

# Requirement for Delivery of Crew Agreement

## For the Attention of Ship Master and Owner

It is a legislative requirement that as soon as a crew agreement is opened, a photocopy of which is required to be delivered to the Superintendent of Mercantile Marine Office for record and inspection.

A crew agreement includes HKENG1 (cover), HKENG2 (Lists of Crew) and the relevant Terms and Conditions of Services.

The crew agreement copy could be sent by courier, fax or email to the Mercantile Marine Office at:

Address	Email	Fax
3/F., Harbour Building, 38 Pier Road, Central, Hong Kong.	submit_to_mmo@mardep.gov.hk	(852)2545 4669

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### **Extract of MERCHANT SHIPPING (SEAFARERS) (CREW AGREEMENTS, LISTS OF CREW AND DISCHARGE OF SEAFARERS) REGULATION, Cap. 478L of the Laws of Hong Kong**

#### **Section 6 - Delivery of crew agreement and copies**

(1) The employer shall, within 28 days of the date on which a crew agreement is made or any agreement is added to those contained in a crew agreement or, if it is not practicable within that period, as soon as practicable thereafter, deliver to the Superintendent a copy of the crew agreement and of any agreement so added.

(2) The employer shall, within 28 days of the date when the last seafarer remaining employed under the crew agreement ceases to be employed under that agreement, deliver the crew agreement to the Superintendent.

#### **Section 9 - Offence**

Any person who fails to comply with an obligation imposed on him under section 4, 6 (except section 6(5)) or 8, and any master of a ship who fails to comply with any obligation imposed on him under section 7 or 8, commits an offence and is liable on conviction to a fine at level 1.