

Notification for Change of Particulars of Owner of Private Mooring/ Change of Particulars of Vessel for which the Mooring is Intended to be Used

Guidance Notes

Guidance Notes attached to form MD 549

Attention

1. The private mooring owner has to submit an Notification for Change of Particulars of Owner of Private Mooring/Change of Particulars of Vessel for which the Mooring is Intended to be Used (MD 549) (“Notification Form”) within 14 days upon any change in the particulars that specified in the permission to lay private mooring being granted.
2. If there is any change of vessel’s particulars for which the mooring is intended to be used, the maximum dimensions of the vessel shall not exceed the permitted maximum dimensions specified in the permission to lay private mooring. And the owner has to provide a copy of the valid operating licence of the vessel changed.
3. The owner shall sign the Notification Form and present their identity cards. If the owner is a company, the Notification Form shall be signed by the authorized person of the company and have the company seal/stamp affixed.
4. If the owner authorizes another person to act on his/her behalf, the applicant shall complete Part C of the Notification Form for authorization. The authorized person is required to present the original copy of his/her identity card and a certified true copy of the owner’s identity card / certificate of incorporation and business registration certificate.
5. The 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 owner shall comply with the conditions attached to the Notification Form.

Required Documents

1. Completed Notification Form (MD 549);
2. A copy of the valid operating licence of the vessel changed (if applicable);
3. The original identity card/certificate of incorporation and business registration certificate of the owner or its certified true copy if the owner is not applying in person; and
4. 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 in person, by post or by email (pmu@mardep.gov.hk) to the Private Mooring Sub-unit, Central Marine Office, East Wing, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong.

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).