

Review Summary of Streamlining Ship Registration Procedures without Legislative Amendment

Part A- Applications and Supporting Documents

Application	Existing / Proposed Arrangement	Application Mode	Online Submission	Supporting Documents														Remarks		
				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)			
1. Application for Ship Registration (MD 638) (a) Full registration for issuing Certificate of Registry (COR); OR (b) Provisional registration for issuing Provisional Certificate of Registry (PCOR)	Existing arrangement	Original copy or certified true copy	No	Original or certified true copy	Original or certified true copy	Scanned / Photocopy (with original or certified true copy within 30 days.)	Scanned / Photocopy (with original or certified true copy within 30 days.)	Scanned / Photocopy (with original or certified true copy within 30 days.)	Scanned / Photocopy (with original or certified true copy within 30 days.)	Original or certified true copy	Original or certified true copy	Original or certified true copy	Original or certified true copy	Scanned / photocopy	N.A	N.A	N.A			
	Proposed arrangement	Scanned or photocopy or webform with no signature required	Not for COR, only for PCOR.	Scanned or photocopy	Scanned or photocopy	Scanned or photocopy	Scanned or photocopy	Scanned or photocopy	Scanned or photocopy	Scanned or photocopy	Scanned or photocopy	Scanned or photocopy	Scanned or photocopy	Scanned or photocopy	Status quo (Legal Req't)	(Scanned or photocopy for PCOR)	Status quo	N.A	N.A	N.A

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2	Reservation of a Ship Name (MD 650)	Existing arrangement	Original copy / certified true copy / Scanned / photocopy	Yes	N.A	Original or certified true copy	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 with no signature required	Yes	N.A	Scanned or photocopy	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A
3	Notice of Alteration to Ship (Certificate of Registry (COR) to be updated.) (MD 657)	Existing arrangement	Original copy / certified true copy / Scanned / photocopy	Yes	N.A	N.A	Scanned / photocopy (with original or certified true copy within 30 days.)	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 with no signature required	Yes	N.A	N.A	Scanned or photocopy	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A

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4	Application for Registration Anew (Certificate of Registry (COR) to be updated.) (MD 658)	Existing arrangement	Original copy / certified true copy / Scanned / photocopy	Yes	N.A	Original or certified true copy	Scanned / photocopy (with original or certified true copy within 30 days.)	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 with no signature required	Yes	N.A	Scanned or photocopy	Scanned or photocopy	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	Guidelines / Instruction to Registrar to be amended.
5	Applications for updating Certificate of Registry (COR) due to : change of ship's name (MD 648)	Existing arrangement	Original copy / certified true copy / Scanned / photocopy	Yes	N.A	N.A	Scanned / photocopy (with original or certified true copy within 30 days.)	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 with no signature required	Yes	N.A	N.A	Scanned or photocopy	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	Guidelines / Instruction to Registrar to be amended.

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6	Applications for updating COR due to : change of Representative Person details; : change of Owner / Demise Charterer details. (MD 739, 740)	Existing arrangement	Request by email (no form)	Yes	N.A	N.A	N.A	N.A	N.A	N.A	Original or certified true copy	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	Scanned or photocopy	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A
7	Application for Continuous Synopsis Record (CSR) (first and update form 2) (MD 644, 659)	Existing arrangement	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	Scanned or photocopy
	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	Status Quo

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8	Request for Transcript of Register (MD 722)	Existing arrangement	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	N.A
9	Notice of Intention to Close a ship's registration by owner (Certificate of Deletion (COD) is to be issued for flag out ship) (MD 640)	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.
		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 quo	N.A	N.A	Status quo	N.A	Guidelines / Instruction to Registrar to be amended

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10	Hong Kong Ship Mortgage (Confirmation by Mortgagee is required for provisional registration) (MD 641)	Existing arrangement	Original copy or certified true copy (Legal Requirement)	No	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	Original copy or certified true copy	N.A	N.A	N.A	N.A	Cap. 415 stipulates that the Registrar is required to endorse on the mortgage instrument the date and time of registration.
		Proposed arrangement	Status quo	No	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	Status quo	N.A	N.A	N.A	N.A	Legislation amendment is required if such practice is to be changed.
11	Discharge of Mortgage (MD 642)	Existing arrangement	Original copy or certified true copy	No	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	Original copy or certified true copy	N.A	N.A	N.A	N.A	Discharge of mortgage is a financial process and should be handled cautiously to avoid any dispute. Therefore, it is considered necessary to continue existing practice of requesting original copy.
		Proposed arrangement	Status quo	No	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	Status quo	N.A	N.A	N.A	N.A	
12	Transfer of Mortgage (MD 647)	Existing arrangement	Original copy or certified true copy	No	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	Original copy or certified true copy	N.A	N.A	N.A	N.A	Same remark as item 11.
		Proposed arrangement	Status quo	No	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	Status quo	N.A	N.A	N.A	N.A	

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13	Declaration of Transfer (transfer of ownership) (MD 649)	<u>Existing arrangement</u>	Original or certified true copy	No	N.A	Original or certified true copy	N.A	N.A	N.A	N.A	Original or certified true copy	Original or certified true copy	Original or certified true copy <i>(Legal Req't)</i>	Original or certified true copy	N.A	Original or certified true copy	N.A	N.A	Cap. 415 stipulates that the transfer of a registered ship is to be effected by a bill of sale.
		<u>Proposed arrangement</u>	Scanned or photocopy 1. submit through OSS with a registered account; 2. submit through email with a list of designated email address provided.	- Yes (for de-registration and re-registration for PCOR). - Not for full registration for COR.	N.A	Scanned or photocopy	N.A	N.A	N.A	N.A	Scanned or photocopy	Scanned or photocopy	Status quo	Status quo	N.A	Scanned or photocopy	N.A	N.A	- Legislation amendment is required if this process is to be changed. - Guidelines / Instruction to Registrar to be amended.

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