



APPLICATION FOR MODIFICATION OF ACCOUNT IN ELECTRONIC BUSINESS SYSTEM

Note: Please read the **GUIDANCE NOTES** carefully before completing this form.

To: Marine Department, HKSARG

eBS Account ID or Agent ID: _____

CHANGE OF EBS SERVICES

Account Nature Apply - Use 'A' to apply for new account nature/services and 'R' to remove the existing account nature/services

Corporate Ship Owner Non-local Vessel DG Agent Local Vessel DG Agent Legal / Audit Firm

Shipping Agent Individual Ship Owner Ship Master

HK Registered ship Apply for Hong Kong Licence

Services Apply (For Shipping Agent, Ship Master or Ship Owner only. You may select more than one service as required.)
(For Ship Owner and / or Ship Master of Ocean-Going Vessel, only the Pre-Arrival Notification submission is allowed).

Port formalities services Ocean-Going Vessel Service River Trade Vessel Services

Other services Dangerous Goods Manifest DG Permits for Local Vessels Vessel Transcript

HK Registered Ship Services Seafarer Licence Services

CHANGE OF DETAILS - For Corporate Ship Owner, Shipping Agent, Non-local Vessel DG Agent, Local Vessel DG Agent, Legal/Audit Firm

- Please mark only the item(s) you want to change

Applicant Particulars

Company Name (English)* _____

(Chinese) _____

Address (English)* _____

Business Registration (BR) No. _____

BR Expiry _____

I/We, the applicant, hereby apply for an account in the Electronic Business System (eBS) and would like to have the following arrangements : (please tick for selection)

● to operate the Administrator account by the undersigned.

to authorize Mr/Mrs/Ms. _____ to operate the administrator account on behalf of the applicant company.

* Contact details of the authorized person are as follow :

Tel.No. : _____ (Office) : _____ (Mobile) : _____

Email Address : _____ Fax No. : _____

I/We understand that the administrator account holder is empowered to create and manage the company user sub-account(s). And the applicant (company) is accountable for all transactions performed under the allotted account(s) User sub-account(s).

I/We hereby sign for and on behalf of the applicant (company).

Signature _____ Date: _____

Name _____

Capacity Company Director / Proprietor Company Secretary / Authorized Signatory

(Company's Official Chop)

* Mandatory entry # delete if appropriate

CHANGE OF DETAILS - For Ship Master or Individual Ship Owner

- Please mark only the item(s) you want to change

Applicant Particulars

Name of Master / Ship Owner (English)* _____

HKID No. or Passport No. & Nationality _____

Address (English) _____

I/We, the applicant, hereby apply for an account in the Electronic Business System (eBS) and would like to have the following arrangements : (please tick for selection)

- to operate the account by the undersigned.
- to authorize Mr/Mrs/Ms. _____ to operate the eBS account on behalf of the applicant.

* Contact details of the authorized person are as follow :

Tel.No. : _____ (Office) : _____ (Mobile) : _____

Email Address : _____ Fax No. : _____

I/We understand that I/we am/are accountable for all transactions performed under the allotted account.

Signature _____ **Date:** _____

Name _____

Capacity Ship Master Ship Owner

(Company's Official Chop)

* Mandatory entry # delete if appropriate

CHANGE OF DETAILS - For HK Registered Ship

- Please mark only the item(s) you want to change

Applicant Particulars

Ship Name _____ IMO No./Official No _____

I/We, the applicant, hereby apply for an account in the Electronic Business System (eBS) and would like to have the following arrangements : (please tick for selection)

- to operate the Administrator account by the undersigned.
- to authorize Mr/Mrs/Ms. _____ to operate the administrator account on behalf of the applicant company.

* Contact details of the holder are as follow :

Tel.No. : _____ (Office) : _____ (Mobile) : _____

Email Address : _____ Fax No. : _____

I/We understand that the administrator account holder is empowered to create and manage the company user sub-account(s). And the applicant (company) is accountable for all transactions performed under the allotted account(s) User sub-account(s).

I/We hereby sign for and on behalf of the applicant (company).

Signature _____ **Date:** _____

Name _____

Capacity Company Director / Proprietor Company Secretary / Authorized Signatory

(Company's Official Chop)

* Mandatory entry # delete if appropriate

CHANGE OF DETAILS - For Ship Owner or Shipping Agent apply for Hong Kong Licence

- Please mark only the item(s) you want to change

Applicant Particulars

Company Name (English)* _____

(Chinese) _____

Address (English)* _____

Email Address _____ Tel. No. _____

I/We, the applicant, hereby apply for an account in the Electronic Business System (eBS) and would like to have the following arrangements : (please tick for selection)

- to operate the Administrator account by the undersigned.
- to authorize Mr/Mrs/Ms. _____ to operate the administrator account on behalf of the applicant company.

* Contact details of the authorized person are as follow :

Tel.No. : _____ (Office) : _____ (Mobile) : _____

Email Address : _____ Fax No. : _____

I/We understand that the administrator account holder is empowered to create and manage the company user sub-account(s). And the applicant (company) is accountable for all transactions performed under the allotted account(s) User sub-account(s).

I/We hereby sign for and on behalf of the applicant (company).

Signature _____ **Date:** _____

Name _____

Capacity Company Director / Proprietor Company Secretary / Authorized Signatory (Company's Official Chop)

* Mandatory entry # delete if appropriate

CHANGE OF AUTOPAY SERVICES

EBS Autopay Scheme

To join-in, please complete and submit the relevant Direct Debit Authorization Form in accordance with the [Guidelines](#) available at Marine Department EBS web-site (<http://ebs.mardep.gov.hk/>) and copy it to the Marine Department in parallel.

To change an existing autopay bank account, please submit a fresh Direct Debit Authorization Form in accordance with the [Guidelines](#) available at Marine Department EBS web-site (<http://ebs.mardep.gov.hk/>) and copy it to the Department in parallel. Allow sufficient time (about four to six weeks) for the change to take effect. Before the new autopay bank account becomes effective, it must be ensured that the existing one remains valid for autopay processing, otherwise your autopay facility under the EBS will be suspended.

To withdraw from EBS Autopay Scheme, please give the necessary instruction to your banker directly and inform the Department in writing at least two weeks in advance.

FOR OFFICIAL USE ONLY

HKID / Passport checked and copy returned to applicant. Date application received: _____

Copy of Autopay DDA Form checked. Account Code Assigned: _____

Signature of
CMO/OGV

Signature of
CMO/RTV

Signature of
DGU

Signature of
S&S

Signature of
CRT

Date: / /

Date: / /

Date: / /

Date: / /

Date: / /

**MARINE DEPARTMENT – ELECTRONIC BUSINESS SYSTEM (eBS)
Direct Debit Authorization Form for Existing Autopay User**

To: Director of Marine

I/We hereby authorize the extended use of my/our bank account named below for the purpose of direct debit (autopay) transactions processed under the Electronic Business System of the Marine Department, HKSARG.

Name of Company/Master/Owner ^(Note 1):

Bank Name:

Bank Account Number:

Bank Account Name:

eBS Account ID (if available):

Authorized Signature ^(Note 2):

Name:

Date:

(Company's Official Chop)

- Notes :**
1. Delete whichever is not applicable.
 2. Authorized signature(s) must be provided irrespective of whether Company Chop is given. The signature(s) must be the same as the one(s) on the copy of Direct Debit Authorization (DDA) previously provided to the Marine Department.

For Marine Department's use only

eBS Account ID.: _____

Date: _____