Review Summary of Streamlining Ship Registration Procedures without Legislative Amendment

Part A- Applications and Supporting Documents

| | art A- Applica | luons and S | upporung 1 | Jocuments | | | | | | | | | | | | | | | |
|---|----------------|---------------------------------------|---------------------|----------------------|---|----------------------------------|---|---------------------------------------|---|-------------------------------------|---|--|-------------------------------|-------------------------------|---|---|---|-----------------------------------|---------------------------|
| | | | | | | T | , · · · · · · · · · · · · · · · · · · · | | T | . | T | Supporting Do | ocuments | 1 | T | Γ | | | |
| | Application | Existing / Proposed Arrangement | Application Mode | Online Submission | Declaration of Entitlement to Own a Ship Registered in Hong Kong (Note 1) | Form of Authority (Note 2) | Certificate of Survey (CoS) (Note 3) | Ship's Marking Note (Note 4) | Certificate of Ownership (COO) (Note 5) | Evidence of Deletion (Note 6) | Certificate of Incorporation (Note 7) | Memorandum & Articles of Association | Title Document (Note 8) | Power of Attorney (POA) | Protocol of Delivery & Acceptance (PODA) | Evidence of Transmission (Note 9) | Consent of Mortgagee to Close a ship's registration (Note 10) | Class Certificate (Note 11) | Remarks |
| 1 | . Application | Existing | Original copy | No | Original or | Original or | Scanned / | Scanned / | Scanned / | Scanned / | Original or | Original or | Original or | Original | Scanned / | N.A | N.A | N.A | |
| | for Ship | arrangement | or certified | | certified true | certified | Photocopy | Photocopy | Photocopy | Photocopy | certified true | certified true | certified | or | photocopy | | | | |
| | Registration | | true copy | | copy | true copy | (with | (with | (with | (with | copy | copy | true copy | certified | | | | | |
| | (MD 638) | | | | | | original or | original or | original or | original or | | | | true copy | | | | | |
| | | | | | | | certified | certified | certified | certified | | | (Scanned or | | | | | | |
| (| a) Full | | | | | | true copy | true copy | true copy | true copy | | | photocopy | | | | | | |
| | registration | | | | | | within 30 | within 30 | within 30 | within 30 | | | for PCOR | | | | | | |
| | for issuing | | | | | | days.) | days.) | days.) | days.) | | | (Legal | | | | | | |
| | Certificate of | | | | | | | | | | | | Req't) | | | | | | |
| | Registry | <u>Proposed</u> | Scanned or | Not for COR, | Scanned or | Scanned or | Scanned or | Scanned | Scanned or | Scanned or | Scanned or | Scanned or | Status quo | (Scanned | Status quo | N.A | N.A | N.A | Guidelines / Instruction |
| | (COR); | <u>arrangement</u> | photocopy or | only for | photocopy | photocopy | photocopy | or | photocopy | photocopy | photocopy | photocopy | (Legal | or | | | | | to Registrar & Form MD |
| (| OR | | webform with | PCOR. | | | | photocopy | | | | | Req't) | photocop | | | | | 638 to be amended. To |
| (| b) Provisional | | no signature | | 1. submit | | | | | | | | | y for | | | | | facilitate the scanned or |
| | registration | | required | | through OSS | | | | | | | | | PCOR) | | | | | photocopy or webform |
| | for issuing | | | | with a | | | | | | | | | | | | | | submission of the |
| | Provisional | | | | registered | | | | | | | | | | | | | | application form MD |
| | Certificate of | | | | account; | | | | | | | | | | | | | | 638, the Part IV (Consent |
| | Registry | | | | 2. submit | | | | | | | | | | | | | | to act as representative |
| | (PCOR) | | | | through email | | | | | | | | | | | | | | person) and Part VI |
| | | | | | with a list of | | | | | | | | | | | | | | (Declaration for Demise |
| | | | | | designated | | | | | | | | | | | | | | Charter Registration of a |
| | | | | | email address | | | | | | | | | | | | | | ship) will be removed |
| | | | | | provided. | | | | | | | | | | | | | | from the original form |
| | | | | | | | | | | | | | | | | | | | and separately submitted |
| | | | | | | | | | | | | | | | | | | | as annexes following the |
| | | | | | | | | | | | | | | | | | | | principle of declaration |
| | | | | | | | | | | | | | | | | | | | submission. |

| | | | | Supporting Documents | | | | | | | | | | | | | | | |
|----------|-----------------|--------------------|---------------------------|----------------------|---|----------------------------------|---|---------------------------------------|---|-------------------------------------|---|--|-------------------------------|-------------------------------|---|---|---|-----------------------------------|-----------------------------|
| | Application | | Application Mode | Online Submission | Declaration of Entitlement to Own a Ship Registered in Hong Kong (Note 1) | Form of Authority (Note 2) | Certificate of Survey (CoS) (Note 3) | Ship's Marking Note (Note 4) | Certificate of Ownership (COO) (Note 5) | Evidence of Deletion (Note 6) | Certificate of Incorporation (Note 7) | Memorandum & Articles of Association | Title Document (Note 8) | Power of Attorney (POA) | Protocol of Delivery & Acceptance (PODA) | Evidence of Transmission (Note 9) | Consent of Mortgagee to Close a ship's registration (Note 10) | Class Certificate (Note 11) | Remarks |
| 2 | Reservation | Existing | Original copy | Yes | N.A | Original or | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | |
| | of a Ship | arrangement | / certified true | | | certified | | | | | | | | | | | | | |
| | Name | | copy / | | | true copy | | | | | | | | | | | | | |
| | (MD 650) | | Scanned / | | | | | | | | | | | | | | | | |
| | | | photocopy | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | n . | G 1/ | W. | N. A. | G 1 | N. A. | N. A | N/A | N.A. | N.A. | N A | N. A. | NA | N.A. | N.A. | N. A. | N/A | 0.11. |
| | | <u>Proposed</u> | Scanned / | Yes | N.A | | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | Guidelines / Instruction |
| | | <u>arrangement</u> | photocopy or webform with | | | photocopy | | | | | | | | | | | | | to Registrar to be amended. |
| | | | no signature | | | | | | | | | | | | | | | | amended. |
| | | | required | | | | | | | | | | | | | | | | |
| | | | 1 | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | |
| 3 | Notice of | Existing | Original copy | Yes | N.A | N.A | Scanned / | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | |
| | Alteration to | <u>arrangement</u> | / certified true | | | | photocopy | | | | | | | | | | | | |
| | Ship | | copy / | | | | (with | | | | | | | | | | | | |
| | (Certificate of | | Scanned / | | | | original or | | | | | | | | | | | | |
| | Registry | | photocopy | | | | certified | | | | | | | | | | | | |
| | (COR) to be | | | | | | true copy | | | | | | | | | | | | |
| | updated.) | | | | | | within 30 | | | | | | | | | | | | |
| | (MD 657) | _ | | | | | days.) | | | | | | | | | | | | |
| | | <u>Proposed</u> | Scanned / | Yes | N.A | N.A | Scanned or | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | Guidelines / Instruction |
| | | <u>arrangement</u> | photocopy or | | | | photocopy | | | | | | | | | | | | to Registrar to be |
| | | | webform with | | | | | | | | | | | | | | | | amended. |
| | | | no signature | | | | | | | | | | | | | | | | |
| | | | required | | | | | | | | | | | | | | | | |
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| <u> </u> | | | | | | | | | | | | | | | | | | | |

| | | | | Supporting Documents | | | | | | | | | | | | | | | |
|---|-----------------|--------------------|---------------------------------|----------------------|---|----------------------------------|--------------------------------------|---------------------------------------|---|-------------------------------------|---|--|-------------------------------|-------------------------------|---|---|---|-----------------------------------|--------------------------|
| | Application | | Application Mode Original copy | Online Submission | Declaration of Entitlement to Own a Ship Registered in Hong Kong (Note 1) | Form of Authority (Note 2) | Certificate of Survey (CoS) (Note 3) | Ship's Marking Note (Note 4) | Certificate of Ownership (COO) (Note 5) | Evidence of Deletion (Note 6) | Certificate of Incorporation (Note 7) | Memorandum & Articles of Association | Title Document (Note 8) | Power of Attorney (POA) | Protocol of Delivery & Acceptance (PODA) | Evidence of Transmission (Note 9) | Consent of Mortgagee to Close a ship's registration (Note 10) | Class Certificate (Note 11) | Remarks |
| 4 | Application | Existing | Original copy | Yes | N.A | Original or | Scanned / | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | |
| | for | arrangement | / certified true | | | certified | photocopy | | | | | | | | | | | | |
| | Registration | | copy / | | | true copy | (with | | | | | | | | | | | | |
| | Anew | | Scanned / | | | | original or | | | | | | | | | | | | |
| | (Certificate of | | photocopy | | | | certified | | | | | | | | | | | | |
| | Registry | | | | | | true copy | | | | | | | | | | | | |
| | (COR) to be | | | | | | within 30 | | | | | | | | | | | | |
| | updated.) | | | | | | days.) | | | | | | | | | | | | |
| | (MD 658) | <u>Proposed</u> | Scanned / | Yes | N.A | Scanned or | Scanned or | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | Guidelines / Instruction |
| | | arrangement | photocopy or | | | photocopy | photocopy | | | | | | | | | | | | to Registrar to be |
| | | | webform with | | | | | | | | | | | | | | | | amended. |
| | | | no signature | | | | | | | | | | | | | | | | |
| | | | required | | | | | | | | | | | | | | | | |
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| | Applications | Evistina | Original copy | Vac | N.A | N.A | Scanned / | NI A | N.A | N.A | N A | N.A | N.A | N A | NI A | N.A | N.A | N.A | |
| 3 | for updating | <u>arrangement</u> | / certified true | | N.A | N.A | photocopy | N.A | N.A | N.A | N.A | IN.A | N.A | N.A | IN.A | N.A | N.A | N.A | |
| | Certificate of | <u>arrangement</u> | copy / | | | | (with | | | | | | | | | | | | |
| | Registry | | Scanned / | | | | original or | | | | | | | | | | | | |
| | (COR) due to | | photocopy | | | | certified | | | | | | | | | | | | |
| | : change of | | 1 | | | | true copy | | | | | | | | | | | | |
| | ship's name | | | | | | within 30 | | | | | | | | | | | | |
| | (MD 648) | | | | | | days.) | | | | | | | | | | | | |
| | | Proposed | Scanned / | Yes | N.A | N.A | Scanned or | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | Guidelines / Instruction |
| | | arrangement | photocopy or | | | | photocopy | | | | | | | | | | | | to Registrar to be |
| | | | webform with | | | | | | | | | | | | | | | | amended. |
| | | | no signature | | | | | | | | | | | | | | | | |
| | | | required | | | | | | | | | | | | | | | | |
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| | | | | Supporting Documents Declaration | | | | | | | | | | | | | | | |
|---|------------------------|--------------------|---------------------|-----------------------------------|---|----------------------------------|--------------------------------------|---------------------------------------|---|-------------------------------------|---|--|-------------------------------|-------------------------------|---|---|---|-----------------------------------|--------------------------|
| | Application | | Application Mode | Online Submission | Declaration of Entitlement to Own a Ship Registered in Hong Kong (Note 1) | Form of Authority (Note 2) | Certificate of Survey (CoS) (Note 3) | Ship's Marking Note (Note 4) | Certificate of Ownership (COO) (Note 5) | Evidence of Deletion (Note 6) | Certificate of Incorporation (Note 7) | Memorandum & Articles of Association | Title Document (Note 8) | Power of Attorney (POA) | Protocol of Delivery & Acceptance (PODA) | Evidence of Transmission (Note 9) | Consent of Mortgagee to Close a ship's registration (Note 10) | Class Certificate (Note 11) | Remarks |
| 6 | Applications | Existing | Request by | Yes | N.A | N.A | N.A | N.A | N.A | N.A | Original or | N.A | N.A | N.A | N.A | N.A | N.A | N.A | |
| | for updating | arrangement | email (no | | | | | | | | certified true | | | | | | | | |
| | COR due to | | form) | | | | | | | | copy | | | | | | | | |
| | : change of | | | | | | | | | | | | | | | | | | |
| | Representativ | | | | | | | | | | | | | | | | | | |
| | e Person | | | | | | | | | | | | | | | | | | |
| | details; | | | | | | | | | | | | | | | | | | |
| | : change of Owner / | Proposed | Scanned / | Yes | N.A | N.A | N.A | N.A | N.A | N.A | Scanned or | N.A | N.A | N.A | N.A | N.A | N.A | N.A | Guidelines / Instruction |
| | Demise | arrangement | photocopy or | | | | | | | | photocopy | | | | | | | | to Registrar to be |
| | Charterer | | webform | | | | | | | | | | | | | | | | amended. Proposed |
| | details. | | without | | | | | | | | | | | | | | | | New Form MD 739 and |
| | (MD 739, 740) | | signature | | | | | | | | | | | | | | | | MD 740 to be adopted. |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| 7 | Application | Existing | Original copy | Yes | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | Scanned or | |
| | for | <u>arrangement</u> | / certified true | | | | | | | | | | | | | | | photocopy | |
| | Continuous | | copy / | | | | | | | | | | | | | | | | |
| | Synopsis | | Scanned / | | | | | | | | | | | | | | | | |
| | Record (CSR) | | photocopy | | | | | | | | | | | | | | | | |
| | (first and | | | | | | | | | | | | | | | | | | |
| | update form 2) | | | | | | | | | | | | | | | | | | |
| | (MD 644, 659) | <u>Proposed</u> | Scanned / | Yes | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | Status Quo | |
| | | arrangement | photocopy or | | | | | | | | | | | | | | | | |
| | | | webform | | | | | | | | | | | | | | | | |
| | | | without | | | | | | | | | | | | | | | | |
| | | | signature | | | | | | | | | | | | | | | | |
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| | | | | Supporting Documents | | | | | | | | | | | | | | | |
|---|---|---|---|----------------------|---|----------------------------------|---|---------------------------------------|---|-------------------------------------|---|--|-------------------------------|---|---|---|---|-----------------------------------|---|
| | Application | Existing / Proposed Arrangement Existing arrangement | Application Mode | Online Submission | Declaration of Entitlement to Own a Ship Registered in Hong Kong (Note 1) | Form of Authority (Note 2) | Certificate of Survey (CoS) (Note 3) | Ship's Marking Note (Note 4) | Certificate of Ownership (COO) (Note 5) | Evidence of Deletion (Note 6) | Certificate of Incorporation (Note 7) | Memorandum & Articles of Association | Title Document (Note 8) | Power of Attorney (POA) | Protocol of Delivery & Acceptance (PODA) | Evidence of Transmission (Note 9) | Consent of Mortgagee to Close a ship's registration (Note 10) | Class Certificate (Note 11) | Remarks |
| 8 | Request for Transcript of Register (MD 722) | | Original copy / certified true copy / Scanned / photocopy | Yes | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | |
| | | Proposed arrangement | Scanned / photocopy or webform without signature | Yes | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | |
| 9 | Notice of Intention to Close a ship's registration by owner (Certificate of Deletion (COD) is to be | Existing arrangement | Original copy or certified true copy | No | N.A | N.A | N.A | N.A | N.A | N.A | Original copy or certified true copy | Original copy or certified true copy | N.A | Original copy or certified true copy | N.A | N.A | Original copy or certified true copy | N.A | This involves the change of a ship's registration status. It is considered necessary to act in a prudent manner requiring original copy of POA and mortgagee consent. |
| | issued for flag out ship) (MD 640) | Proposed arrangement | Status quo | No | N.A | N.A | N.A | N.A | N.A | N.A | Scanned or photocopy | Scanned or photocopy | N.A. | Status | N.A | N.A | Status quo | N.A | Guidelines / Instruction to Registrar to be amended |

| | | | | Supporting Documents Declaration | | | | | | | | | | | | | | | |
|----|-----------------|---------------------------------------|---------------------|-----------------------------------|---|----------------------------------|--------------------------------------|---------------------------------------|---|-------------------------------------|---|--|-------------------------|-------------------------------|---|---|---|-----------------------------------|----------------------------|
| | Application | Existing / Proposed Arrangement | Application Mode | Online Submission | Declaration of Entitlement to Own a Ship Registered in Hong Kong (Note 1) | Form of Authority (Note 2) | Certificate of Survey (CoS) (Note 3) | Ship's Marking Note (Note 4) | Certificate of Ownership (COO) (Note 5) | Evidence of Deletion (Note 6) | Certificate of Incorporation (Note 7) | Memorandum & Articles of Association | Title Document (Note 8) | Power of Attorney (POA) | Protocol of Delivery & Acceptance (PODA) | Evidence of Transmission (Note 9) | Consent of Mortgagee to Close a ship's registration (Note 10) | Class Certificate (Note 11) | Remarks |
| 10 | Hong Kong | Existing | Original copy | No | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | Original | N.A | N.A | N.A | N.A | Cap. 415 stipulates that |
| | Ship | arrangement | or certified | | | | | | | | | | | copy or | | | | | the Registrar is required |
| | Mortgage | | true copy | | | | | | | | | | | certified | | | | | to endorse on the |
| | (Confirmation | | (Legal | | | | | | | | | | | true copy | | | | | mortgage instrument the |
| | by Mortgagee | | Requirement) | | | | | | | | | | | | | | | | date and time of |
| | is required for | | | | | | | | | | | | | | | | | | registration. |
| | provisional | <u>Proposed</u> | Status quo | No | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | Status | N.A | N.A | N.A | N.A | Legislation amendment is |
| | registration) | arrangement | | | | | | | | | | | | quo | | | | | required if such practice |
| | (MD 641) | | | | | | | | | | | | | | | | | | is to be changed. |
| | | | F | r | | | | | | | | | | | | | | | |
| 11 | Discharge of | Existing | Original copy | No | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | Original | N.A | N.A | N.A | N.A | Discharge of mortgage is |
| | Mortgage | arrangement | or certified | | | | | | | | | | | copy or | | | | | a financial process and |
| | (MD 642) | | true copy | | | | | | | | | | | certified | | | | | should be handled |
| | | | | | | | | | | | | | | true copy | | | | | cautiously to avoid any |
| | | | | | | | | | | | | | | | | | | | dispute. Therefore, it is |
| | | | | | | | | | | | | | | | | | | | considered necessary to |
| | | | | | | | | | | | | | | | | | | | continue existing practice |
| | | | | | | | | | | | | | | | | | | | of requesting original |
| | | | ~ | | | | | | | | | | | - | | | | | сору. |
| | | <u>Proposed</u> | Status quo | No | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | Status | N.A | N.A | N.A | N.A | |
| | | arrangement | | | | | | | | | | | | quo | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| 12 | 2 Transfer of | Existing | Original copy | No | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | Original | N.A | N.A | N.A | N.A | Same remark as item 11. |
| | Mortgage | arrangement | or certified | | | | | | | | | | | copy or | | | | | |
| | (MD 647) | | true copy | | | | | | | | | | | certified | | | | | |
| | | | | | | | | | | | | | | true copy | | | | | |
| | | | | | | | | | | | | | | 1, | | | | | |
| | | <u>Proposed</u> | Status quo | No | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | N.A | Status | N.A | N.A | N.A | N.A | |
| | | arrangement | | | | | | | | | | | | quo | | | | | |
| | | | | | | | | | | | | | | | | | | | |
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| Γ | | | | | | | | | | | | | Supporting Do | ocuments | | | | | | |
|---|--------------|--------------|---------------------------------------|--------------------------|----------------------|---|----------------------------------|--------------------------------------|---------------------------------------|---|-------------------------------------|---|--|-------------------------|-------------------------------|---|---|---|-----------------------------------|-----------------------------|
| | Арр | lication | Existing / Proposed Arrangement | Application Mode | Online Submission | Declaration of Entitlement to Own a Ship Registered in Hong Kong (Note 1) | Form of Authority (Note 2) | Certificate of Survey (CoS) (Note 3) | Ship's Marking Note (Note 4) | Certificate of Ownership (COO) (Note 5) | Evidence of Deletion (Note 6) | Certificate of Incorporation (Note 7) | Memorandum & Articles of Association | Title Document (Note 8) | Power of Attorney (POA) | Protocol of Delivery & Acceptance (PODA) | Evidence of Transmission (Note 9) | Consent of Mortgagee to Close a ship's registration (Note 10) | Class Certificate (Note 11) | Remarks |
| | 13 De | claration of | Existing | Original or | No | N.A | Original or | N.A | N.A | N.A | N.A | Original or | Original or | Original or | Original | N.A | Original or | N.A | N.A | Cap. 415 stipulates that |
| | Tra | ansfer | arrangement | certified true | | | certified | | | | | certified true | certified true | certified | or | | certified true | | | the transfer of a |
| | (tr | ansfer of | | сору | | | true copy | | | | | сору | сору | true copy | certified | | copy | | | registered ship is to be |
| | | nership) | | | | | | | | | | | | (Legal | true copy | | | | | effected by a bill of sale. |
| | (M | (D 649) | | | | | | | | | | | | Req't) | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | İ | <u>Proposed</u> | Scanned or | - Yes (for de- | N.A | Scanned or | N.A | N.A | N.A | N.A | Scanned or | Scanned or | Status quo | Status | N.A | Scanned or | N.A | N.A | - Legislation amendment |
| | | | <u>arrangement</u> | photocopy | registration | | photocopy | | | | | photocopy | photocopy | | quo | | photocopy | | | is required if this process |
| | | | | | and re- | | | | | | | | | | | | | | | is to be changed. |
| | | | | 1. submit | registration | | | | | | | | | | | | | | | - Guidelines / Instruction |
| | | | | through OSS | for PCOR). | | | | | | | | | | | | | | | to Registrar to be |
| | | | | with a | - Not for full | | | | | | | | | | | | | | | amended. |
| | | | | registered | registration | | | | | | | | | | | | | | | |
| | | | | account; | for COR. | | | | | | | | | | | | | | | |
| | | | | 2. submit | | | | | | | | | | | | | | | | |
| | | | | through email | | | | | | | | | | | | | | | | |
| | | | | with a list of | | | | | | | | | | | | | | | | |
| | | | | designated email address | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | provided. | | | | | | | | | | | | | | | | |

Notes

- 1. Including Declaration of Entitlement to Own a Ship Registered in Hong Kong; Declaration of Entitlement to Register a ship in Hong Kong by Demise Charterer. (Form No. MD 639, 645, 646, 651, 654, 661)
- 2. Form No. MD 643, 652
- 3. Form No. MD 724, 725
- 4. Form No. MD 727
- 5. Including Certificate of Encumbrance.
- 6. Including Certificate of deletion, transcript of register.
- 7. Certificate of Company Registration.
- 8. Builder's Certificate; Bill of Sales; Court Order.
- 9. Declaration of Transmission by Operation of Law By Representative(s) of a Deceased Owner; Declaration of Transmission by Operation of Law By Trustee in Bankruptcy. (Form No. MD 655, 656)
- 10. Form No. MD 653
- 11. Trading Certificate such as Document of Compliance, Safety Management Certificate, International Ship Security Certificate, etc.

Part B- Other streamlining processes

| Modules | Industry Concerns / Issues | Existing Requirement/ Practice | Proposed (Administrative) Arrangement |
|----------------------------------|--|--|---|
| The acceptance of certain | The industry concerns that there are equivalent bodies which provide notary | In the Instruction to Registrar, it states that certain document (e.g. POA) | To revise the Instruction to Registrar, to allow MD to accept documents |
| reputable organisations / bodies | public services and are well accepted by the industry in some countries, for | executed outside Hong Kong must be certified by a notary public practicing | certified by reputable bodies or Registrars (regional head) at overseas after a |
| for certifying documents at | instance, the "China Council for the Promotion of International Trade(中国 | in the country in which the power is given. | due assessment. |
| overseas. | 国际贸易促进委员会)" in China. | | List of reputable bodies would be updated in MD webpage. |
| Provide a full set of sample | The industry recommended HKSR adopt good practices from other shipping | HKSR provides a full list of documents in HKSR guidelines and AIP letter | MD proposes progressively uploading the list of specimen samples for |
| documents / specimens to guide | registries by proving, a full set of sample documents and specimens for ship | for the industry and applicants reference. There are various samples of | support document in the HKSR's website for industry reference, starting with |
| the application | registration processes, in addition to the list of documents and textual | forms and certificate specimens available on MD webpage. | typical cases for applications such as new ship registration and mortgage |
| | guidelines now provided. | | registration. |
| | | | MD will also provide the relevant flowcharts of ship registration process |
| | | | (including that involving Ship Radio Licence and HK / non-HK company |
| | | | registration) in the MD webpage and HKSR guidelines for reference. |
| Payment notification by E- | The industry recommended HKSR to consider issuing E-DN for ATC | The adoption of issuing E-DN for ATC payment is in the pipeline and the | The issuance of E-DN should be ready by mid-2024. |
| Demand Note (E-DN) for Annual | payment to RP / ISM manager, in addition to existing practice of issuing paper | necessary backend system enhancement is underway. | |
| Tonnage Charge (ATC) | Demand Note (DN), to minimize undue payment. | | |
| Acceptance of remote change flag | The industry recommended HKSR to provide flexibility as other major | In general, MD not accept remote change flag survey conducted by RO. In | MD proposes to accept remote change flag survey by RO on trial basis subject |
| survey by RO | shipping registries to permit remote change flag survey / remote statutory | some occasions during the COVID-19, remote survey was acceptable under a | to further consultation with ROs. |
| | survey to be carried out by RO. | condition that physical attendance would be carried out within three months. | |