (a) A corporate/common seal in the form of metallic/stone/wooden/rubber as long as it is established in accordance with the local statutory requirement.
- (b) A corporate/common seal in the form other than a metallic seal and without any illustration but marked with '(Corporate Seal)' for indication.
- (c) A legal opinion or a statement in the notary certificate (for the subject document, i.e. power of attorney) by a local notary public stating that it is not a local legal requirement for a body corporate to possess a common seal and that the signatory(ies) in the subject document has (have) been testified to have appropriate capacity for executing the subject document will be sufficient for the purpose.

6.6 Priority of Mortgages

Where two or more mortgages are registered in respect of the same ship, priority among the mortgagees shall be in accordance with the order of registration of the mortgages, irrespective of the date upon which they were made or executed, and notwithstanding any express, implied or constructive notice.

No mortgage instrument shall be registered except with the prior written consent of all the holders of mortgages then registered against the ship concerned.

The priority accorded to a mortgage shall, unless the holders of all registered mortgages having priority subsequent to such mortgage otherwise agree in writing, extend only to those obligations expressed to be secured by the mortgage instrument or any instrument referred to in the mortgage instrument.

6.7 Transfer of Mortgage

Mortgages may be transferred to any of the classes of persons entitled to be recorded as mortgagees: that is, individuals, a number of persons acting jointly, and bodies corporate. The transfer is effected by the mortgagee executing the instrument in the form no. RS/M3 MD 647 or as near thereto as circumstances permit. For a transfer by joint mortgagees all the parties must sign the instrument; and a transfer by a body corporate must be executed under its common seal. When the mortgagee does not possess a common or corporate seal, please see Appendix 1 for the suggested wording of the declaration.

Partial dealings in mortgages are not allowed and only the whole interest in a mortgage can be transferred.

6.8 Discharge of Mortgage

A mortgage will remain on the Register until the Registrar is told that it has been discharged. A mortgagee should submit a memorandum of discharge of mortgage with the form no. RS/M2 MD 642 together with the original ship mortgage, RS/M1 MD 641.

A memorandum of discharge by a body corporate should be executed under the common or corporate seal of the mortgagee in accordance with its company constitution. When a memorandum of discharge is executed by the lawful attorney-in-fact on behalf of the mortgagee, that document shall be executed under seal by the lawful attorney-in-fact and duly witnessed, and the original Power of Attorney or a copy thereof certified as true by the mortgagee or a solicitor or a notary public is required to be produced to the Registrar for perusal. A power of Attorney executed outside Hong Kong must be certified by a notary public practicing in the country or region in which the power is given; by reputable organizations accepted by Registrar; or by Registrar at Regional Desk. The notarial certificate should contain statements to the effect that the person who has signed the Power of Attorney is a duly authorized director or company secretary of the mortgagee and his signature and the seal of the mortgagee (if the mortgagee has a seal) appearing on the Power of Attorney are authentic.

When the mortgagee does not possess a common or corporate seal, please see Appendix 1 for the suggested wording of the declaration.

If the mortgagees are joint mortgagees, all the parties must subscribe to the memorandum of discharge, or each may execute a separate memorandum.

When the mortgagee's name has been changed, a certified true copy of the certificate of incorporation by the authority concerned, confirming the change of name of the mortgagee, is required to be provided to the Registrar.

6.9 Unable to Produce the Original Instrument of Mortgage

Where, for any reason, it is unable to produce the original instrument of mortgage, the Registrar may accept, in lieu of that instrument and the memorandum of discharge, a declaration by the mortgagee that the mortgage has been discharged and setting out:-

- (a) the name and official number of the ship;
- (b) the name and address of the mortgagor;
- (c) the name and address of each mortgagee;
- (d) the date of the mortgage; and
- (e) the date and time of entry of particulars of the mortgage in the register.

The Registrar should see that the declaration has been properly executed. The declaration should be checked by reference to the particulars entered in the register. After the Registrar is satisfied about the correctness of the declaration he should then accept the discharge and enter the transaction in the register. Please see the suggested wording of the declaration (form no. MD 732).

6.10 Mortgage on Closure of a Ship's Registration by Direction

Where the registration of a ship is closed under the Ordinance, the closure shall not affect any existing entry on the register so far as the entry relates to any undischarged registered mortgage of that ship or of any share in it.

6.11 Consent of Mortgagee to Closure of Registration

A ship with registered mortgage(s) can be closed with the written consent on form no. RS/C4 MD 653 from each of the registered mortgagee to the owner's voluntary closure of a ship's registration.

Chapter 7 – General Information for Registration

7.1 “Dual Registration” Not Allowed

A ship, at the time of registration, remains registered in a place outside Hong Kong; or subsequently becomes registered in a place outside Hong Kong will cease to be registrable. Registration outside Hong Kong may mean any forms such as owner registration, bareboat registration, suspended registration or underlying registration.

7.2 Survey, Audit and Certification Arrangements

HKMD has authorized nine Recognized Organizations (ROs) to carry out statutory surveys and audits for Hong Kong registered cargo ships and to issue the related certificates.

The following Recognized Organizations (ROs) and Recognized Security Organizations (RSOs) are authorized to carry out statutory surveys and audits for Hong Kong registered cargo ships and issue provisional or full term trading certificates on behalf of the Hong Kong Special Administrative Region (HKSAR):-

- (1) American Bureau of Shipping (ABS);
- (2) Bureau Veritas SA (BV);
- (3) China Classification Society (CCS);
- (4) DNV AS (DNV);
- (5) Korean Register (KR);
- (6) Lloyd’s Register Group Limited (LR);
- (7) Nippon Kaiji Kyokai (NK);
- (8) RINA Services S.p.A (RINA) and
- (9) Russian Maritime Register of Shipping (RS)

7.3 Pre-registration Quality Control (PRQC) System

All ships apply for registration under the Hong Kong flag are subject to a quality assessment under the Pre-Registration Quality Control (PRQC) System prior to the acceptance of their registrations. The quality assessment comprises a desktop evaluation of the quality level of the ship and if found necessary, a further physical assessment onboard the ship. It determines if a ship warrants an onboard assessment. This desktop evaluation takes into account various quality factors including but not limited to the ship age, ship type, owner, manager, their PSC performance, existing flag and classification society survey records. The onboard assessment will be carried out by one of the HKMD recognized classification societies appointed by the owner/manager before the ship is recommended for registration.

The desktop evaluation performed by MD is free of charge whereas the onboard assessment, if carried out, is charged by the classification society to the owner/manager.

Only ships pass the PRQC processes are acceptable for registration.

7.4 Colours (Flag) of a Hong Kong Registered Ship

The proper colours (Flag) of a Hong Kong registered ship are the national flag of the People's Republic of China flown directly above the regional flag of the HKSAR. Proper arrangement of the two flags can be found in the following url.

The National Flag: <https://www.protocol.gov.hk/en/flags-emblems-anthem.html>

The Regional Flag: <https://www.protocol.gov.hk/en/flags-emblems-anthem.html>

Display of the Flags and Emblems: <https://www.protocol.gov.hk/en/show/show.html>

7.5 Flag State Quality Control (FSQC) System

A systematic ship quality control system known as the Flag State Quality Control (FSQC) System was developed in 1999 for monitoring and maintaining the quality of Hong Kong-registered ships. Under the FSQC System the quality level of each individual ship will be assessed with focus on risk of failure in their maintenance management system and if it is found to be doubtful, the ship will be subject to FSQC audit carried out by a surveyor appointed by HKMD. Recommendations on the possible improvement measures will be made to the ships or the management companies concerned after the audits for subsequent implementation and monitoring. The on-board FSQC audit is free of charge.

Details of the FSQC and PRQC system can be found in the Hong Kong Merchant Shipping Information Note 7/2020, its annex 1 and annex 2.

MSIN 7/2020 - <https://www.mardep.gov.hk/filemanager/en/share/msnote/pdf/msin2007.pdf>

Annex 1 - <https://www.mardep.gov.hk/filemanager/en/share/msnote/pdf/msin2007anx1.pdf>

Annex 2 - <https://www.mardep.gov.hk/filemanager/en/share/msnote/pdf/msin2007anx2.pdf>

7.6 Transcript of the Register

Any person may, on payment of prescribed fee to request a "Transcript of Register" for a Hong Kong registered ship, complete the transcript request form and fax or email it to (852) 2541 8842 or "hksr@mardep.gov.hk".

Application for "Transcript of Register" through One-stop e-Service (OSS) is available at https://ebs.mardep.gov.hk/en/services_ship_registration_ships_services.php

The printout may contain all the ship's current and past records including the status of mortgages as entered in the register. Invoice will be issued and upon confirming the payment, the requested "Transcript of Register" shall be granted.

Chapter 8 – Documents for ship and seafarers

8.1 Continuous Synopsis Record (CSR)

Regulation 5 of SOLAS Chapter XI-1 stipulates that all passenger ships and cargo ships of 500 gross tonnage and above engaged on international voyages to have a Continuous Synopsis Record (CSR). The original CSR should be kept on board.

Application for First Continuous Synopsis Record (CSR), form no. MD 644 and Application for Amendments to CSR (Form 2), form no. MD 659 can be downloaded at :

<https://www.mardep.gov.hk/en/hksr/register-with-hksr/service-for-hong-kong-shipping-registry/csr/index.html>

The completed form should be fax or email to: (852) 2541 8842 or csr@mardep.gov.hk

Application for CSR through One-stop e-Service (OSS) is available at

https://ebs.mardep.gov.hk/en/services_ship_registration_ships_services.php

8.2 Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage (CLC) and Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Cert.)

The International Convention on Civil Liability for Oil Pollution Damage, 1992 applies to all Hong Kong registered sea-going ships carrying in bulk a cargo of more than 2 000 tons of oil, while the International Convention on Civil Liability for Bunker Oil Pollution Damage, 2001 applies to all Hong Kong registered sea-going ships having a gross tonnage greater than 1,000. The aforesaid ships are required to apply for the CLC and Bunker Cert. respectively from Marine Department.

Application procedures, application form and accompanying notes for respective certificate can be downloaded at :

<http://www.mardep.gov.hk/en/forms/home.html#register>

The completed form should be fax or email to:(852) 2545 0556 or acss@mardep.gov.hk

Application for CLC and BCC through One-stop e-Service (OSS) is available at

https://ebs.mardep.gov.hk/en/services_ship_registration_ships_services.php

8.3 Minimum Safe Manning of Hong Kong Registered Ships

Crew size requirement depends on the size, the type of ship and her associated equipment. Application form should be submitted together with the mooring plan and certificate of survey.

For application of Minimum Safe Manning Certificate, form MD 608 can be downloaded at :

<https://www.mardep.gov.hk/en/forms/home.html>

Reference: Merchant Shipping Information Note No. 29/2019

<https://www.mardep.gov.hk/filemanager/en/share/msnote/pdf/msin1929.pdf>

The completed form should be returned to:

(Cargo Ship) Cargo Ships Safety Section, Marine Department
24/F, Harbour Building, 38 Pier Road, Central, Hong Kong.
Tel: (852) 2852 4510
Fax: (852) 2545 0556
Email: ss_css@mardep.gov.hk

(Passenger Ship) Passenger Ships Safety Section, Marine Department
24/F, Harbour Building, 38 Pier Road, Central, Hong Kong.
Tel: (852) 2852 4500
Fax: (852) 2545 0556
Email: sspss@mardep.gov.hk

Application for MSMC through One-stop e-Service (OSS) is available at
https://ebs.mardep.gov.hk/en/services_ship_registration_ships_services.php

8.4 Certification for Seafarers

There is no nationality or residential requirements for officers and crew serving on Hong Kong registered ships. Officers listed in the Minimum Safe Manning Certificate are required to hold respective classes of certificates of competency issued by Hong Kong, or Hong Kong Licences issued in recognition of certificates of competency issued by other maritime authorities in accordance with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarer (STCW) Convention, 1978, as amended. Ratings engaged on watchkeeping duties should hold STCW Watchkeeping Certificates issued in accordance with the STCW Convention, 1978, as amended.

Reference : Merchant Shipping Information Note No. 29/2019

<https://www.mardep.gov.hk/filemanager/en/share/msnote/pdf/msin1929.pdf>

Countries which have signed undertakings with Hong Kong under STCW Convention, 1978 as amended Regulation I/10 can be found at:

https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/coc_gl4.pdf

For application of Certificate or Licence, forms MD 680 and MD 681 can be downloaded at:

<https://www.mardep.gov.hk/en/forms/home.html#seagoing>

The completed form, together with relevant documents should be returned to:

Seagoing Examination and Mercantile Marine Office

Room 302, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong

Tel : (852) 2852 4362 (for Nautical) ; (852) 2852 4364 (for Engineer)

Fax : (852) 2541 6754, (852) 2545 4669

Email : ebs_crt@mardep.gov.hk

8.5 Licence of Officers

Under STCW and the Hong Kong legislations, a seafarer manning an officer's station on a Hong Kong registered ship is required to hold either a valid Hong Kong certificate of competency or a Hong Kong licence of the appropriate class and with an endorsement in conformity with the requirements of the STCW Convention.

Enquiries relating to certification, licensing and GMDSS operator endorsement procedures for deck and engineer officers should be directed to:

Seagoing Examination and Mercantile Marine Office

Room 302, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong

Tel : (852) 2852 4362 (for Nautical) ; (852) 2852 4364 (for Engineer)

Fax : (852) 2541 6754, (852) 2545 4669

Email : ebs_crt@mardep.gov.hk

For more information, please see:

https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/coc_gl4.pdf

8.6 Declaration of Maritime Labour Compliance - Part 1 (DMLC-Part 1)

The International Labour Organization announced that the Maritime Labour Convention, 2006 (MLC) with its 2014 Amendments was extended to Hong Kong on 20 December 2018. The Merchant Shipping (Seafarers) (Working and Living Conditions) Regulation (Cap. 478AF) gives effect to the requirements of the Maritime Labour Convention.

For details please refer to Hong Kong Merchant Shipping Information Note No. 25/2018:
<https://www.mardep.gov.hk/filemanager/en/share/msnote/pdf/msin1825.pdf>

For application of DMLC Part 1, forms can be downloadable at:
<https://www.mardep.gov.hk/en/forms/pdf/md738.pdf>

The completed form should be forwarded to:

Shipping Division,
Marine Department, HKSARG
Fax: (852) 2545 0556 or
Email: ss_css@mardep.gov.hk

Application for DMLC-Part 1 through One-stop e-Service (OSS) is available at
https://ebs.mardep.gov.hk/en/services_ship_registration_ships_services.php

8.7 Ship Station Licence and Radio Operation

A Radio Call Sign (with prefix of “VR” for Hong Kong registered ships) will be allotted by the Hong Kong Shipping Registry on behalf of the Office of Communication Authority (OFCA). Applicant are required to apply for ship station licence directly with OFCA.

For application of Ship Station Licence, form (OFCA A284) can be downloaded at:
<https://www.ofca.gov.hk>

The completed form should be returned to:

OFCA, Licensing Unit
26/F, Wu Chung House, 213, Queen’s Road East, Wan Chai, Hong Kong
Tel: (852) 2961 6282
Fax: (852) 3155 0986
Email: license.mob@ofca.gov.hk

Radio operating personnel and holders of certificates which are issued by other Administrations are required to hold a valid Certificate of Equivalent Competency (COEC) issued by the OFCA. COEC holders could be an officer holding Hong Kong certificates or licences.

For application of Certificate of Equivalent Competency (COEC), form (OFCA A295) can be downloaded at: <https://www.ofca.gov.hk>

The completed form should be returned to:

Communications Authority, Support Services Sub-Section
20/F, Wu Chung House, 213, Queen's Road East, Wan Chai, Hong Kong
Tel: (852) 2961 6608
Fax: (852) 3155 0914
Email: maritime@ofca.gov.hk

8.8 Exemption Certificates

Application should be made to the Cargo Ships Safety Section at 24/F, Harbour Building, 38 Pier Road, Central, Hong Kong or by facsimile to Fax. No. (852) 2545 0556 or by E-mail: exemption@mardep.gov.hk for the issue of exemption certificates to vessels.

Application for Exemption Certificates through One-stop e-Service (OSS) is available at https://ebs.mardep.gov.hk/en/services_ship_registration_ships_services.php

Chapter 9 – Change of Information

9.1 Changes Must Be Notified to the Registrar

Any changes to the particulars of the ship, the Representative Person, the registered owner or the demise charterer, i.e. name, address, to list all the items displayed on the Certificate of Registry (COR) must be notified in writing to the Registrar who will advise on the evidence to be produced for updating the register and for issuing a new COR when all are checked in order.

9.2 Change of Ship's Name

The registered owner should submit a completed application form “Application for Change of Name of a Ship Registered in Hong Kong”. HKSR will check if the proposed ship's name is available and if so, an “Approval-in-principle” with “Ship's Marking Note” and “Certificate/Declaration of Marking” will then be issued to the applicant.

Either the completed “Declaration of Marking” (by the Master of the vessel) or the certified “Certificate of Marking” (by a recognized classification society surveyor) should be returned to the Registrar. When HKSR received the confirmation of the name changed, a new Certificate of Registry with new ship's name will be issued to the applicant.

9.3 Change of the Particulars of Ship

The owner/demise charter/representative person shall provide an updated Certificate of Survey (SUR59E MD 724) or (SUR59 / MD 725) issued by the recognized Classification Society to HKSR. Then, a new Certificate of Registry (COR) will be issued.

9.4 Change of Company Name/ Address and Particulars of Owner / Demise Charter

The owner/demise charter shall submit the form no. MD 739 with the evidence (such as the updated/amended record of Company Registry) for such change. Then, a new Certificate of Registry (COR) will be issued.

9.5 Change of Company Name/ Address and Particulars of Representative Person

The representative person shall submit the form no. MD 740 with the evidence (such as the updated/amended record of Company Registry) for such change. Then, a new Certificate of Registry (COR) will be issued.

9.6 Change of Ownership

Selling a registered ship

If the transferee (buyer) is not a Qualified Person or if the transferee (buyer) is a Qualified Person who is not intending to retain the registration of the ship in Hong Kong, the transferor (meaning the owner of records on the HKSR, i.e. the seller) should close the ship's registration.

If the transferee (buyer) is a Qualified Person who is intending to retain the registration of the ship in Hong Kong, the outgoing owner should complete the Bill of Sale (form no. MD 662). The completed Bill of Sale should contain clear particulars for identification of the ship and must be executed by the transferor (seller) in the manner according to the articles of association of the transferor if it is a body corporate or in front of a witness if the transferor is an individual. It should be then handed over to the transferee (buyer).

Buying a registered ship

The buyer of a registered ship should obtain a Bill of Sale from the seller. If it is the intention of the transferee who is a Qualified Person to continue to place the ship on the Register, he should present the completed "Declaration of Transfer" (form No. RS/D1 MD 649), together with the Bill of Sale as the title document. The transferee should also produce a certified true copy of the Certificate of Incorporation or Registration in Hong Kong or his Hong Kong Identity Card as appropriate. No re-survey will be necessary unless there are major modifications or re-fitting to the vessel. The transfer would then be effected and a new certificate issued with the payment of prescribed fees. However, the above procedures on **the transfer of ownership do not apply to ships on the register being operated under demise charter**. The procedures do not apply also to "transitional ships" described under Part XI of the Ordinance.

Transfer of Ownership

A ship is registrable if a majority interest in the ship is owned by one or more qualified persons or the ship is operated by a qualified person under a demise charter

Qualified person:

- a. an individual who holds a valid identity card and who is ordinarily resident in Hong Kong;
- b. a body corporate incorporated in Hong Kong; and
- c. a registered non-Hong Kong company

Register with Hong Kong Companies Registry
crenq@cr.gov.hk

- ☞ The processing time for issuing certificates varies depending on the type of application and the submission method
- ☞ Price Guide to main services

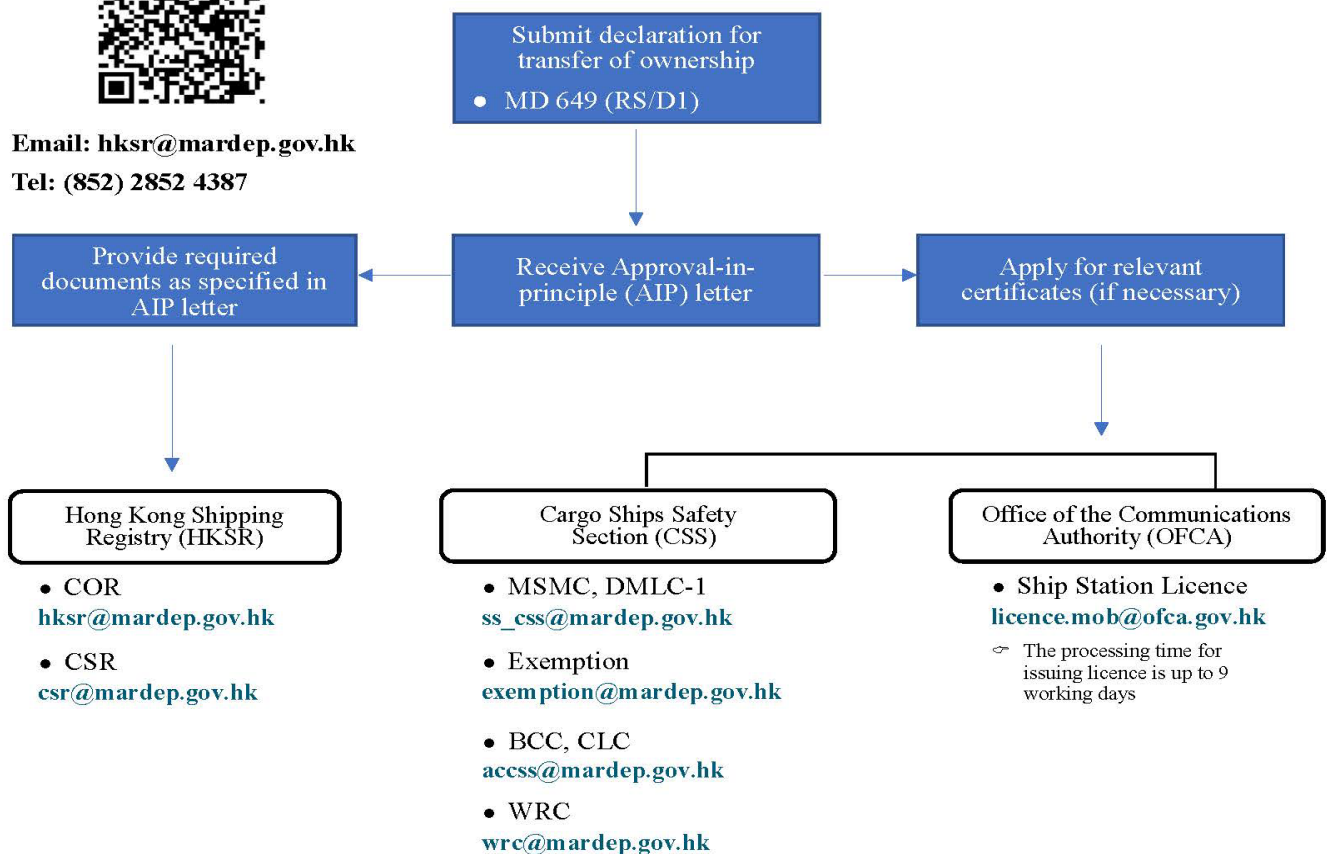
Submission to Hong Kong Shipping Registry (HKSR)

- Online submission – OSS (https://ebs.mardep.gov.hk/en/services/ship_registration/ships_services.php)
- By post to Room 302, Harbour Building, 38 Pier Road, Central, Hong Kong



Email: hksr@mardep.gov.hk

Tel: (852) 2852 4387



9.7 Change Management Company

New management company is required to advise HKMD about its taking up of the International Safety Management (ISM) duty and responsibility together with the new information of Designated Person Ashore (DPA) and Company Security Officer (CSO). To release its further obligation, the old management company should report its resigning from the vessel to the HKMD.

The ISM Owner Declaration Form and the DPA & CSO Contact Information Form are available at the following website under “ISM Matter” for facilitating the shipowners to make the declaration to HKMD:

https://www.mardep.gov.hk/filemanager/en/share/faq/pdf/ism_odf.doc

https://www.mardep.gov.hk/filemanager/en/share/faq/pdf/dpa_cso.doc

Chapter 10 – Close of Registration

10.1 Closure of a Ship’s Registration by Owner

Owner should complete the form “Notice of intention to close a ship’s registration by owner”, form no. RS/N1 MD 640. Owner should also notify the demise charterer (if any) of the intention to close the ship from the register and present the signed acknowledgement letter to the Registrar.

Certificate of deletion referred to in this section is form no. RS/C3 MD 723. No fee is payable for the issue of this certificate which is issued only once at the time of closure of registration of a ship. If an owner or any person applied to the Registrar subsequently for a document evidencing that the registration of a ship is closed, he may apply for a closed transcript or a certified copy of the certificate of deletion, whichever is appropriate, of the ship at a fee as prescribed under the fees regulations.

If there are registered mortgage(s) on the ship, such mortgage(s) should be discharged. Otherwise, consent on form no. RS/C4 MD 653 from each of the registered mortgagee(s) to close the ship’s registration is required.

10.2 Closure of a Ship’s Registration by Registrar

Pursuant to sections 62 (Closure on failure to pay fees or charges) and 64 (Closure by direction generally) of the Ordinance when the registration of a ship should be closed mandatory, the Registrar may give 30 days’ notice to the owner, demise charterer or representative person, and each mortgagee (if any) of the ship before closing the registration of the ship.

In relation to the safety, risk of pollution, health, welfare and contravention of other relevant Ordinance(s)/Regulation(s) of the ship and/or persons on board, the Registrar may give 90 days’ notice to close the ship’s registration.

Chapter 11 – Fees

11.1 Registration Fees

The registration fee for a ship is determined according to its GROSS TONNAGE (GT) as follows:

First Registration Fee (Based on GT)	
Gross Tonnage of Ship	First Registration Fee (HK\$)
500 or below	3,500
over 500	15,000

11.2 Annual Tonnage Charge

The annual tonnage charge for a ship is determined according to its NET TONNAGE (NT) not exceeding 1,000 NT – HK\$1,500; plus for the 1,001st to 15,000th NT – HK\$3.50 per ton, AND for the 15,001st NT and upward – HK\$3.00 per ton, SUBJECT to a maximum charge of HK\$77,500.

Annual Tonnage Fee (Based on NT)	
Net Tonnage of Ship	Annual Tonnage Fee (HK\$)
1,000 or below	1,500
5,000	15,500
10,000	33,000
15,000	50,500
20,000	65,500
24,000 and upwards	77,500

The First Registration Fee and Annual Tonnage Charge calculator is available at https://ebs.mardep.gov.hk/eBS3OssPortal/chargeCalculator?lang=zh_TW

11.3 Annual Tonnage Charge (ATC) Reduction Scheme

To encourage our owners in maintaining high quality ships, the Marine Department has implemented the ATC reduction scheme for Hong Kong registered ships since 1 February, 2006.

Under the ATC reduction scheme, a ship that has been continuously registered in Hong Kong for two years or more and fulfills the following conditions:

- (1) Within the past two years, the ship has no detention record under any Port State Control (PSC) regime; and
- (2) The full “Specified ATC” has been paid for the previous year,

The registered owner of the ship will be qualified to enjoy a 50% “Specified ATC” reduction for the following year.

For details of the “Specified ATC”, please refer to item 1 of Part 3 of the Schedule to the Merchant Shipping (Registration) (Fees and Charges) Regulations (Chapter 415A).

For enquiries about the “ATC Reduction Scheme”, please email hksr@mardep.gov.hk to the Hong Kong Shipping Registry or you may visit MD’s webpage at :

<https://www.mardep.gov.hk/en/hksr/register-with-hksr/benefit-of-registering-with-hksr/atc-reduction-scheme/index.html>

11.4 Miscellaneous Registry Fees

Service	Fee (HK\$)
Provisional registration of a ship	35% of the fees for full registration (1/12 of annual tonnage charge is also payable for each 1 month period of provisional registration)
Changing from provisional to full registration	75% of the fee for full registration
Registration of a transfer of mortgage, transfer by bill of sale, transmission, mortgage or discharge of mortgage	Free of charge
Inspection of a ship's record in the register	\$110
Copy of or extract from any entry in the register	\$110
Certification of a copy of or extract from any entry in the register	\$260
Issue of a Continuous Synopsis Record (CSR)	\$260
Issue of replacement Certificate of Registry	\$260
Issue of certified copy of a Certificate of Deletion	\$220
Grant of a new Certificate of Registry upon change of any particulars of a ship recorded in the register	Free of charge
Issue of Minimum Safe Manning Certificate, Exemption Certificate	Free of charge
Issue of DMLC Part I	Free of charge
Issue of CLC or Bunker Certificate	\$535
Services outside office hours *advance booking in at least three working days is required.	Charged in accordance with the Merchant Shipping (Registration) (Fees and Charges) Regulations

Chapter 12 – Contact List

	Enquiry Number	Facsimile Number.	Email Address
Hong Kong Shipping Registry	2852 4421/ 2852 4387	2541 8842	hksr@mardep.gov.hk
Passenger Ships Safety Section	2852 4500	2545 0556	sspss@mardep.gov.hk
Cargo Ships Safety Section - Enquiries (General) - Enquiries (ISM and ISPS compliance) - Exemption & Dispensation - 24-hour hotline (for urgent dispensation after office hour)	2852 4510 9461 2998	2545 0556	ss_css@mardep.gov.hk mms@mardep.gov.hk exemption@mardep.gov.hk
Quality Assurance Section - Enquiries (General) - Flag State Quality Control - Pre-registration Quality Control	2852 4516	2545 0556	ss_qa@mardep.gov.hk fsqc@mardep.gov.hk prqc@mardep.gov.hk
Port State Control Section	2852 4506	2545 0556	hkpsco@mardep.gov.hk
Seafarers' Certification and Hong Kong Licence	2852 4383	2541 6754	sssem@mardep.gov.hk
Examination-Seagoing	2852 4383	2541 6754	sssem@mardep.gov.hk
Mercantile Marine Office	2852 3061	2545 4669	mmo_mdd@mardep.gov.hk
Deputy Marine Adviser, London Office	+44-20-3862 9225	+44-20-7323 2336	hksr@hketolondon.gov.hk
Regional Head, Shanghai Office	+86-21-6351 2233	+86-21-6351 9368	hksr@sheto.gov.hk
Regional Head, Singapore Office	+65-6330 9339	+65-6339 2112	hksr@hketosin.gov.hk
Communications Authority Licensing Unit for Ship's Station Licence GMDSS Certificate of Equivalent Competency & Endorsement	2961 6282 2961 6608	3155 0986 3155 0914	license.mob@ofca.gov.hk maritime@ofca.gov.hk

Chapter 13 – List of Forms

Description of Forms		Form No.	
1	Application for Registration of a Ship (with Annex)	RS/A1	MD 638
2	Notice of Alteration to Ship	RS/A5	MD 657
3	Application for Registration Anew	RS/A6	MD 658
4	Application to reservation of a Ship Name	RS/A7	MD 650
5	Consent of Mortgagee to Close a Ship's Registration	RS/C4	MD 653
6	Hong Kong Ship Mortgage	RS/M1	MD 641
7	Discharge of Mortgage	RS/M2	MD 642
8	Transfer of Mortgage	RS/M3	MD 647
9	Confirmation by Mortgagee		MD 726
10	Declaration of Transfer	RS/D1	MD 649
11	Declaration of Entitlement to Own a Ship Registered in Hong Kong by Individual or Joint Owner – Qualified Owner	RS/D2	MD 661
12	Declaration of Entitlement to Own a Ship Registered in Hong Kong by Body Corporate – Qualified Owner	RS/D3	MD 639
13	Declaration of Entitlement to Own a Ship Registered in Hong Kong by Joint Owner – Body Corporate – Qualified Owner	RS/D3a	MD 651
14	Declaration of Entitlement to Own a Ship Registered in Hong Kong by Individual or Joint Owner – Unqualified Owner	RS/D4	MD 654
15	Declaration of Entitlement to Own a Ship registered in Hong Kong by Body Corporate – Unqualified Owner	RS/D5	MD 645
16	Declaration of Transmission by Operation of Law By Representative(s) of a Deceased Owner	RS/D7	MD 655
17	Declaration of Transmission by Operation of Law By Trustee in Bankruptcy Hong Kong Ship	RS/D8	MD 656
18	Certificate of Survey (For ships of not less than 24 metres in length)	SUR59E	MD 724
19	Certificate of Survey (For ships of less than 24 metres in length)	SUR 59	MD 725
20	Certificate of Registry	RS/C1	MD 728
21	Certificate of Provisional Registry	RS/C2	MD 729
22	Certificate of Deletion	RS/C3	MD 723

23	Notice of Intention to Close a ship's registration by owner	RS/N1	MD 640
24	Application for First Continuous Synopsis Record (CSR)		MD 644
25	Application for Continuous Synopsis Record (CSR) - Form 2		MD 659
26	Application for Change of Name of a ship registered in Hong Kong		MD 648
27	Request for Transcript of Register (Hong Kong Registered Ship)		MD 722
28	Application for Change of Company Name/ Company Address and Particulars of Owner, Demise Charterer		MD 739
29	Application for Change of Company Name/ Company Address and Particulars of Representative Person		MD 740
30	Declaration of Entitlement to Register a ship in Hong Kong by Demise Charterer	RS/D6	MD 646
31	Declaration for the Discharge of Hong Kong Ship Mortgage		MD 732
32	Form of Authority (for making application /declaration on behalf of owner)		MD 643
33	Form of Authority (for making application for reservation of name on behalf of owner)		MD 652
34	Builder's Certificate		MD 660
35	Bill of Sale		MD 662
36	Ship's Marking Note	RS/S1	MD 727
37	Notarial Certificate		MD 730
38	Authorisation for the Release of Ships' Survey Information		MD 731
39	Transcript of Register		MD 733
40	Continuous Synopsis Record (CSR) Document- Form 1		MD 734

All forms can be downloaded at www.mardep.gov.hk/en/forms/home.html#register

Declaration

I/We, Mr./Ms. being the director/company secretary of the, the (Company) hereby declare that the Company does not possess a corporate/common seal as it is not a legal requirement of where the Company incorporated.

Signed for and on behalf of
(Name of the corporation)

(signed) _____
(Name of Status the Signatory)

Date

In the presence of

(signed) _____

(Name of Status the Signatory)

Title (the Registrar, a justice of the peace, a notary public, a commissioner for oaths or a solicitor)