

## **Notification for Transfer of Ownership of Private Mooring**

### **Guidance Notes**

#### **Guidance Notes attached to form MD 547**

#### **Attention**

1. The new owner must be the owner of the vessel intended to be used mentioned in Part C of the Notification for Transfer of Ownership of Private Mooring (MD 547) (“Notification Form”).
2. The original / new owner shall sign the Notification Form and present their identity cards. If the original / new owner is a company, the Notification Form shall be signed by the authorized person of the company and have the company seal/stamp affixed.
3. If the original / new owner authorizes another person to act on his/her behalf, the original / new owner shall complete Part D for authorization. The authorized person is required to present the original copy of his/her identity card and a certified true copy of the original / new owner’s identity card / certificate of incorporation and business registration certificate.
4. The new owner shall pay the fee prescribed in the Thirteenth Schedule to the Shipping and Port Control Regulations (Cap. 313 sub. leg. A) in advance at quarterly intervals, no later than 14 January, 14 April, 14 July and 14 October.
5. The new owner shall, within 14 working days, notify the Director of Marine in writing of any change in the particulars provided in the submitted Notification Form.
6. The new owner shall comply with the conditions attached to the Notification Form.

#### **Required Documents**

1. Completed Notification Form (MD 547);
2. The original identity card/certificate of incorporation and business registration certificate of the original / new owner or its certified true copy if the original / new owner is not applying in person; and
3. The original identity card of the authorized person (if applicable).

#### **Submission of Notification**

The completed Notification Form together with the required documents shall be submitted to the Private Mooring Sub-unit, Central Marine Office, East Wing, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong in person or by post.

#### **Purpose of Collection of Personal Data**

1. The personal data provided in the Notification Form will be used for the control of the private mooring and the vessel concerned by the Marine Department and may be disclosed to other departments/agencies for investigation/prosecution purposes.
2. The supply of information is obligatory. Please ensure that all parts in the Notification Form are completed and the information provided is accurate and correct. Failure to do so may cause delay in the processing of your application or even result in your disqualification from application.

**Access to Personal Data**

For amendment or access to personal data after submission of the Notification Form, please contact the officer-in-charge of the Private Mooring Sub-unit (Tel. No. 2545 0264).