

**Local Vessels Advisory Committee
Sub-committee on Class III Vessels**

Unifying Office Hours of District Marine Offices

Purpose

This paper is to seek members' endorsement on the proposal to unify the office hours of all eight (8) District Marine Offices (DMOs) in the Marine Department (MD) in order to enhance the licensing and port formality services to the public.

Background

2. Subsequent to the implementation of 5 day week in the Government in 2006 and 2007, the office hours of DMOs had been adjusted and set out at Annex.

3. Recently, the industry including the ferry/launch and cargo vessel operators have reflected their views on the opening hours of DMOs which are running in an inconsistent pattern and also the counter service (except Central Marine Office and Aberdeen Marine Office) does not align with the Shroff service at DMOs. It not only causes confusion to the users but also could not match with their operational needs.

Proposal

4. In view of the above, MD has reviewed the current situation and exchanged views with the sectors' representatives during regular meetings. To optimize the resources of MD and enhance the licensing and port formality services at DMOs, it is proposed to unify the office hours of DMOs as follows:

Monday to Friday

8:30 a.m. to 12:30 p.m.

2:00 p.m. to 4:30 p.m.

5. Apart from the counter services, MD has also provided services through the Electronic Business System (eBS) round-the-clock for handling the port formalities and other shipping related documents required by MD. Currently, eBS also extends to facilitate individual owner to submit the application for renewal of vessel licences. In addition, renewal applications may also be sent by mail to any DMOs, which will be processed within 6 working days and the new licence will be sent to the owner's registered address by mail.

Schedule

6. It is proposed to implement the new office hours with a trial period for six months. MD will review the effectiveness and collect feedback from stakeholders during the trial period. The effective date will be tentatively on 1 July 2016 subject to the endorsement from the Local Vessels Advisory Committee.

7. A Marine Department Notice will be promulgated to inform the industry and the public of the new office hours of DMOs.

Advice Sought

8. Members are invited to comment and endorse the above proposal.

Marine Department
April 2016

District Marine Office	Monday to Friday Office Hours
Aberdeen Marine Office	<u>Counter</u> 8:30 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m. <u>Shroff</u> 8:30 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m.
Central Marine Office	<u>Counter</u> 8:30 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m. <u>Shroff</u> 8:30 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m.
Cheung Chau Marine Office	<u>Counter</u> 8:30 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m. <u>Shroff</u> 9:00 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m.
Sai Kung Marine Office	<u>Counter</u> 8:30 a.m. – 12:45 p.m. 2:00 p.m. – 5:45 p.m. <u>Shroff</u> 9:00 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m.
Shau Kei Wan Marine Office	<u>Counter</u> 8:30 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m. <u>Shroff</u> 9:00 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m.

District Marine Office	Monday to Friday Office Hours
Tai Po Marine Office	<u>Counter</u> 8:30 a.m. – 12:45 p.m. 2:00 p.m. – 5:45 p.m. <u>Shroff</u> 9:00 a.m. – 12:30 p.m. 2:00 p.m. – 4:30 p.m.
Tuen Mun Marine Office	<u>Counter</u> 8:30 a.m. – 12:45 p.m. 2:00 p.m. – 5:45 p.m. <u>Shroff</u> 9:00 a.m. – 12:30 p.m. 2:00 p.m. – 5:00 p.m.
Yau Ma Tei Marine Office	<u>Counter</u> 8:30 a.m. – 12:45 p.m.; 2:00 p.m. – 5:45 p.m. <u>Shroff</u> 9:00 a.m. – 12:30 p.m. 2:00 p.m. – 5:00 p.m.