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Approval: Yes / No

Registration No:

MARINE DEPARTMENT
THE GOVERNMENT OF HONG KONG SPECIAL ADMINISTRATIVE REGION
香港特別行政區政府海事處

Registration of SHIPPER using "Method 2" to verify the Gross Mass of Packed Containers
使用"方法二"驗證已裝填貨櫃總質量(意即總重量)的付運人註冊

I Applicant's Information 申請人資料

1. *Name and Address of Applicant 申請人名稱及地址

(English 英文)

(Chinese 中文)

2. *Correspondence Address (if different from above) 通訊地址 (如與以上不同)

(English 英文)

(Chinese 中文)

3. *Telephone Number 電話

Telephone Number 電話 (Office Hour 辦公時間)

Telephone Number 電話 (After Office Hour 非辦公時間)

4. *Fax Number 傳真號碼

5. *E-mail Address 電郵地址

6. *Business Registration No.
商業登記編號

7. *Person in Charge 負責人

Name

姓名

(English 英文)

(Chinese 中文)

Post Title

職位

(English 英文)

(Chinese 中文)

E-mail Address

電郵地址

Tel. No.:

電話:

* Compulsory fields / 必須填寫

MD813 (2021/04-01)

8. *Staff or Representative Authorized to Sign the Shipper's VGM Declaration

獲付運人授權簽署驗證總質量聲明書的職員或代表

Name 名字		Post Title or Organization (職位或機構)
English 英文	Chinese 中文	

9. Post Title of Staff of Internal Auditing (if available)

內審人員的職位 (若有)

i)	ii)
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* Compulsory fields / 必須填寫

II Information of Gross Mass Verification Process

已裝填貨櫃總質量驗證過程的資料

10. Address of Location Constantly or Frequently Used to Stuff and Verify the Gross Mass of Containers

進行裝貨入櫃及驗證總質量的固定或經常使用的地方的地址

English 英文	Chinese 中文
i)	
ii)	
iii)	

11. Name of Contractor Constantly Employed by Applicant to Stuff and Verify the Gross Mass Containers (enter only if available) 申請人為貨櫃裝貨及驗證總質量而穩定僱用的外判商名稱 (若有才需填寫)	
English 英文	Chinese 中文

I acknowledge my understanding and acceptance of Section 3A of the Merchant Shipping (Safety) (Carriage of Cargoes and Oil Fuel) Regulation (Cap.369AV), and hereby submit my application of shipper's registration. If the application is successful, the company name of the applicant and registration number will be published in the Marine Department's webpage.

本人確認明白及接納《商船(安全)(運載貨物及油類燃料)規例》(第369AV章)第3A條，並特此提交付運人註冊申請。若申請成功，申請公司的名字和註冊編號等將會在本處相關網頁公佈。

Applicant's signature 申請人簽署

Name of applicant 申請人姓名

Company stamp 公司蓋章

Personal Data Collection Statement 收集個人資料聲明

In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), data subjects have a right to request access to and correction of their personal data provided in the application form. For access to or correction of personal data in the application form, please contact the Officer-in-charge, Marine Industrial Safety Section of the Marine Department.

根據《個人資料(私隱)條例》(第486章)，資料當事人有權要求查閱及改正在此申請表提供的個人資料。如須查閱或改正此申請表的個人資料，請與海事處海事工業安全組聯絡。

Please forward your completed application form together with following documents by post to the address below:

請將已填妥的申請表，連同以下文件郵寄至下述地址：

- Copy of business registration document (at own country)
公司商業登記文件副本(當地)
- Procedure of container mass verification by "Method 2" (sample available at Marine Department's website)
驗證已裝填貨櫃質量的"方法二"使用程序 (海事處網頁提供了一份樣本)
- Training received by the persons engaged in the container mass verification (optional)
裝貨人員和質量驗證人員的內部培訓制度 (非必須)

Marine Industrial Safety Section

Marine Department

Room 2315, 23/F, Harbour Building, 38 Pier Road, Central, Hong Kong

香港中環統一碼頭道38號海港政府大樓23樓2315室

海事處海事工業安全組

REMARK 備註:

- i) Any fraudulent or concealed reporting with intention to obtain registration is an offence. Marine Department will initiate prosecution and revoke the registration once confirmed.
虛報或瞞報以意圖取得本處的註冊，乃違法行為，一旦確認，本處將根據相關法例作出檢控並撤銷相關註冊。
- ii) The registration is a one-time registration. No periodic re-registration required. The entire application, registration, web publication and compliance audit are free of charge.
此註冊為一次性，毋須定期重新註冊。所有申請、註冊、網上發放資料及合規審核並不收費。
- iii) Marine Department will provide mechanism in its website for ascertaining applicant's registration status. Information provided will be limited to applicant's name and registration number only. No personal data of any kind will be disclosed.
海事處會在網頁上提供確定申請人註冊狀況的機制。提供的資料只限於申請人的名稱及註冊編號。任何涉及個人的資料均不會發放。
- iv) Letter consisting applicant's registration number will be emailed to successful applicant.
海事處會以電郵發出內含註冊編號的信函給予成功的申請者。
- v) Applicant should timely inform Marine Department any change of applicant's business registration status including alteration of company name, address and contact details by sending email to vgm@mardep.gov.hk.
若申請人的商業登記狀態(包括公司名稱、地址及聯絡資料)有所改動，申請人應儘早發電郵至 vgm@mardep.gov.hk 通知海事處。

Note for completing the form 填表注意事項

- 1) Items 1 - 8 must be completed.
第 1 - 8 欄必須填寫。
- 2) The After Office Hour contact phone number requested in Item 3 is for urgent contact of applicant. Example, for immediate clarification of declared VGM figure without affecting the shipping of the packed container. Applicant with office running 24 hours a day can enter the office telephone number in this space.
第 3 欄中要求提供的非辦公時間聯絡電話只作緊急聯絡之用。如為免阻礙載貨貨櫃的裝運而須立即聯絡澄清申報的驗證總質量數值。如申請人的辦公室 24 小時運作，可在此欄填寫辦公室的電話號碼。
- 3) For non-Hong Kong registered company, the information in Item 6 should be obtained from the equivalent document issued by the government of the country with which the company registered.
非香港註冊公司請把公司於當地國家政府註冊的同等文件資料填寫在第 6 欄。
- 4) The Person-in-Charge in item 7 should be one running the applicant's daily operation and is empowered to make decision of any operational matters.
第 7 欄中的負責人可以是主持申請人日常運作的人，並已獲賦權作出任何關乎運作上的決定。
- 5) In item 8, enter only the post title of the authorized staff. For organization authorized to sign the VGM declaration on behalf of shipper (local or overseas), the name of the organization and responsible person should be filled in the space.
在第 8 欄，只需填寫獲授權職員的職位。若付運人(本地或海外)授權一機構代為簽署驗證總質量的聲明，則該機構及負責人的名稱應填寫在此欄上。
- 6) Applicant running ISO9001 or similar quality management system can enter the post title of their designated internal auditor in item 9.
若申請人行使 ISO 9001 或類似的品質管理系統，可在第 9 欄填上獲委任為內審人員的職員的職位。
- 7) Item 10 can be left blank if the location to stuff and verify the gross mass of container is not constant. If the location is in Mainland China, the address entered in this space.
若無固定的裝貨入櫃及進行驗證總質量地點，可將第 10 欄留空。若地點在中國大陸，亦可將該地址填在此欄上。
- 8) If space in form is not adequate, please attach extra paper.
若表格中空間不足，請附加紙張。