

Update Information for Extension of Permission to Lay Private Mooring

Guidance Notes

Guidance Notes attached to form MD 548

Attention

1. If a private mooring owner (“PM owner”) wishes to continue to lay the mooring, he/she is required to complete and submit the Application of Update information for Extension of Permission to Lay Private Mooring (“PM Permission”) (MD 548) (“Form”) **at least three months before** the expiry date to extend the PM Permission.
2. The PM owner must be the vessel owner as mentioned in Part C of the Form. The maximum dimensions of the vessel shall not exceed the permitted maximum dimensions specified in the PM Permission.
3. The PM owner shall sign the Form and present his/her identity card. If the PM owner is a company, the Form shall be signed by the authorized person of the company and have the company seal/stamp affixed.
4. If the PM owner intends to authorize a person to act on his/her behalf, the PM owner shall complete Part D for the authorization. The authorized person is required to present his/her identity card and a certified true copy of the PM owner’s identity card / certificate of incorporation and business registration certificate.
5. The PM 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.
6. The PM owner shall, within 14 working days, notify the Director of Marine in writing of any change in the particulars provided in the submitted Form.
7. The PM owner shall comply with the conditions attached to the Form.

Required Documents

1. Completed Form (MD 548);
2. The PM owner’s original identity card/certificate of incorporation and business registration certificate or its certified true copy if the PM owner is not applying in person; and
3. The original identity card of the authorized person (if applicable).

Submission of Application

The completed 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 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 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 Form, please contact the officer-in-charge of the Private Mooring Sub-unit (Tel. No. 2545 0264).