

## **User Manual for SHIP REGISTRATION & CARGO/PASSENGER SHIPS SERVICES**

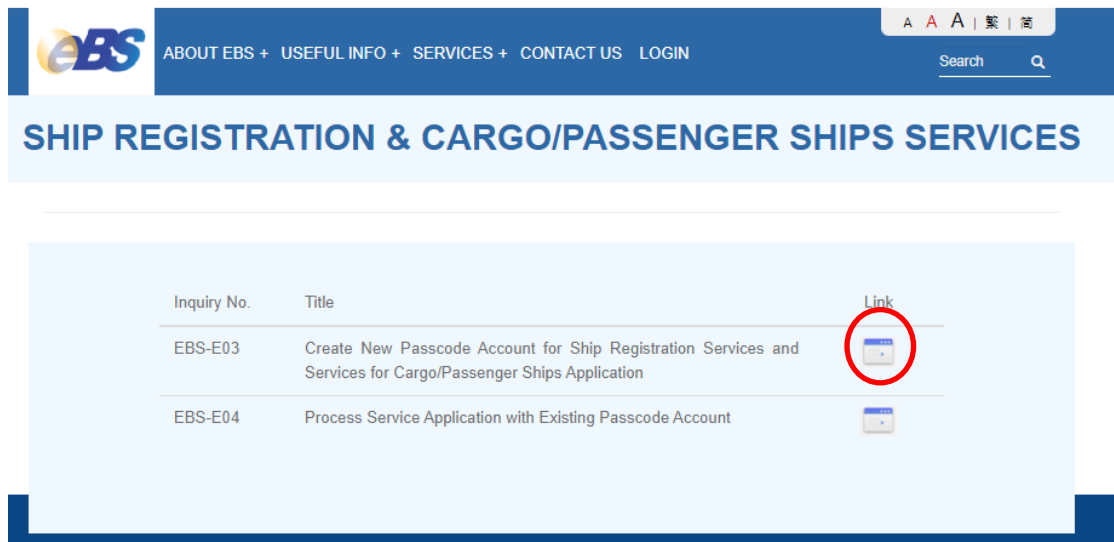
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## A. EBS-E03 Create New Passcode

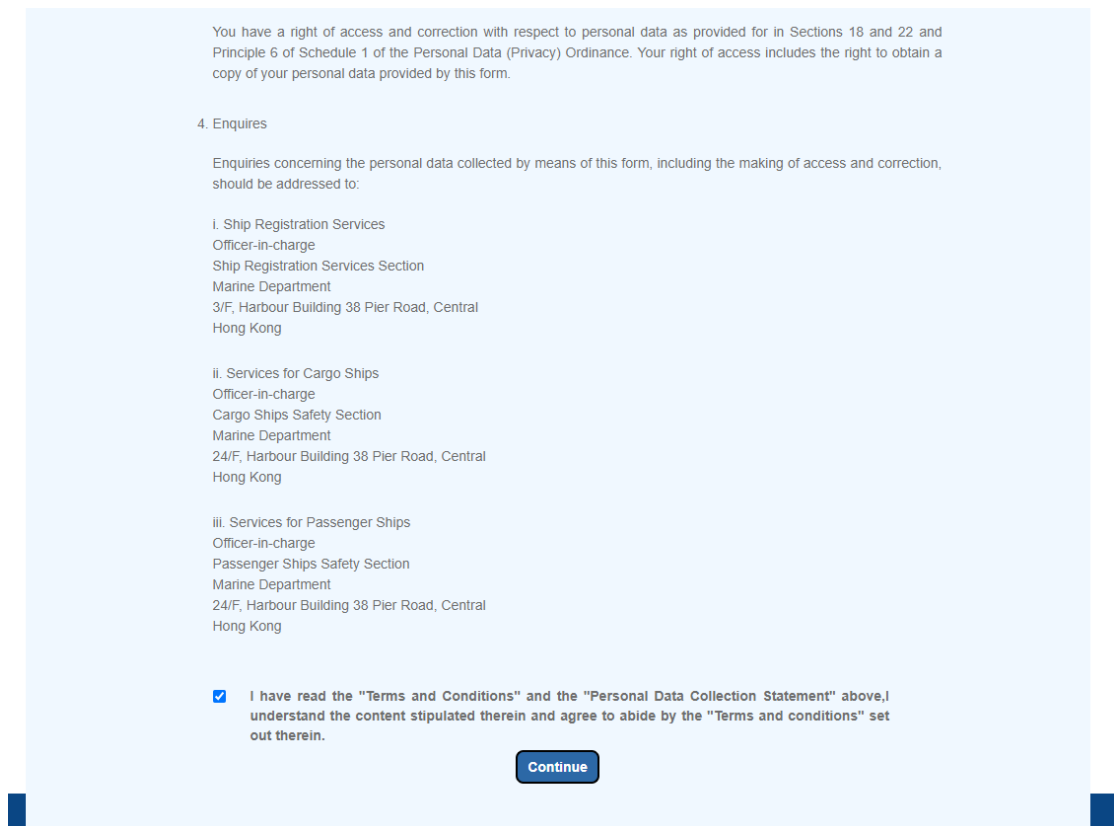
1. Click on the Link to process to new window for new passcode account creation.



The screenshot shows the EBS website header with the logo and navigation links: ABOUT EBS + USEFUL INFO + SERVICES + CONTACT US LOGIN. A search bar is also present. Below the header is a banner for "SHIP REGISTRATION & CARGO/PASSENGER SHIPS SERVICES". A table lists two services:

Inquiry No.	Title	Link
EBS-E03	Create New Passcode Account for Ship Registration Services and Services for Cargo/Passenger Ships Application	
EBS-E04	Process Service Application with Existing Passcode Account	

2. Tick in the tick box to agree the Terms and Conditions and Personal Data Collection Statement, then click Continue.



The screenshot shows the EBS website's terms and conditions section. It includes a paragraph about the right of access and correction, followed by a section titled "4. Enquires" which details contact information for Ship Registration Services, Services for Cargo Ships, and Services for Passenger Ships. At the bottom, there is a checkbox with the text: "I have read the "Terms and Conditions" and the "Personal Data Collection Statement" above, I understand the content stipulated therein and agree to abide by the "Terms and conditions" set out therein." The checkbox is checked. Below this is a "Continue" button.

3. In the new window, input the applicant's Email Address and Captcha Token No, then click Continue. Message display as Sign up successful and an auto email with new passcode would be sent to registered email address.



The screenshot shows a web application interface. On the left, there is a sidebar with a 'Useful Links' section containing 'FAQ' and 'eBS Client Portal User Manual'. The main content area is titled 'Application for passcode of Hong Kong Shipping Registry and Shipping Division'. It contains three input fields: 'Email Address \*', 'Captcha Type \*' (with 'Image' selected and 'Audio' as an option), and 'Token No \*'. A captcha image with the text 'g66nd' is displayed. Below the input fields, a yellow message box states 'Sign up successful, please check your email box.' with a close button. A blue 'Continue' button is at the bottom. The footer includes 'Copyright © | Important Notices' and 'Terms & Conditions and Personal Data Collection Statement'.

(If email address already registered, registered message would be shown)

This screenshot shows the same web application interface as the previous one. The 'Email Address \*' field is filled with 'Email Address'. The 'Captcha Type \*' is set to 'Image', and the captcha image shows the text 'egamh'. The 'Token No \*' field is empty. A yellow message box displays the error 'The Email existed in our system' with a close button. The blue 'Continue' button is visible at the bottom. The sidebar and footer are identical to the previous screenshot.

## B. EBS-E04 Login with existing Passcode

1. Click on the Link to process to login with existing passcode account.

Inquiry No.	Title	Link
EBS-E03	Create New Passcode Account for Ship Registration Services and Services for Cargo/Passenger Ships Application	
EBS-E04	Process Service Application with Existing Passcode Account	

- Tick in the tick box to agree the Terms and Conditions and Personal Data Collection Statement, then click Continue.

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

4. Enquires

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

i. Ship Registration Services  
 Officer-in-charge  
 Ship Registration Services Section  
 Marine Department  
 3/F, Harbour Building 38 Pier Road, Central  
 Hong Kong

ii. Services for Cargo Ships  
 Officer-in-charge  
 Cargo Ships Safety Section  
 Marine Department  
 24/F, Harbour Building 38 Pier Road, Central  
 Hong Kong

iii. Services for Passenger Ships  
 Officer-in-charge  
 Passenger Ships Safety Section  
 Marine Department  
 24/F, Harbour Building 38 Pier Road, Central  
 Hong Kong

☒ I have read the "Terms and Conditions" and the "Personal Data Collection Statement" above,I understand the content stipulated therein and agree to abide by the "Terms and conditions" set out therein.

Continue

3. In the new window, input the applicant's Email Address, passcode and Captcha Token No, then click Continue.

The screenshot shows a web form titled "Process with Existing Passcode for Ship Registration & Shipping Division Application". On the left, there is a sidebar with a "Useful Links" section containing "FAQ" and "eBS Client Portal User Manual". The main form area contains the following fields and options:

- Email Address \***: A text input field.
- Application Passcode \***: A text input field.
- Captcha Type \***: Two radio buttons, "Image" (selected) and "Audio".
- Token No \***: A text input field.
- A captcha image showing the text "ebm5g" with a checkmark.
- A link: "Forget Application Passcode".
- A blue button: "Continue".

At the bottom of the page, there are two links: "Copyright © | Important Notices" and "Terms & Conditions and Personal Data Collection Statement".

4. Applicant will reach the main menu page.




The screenshot shows a main menu page with a blue header bar containing a home icon and the text "Process Service Application with Existing Passcode Account". Below the header, there are five menu items, each with a dropdown arrow:

- Account Profile
- New Service Application
- View Application Status / History Record
- Provide More Information for Application in Progress


At the bottom of the page, there are two links: "Copyright © | Important Notices" and "Terms & Conditions and Personal Data Collection Statement".

## C. EBS-E05 First Registration Fee and Annual Tonnage Charge Calculator

1. Click on the Link to process to First Registration Fee and Annual Tonnage Charge Calculator

Inquiry No.	Title	Link
EBS-E03	Create New Passcode Account for Ship Registration Services and Services for Cargo/Passenger Ships Application	
EBS-E04	Process Service Application with Existing Passcode Account	
EBS-E05	First Registration Fee and Annual Tonnage Charge Calculator	

- In the new window, input Gross Tonnage (GT), Net Tonnage (NT) and Captcha Token No, then click Calculate.

 / First Registration Fee and Annual Tonnage Charge Calculator

Useful Links

- Hong Kong Shipping Register (HKSR)
- FAQ
- eBS Client Portal User Manual


First Registration Fee and Annual Tonnage Charge Calculator

Gross Tonnage (GT) \*

Net Tonnage (NT) \*

Captcha Type \*

☒ Image
 ☐ Audio




Token No \*

Calculate

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- First Registration Fee and Annual Tonnage Charge would be calculated.

 / First Registration Fee and Annual Tonnage Charge Calculator

You are invited to register a New Passcode Account for Ship Registration Services and Service for Registered Cargo/Passenger Ships. [Click here.](#)

First Registration Fee (Based On GT)	
Gross Tonnage of Ship	First Registration Fee (HK\$)
42130	15,000.00

Annual Tonnage Fee (Based On NT)	
Net Tonnage of Ship	Annual Tonnage Fee (HK\$)
13661	45,813.50

The annual tonnage charge for a ship is determined according to is NET TONNAGE (NT) not exceeding 1,000 NT - HK\$1500; plus for the 1,001<sup>st</sup> to 15,000<sup>th</sup> NT - HK\$3.5 per ton, AND for the 15,001<sup>st</sup> NT and upward - HK\$3.00 per ton, SUBJECT to a maximum charge of HK\$77,500.

Print

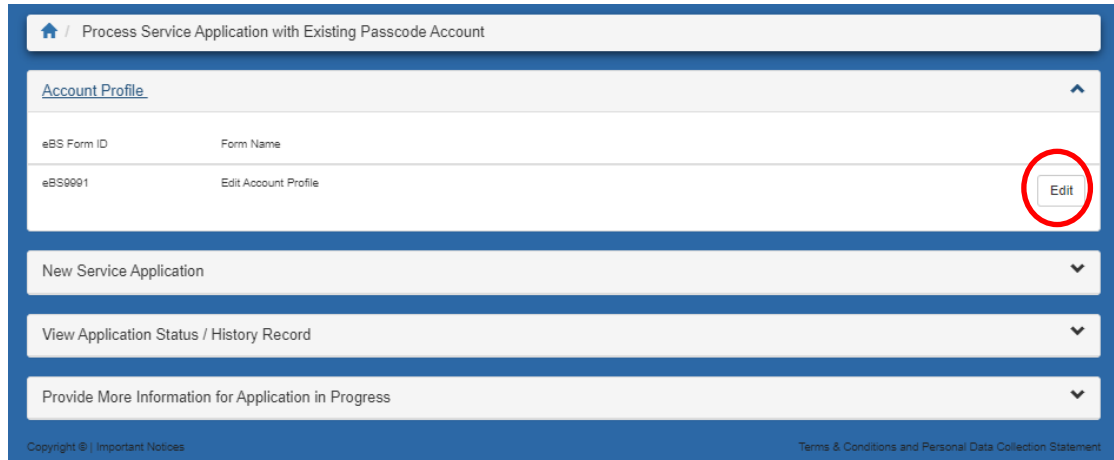
Home

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Terms & Conditions and Personal Data Collection Statement

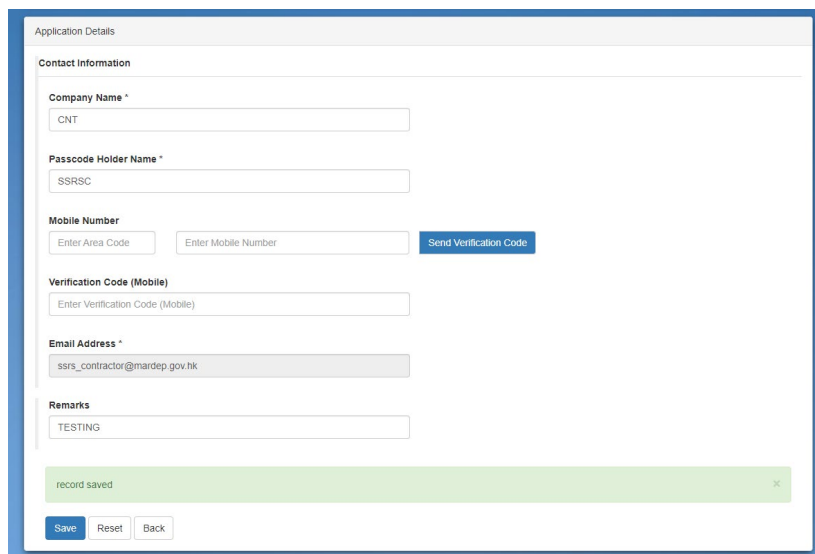
## D. Maintain Account Profile

1. Passcode account holder can edit Account Profile under main menu.



The screenshot shows the 'Account Profile' page. At the top, there is a breadcrumb trail: 'Process Service Application with Existing Passcode Account'. Below this, the 'Account Profile' section is highlighted. It contains a table with two columns: 'eBS Form ID' and 'Form Name'. The first row shows 'eBS9991' and 'Edit Account Profile'. To the right of this row, there is a red circle around an 'Edit' button. Below the table, there are three expandable sections: 'New Service Application', 'View Application Status / History Record', and 'Provide More Information for Application in Progress'. At the bottom, there is a footer with 'Copyright © | Important Notices' and 'Terms & Conditions and Personal Data Collection Statement'.

2. For first time login user, it is required to input Company Name and Passcode Holder Name then click Save to complete the account profile.



The screenshot shows the 'Application Details' form. It has a section titled 'Contact Information' with the following fields: 'Company Name \*' (with 'CNT' entered), 'Passcode Holder Name \*' (with 'SSRSC' entered), 'Mobile Number' (with sub-fields for 'Enter Area Code' and 'Enter Mobile Number', and a 'Send Verification Code' button), 'Verification Code (Mobile)' (with 'Enter Verification Code (Mobile)' entered), 'Email Address \*' (with 'ssrs\_contractor@mardep.gov.hk' entered), and 'Remarks' (with 'TESTING' entered). At the bottom, there is a green notification bar that says 'record saved'. Below the notification bar are three buttons: 'Save', 'Reset', and 'Back'.

## E. View Application Status / History Record

1. Passcode account holder can check on the View Application Status / History Record under main menu.

Home / Process Service Application with Existing Passcode Account

Application Status

You may select the specific row(s) in the below table before clicking the below button(s).

[Confirm / Settle Payment](#)
[Download Demand Note](#)
[Download Document](#)

Show  entries Search:

	Ref Id	Vessel Name	Form Name	Submission Date	Process Date	Application Status	Payment Method	Payment Status	Amount
	11177	TEST SHIP 220609	eBS9101-New Ship Registration (New Build)			Draft		UNPAID	

2. Continue to process Draft Application

For application which has been saved but not submitted, passcode account holder can continue to process the application by double click on a history record with application status "Draft".

3. Settle Payment

Single click to select an application which the payment status is UNPAID, Confirm / Settle Payment button would be enable.

Home / Process Service Application with Existing Passcode Account

Application Status

You may select the specific row(s) in the below table before clicking the below button(s).

[Confirm / Settle Payment](#)
[Download Demand Note](#)
[Download Document](#)

Show  entries Search:

	Ref Id	Vessel Name	Form Name	Submission date	Process Date	Application Status	Payment Method	Payment Status	Amount
	3534	TEST04090540	eBS9105-First Continuous Synopsis Record (CSR)	08-04-2022	08-04-2022	In progress		UNPAID	260.0

4. Download Demand Note

Click to select the record, if the Payment Status is PAID, Download Demand Note button would be enable.

## F. Apply New Service Application

1. Applicant can click on New Service Application under main menu to apply services.

[Home](#) / Process Service Application with Existing Passcode Account

Account Profile

New Service Application

eBS3 OSS Forms Applications

Inquiry No	Description	Fee	
eBS9101	New Ship Registration (New Build)	First Registration Fee (Based on GT)	Choose
eBS9102	New Ship Registration (Change of Flag)	First Registration Fee (Based on GT)	Choose
eBS9100	Sample Form		Apply
eBS9103	Reservation of a Ship Name		Apply
eBS9104	Closure of a Ship's Registration by Owner		Apply
eBS9105	First Continuous Synopsis Record (CSR)	HKD\$260	Apply
eBS9106	Continuous Synopsis Record (CSR) Form 2	HKD\$260	Apply
eBS9107	Continuous Synopsis Record (CSR) Form 3	HKD\$260	Apply

View Application Status / History Record

Provide More Information for Application in Progress

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[Terms & Conditions and Personal Data Collection Statement](#)

## G. eBS9101 New Ship Registration (New Build)

- Click Choose on New Ship Registration (New Build) to expand the list of applications. Applicant can select/deselect the relevant application forms, then click Apply.

New Service Application

### eBS3 OSS Forms Applications

Inquiry No	Description	Fee																					
eBS9101	New Ship Registration (New Build)	First Registration Fee (Based on GT)																					
Apply																							
<table border="1"> <thead> <tr> <th>Inquiry No</th> <th>Description</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>eBS9105 <input checked="" type="checkbox"/></td> <td>First Continuous Synopsis Record (CSR)</td> <td>HKD\$260</td> </tr> <tr> <td>eBS9109 <input checked="" type="checkbox"/></td> <td>Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)</td> <td>HKD\$535</td> </tr> <tr> <td>eBS9110 <input type="checkbox"/></td> <td>Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage (Civil Liability Certificate Application)</td> <td>HKD\$535</td> </tr> <tr> <td>eBS9111 <input checked="" type="checkbox"/></td> <td>Declaration of Maritime Labour Compliance - Part 1</td> <td></td> </tr> <tr> <td>eBS9112 <input checked="" type="checkbox"/></td> <td>Minimum Safe Manning Certificate</td> <td></td> </tr> <tr> <td>eBS9113 <input type="checkbox"/></td> <td>Application for Dispensation of Manning</td> <td></td> </tr> </tbody> </table>			Inquiry No	Description	Fee	eBS9105 <input checked="" type="checkbox"/>	First Continuous Synopsis Record (CSR)	HKD\$260	eBS9109 <input checked="" type="checkbox"/>	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)	HKD\$535	eBS9110 <input type="checkbox"/>	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage (Civil Liability Certificate Application)	HKD\$535	eBS9111 <input checked="" type="checkbox"/>	Declaration of Maritime Labour Compliance - Part 1		eBS9112 <input checked="" type="checkbox"/>	Minimum Safe Manning Certificate		eBS9113 <input type="checkbox"/>	Application for Dispensation of Manning	
Inquiry No	Description	Fee																					
eBS9105 <input checked="" type="checkbox"/>	First Continuous Synopsis Record (CSR)	HKD\$260																					
eBS9109 <input checked="" type="checkbox"/>	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)	HKD\$535																					
eBS9110 <input type="checkbox"/>	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage (Civil Liability Certificate Application)	HKD\$535																					
eBS9111 <input checked="" type="checkbox"/>	Declaration of Maritime Labour Compliance - Part 1																						
eBS9112 <input checked="" type="checkbox"/>	Minimum Safe Manning Certificate																						
eBS9113 <input type="checkbox"/>	Application for Dispensation of Manning																						
Cancel																							

- Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.

New Service Application

### Application for Registration of a Ship

Office Tel. No.:

05231651

E-mail: \*

app@test.com

Application is saved successfully.

Save Reset

Part B - Ship Details

Part D - Management Company Details

- At the bottom of the online application form, click Next to continue the application. (Click Back would go back to the main menu page)

Application is saved successfully.

Save Reset

Next Back

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Terms & Conditions and Personal Data Collection Statement

- In the confirmation window, the input information can be viewed in PDF,

tick the tick box to confirm the declaration and click Submit.

Apply New Application

### Application Details

**Declaration**

Please check the preview file and confirm the information is correct. If you need to change the information, please press "Amend Details" button.

Preview file: [PDF](#)

☒ I/We hereby declare that all information provided in and with this application form is true and correct to the best of my/our knowledge and belief.

**Personal Data Collection Statement**  
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, any District Marine Office of the Marine Department.

[AMEND DETAILS](#) [SUBMIT](#)

5. The Application Status could be viewed under View Application Status / History Record.

Process Service Application with Existing Passcode Account

### Application Status

You may select the specific row(s) in the below table before clicking the below button(s).

[Confirm / Settle Payment](#) [Download Demand Note](#) [Download Document](#)

Show  entries Search:

	Ref Id	Vessel Name	Form Name	Submission Date	Process Date	Application Status	Payment Method	Payment Status	Amount
	9246	TEST 9101 MULTI 0526A	eBS9101-New Ship Registration (New Build)	26-05-2022	26-05-2022	In progress		UNPAID	

## H. eBS9102 New Ship Registration (Change of Flag)

1. Click Choose on New Ship Registration (Change of Flag) to expand the list of applications. Applicant can select/deselect the relevant application forms, then click Apply.

**Follow the other steps as listed in section eBS9101 New Ship Registration (New Build)**

## I. eBS9103 Reservation of a Ship Name

1. Click Apply on Reservation of a Ship Name. Applicant can fill up the online form and can also click Save to save the information as draft. The draft can

be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.

Apply New Application

Application for Reservation of a Ship Name Merchant Shipping (Registration) (Ship?s Names) Regulations Regulat...

Owner Address

ERERTYUIOPDFHTYUIOPDFH  
ERTYUIOPDFH

Note 1 : "Owner" means an owner who is a qualified person within the meaning of s.11(4) of the Merchant Shipping (Registration) Ordinance.  
Note 2 : If the application is made by a person on behalf of the owner, the written authorization of the owner must be submitted with this form.  
Note 3 : To facilitate entries into the Register and issue of Certificate of Registry, please provide information in English.

SAVE RESET

NEXT BACK

## J. eBS9104 Closure of a Ship's Registration by Owner

1. Click Apply on Closure of a Ship's Registration by Owner. Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.
2. The Application Status could be viewed under View Application Status / History Record.

## K. eBS9105 First Continuous Synopsis Record (CSR)

1. Click Apply on First Continuous Synopsis Record (CSR). Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.
2. In the confirmation window, the input information can be viewed in PDF, tick the tick box to confirm the declaration and click Submit.

Apply New Application

Application Details

Declaration

Please check the preview file and confirm the information is correct. If you need to change the information, please press "Amend Details" button.

Preview file: PDF

☒ I/We hereby declare that all information provided in and with this application form is true and correct to the best of my/our knowledge and belief.

Personal Data Collection Statement

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, any District Marine Office of the Marine Department.

AMEND DETAILS

SUBMIT

(For online payment)

- In the popup window, select payment method then click OK and click Payment to process to payment gateway.

New Service Application

Summary

The total amount of the application(s): **HK\$260**

Item	Amount
	HK\$260

Confirm payment

Payment Method \*

Payment method ▼

Payment

Cancel

GovHK 香港政府一站通

Help

Email

ebs\_support@mardep.gov.hk

Online Payment Service

Please select the payment method :

Type of Service

Application for First Continuous Synopsis Record (CSR)

Merchant Name

Marine Department

Transaction Date

24-06-2022

Transaction Reference Number

EB\$91059060

Total Amount

HK\$ 260.00

Payment Method\*

JCB

mastercard

VISA

Cancel Payment

Pay

- Please take note of the transaction reference number or **PRINT** this page for making enquiry on the payment status when necessary.
- After pressing the 'Pay' button, please **DO NOT** leave this e-service until you receive the acknowledgement page, otherwise your transaction may not be successful.
- Merchant Name is applicable to credit card payment method only.
- Under exceptional conditions, a refund may need to be arranged. If the payment is made by Credit Card, the refund can normally be made to the Credit Card account that is used for the payment.
- Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use other available payment methods. We apologise for any inconvenience caused.
- Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the J/Secure, Mastercard SecureCode and Verified by Visa service.

HONG KONG

4. The Application Status could be viewed under View Application Status / History Record.

## L. eBS9106 Continuous Synopsis Record (CSR) Form 2

1. Click Apply on Continuous Synopsis Record (CSR) Form 2.

**Follow the other steps as listed in section eBS9105 First Continuous Synopsis Record (CSR)**

## M. eBS9107 Transcript of Register

1. Click Apply on Transcript of Register. Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.

The screenshot shows a web application interface titled 'New Service Application'. Below the title bar is a blue header with the text 'eBS3 OSS Forms Applications'. A table lists various application forms. The 'Apply' button for the 'eBS9107 Transcript of Register' row is circled in red.

Form ID	Description	Fee	Action
eBS9104	Closure of a Ship's Registration by Owner		Apply
eBS9105	First Continuous Synopsis Record (CSR)	HKD\$260	Apply
eBS9106	Continuous Synopsis Record (CSR) Form 2	HKD\$260	Apply
eBS9107	Transcript of Register	HKD\$110	Apply
eBS9108	Certified Transcript of Register	HKD\$260	Apply
eBS9109	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)	HKD\$535	Apply
eBS9110	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage (Civil Liability Certificate Application)	HKD\$535	Apply
eBS9111	Declaration of Maritime Labour Compliance - Part 1		

2. Applicant can click Add Vessel to add the Vessel for the application.

New Service Application

### Request for (Hong Kong Registered Vessel) Transcript of Register

On the Hong Kong Register of Ships, for identification of ship transaction and legal proceeding, ascertaining the ownership of the ship and its incumbrance(s) is/are registered against the ship at certain material time are essential. Person accessing the Shipping Register is advised not to use the personal data on the register for any purpose unrelated to the specified purposes of the register.

Please fill the vessel name with alphabetical order.

Vessel Name *	Official No. HK- *	IMO No. *

+ Add Vessel

- At the bottom of the online application form, applicant can click Save to save the input information, then click Next.

New Service Application

### Request for (Hong Kong Registered Vessel) Transcript of Register

Please fill the vessel name with alphabetical order.

Vessel Name *	Official No. HK- *	IMO No. *
DARYA MA ✕ ✎	HK-3249	9591674

+ Add Vessel

**Request for specific date of entry in the register: \***

2022-01-01 📅

Save Reset

Next Back

- In the confirmation window, applicant can preview and download the application form. Tick in the tick box to confirm the declaration, then click Submit and proceed to online payment.

Apply New Application

### Application Details

**Declaration**

Please check the preview file and confirm the information is correct. If you need to change the information, please press "Amend Details" button.

Preview file: PDF

☒ I/We hereby declare that all information provided in and with this application form is true and correct to the best of my/our knowledge and belief.

**Personal Data Collection Statement**

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, any District Marine Office of the Marine Department.

AMEND DETAILS SUBMIT

(For online payment)

5. In the popup window, select payment method then click OK and click Payment to process to payment gateway.

The screenshot displays a web browser window with a popup for payment confirmation. The popup contains the following information:

- Application Name:** Transcript of Register
- Application Status:** Waiting for payment
- Application Form:** [PDF](#)
- Summary:**  
The total amount of the application(s): **HK\$110**
- Table:**

Item	Amount
	HK\$110
- Confirm payment:**  
Payment Method \* (dropdown menu)
- Buttons:** Payment, Cancel

Below the popup, the main page of the "GovHK 香港政府一站通" Online Payment Service is visible. It includes a "Help" section with email support, a "Please select the payment method" section with transaction details (Type of Service, Merchant Name, Transaction Date, Transaction Reference Number, Total Amount, and Payment Method\*), and logos for JCB, Mastercard, and VISA. At the bottom, there are "Cancel Payment" and "Pay" buttons, a list of terms and conditions, and the Hong Kong Government logo.

6. Application status is listed under View Application Status / History Record.

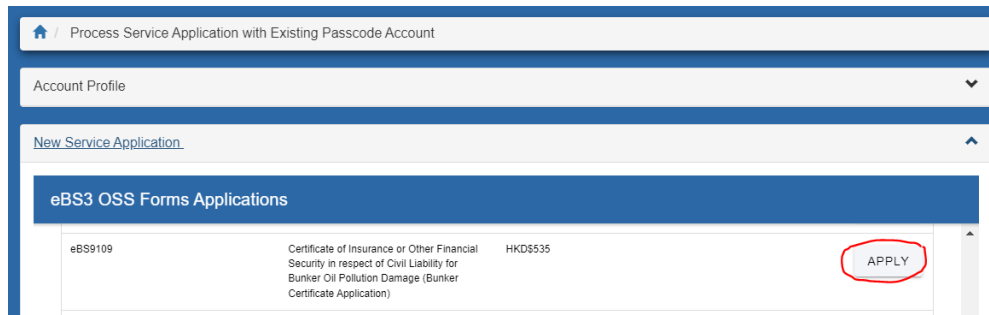
## N. eBS9108 Certified Transcript of Register

1. Click Apply on Certified Transcript of Register. Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.

Follow the other steps as listed in section eBS9107 Transcript of Register

## O. eBS9109 Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)

1. Click APPLY next to eBS9109 Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application).



Process Service Application with Existing Passcode Account

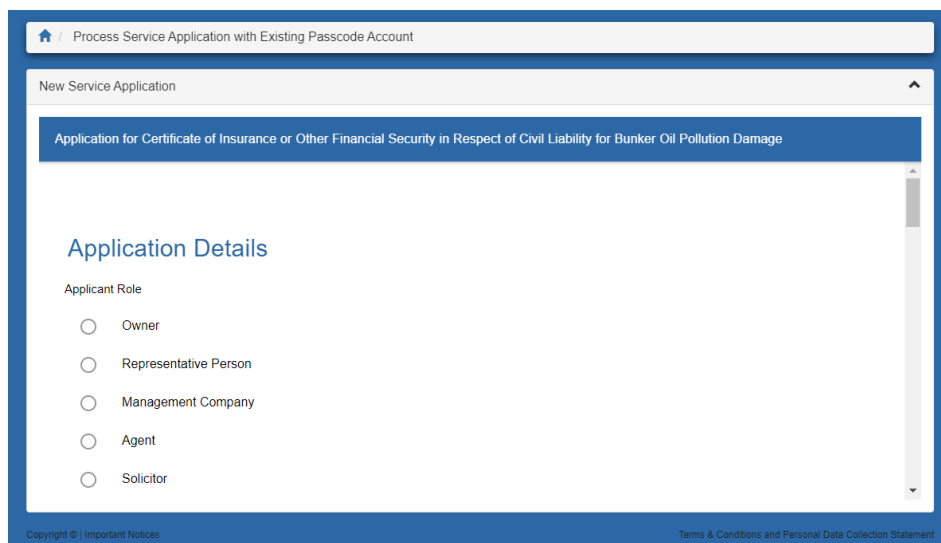
Account Profile

[New Service Application](#)

**eBS3 OSS Forms Applications**

eBS9109	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)	HKD\$535	<b>APPLY</b>
---------	---	----------	--------------

2. In the new window, fill in the online form.



Process Service Application with Existing Passcode Account

New Service Application

Application for Certificate of Insurance or Other Financial Security in Respect of Civil Liability for Bunker Oil Pollution Damage

**Application Details**

Applicant Role

☐ Owner

☐ Representative Person

☐ Management Company

☐ Agent

☐ Solicitor

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3. Applicant can click Add Vessel to add the vessel for BCC application.

New Service Application

Application for Certificate of Insurance or Other Financial Security in Respect of Civil Liability for Bunker Oil Pollution Damage

Section of the Marine Department.

2. In accordance with the Bunker Oil Pollution (Liability and Compensation) Ordinance (Cap.605), a copy of issued certificate would be made available for public inspection.

SCHEDULE OF SHIP(S) AND OF FINANCIAL SECURITY TO BE CERTIFIED

1. Name of Ship *	2. Type of Ship *	3. Official No. *	4. IMO No. *	5. Flag and Port of Registry *	6. Convention Gross Tonnage *	7. Type *	8. Period of Validity *	9. Name(s) of Insurer(s) and/or Guarantor(s) *	10. Address(es) of Insurer(s) and/or Guarantor(s) *	11. Name(s) of Owner of ships *	12. Address(es) of Owner of ships *
+ Add Vessel											

Save Reset

Next Back

4. In the new window, applicant can add vessel in two ways.
- a) Click New to add vessel


Vessel Search

Vessel Name

Search Vessel

New Cancel

- b) Click pen icon to fill in the vessel and blue card information

1. Name of Ship *	2. Type of Ship *	3. Official No. *	4. IMO No. *	5. Flag and Port of Registry *	6. Convention Gross Tonnage *	7. Type *	8. Period of Validity *	9. Name(s) of Insurer(s) and/or Guarantor(s) *	10. Address(es) of Insurer(s) and/or Guarantor(s) *	11. Name(s) of Owner of ships *	12. Address(es) of Owner of ships *
											

- c) Fill in Ship information in the popup window

1. Name of Ship \*

TEST VESSEL 04

2. Type of Ship \*

3. Official No. \*

4. IMO No. \*

5. Flag and Port of Registry \*

6. Convention Gross Tonnage \*

d) Click Save

11. Address(es) of Owner of ships \*

Blue Card \*

選擇檔案 未選擇任何檔案 View

Others

選擇檔案 未選擇任何檔案 View

Save Cancel

e) Ship information was added

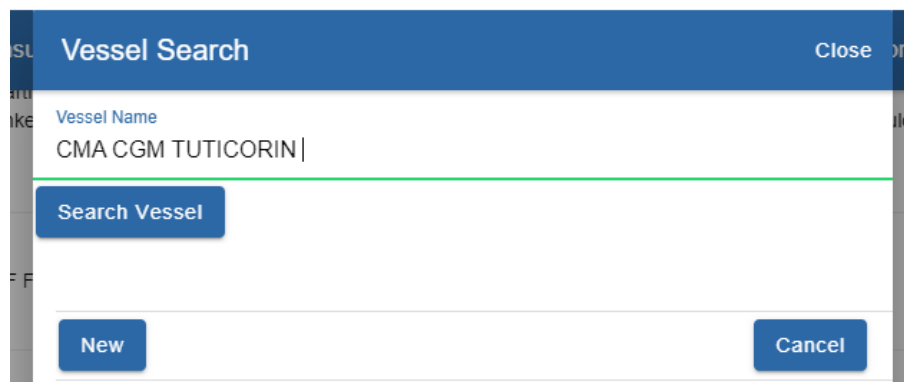
1. Name of Ship *	2. Type of Ship *	3. Official No. *	4. IMO No. *	5. Flag and Port of Registry *	6. Convention Gross Tonnage *	Type *	Period of Validity *	8. Name(s) of Insurer(s) and/or Guarantor(s) *	9. Address(es) of Insurer(s) and/or Guarantor(s) *
TEST VESSEL 04	CARGO SHIP	123	4221356			P&I	Fri Apr 22 2022 00:00:00 GMT+0800 (香港標準時間)	refer Blue Card	

+ Add Vessel

Save Reset

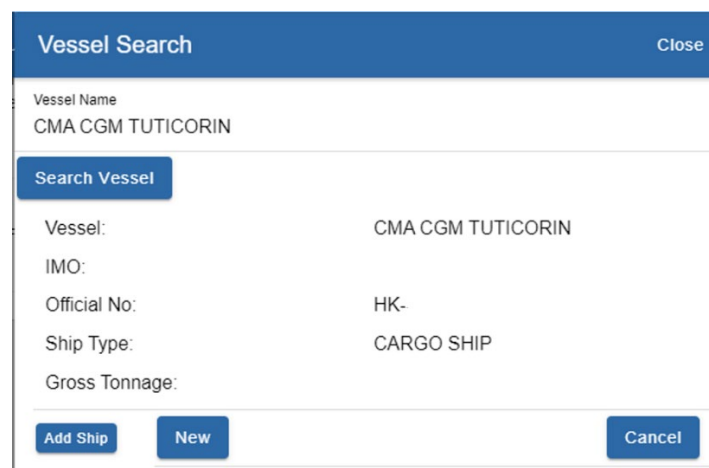
Next Back

- ii. a) Type the Vessel Name, then click Search Vessel





The image shows a 'Vessel Search' dialog box. At the top, there is a blue header bar with the text 'Vessel Search' and a 'Close' button on the right. Below the header, there is a text input field labeled 'Vessel Name' containing the text 'CMA CGM TUTICORIN'. Below the input field is a blue button labeled 'Search Vessel'. At the bottom of the dialog, there are two buttons: 'New' on the left and 'Cancel' on the right.

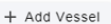
System would search the existing HK Flag Ship and display related information if it is HK Flag Ship, click Add Ship to add the vessel information to the BCC application form.



The image shows the 'Vessel Search' dialog box after a search. The 'Vessel Name' field still contains 'CMA CGM TUTICORIN'. Below the 'Search Vessel' button, the following information is displayed: 'Vessel: CMA CGM TUTICORIN', 'IMO:', 'Official No: HK-', 'Ship Type: CARGO SHIP', and 'Gross Tonnage:'. At the bottom, there are three buttons: 'Add Ship' on the left, 'New' in the center, and 'Cancel' on the right.

5. Vessel information added to the BCC application form, click pen icon to fill in the related information for the vessel.  
(Click trash bin to remove the vessel information from BCC application form if needed)

1. Name of Ship *	2. Type of Ship *	3. Official No. *	4. IMO No. *	5. Flag and Port of Registry *	6. Convention Gross Tonnage *	Type *	Period of Validity *	8. Name(s) of Insurer(s) and/or Guarantor(s) *	9. Address(es) of Insurer(s) and/or Guarantor(s) *	10. No. of Officers *
CMA CGM TUTICORIN  	CARGO SHIP	HK-								



6. In the new window, applicant need to fill in the vessel related information and upload supporting documents, then click save to save the changes or

click cancel to discard the changes and go back to BCC application form

1. Name of Ship \*  
CMA CGM TUTICORIN

2. Type of Ship \*  
CARGO SHIP

3. Official No. \*  
HK

4. IMO No. \*

5. Flag and Port of Registry \*

6. Convention Gross Tonnage \*

10. Name(s) of Owner of ships \*  
Same as Applicant

11. Address(es) of Owner of ships \*

Blue Card \*  
選擇檔案 dnNo\_5433.pdf View



Others  
選擇檔案 未選擇任何檔案 View

Save Cancel

- At the bottom of the online application form, applicant can click Save to save the prefilled information, then click Next to follow the application step (Click Reset would reset the application form but not include the added vessel, applicant need to click trash bin to remove vessel information) (Click Back would go back to the main menu page).

New Service Application

Application for Certificate of Insurance or Other Financial Security in Respect of Civil Liability for Bunker Oil Pollution Damage

1. Name of Ship *	2. Type of Ship *	3. Official No. *	4. IMO No. *	5. Flag and Port of Registry *	6. Convention Gross Tonnage *	Type *	Period of Validity *	8. Name(s) of Insurer(s) and/or Guarantor(s) *	9. Address(es) of Insurer(s) and/or Guarantor(s) *
 	CARGO SHIP	HK-		HONG KONG		P&I Cover	Fri Apr 22 2022 00:00:00 GMT+0800 (香港標準時間)	As per the attached "Blue Card" Certificate	

+ Add Vessel

Save Reset

Next Back

8. In the confirmation window, click PDF to download the prefilled application form.

Apply New Application

Application Details

Application Details

**Declaration**

Please check the preview file and confirm the information is correct. If you need to change the information, please press "Amend Details" button.

Preview file: [PDF](#)

☐ I/We hereby declare that all information provided in and with this application form is true and correct to the best of my/our knowledge and belief.

**Personal Data Collection Statement**

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9. After reviewing the prefilled information in the PDF application form, put a tick in the tick box to confirm the declaration, then click SUMBIT to confirm the application.
- (Click AMEND DETAILS to go back to the application form page to edit the inputted information if amendment is needed)

Apply New Application

Application Details

Application Details

**Declaration**

Please check the preview file and confirm the information is correct. If you need to change the information, please press "Amend Details" button.

Preview file: [PDF](#)

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AMEND DETAILS **SUBMIT**

10. (For non-online payment)

In the new window would display the application result page, click Home

icon to go back to the main menu.

(Click PDF if required to download the prefilled pdf application form)

The screenshot shows a web application window titled 'New Service Application'. Inside, there is a section titled 'Application Result'. It contains the following information:

eBs Ref No.	3541
Application Name	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)
Application Status	Waiting for payment
Application Form	<a href="#">PDF</a>

**11. (For online payment)**

In the new window would display the application result page, and the bottom part would display the total amount for the application, then click on the space of Payment method.

The screenshot shows the 'Confirm payment' section of the 'New Service Application' window. It displays the total amount of the application(s) as HK\$535. Below this, there is a table with one row showing the item and amount.

Item	Amount
	HK\$535

Below the table, there is a 'Payment method' dropdown menu. At the bottom, there are two buttons: 'PAYMENT' and 'CANCEL'.

**12. In the popup window, select payment method then click OK.**

The screenshot shows a popup window for selecting a payment method. It contains three radio button options:

- ☐ PPS
- ☐ Union Pay
- ☐ Visa/Mastercard/JCB

At the bottom of the popup, there are two buttons: 'CANCEL' and 'OK'.

**13. Click PAYMENT to process to payment gateway.**

(Click CANCEL to process online payment later at view history record page)

Apply New Application

The total amount of the application(s): **HK\$535**

Item	Amount
	HK\$535

**Confirm payment**

Payment method \* Visa/Mastercard/JCB

**PAYMENT** **CANCEL**

14. Click Pay to process payment.

(Click Cancel Payment to leave the payment gateway if decided to pay later)

GovHK 香港政府一站通

Online Payment Service

**Help**  
Email: [ebs\\_support@mardep.gov.hk](mailto:ebs_support@mardep.gov.hk)

**Please select the payment method :**

Type of Service	Application for a Pleasure Vessel Operator Certificate of Competency (Grade 2) Examination
Merchant Name	Marine Department
Transaction Date	30-03-2022
Transaction Reference Number	EBS81712283
Total Amount	HK\$ 535.00
Payment Method*	JCB, Mastercard, VISA

**Cancel Payment** **Pay**

- Please take note of the transaction reference number or **PRINT** this page for making enquiry on the payment status when necessary.
- After pressing the 'Pay' button, please **DO NOT** leave this e-service until you receive the acknowledgement page, otherwise your transaction may not be successful.
- Merchant Name is applicable to credit card payment method only.
- Under exceptional conditions, a refund may need to be arranged. If the payment is made by Credit Card, the refund can normally be made to the Credit Card account that is used for the payment.
- Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use other available payment methods. We apologise for any inconvenience caused.
- Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the J/Secure, Mastercard SecureCode and Verified by Visa service.

HONG KONG

15. Reach confirmation page after settled payment, check the payment status and application status at the main menu.

(Click PDF if required to download the prefilled pdf application form)

Apply New Application / eBS9109 / Payment Details

New Service Application

**Payment Details**

**Application Result**

eBs Ref No.	3527
Application Name	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)
Application Status	
Application Form	<a href="#">PDF</a>

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16. Confirmation email would auto send to passcode holder's email with the PDF application form.
17. Application record would be listed under View Application Status / History Record.
18. Click to select the record, Download Demand Note button would be enable for download the demand note for both online payment and non-online payment record.

Application Status									
You may select the specific row(s) in the below table before clicking the below button(s).									
<a href="#">Confirm / Settle Payment</a> <a href="#">Download Demand Note</a> <a href="#">Download Document</a>									
Show	10	entries	Search: 9110						
	Ref Id	Vessel Name	Form Name	Submission date	Process Date	Application Status	Payment Method	Payment Status	Amount
	6705	TS SHANGHAI	eBS9110-Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage	26-04-2022	26-04-2022	Submitted	CREDIT_CARD	PAID	535.00

## P. eBS9110 Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage

1. Click Apply next to eBS9110 Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage.

[Home](#) / Process Service Application with Existing Passcode Account

Account Profile
 [New Service Application](#)

### eBS3 OSS Forms Applications

eBS9110	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage (Civil Liability Certificate Application)	HKD\$535	<a href="#">Apply</a>
---------	---	----------	-----------------------

2. In the new window, follow to fill in the online form.

Process Service Application with Existing Passcode Account

New Service Application

Application for Certificate of Insurance or Other Financial Security in Respect of Civil Liability for Oil Pollution Damage

### Application Details

Applicant Role

- ☐ Owner
- ☐ Representative Person
- ☐ Management Company
- ☐ Agent
- ☐ Solicitor

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**Follow the other steps as listed in section eBS9109 Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)**

## **Q. eBS9111 Declaration of Maritime Labour Compliance - Part1**

1. Click Apply next to eBS9111 Declaration of Maritime Labour Compliance - Part I.

Process Service Application with Existing Passcode Account

[Account Profile](#)

[New Service Application](#)

### eBS3 OSS Forms Applications

	Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)		APPLY
eBS9110	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage	HKDS535	APPLY
eBS9111	Declaration of Maritime Labour Compliance - Part 1		APPLY
eBS9112	Minimum Safe Manning Certificate		APPLY

2. In the new window, follow to fill in the online form.

Process Service Application with Existing Passcode Account

New Service Application

Application for Declaration of Maritime Labour Compliance - Part I

### Application Details

Applicant Role

☐ Owner

☐ Representative Person

☐ Management Company

☐ Agent

☐ Solicitor

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- At the bottom of the online application form, applicant can click Save to save the inputted information then click Next to follow the application step.

(Click Reset would reset the whole application form as a blank form without any information saved as draft under passcode account)

(Click Back would go back to the main menu page)

Process Service Application with Existing Passcode Account

New Service Application

Application for Declaration of Maritime Labour Compliance - Part I

Gross tonnage

8765

Certificate of Survey (CoS) 選擇檔案 未選擇任何檔案

Certificate of Registry (CoR) 選擇檔案 未選擇任何檔案

SAVE RESET

NEXT BACK

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- In the confirmation window, click PDF to download and preview the application form in zip format with the inputted information prefilled in the pdf application form.

Apply New Application

### Application Details

**Application Details**

**Declaration**

Please check the preview file and confirm the information is correct. If you need to change the information, please press "Amend Details" button.

Preview file: [PDF](#)

☐ I/We hereby declare that all information provided in and with this application form is true and correct to the best of my/our knowledge and belief.

**Personal Data Collection Statement**

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, any District Marine Office of the Marine Department.

5. After reviewing the inputted information in the PDF application form, put a tick in the tick box to confirm the declaration, then click Submit.  
(Click Amend Details to go back to the application form page to edit the inputted information if amendment is needed)

Apply New Application

### Application Details

**Declaration**

Please check the preview file and confirm the information is correct. If you need to change the information, please press "Amend Details" button.

Preview file: [PDF](#)

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[AMEND DETAILS](#) [SUBMIT](#)

6. The new window would display the application result, then click Home icon to go back to the main menu.  
(Click PDF if required to download the prefilled pdf application form)

The screenshot displays a web application interface for a 'New Service Application'. At the top, a breadcrumb trail shows the path: Home / Apply New Application / eBS9111 / Payment Details. Below this, the page title is 'New Service Application'. The main content area features a box titled 'Application Result' containing the following details:

eBs Ref No.	3520
Application Name	Declaration of Maritime Labour Compliance - Part 1
Application Status	Submitted
Application Form	<a href="#">PDF</a>

At the bottom of the page, there is a footer with 'Copyright © | Important Notices' on the left and 'Terms & Conditions and Personal Data Collection Statement' on the right.

7. Confirmation email would automatically send to passcode holder's email with the application form.
8. Application record would be listed under View Application Status / History Record.

## R. eBS9112 Minimum Safe Manning Certificate

1. Click Circular, Guidance and MSIN to note the relevant information of the application.
2. Click Apply on Minimum Safe Manning Certificate. Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.

New Service Application

### eBS3 OSS Forms Applications

eBS9108	Certified Transcript of Register	HKD\$260	Apply
eBS9109	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)	HKD\$535	Apply
eBS9110	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage (Civil Liability Certificate Application)	HKD\$535	Apply
eBS9111	Declaration of Maritime Labour Compliance - Part 1		Apply
eBS9112	Minimum Safe Manning Certificate	Circular Guidance MSIN	Apply
eBS9113	Application for Dispensation of Manning		Apply
eBS9114	Exemption/Dispensation		Apply

## S. eBS9113 Application for Dispensation of Manning

- Click Apply on Application for Dispensation of Manning. Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.

New Service Application

### eBS3 OSS Forms Applications

eBS9108	Certified Transcript of Register	HKD\$260	Apply
eBS9109	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)	HKD\$535	Apply
eBS9110	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage (Civil Liability Certificate Application)	HKD\$535	Apply
eBS9111	Declaration of Maritime Labour Compliance - Part 1		Apply
eBS9112	Minimum Safe Manning Certificate	Circular Guidance MSIN	Apply
eBS9113	Application for Dispensation of Manning		Apply
eBS9114	Exemption/Dispensation		Apply

## T. eBS9114 Application for Exemption/Dispensation

1. Click Apply on Application for Exemption/Dispensation. Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.

Process Service Application with Existing Passcode Account

Account Profile

New Service Application

eBS3 OSS Forms Applications

Application Number	Description	Action
eBS9110	Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)	APPLY
eBS9111	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage	APPLY
eBS9112	Declaration of Maritime Labour Compliance - Part 1	APPLY
eBS9113	Minimum Safe Manning Certificate	APPLY
eBS9114	Application for Dispensation of Manning	APPLY
eBS9114	Exemption/Dispensation	APPLY

View Application Status / History Record

Provide More Information for Application in Progress

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2. At the bottom of the online application form, applicant can click Save to save the input information then click next to follow the application step. (Click Reset would reset the whole application form as a blank form without any information saved as draft under passcode account) (Click Back would go back to the main menu page)

Process Service Application with Existing Passcode Account

New Service Application

Application for Dispensation

5. Others (please specify):

TEST D

Supporting Documents

選擇檔案 未選擇任何檔案

SAVE RESET

NEXT BACK

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3. In the confirmation window, click PDF to download the application form for review.

Home / Process Service Application with Existing Passcode Account

New Service Application

### Application Details

**Application Details**

**Declaration**

Please check the preview file and confirm the information is correct. If you need to change the information, please press "Amend Details" button.

Preview file: [PDF](#)

☐ I/We hereby declare that all information provided in and with this application form is true and correct to the best of my/our knowledge and belief.

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4. After review the inputted information in the PDF application form, put a tick in the tick box to confirm the declaration, then click Submit.  
(Click Amend Details to go back to the application form page to edit the inputted information if amendment is needed)

Apply New Application

### Application Details

**Declaration**

Please check the preview file and confirm the information is correct. If you need to change the information, please press "Amend Details" button.

Preview file: [PDF](#)

☒ I/We hereby declare that all information provided in and with this application form is true and correct to the best of my/our knowledge and belief.

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[AMEND DETAILS](#) [SUBMIT](#)

5. In the new window would display the application result page, then click Home icon to go back to the main menu.  
(Click PDF if required to download the prefilled pdf application form)

Home / Apply New Application / ??EBS9000.application.inquiryNo.eBS9114\_en?? / Payment Details

New Service Application

**Application Result**

<b>eBs Ref No.</b>	3516
<b>Application Name</b>	Exemption/Dispensation
<b>Application Status</b>	Submitted
<b>Application Form</b>	<a href="#">PDF</a>

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Home / Process Service Application with Existing Passcode Account

Account Profile

New Service Application

**eBS3 OSS Forms Applications**

eBS9110	Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)	<a href="#">APPLY</a>
eBS9111	Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage	<a href="#">APPLY</a>
eBS9112	Declaration of Maritime Labour Compliance - Part 1	<a href="#">APPLY</a>
eBS9113	Minimum Safe Manning Certificate	<a href="#">APPLY</a>
eBS9114	Application for Dispensation of Manning	<a href="#">APPLY</a>
eBS9114	Exemption/Dispensation	<a href="#">APPLY</a>


View Application Status / History Record

Provide More Information for Application in Progress

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- Confirmation email would auto send to passcode holder's email with the PDF application form.

Service Application for Ship Registration Services and Services for Cargo/Passenger Ships has been submitted successfully




[ebs\\_support@mardep.gov.hk](#)

Today, 2:07 AM

Natalie Ho

Reply all



Application for Dispens...

409 KB

Download

**[External]**

Dear Sir/Madam, Your Service Application (3516) has been submitted successfully. Thank you!  
(This is a computer generated message) Marine Department

- Application record would be listed under View Application Status / History Record.

Application Status

You may select the specific row(s) in the below table before clicking the below button(s).

[Confirm / Settle Payment](#)
[Download Demand Note](#)
[Download Document](#)

Show  entries Search:

Ref Id	Vessel Name	Form Name	Submission date	Process Date	Application Status	Payment Method	Payment Status	Amount
3516	AM EXPRESS	eBS9114-Exemption/Dispensation	08-04-2022	08-04-2022	In progress	NA	NA	NA

## U. eBS9115 Change of Ship's Name

- Click Choose on Change of Ship's Name to expand the list of applications. Applicant can select/deselect the relevant application forms, then click Apply.
- Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.
- The Application Status could be viewed under View Application Status / History Record.

## V. eBS9116 Change of Ownership

- Click Choose on Change of Ownership to expand the list of applications. Applicant can select/deselect the relevant application forms, then click Apply.
- Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.
- The Application Status could be viewed under View Application Status / History Record.

#### **W. eBS9117 Change of Particulars**

- 1 Click Choose on Change of Particulars to expand the list of applications. Applicant can select/deselect the relevant application forms, then click Apply.
- 2 Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.
- 3 The Application Status could be viewed under View Application Status / History Record.

#### **X. eBS9118 Application for Survey or Inspection (For Liferafts and Lifejackets)**

- 1 Click Apply on Application for Survey or Inspection (For Liferafts and Lifejackets). Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.
- 2 The Application Status could be viewed under View Application Status / History Record.

#### **Y. eBS9119 Application for Drawing Approval/ Document Approval of Ships (For HK Registered High Speed Craft and Passenger Ship)**

- 1 Click Apply on Application for Drawing Approval / Document Approval of Ships (For HK Registered High Speed Craft and Passenger Ship). Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.
- 2 The Application Status could be viewed under View Application Status /

History Record.

**Z. eBS9120 Application for Survey or Inspection of Ships (For HK Registered High Speed Craft and Passenger Ship)**

- 1 Click Apply on Application for Survey or Inspection of Ships (For HK Registered High Speed Craft and Passenger Ship). Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.
- 2 The Application Status could be viewed under View Application Status / History Record.

**AA. eBS9122 Carriage of Firearms and Ammunition Letter**

- 1 Click Apply on Carriage of Firearms and Ammunition Letter. Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.
- 2 The Application Status could be viewed under View Application Status / History Record.

**BB. eBS9123 Change of Representative Person (RP) Details**

- 1 Click Apply on Change of Representative Person (RP) Details. Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.
- 2 The Application Status could be viewed under View Application Status / History Record.

## **CC. eBS9124 Change of Owner/ Demise Charterer (DC) Details**

- 1 Click Choose on Change of Owner / Demise Charterer (DC) Details to expand the list of applications. Applicant can select/deselect the relevant application forms, then click Apply.
- 2 Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.
- 3 The Application Status could be viewed under View Application Status / History Record.