



GUIDANCE NOTES FOR ELECTRONIC BUSINESS SYSTEM (eBS2)

USER ACCOUNT REGISTRATION / MODIFICATION

Note on Registration / Modification Process

1. Complete the Registration / Modification form.
2. Prepare the following supporting documents for verification:
 - For Corporate Ship Owner, Shipping Agent, Non-local Vessel DG Agent, Local Vessel DG Agent, Legal or Audit Firm
 - A certified true copy of the business registration certificate;
 - For Individual Ship Owner and Ship Master:
 - The original and one certified true copy of vessel's certificate of ownership/registration document;
 - For Hong Kong Registered ship
 - No additional document is required
 - For Ship Owner or Shipping Agent apply for Hong Kong Licence
 - No additional document is required
 - For Application **authorizing administer account holder**
 - A certified true copy of the Hong Kong identity card (or Passport) of the authorized holder of the administrator account.
 - For Application **opted for autopay scheme**
 - A completed Direct Debit Authorization Form. (Please follow the guidelines for setting up of autopay arrangement.)
 - For Application **of the deposit account scheme**
 - A photo copy of the receipt regarding the Telegraph Transfer in Hong Kong Dollars.
3. Submit the completed registration / modification form and relevant supporting documents to the following corresponding marine offices for registration / modification:
 - For Shipping Agent and Ship Owner / Master:

Central Marine Office, Marine Department
Room 308, 3/F Harbour Building, 38 Pier Road, Central, Hong Kong
Tel: 2852-4955 / Fax: 2801-0667
 - For Non-local Vessel DG Agent, Local Vessel DG

*For application of both Shipping agent, Non-local Vessel DG Agent and Local Vessel DG simultaneously, NO repeated submission is required.

Dangerous Goods Unit, Marine Department
Room 307, 3/F Harbour Building, 38 Pier Road, Central, Hong Kong
Tel: 2852-4913 / Fax: 2815-8596
 - For Hong Kong Registered Ship, Legal Firm and Audit Firm:

Shipping Registry, Marine Department
Room 302, 3/F Harbour Building, 38 Pier Road, Central, Hong Kong
Tel: 2852-4421 / Fax: 2541-8842
 - For Ship Owner or Shipping Agent apply for Hong Kong Licence:

Seafarers' Certification Section, Marine Department
Room 303, 3/F Harbour Building, 38 Pier Road, Central, Hong Kong
Tel: 2852-3054 / Fax: 2541-6754
4. Registration result (with login information for successful application) will be sent to the email address designated by the applicant in the application form.

Note on certified true copy - Certified true copy means a photocopy of the original document that has been certified by:-
For certificate of incorporation, business registration certificate, vessel's certificate of ownership/registration

- Affix the company's stamp on the copy and signed by the company's authorized officer

For personal identification document e.g. Hong Kong identify card

- Signed by the document holder

Note on purposes of collection

1. The personal data provided by means of this form will be used by the Marine Department for the processing of your application or registration / modification for the eBS2 services;
2. The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, we may not be able to process your application.
3. You have a right of access and correction with respect to personal data as provided for in accordance with sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
4. All copy of personal identification documents will be returned to the applicant or his representative immediately after verification at marine office, NO COPY of personal identification documents will be kept by the Marine Department.

GUIDELINES FOR SETTING-UP OF AUTOPAY ARRANGEMENT

For applicants who have not lodged any autopay authorization with the Marine Department

1. Please complete the "**Direct Debit Authorization (DDA) Form**" and **submit it directly to the bank** in which your bank account to be used for autopay is maintained. The DDA form could be obtained from your banker or the HSBC web site <http://www.hsbc.com.hk/1/2/hk/banking/download> (please select "Direct Debit Authorisation"). A completed copy of DDA form should be submitted to the Marine Department.
2. How to complete the DDA Form:-
 - i) The Beneficiary account details highlighted below should be entered;

DIRECT DEBIT AUTHORISATION 直接付款授權書			
Note 注意: Please complete and return this form to your banker. 請依次填寫並將此授權書交給貴行的往來銀行。			Date 日期 day 日 / month 月 / year 年
Name of Party to be Credited (The Beneficiary) 收款的一方 (收款人) HKSAR Govt – Marine Department No.2 A/C	Bank No. 銀行號碼 0 0 4	Branch No. 分行號碼 5 1 1	Account No. 戶口號碼 7 7 0 0 9 1 0 0 1
1. I/We hereby authorise my/our below named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker and/or its banker's correspondent from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated below. 本人(等)特此授權以下所列之銀行, 根據該銀行或其銀行之代理行之指示, 隨時將本人(等)戶口內之款項轉往上述收款人, 惟每次轉賬金額不得超過以下指定之限額。			
2. I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us. 本人(等)同意本人(等)之銀行毋須證實該等轉賬通知是否已交予本人(等)。			

- ii) The Debtor Reference should be prefixed "EBS" followed by the Business Registration Number in the case of a company applicant. For personal applicant, the prefix "EBS" should be followed by three alphabetical letters and three numeric at applicant's own choice.

# Name of Debtor (if other than Account Holder) # 付款人名稱 (若非戶口持有人)	* My/Our Signature(s) * 本人(等)的簽署
* Debtor Reference (Compulsory Field) * 付款人編號 (必須之欄) E B S X X X X X	X
For Bank Use Only 銀行專用	Branch Chop

*Please delete whichever is not appropriate. *請刪去不適用者。 #Please write in Block Letters. #請以英文正楷填寫。

- iii) To avoid unnecessary interruption to the autopay arrangement, it is advisable **NOT** to set "Payment Limit" and "Expiry Date" in the Form.
3. The processing time of DDA application varies between different banks. Your autopay account under the Autopay Scheme will take effect after completion of the autopay arrangement by concerned banks.

For applicants who already have an active autopay account with the Marine Department

User shall complete the "**Direct Debit Authorization Form for Existing Autopay User**" and submit with the application; submission of a fresh "DDA Form" to the bank is **NOT** required.