User Manual for SHIP REGISTRATION & CARGO/PASSENGER SHIPS SERVICES

Table of Content

A. EBS-E03 CREATE NEW PASSCODE 3

B. EBS-E04 LOGIN WITH EXISTING PASSCODE 4

C. EBS-E05 FIRST REGISTRATION FEE AND ANNUAL TONNAGE CHARGE CALCULATOR 6

D. MAINTAIN ACCOUNT PROFILE 8

E. VIEW APPLICATION STATUS / HISTORY RECORD 8

F. APPLY NEW SERVICE APPLICATION 9

G. EBS9101 NEW SHIP REGISTRATION (NEW BUILD) 10

H. EBS9102 NEW SHIP REGISTRATION (CHANGE OF FLAG) 12

I. EBS9103 RESERVATION OF A SHIP NAME 12

J. EBS9104 CLOSURE OF A SHIP'S REGISTRATION BY OWNER 13

K. EBS9105 FIRST CONTINUOUS SYNOPSIS RECORD (CSR) 13

L. EBS9106 CONTINUOUS SYNOPSIS RECORD (CSR) FORM 2 15

M. EBS9107 TRANSCRIPT OF REGISTER 15

N. EBS9108 CERTIFIED TRANSCRIPT OF REGISTER 17

O. EBS9109 CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF CIVIL LIABILITY FOR BUNKER OIL POLLUTION DAMAGE (BUNKER CERTIFICATE APPLICATION) 18

P. EBS9110 CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF CIVIL LIABILITY FOR OIL POLLUTION DAMAGE 26

Q. EBS9111 DECLARATION OF MARITIME LABOUR COMPLIANCE - PART1 27

R. EBS9112 MINIMUM SAFE MANNING CERTIFICATE 30

S. EBS9113 APPLICATION FOR DISPENSATION OF MANNING 31

T. EBS9114 APPLICATION FOR EXEMPTION/DISPENSATION 32

U. EBS9115 CHANGE OF SHIP'S NAME 35

V. EBS9116 CHANGE OF OWNERSHIP 35

W. EBS9117 CHANGE OF PARTICULARS 36

X. EBS9118 APPLICATION FOR SURVEY OR INSPECTION (FOR LIFERAFTS AND LIFEJACKETS) 36

Y. EBS9119 APPLICATION FOR DRAWING APPROVAL/ DOCUMENT APPROVAL OF SHIPS (FOR HK

REGISTERED HIGH SPEED CRAFT AND PASSENGER SHIP) 36

Z. EBS9120 APPLICATION FOR SURVEY OR INSPECTION OF SHIPS (FOR HK REGISTERED HIGH SPEED CRAFT AND PASSENGER SHIP) 37

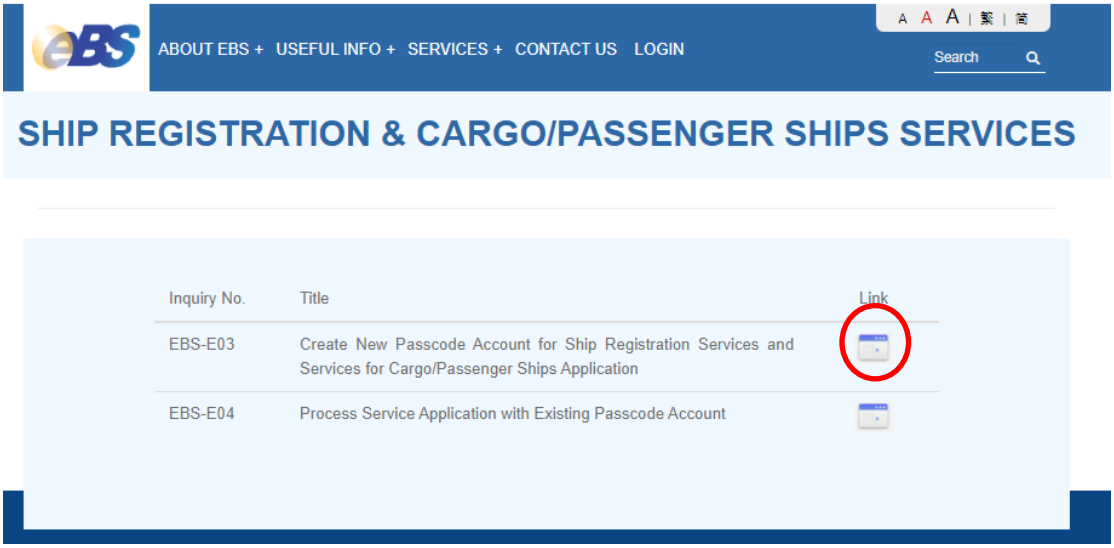
AA. EBS9122 CARRIAGE OF FIREARMS AND AMMUNITION LETTER 37

BB. EBS9123 CHANGE OF REPRESENTATIVE PERSON (RP) DETAILS 37

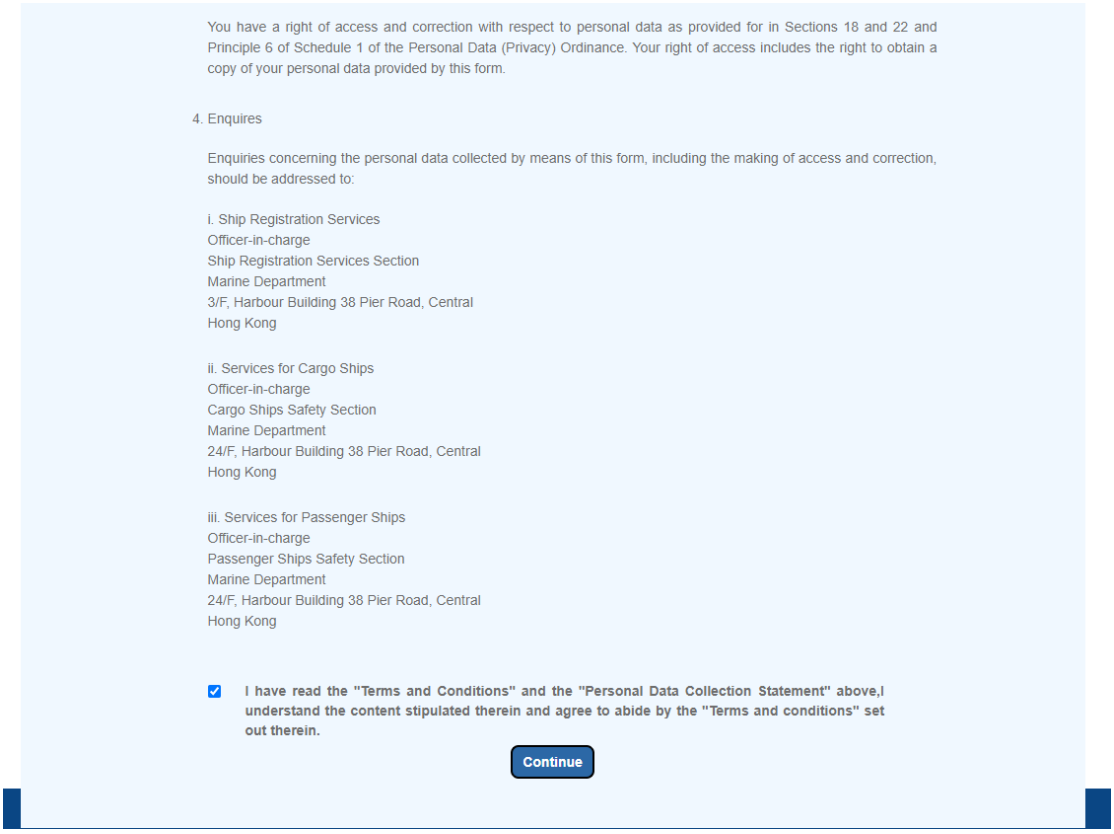
CC. EBS9124 CHANGE OF OWNER/ DEMISE CHARTERER (DC) DETAILS 38

A. EBS-E03 Create New Passcode

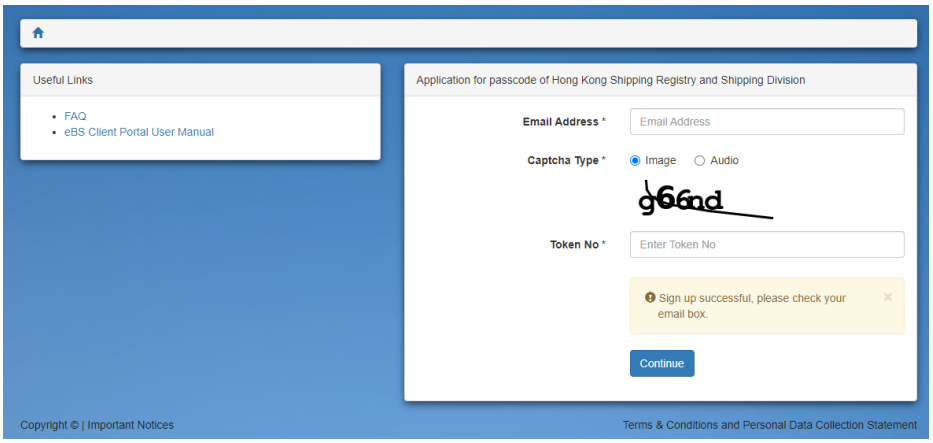
1. Click on the Link to process to new window for new passcode account creation.



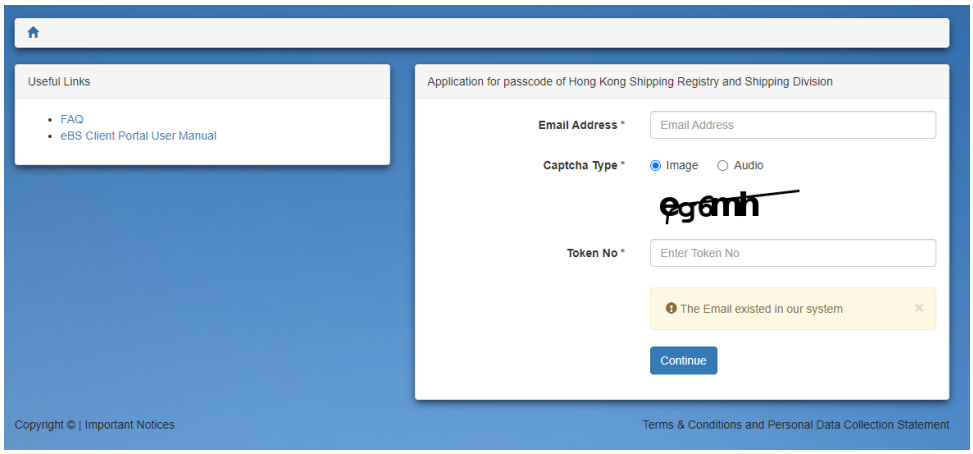
2. Tick in the tick box to agree the Terms and Conditions and Personal Data Collection Statement, then click Continue.



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.

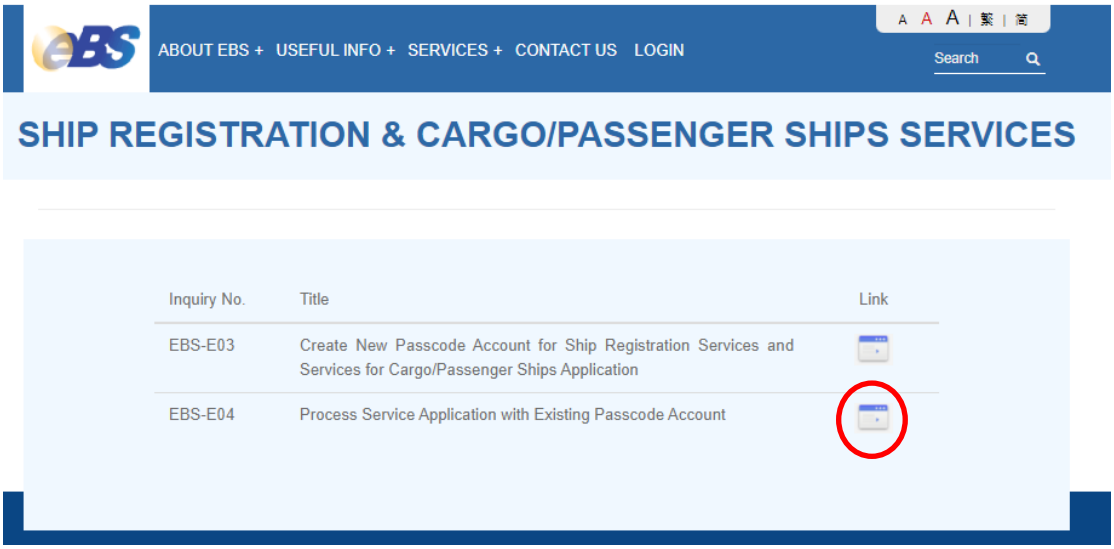


(If email address already registered, registered message would be shown)

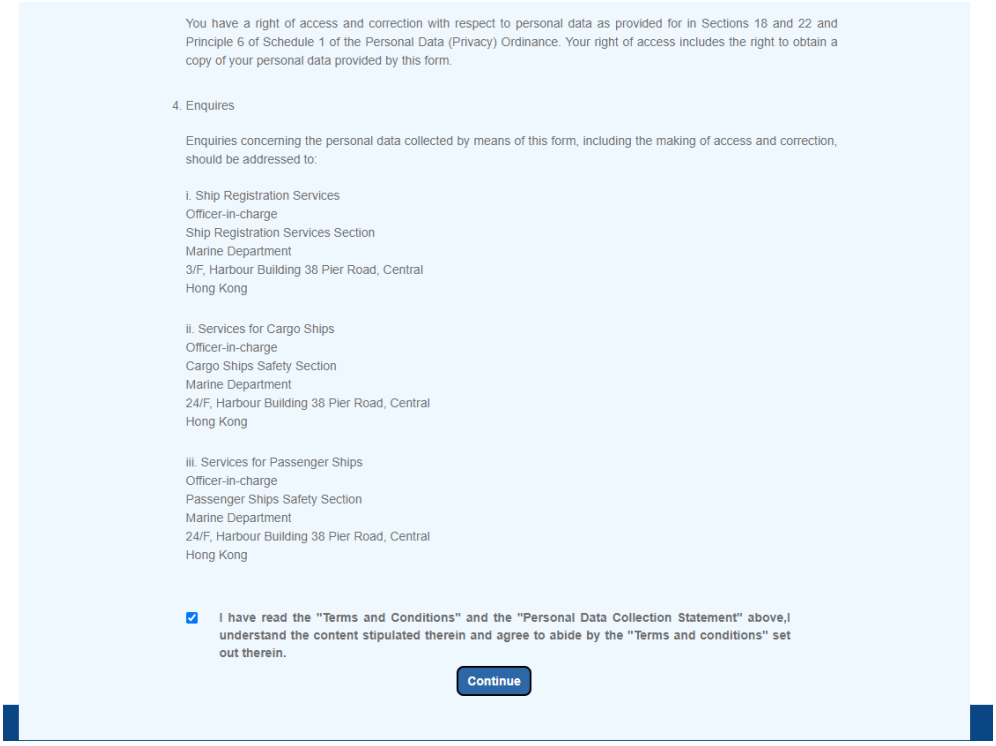


B. EBS-E04 Login with existing Passcode

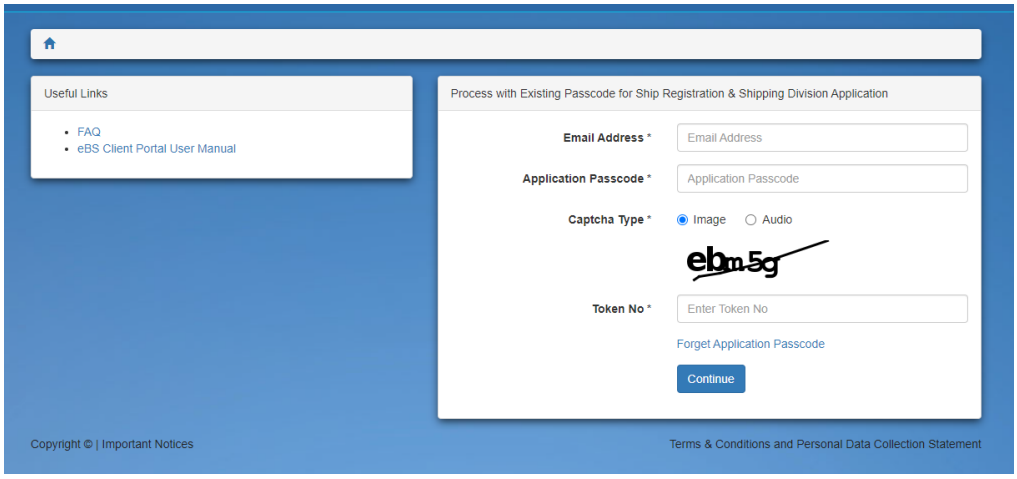
1. Click on the Link to process to login with existing passcode account.



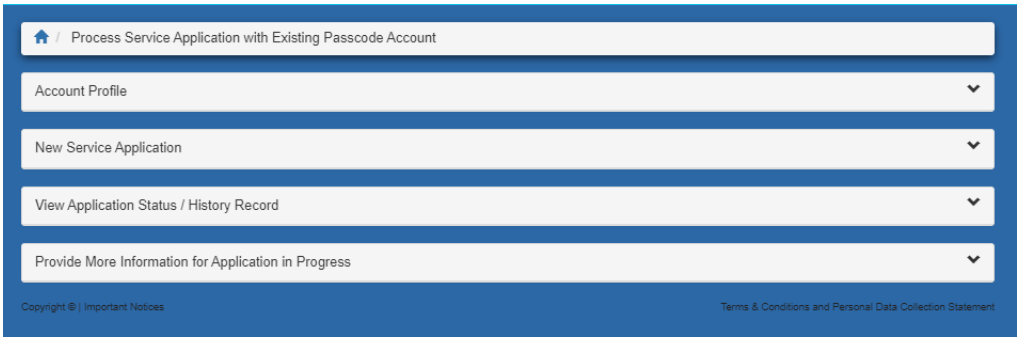
2. Tick in the tick box to agree the Terms and Conditions and Personal Data Collection Statement, then click Continue.



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

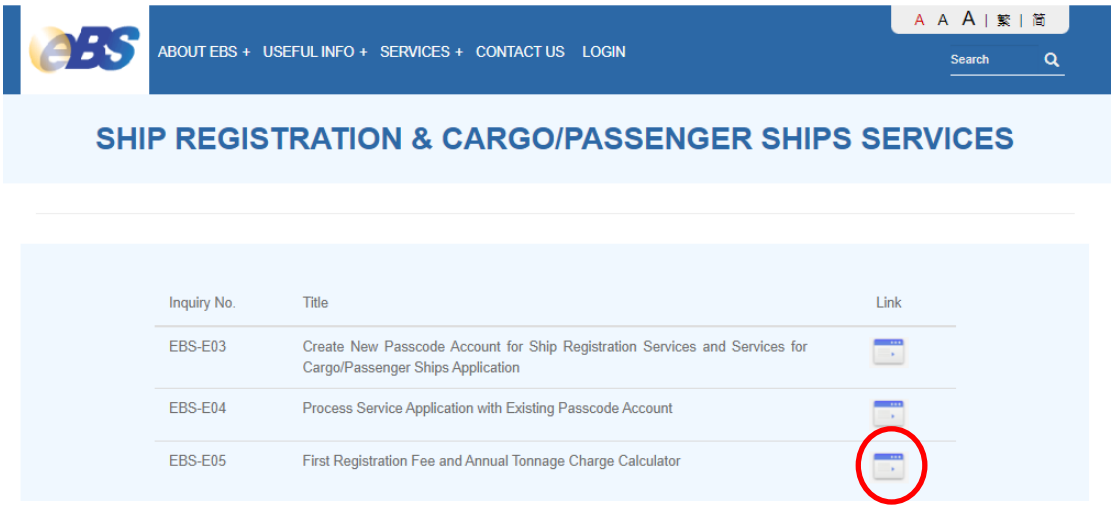


4. Applicant will reach the main menu page.

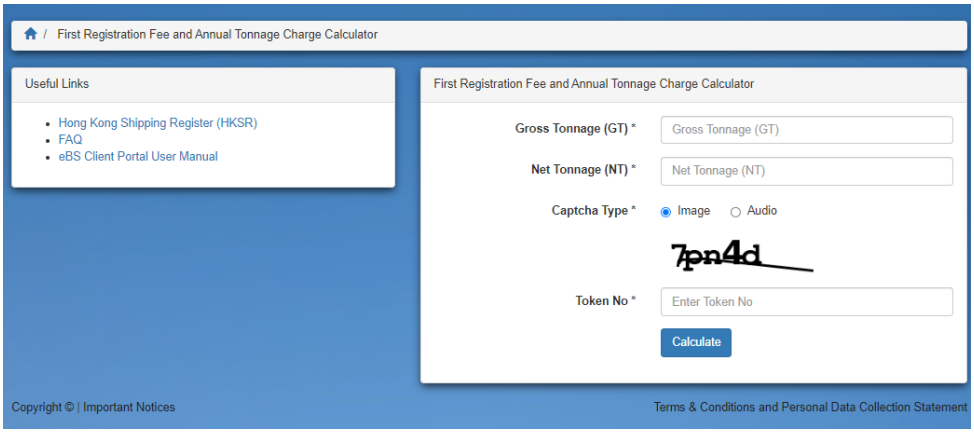


C. EBS-E05 First Registration Fee and Annual Tonnage Charge Calculator

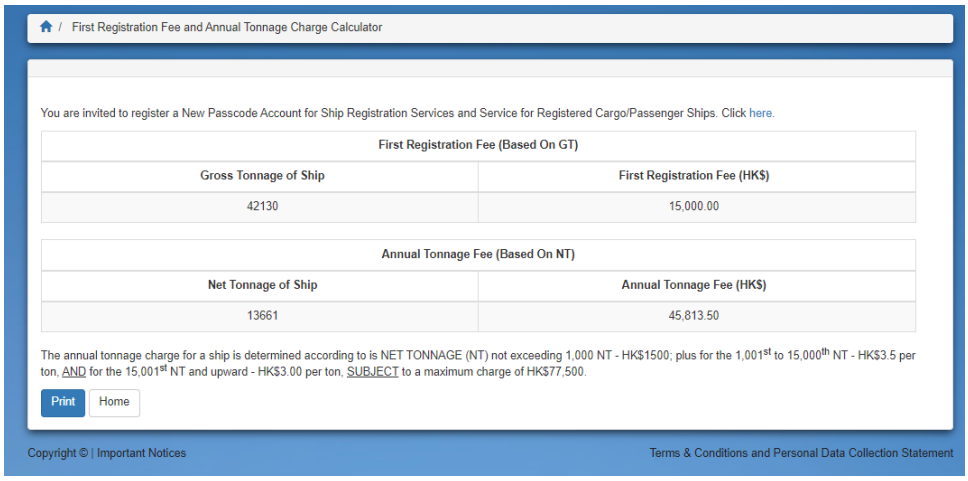
1. Click on the Link to process to First Registration Fee and Annual Tonnage Charge Calculator



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

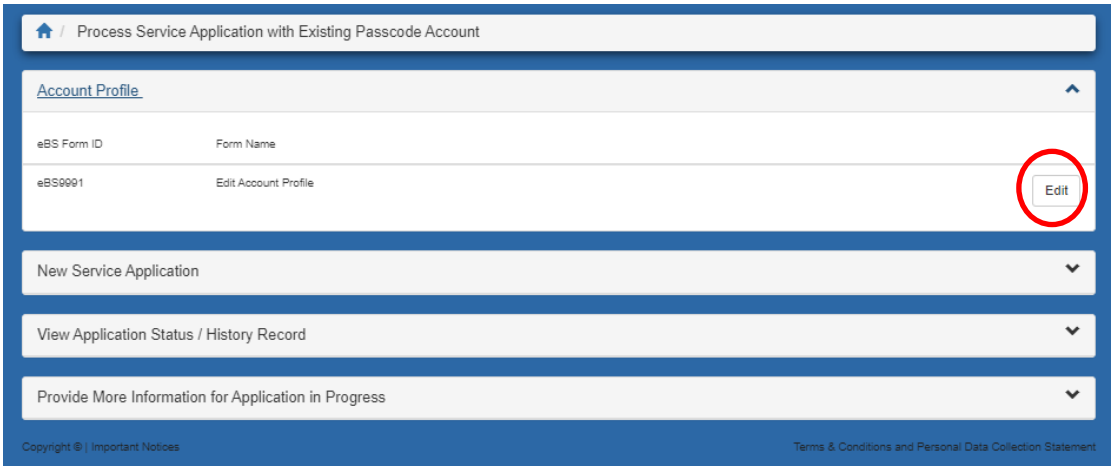


3. First Registration Fee and Annual Tonnage Charge would be calculated.

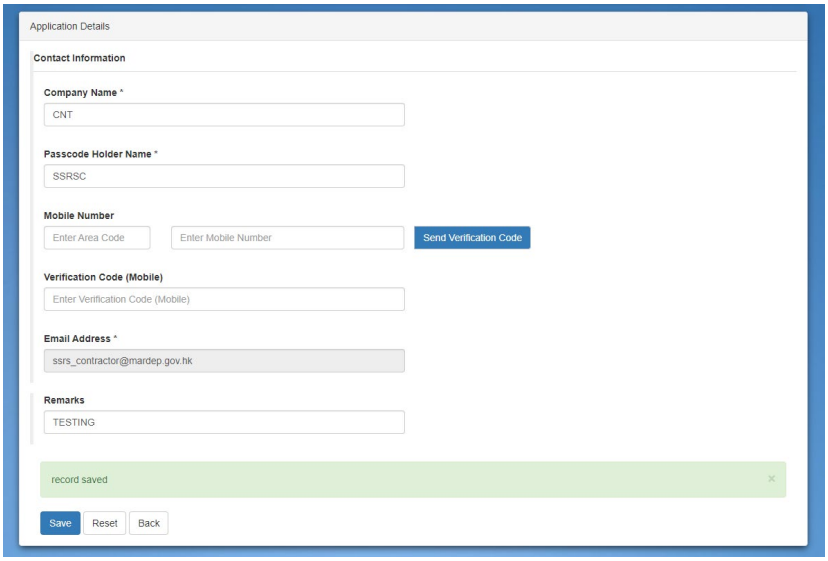


D. Maintain Account Profile

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

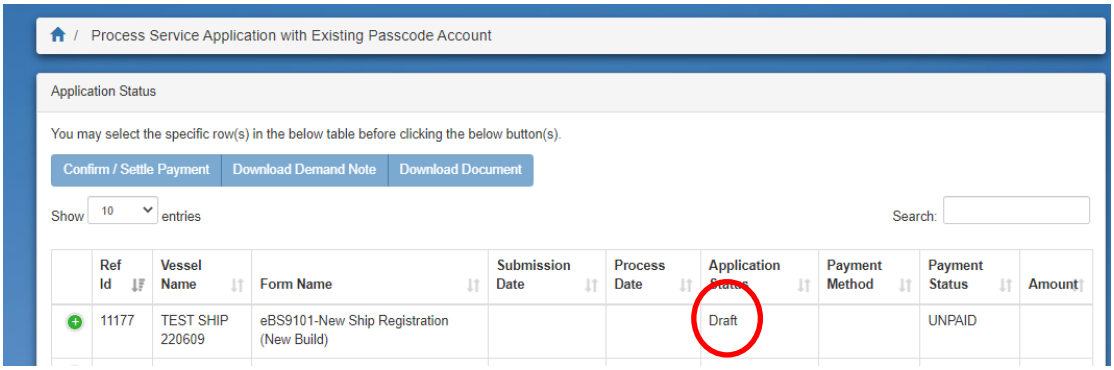


2. For first time login user, it is required to input Company Name and Passcode Holder Name then click Save to complete the account profile.



E. View Application Status / History Record

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

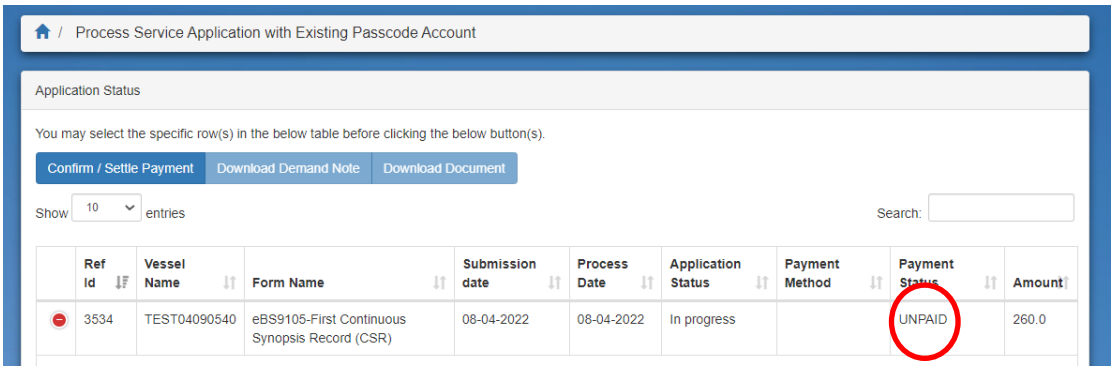


2. Continue to process Draft Application

   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.

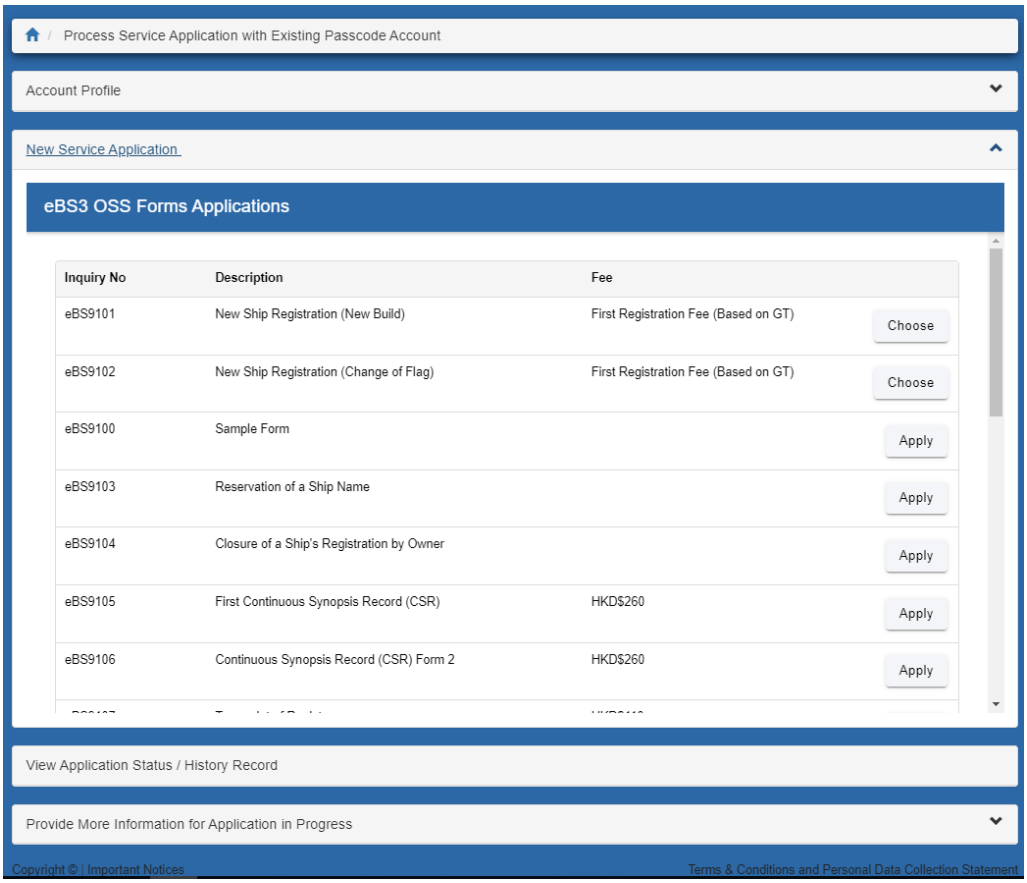


4. Download Demand Note

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

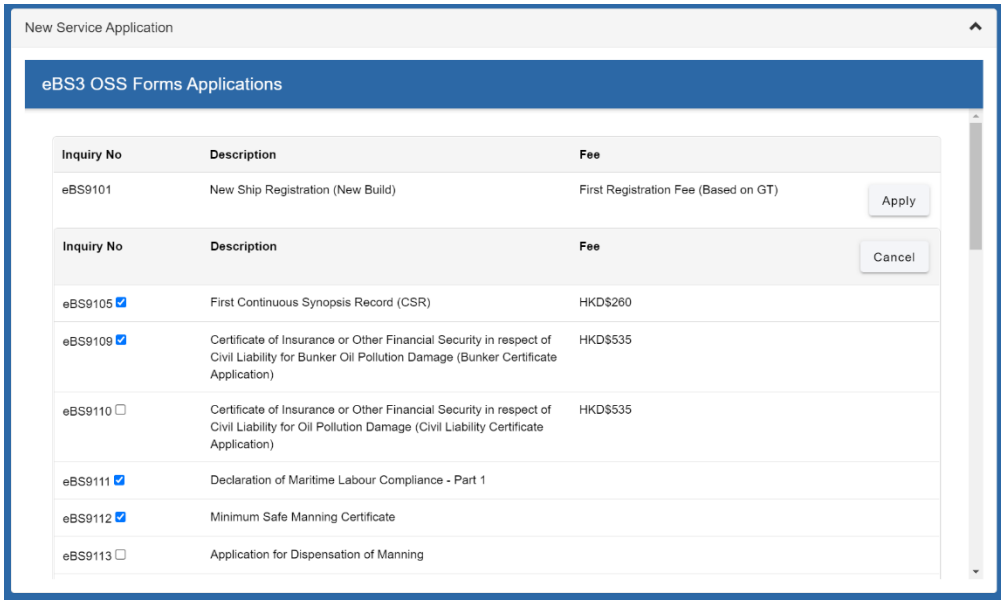
F. Apply New Service Application

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

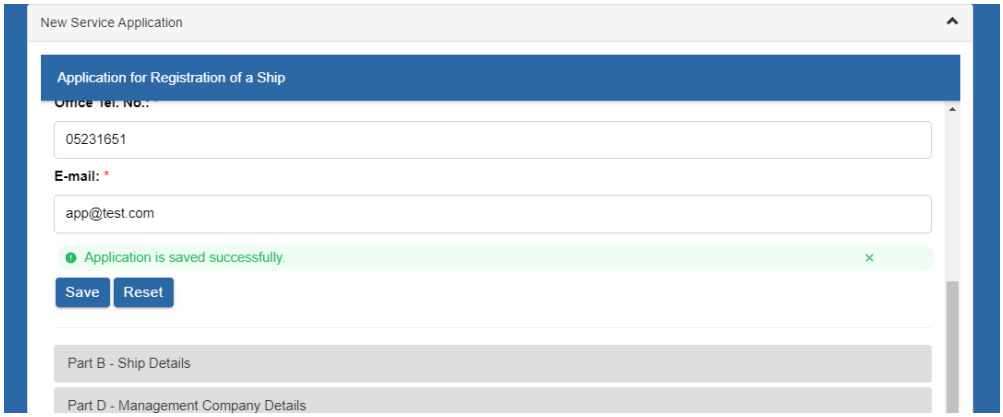


G. eBS9101 New Ship Registration (New Build)

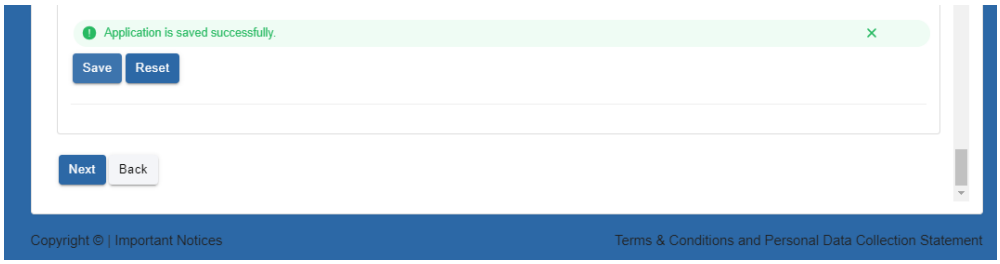
1. Click Choose on New Ship Registration (New Build) to expand the list of applications. Applicant can select/deselect the relevant application forms, then click Apply.



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.

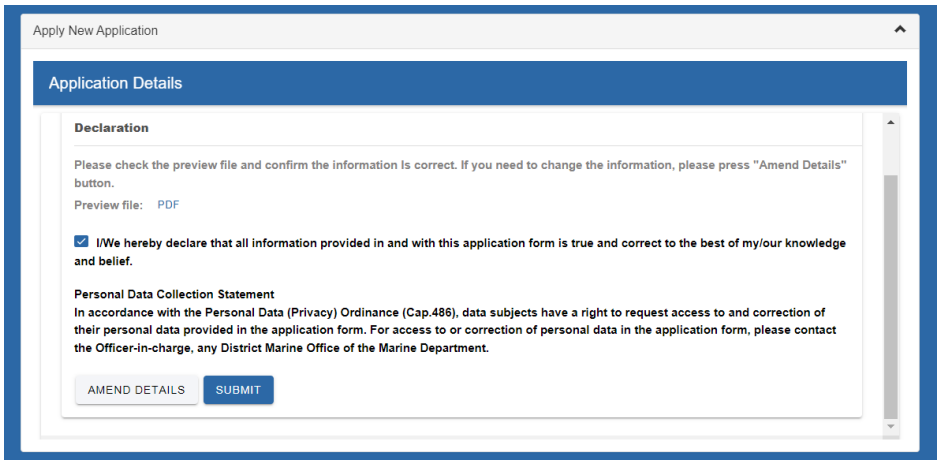


3. At the bottom of the online application form, click Next to continue the application. (Click Back would go back to the main menu page)

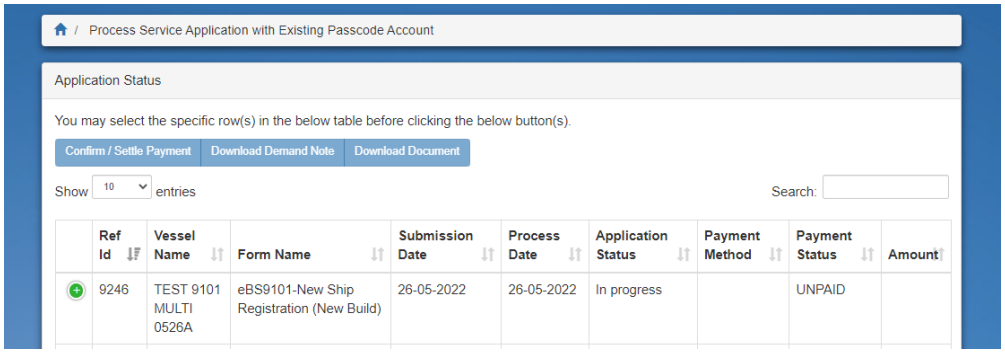


4. In the confirmation window, the input information can be viewed in PDF,

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



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



H. eBS9102 New Ship Registration (Change of Flag)

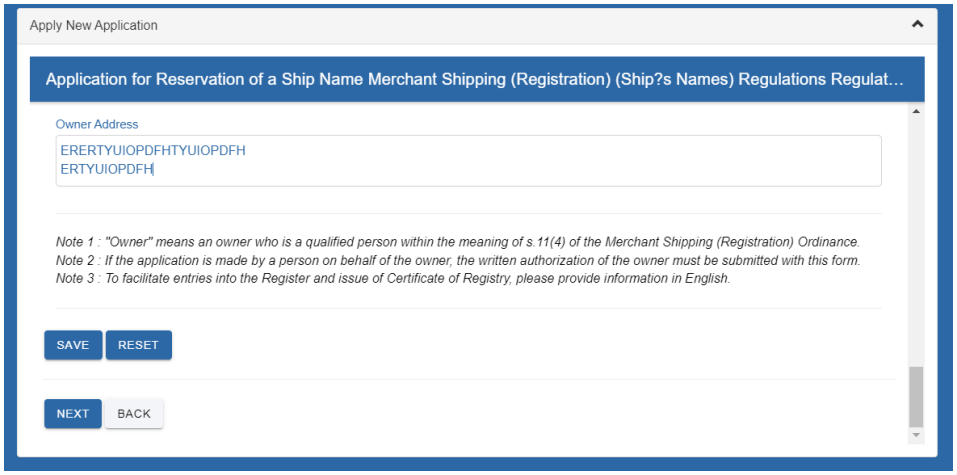
1. Click Choose on New Ship Registration (Change of Flag) to expand the list of applications. Applicant can select/deselect the relevant application forms, then click Apply.

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.



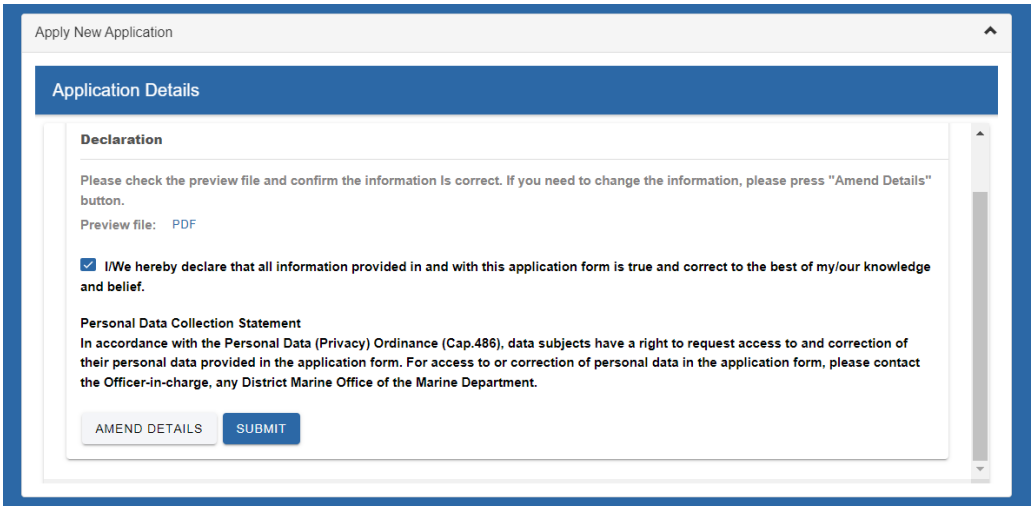
J. eBS9104 Closure of a Ship's Registration by Owner

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)

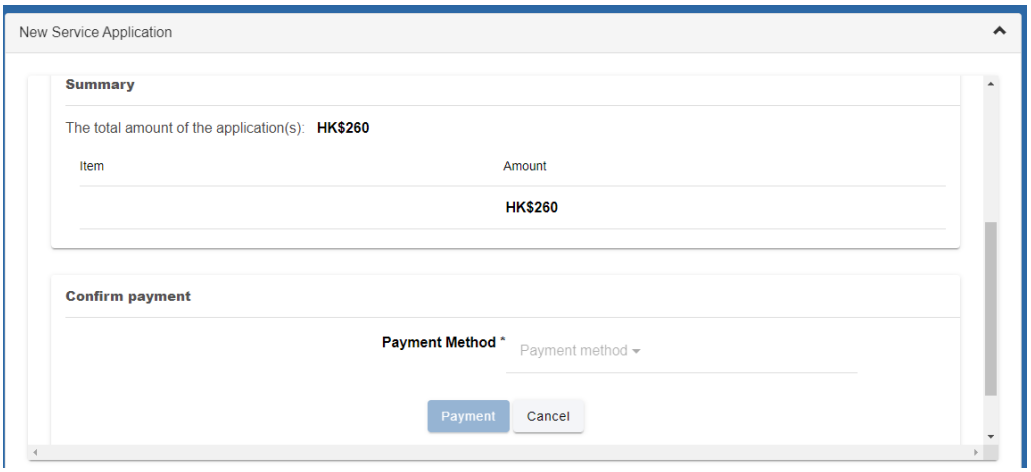
1. Click Apply on First Continuous Synopsis Record (CSR). Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.

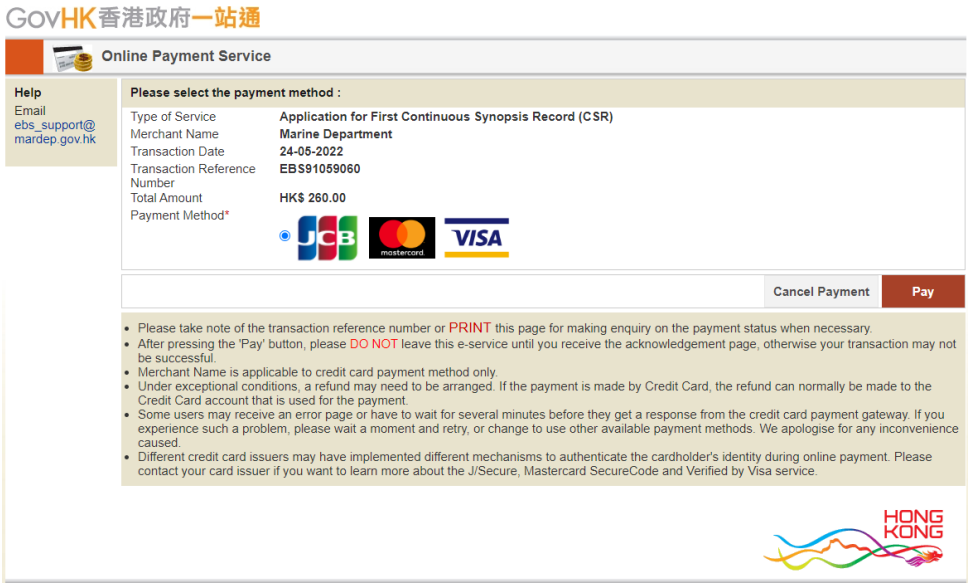
2. In the confirmation window, the input information can be viewed in PDF, tick the tick box to confirm the declaration and click Submit.



(For online payment)

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





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

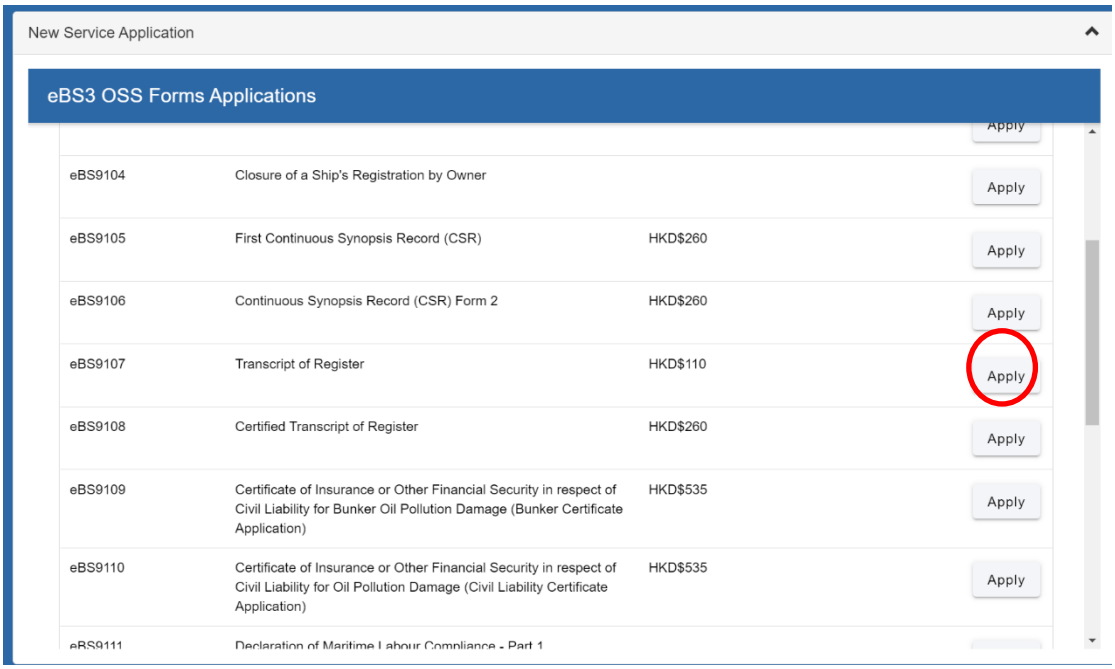
L. eBS9106 Continuous Synopsis Record (CSR) Form 2

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

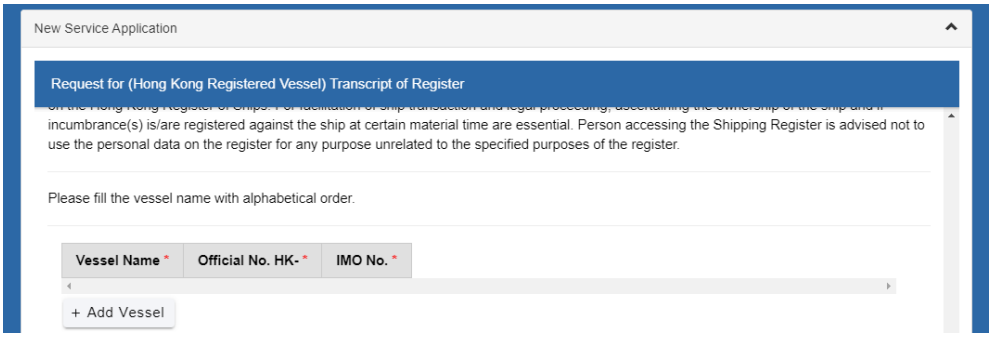
Follow the other steps as listed in section eBS9105 First Continuous Synopsis Record (CSR)

M. eBS9107 Transcript of Register

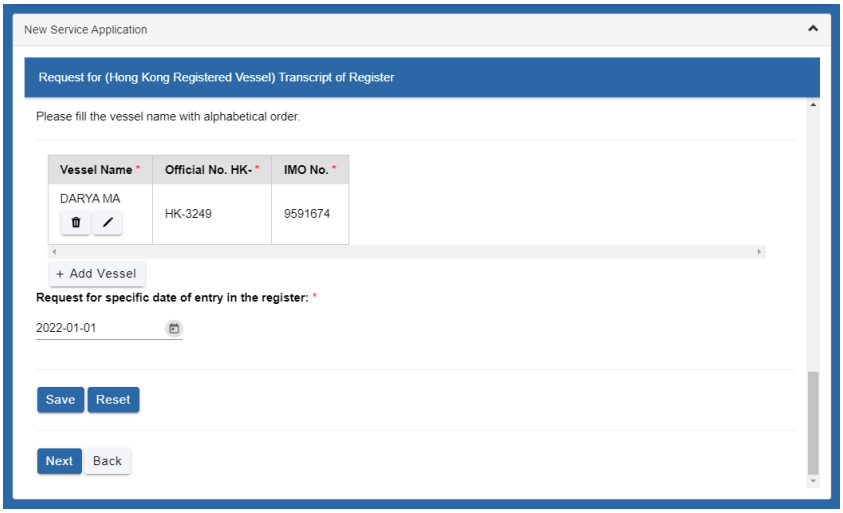
1. Click Apply on Transcript of Register. Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.



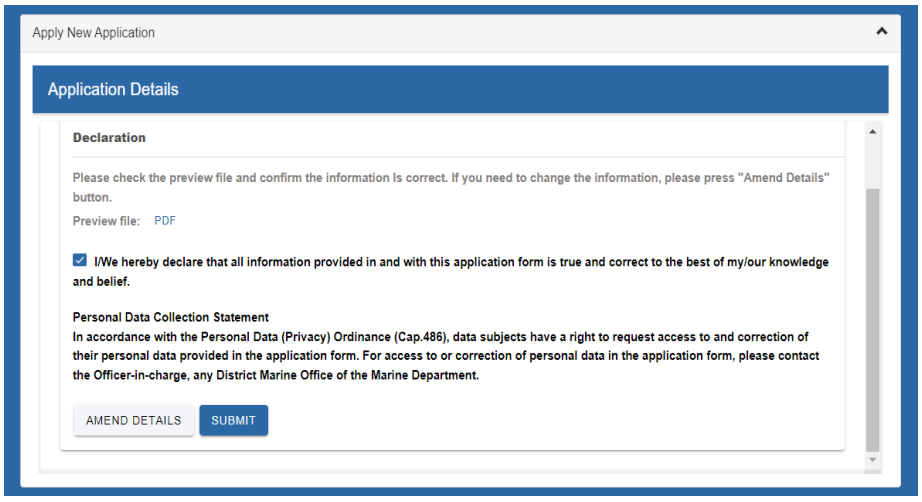
2. Applicant can click Add Vessel to add the Vessel for the application.



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

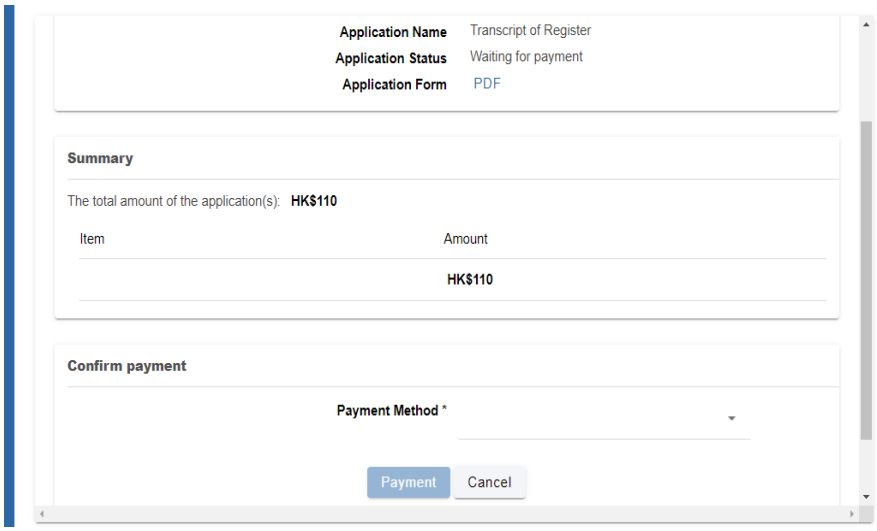


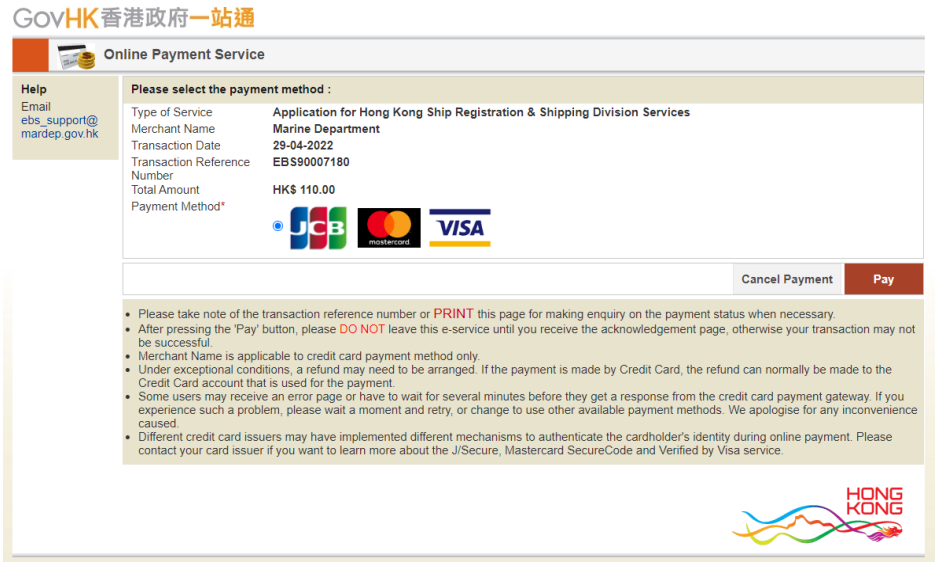
4. In the confirmation window, applicant can preview and download the application form. Tick in the tick box to confirm the declaration, then click Submit and proceed to online payment.



(For online payment)

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





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

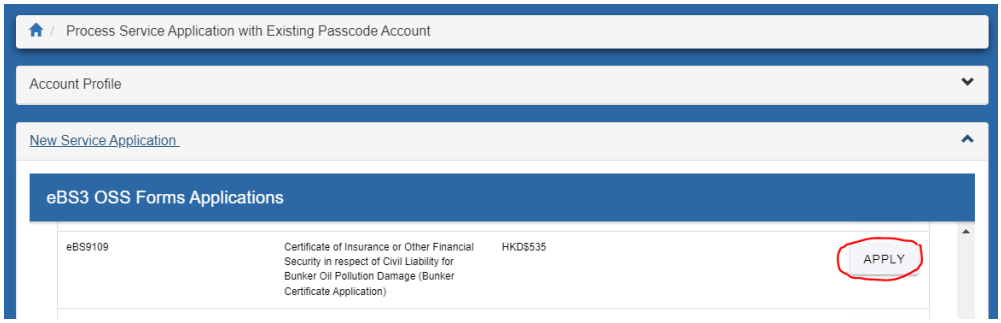
N. eBS9108 Certified Transcript of Register

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.

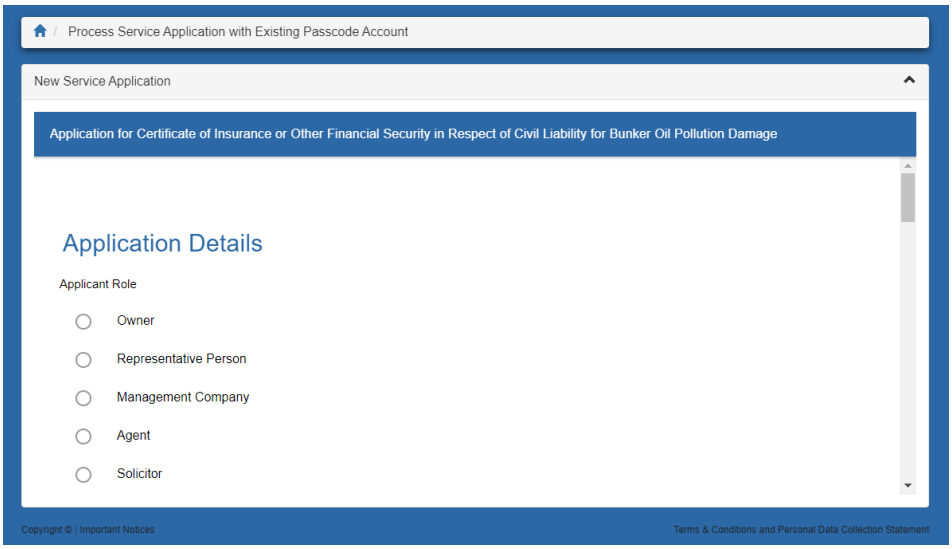
Follow the other steps as listed in section eBS9107 Transcript of Register

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

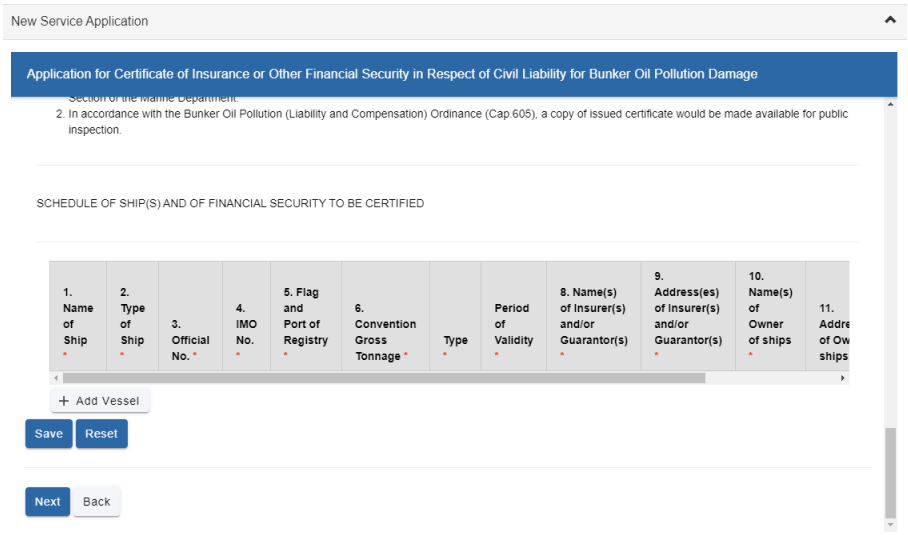
1. Click APPLY next to eBS9109 Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application).



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

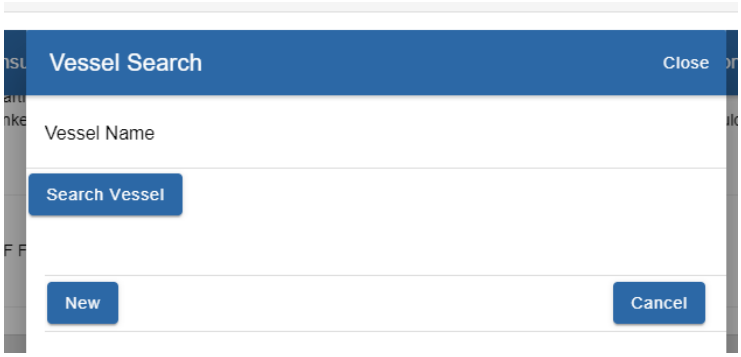


3. Applicant can click Add Vessel to add the vessel for BCC application.

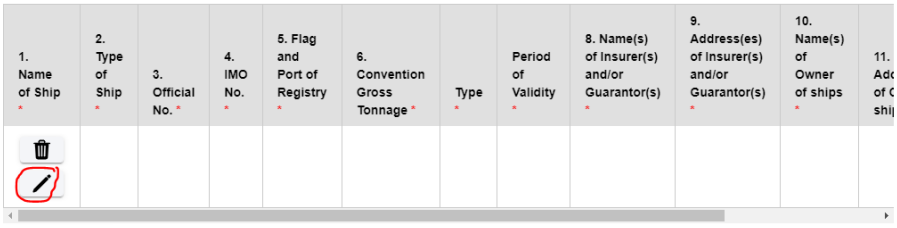


4. In the new window, applicant can add vessel in two ways.

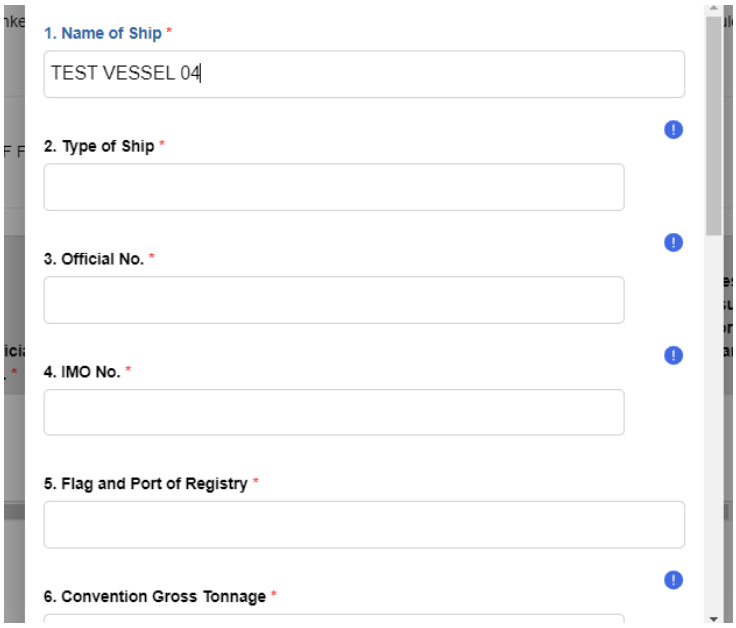
i. a) Click New to add vessel



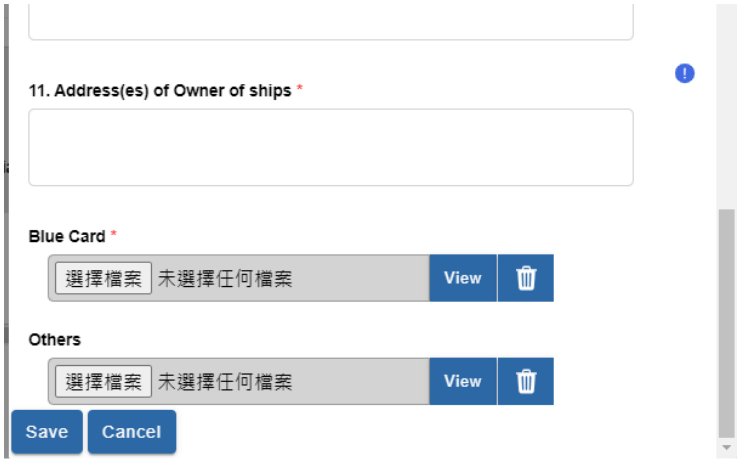
b) Click pen icon to fill in the vessel and blue card information



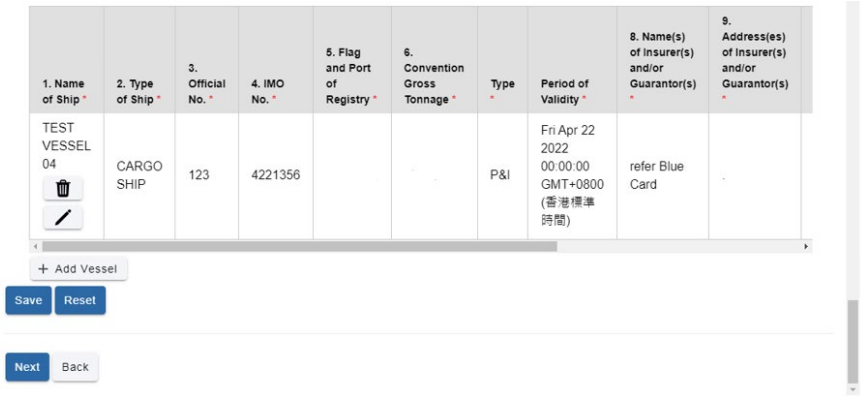
c) Fill in Ship information in the popup window



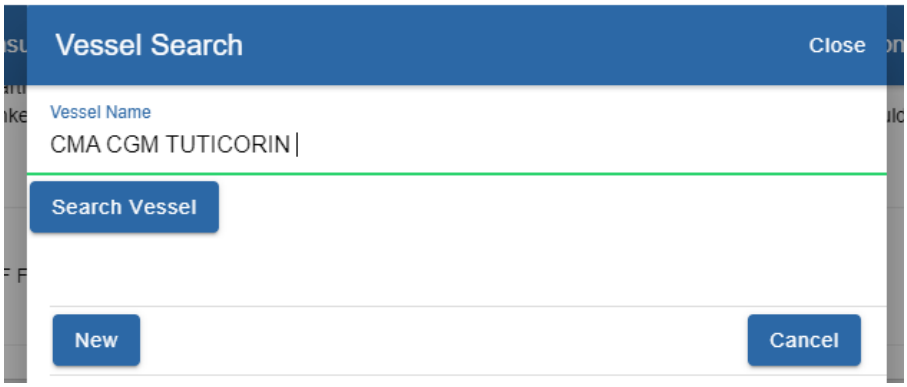
d) Click Save



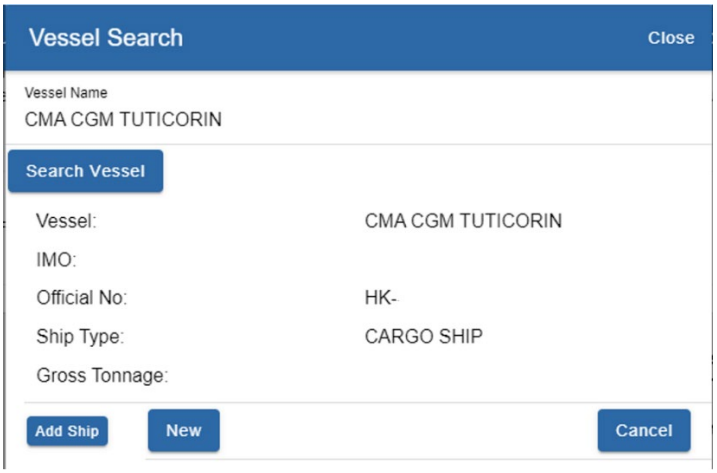
e) Ship information was added



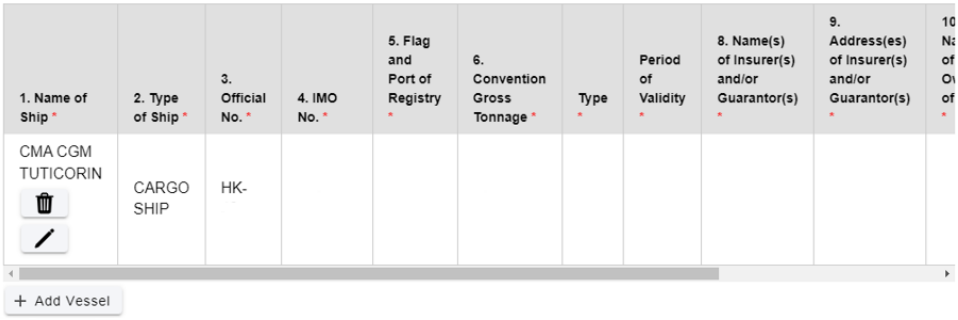
ii. a) Type the Vessel Name, then click Search Vessel



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.

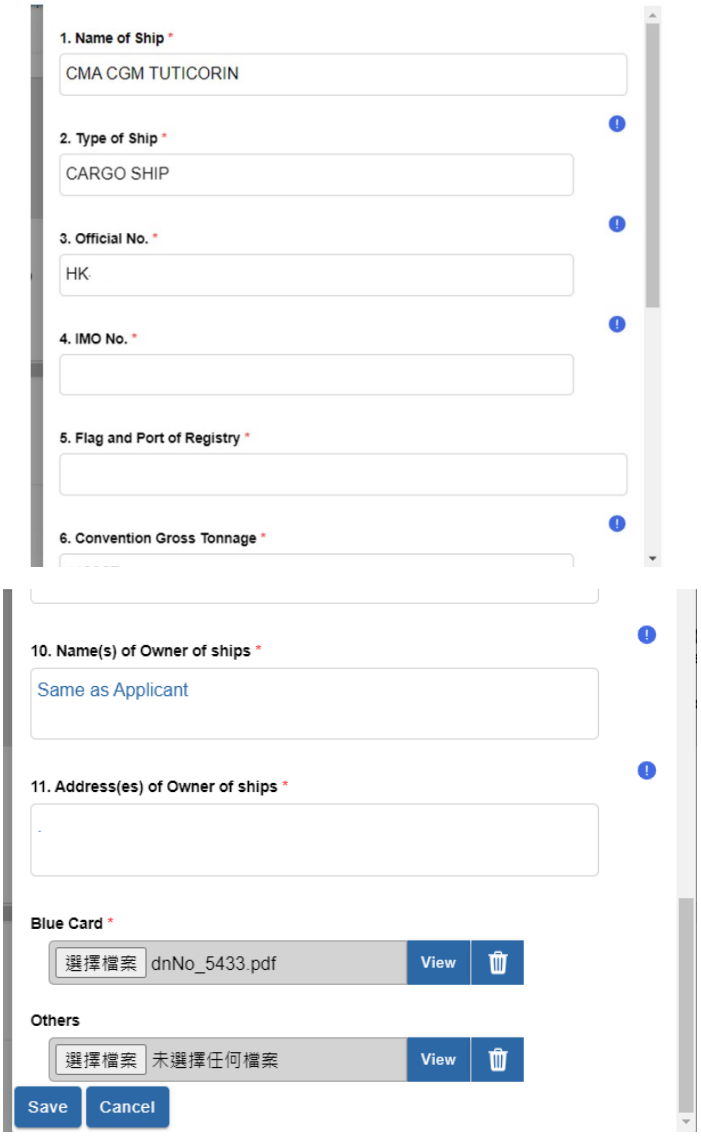


5. Vessel information added to the BCC application form, click pen icon to fill in the related information for the vessel.
(Click trash bin to remove the vessel information from BCC application form if needed)

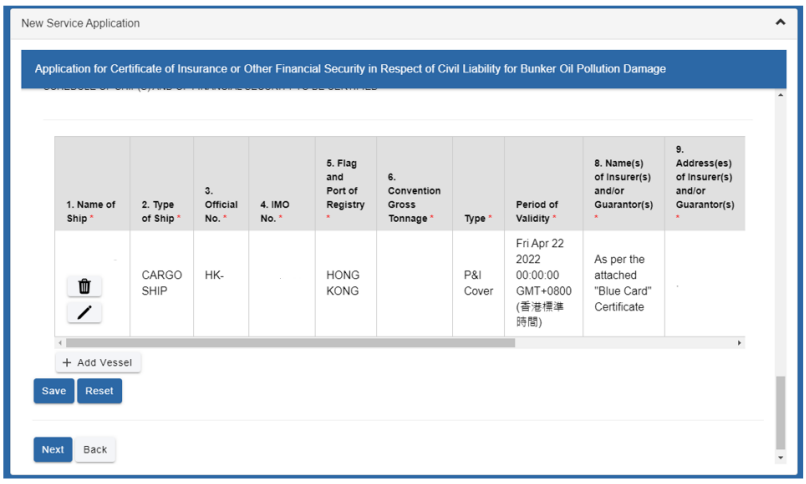


6. In the new window, applicant need to fill in the vessel related information and upload supporting documents, then click save to save the changes or

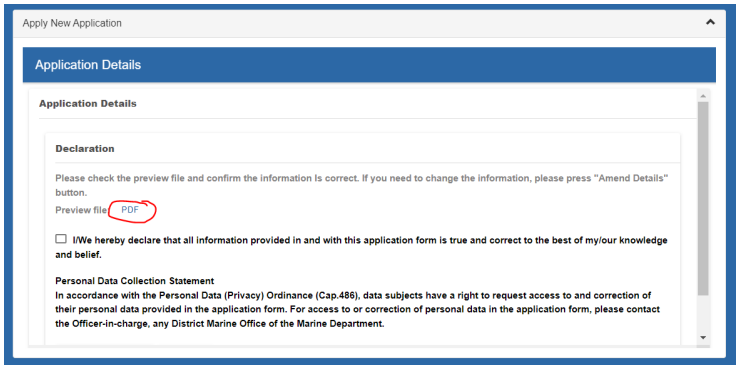
click cancel to discard the changes and go back to BCC application form



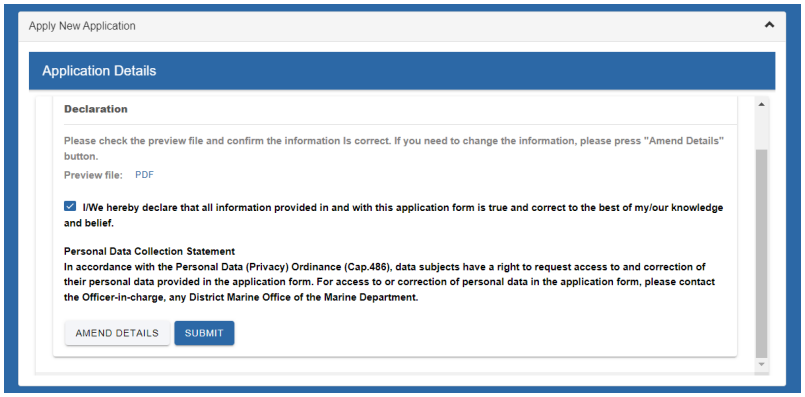
7. At the bottom of the online application form, applicant can click Save to save the prefilled information, then click Next to follow the application step (Click Reset would reset the application form but not include the added vessel, applicant need to click trash bin to remove vessel information)
(Click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



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



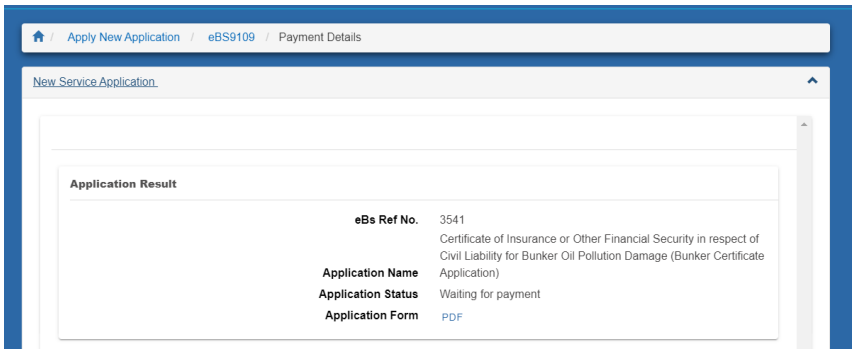
9. After reviewing the prefilled information in the PDF application form, put a tick in the tick box to confirm the declaration, then click SUMBIT to confirm the application.
(Click AMEND DETAILS to go back to the application form page to edit the inputted information if amendment is needed)



10. **(For non-online payment)**
In the new window would display the application result page, click Home

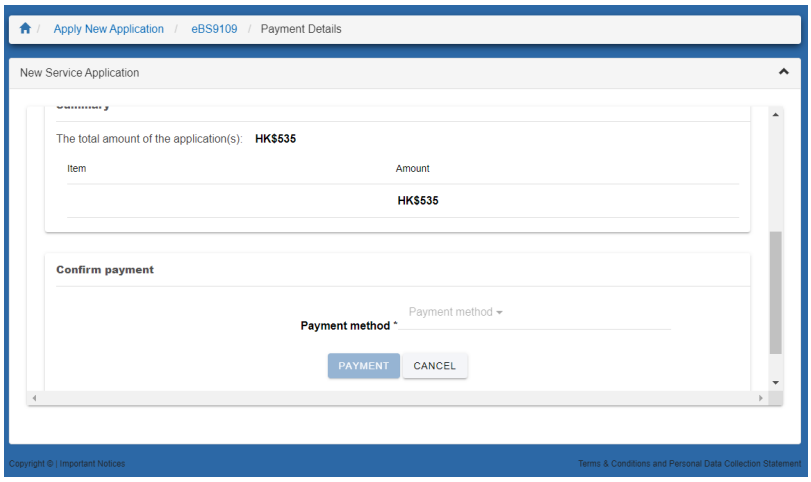
icon to go back to the main menu.

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

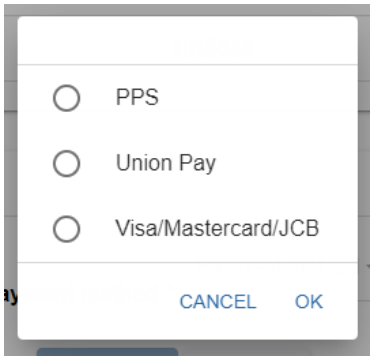


11. **(For online payment)**

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.

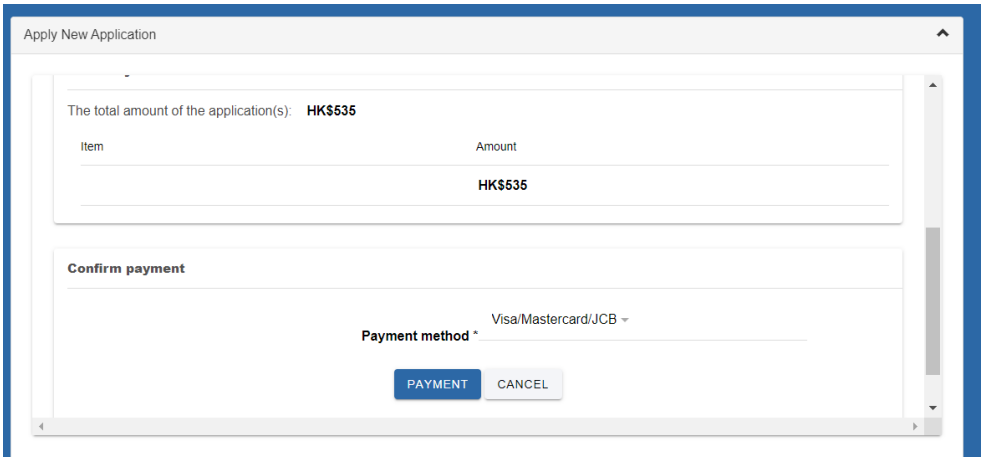


12. In the popup window, select payment method then click OK.



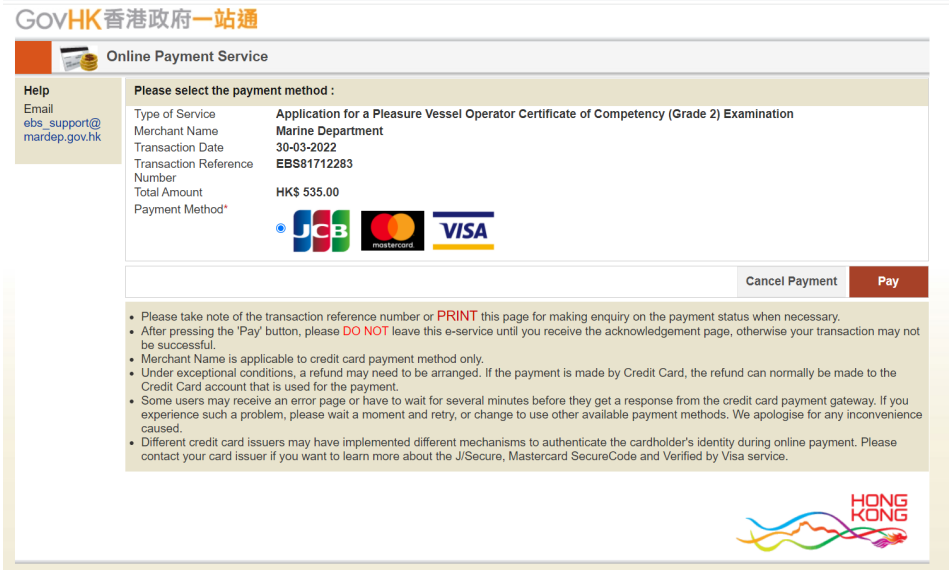
13. Click PAYMENT to process to payment gateway.

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



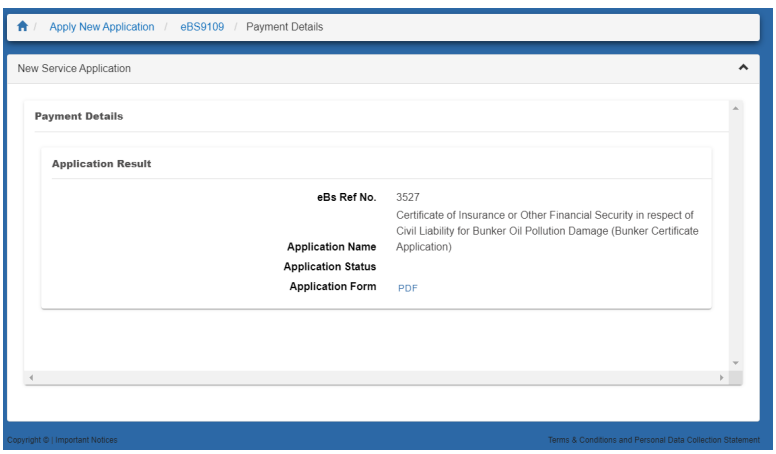
14. Click Pay to process payment.

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



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

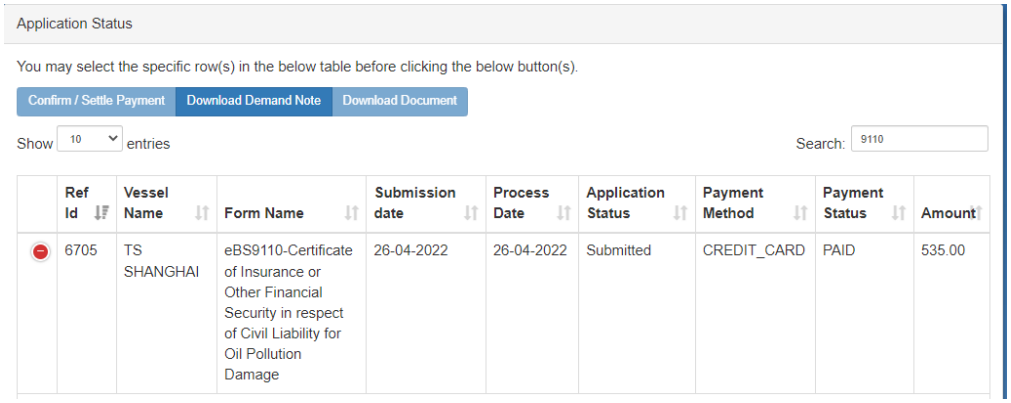
(Click PDF if required to download the prefilled pdf application form)



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

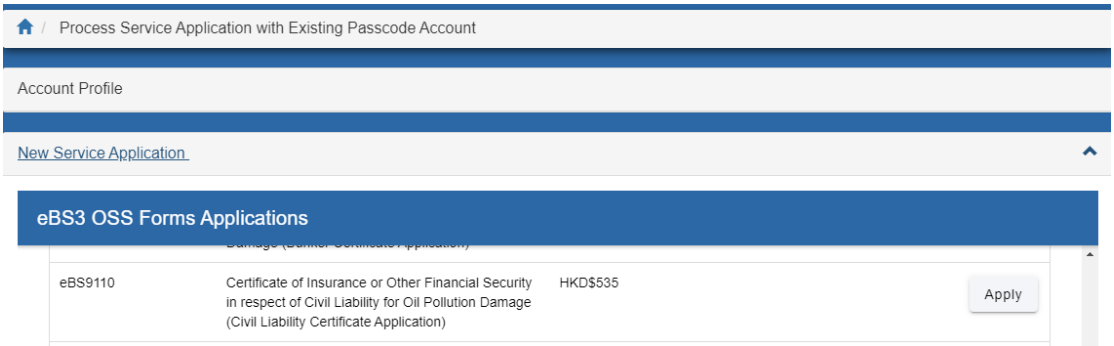
17. Application record would be listed under View Application Status / History Record.

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.

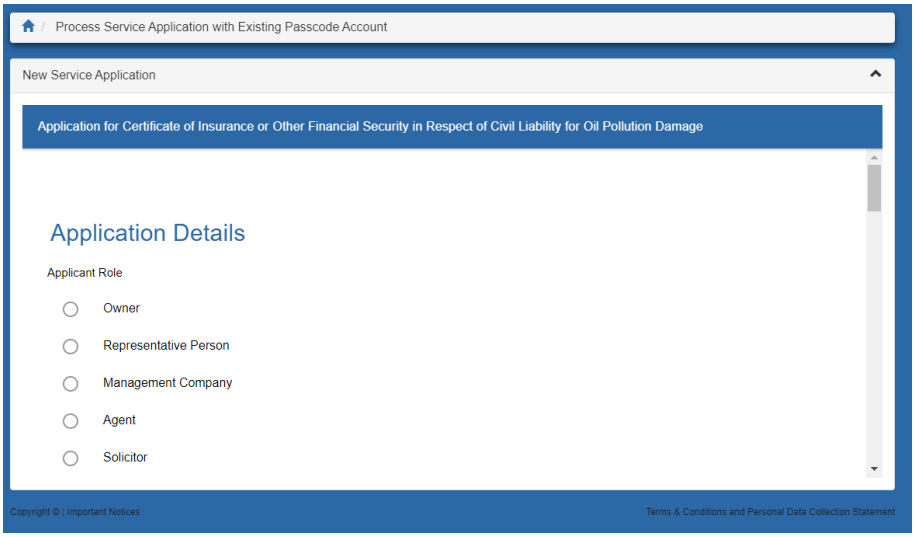


P. eBS9110 Certificate of Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution Damage

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



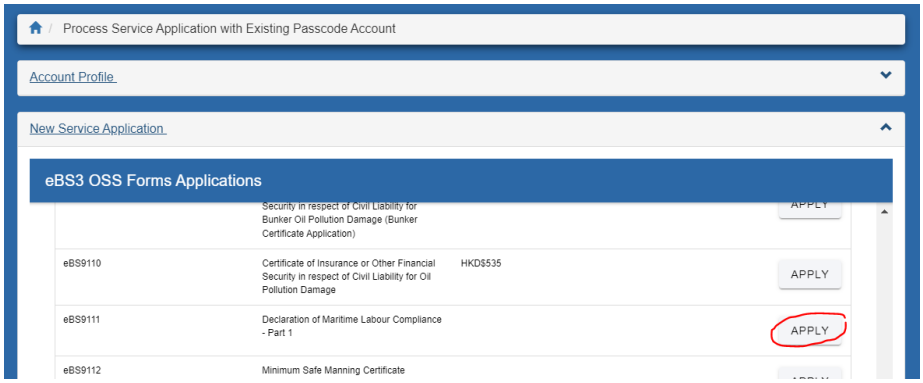
2. In the new window, follow to fill in the online form.



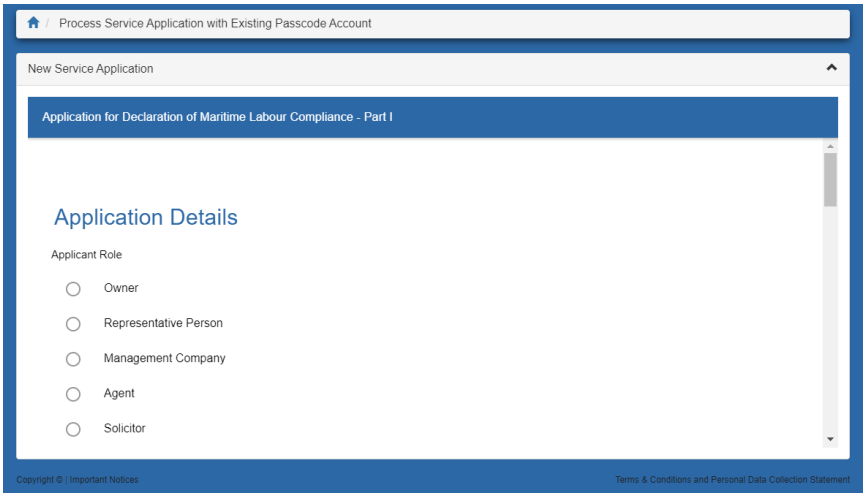
Follow the other steps as listed in section eBS9109 Certificate of Insurance or Other Financial Security in respect of Civil Liability for Bunker Oil Pollution Damage (Bunker Certificate Application)

Q. eBS9111 Declaration of Maritime Labour Compliance - Part1

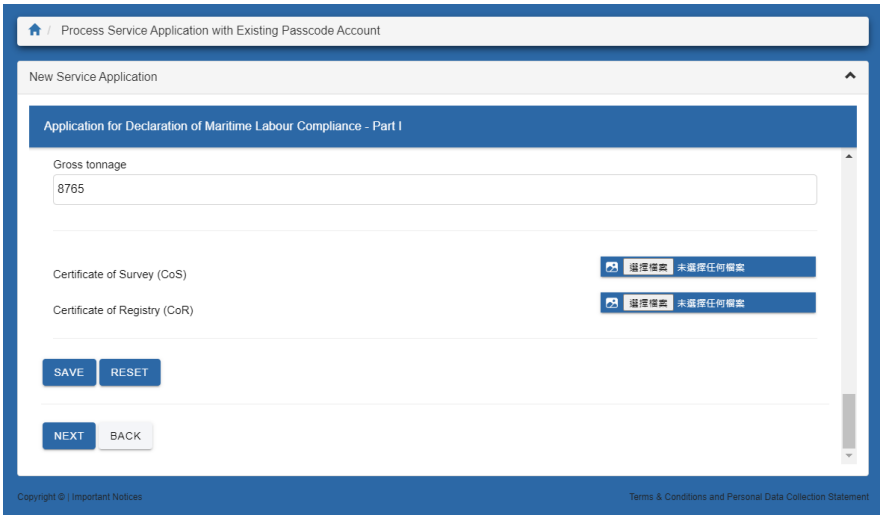
1. Click Apply next to eBS9111 Declaration of Maritime Labour Compliance - Part I.



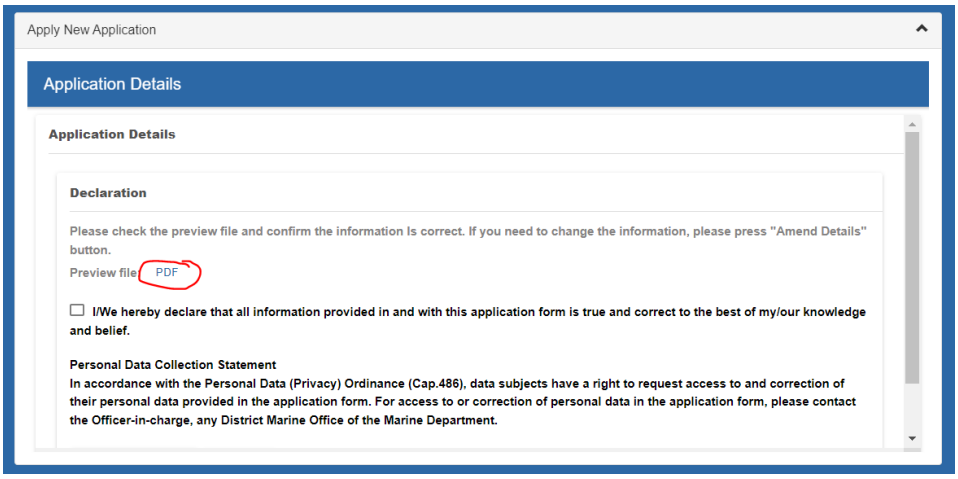
2. In the new window, follow to fill in the online form.



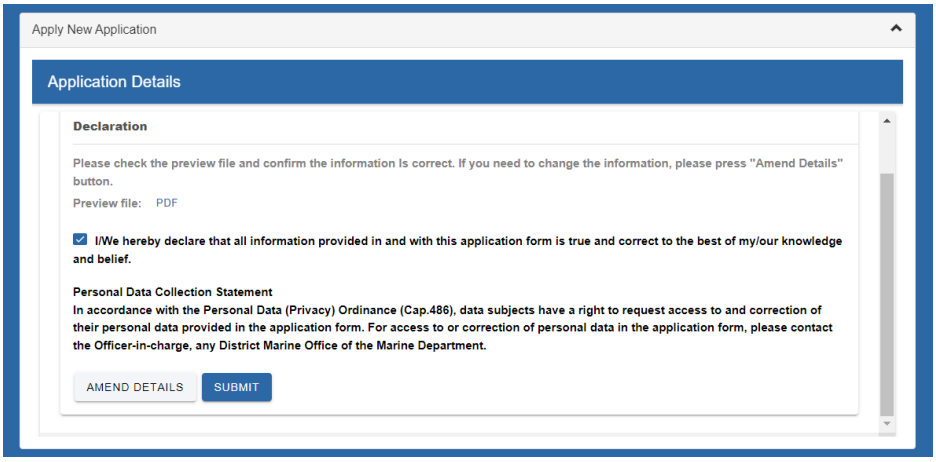
3. At the bottom of the online application form, applicant can click Save to save the inputted information then click Next to follow the application step.
(Click Reset would reset the whole application form as a blank form without any information saved as draft under passcode account)
(Click Back would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



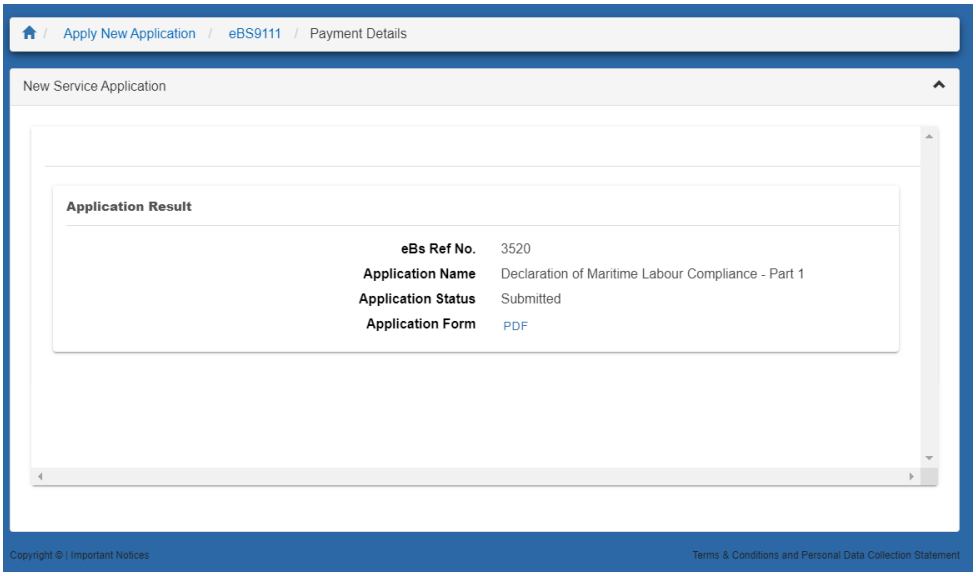
4. In the confirmation window, click PDF to download and preview the application form in zip format with the inputted information prefilled in the pdf application form.



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)



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)



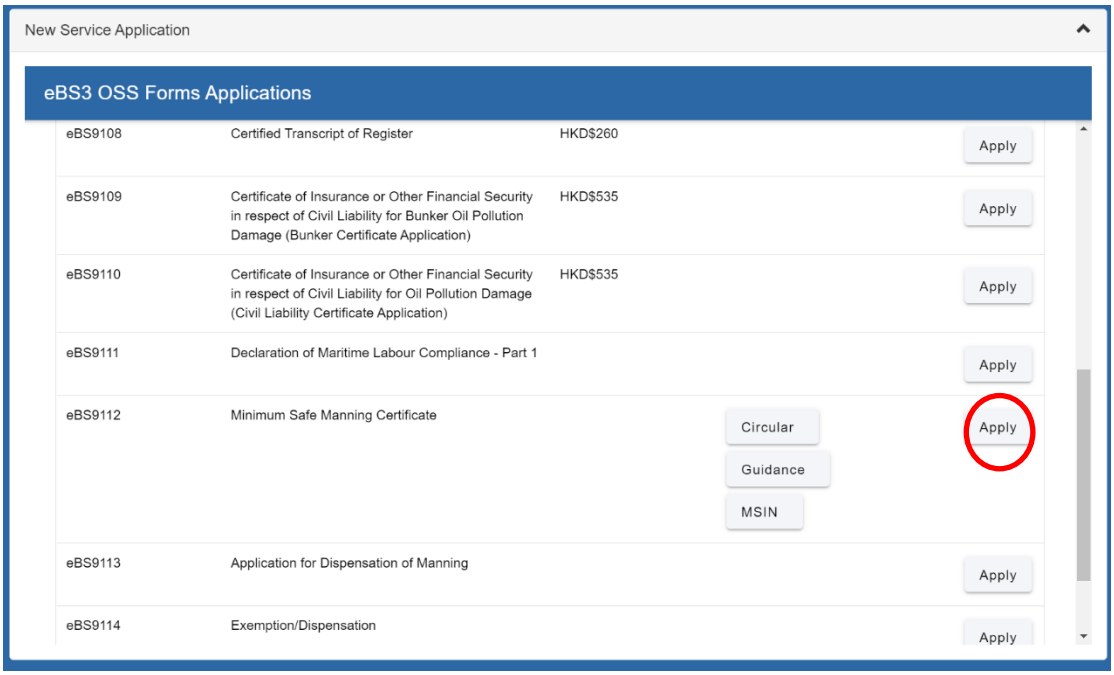
7. Confirmation email would automatically send to passcode holder's email with the application form.

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

R. eBS9112 Minimum Safe Manning Certificate

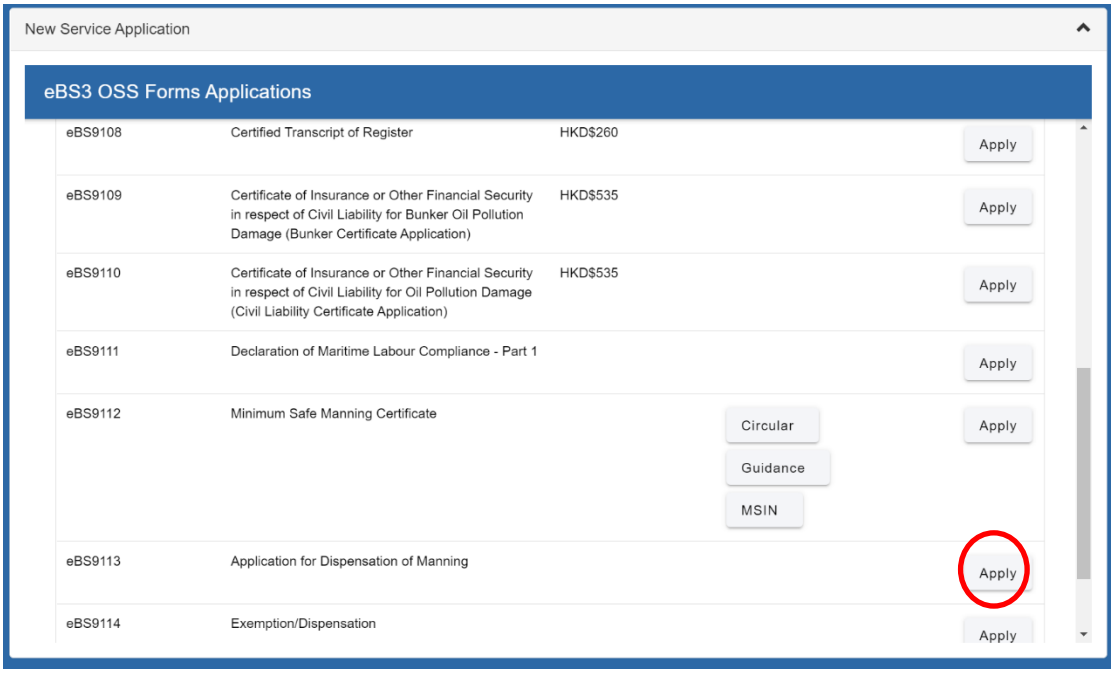
1. Click Circular, Guidance and MSIN to note the relevant information of the application.

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.



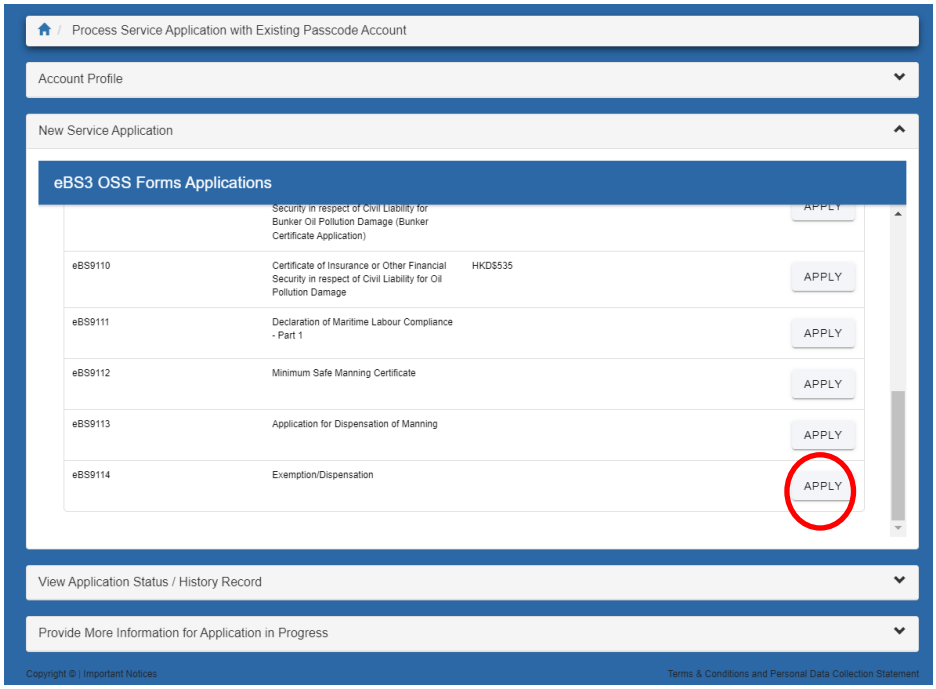
S. eBS9113 Application for Dispensation of Manning

1. 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.

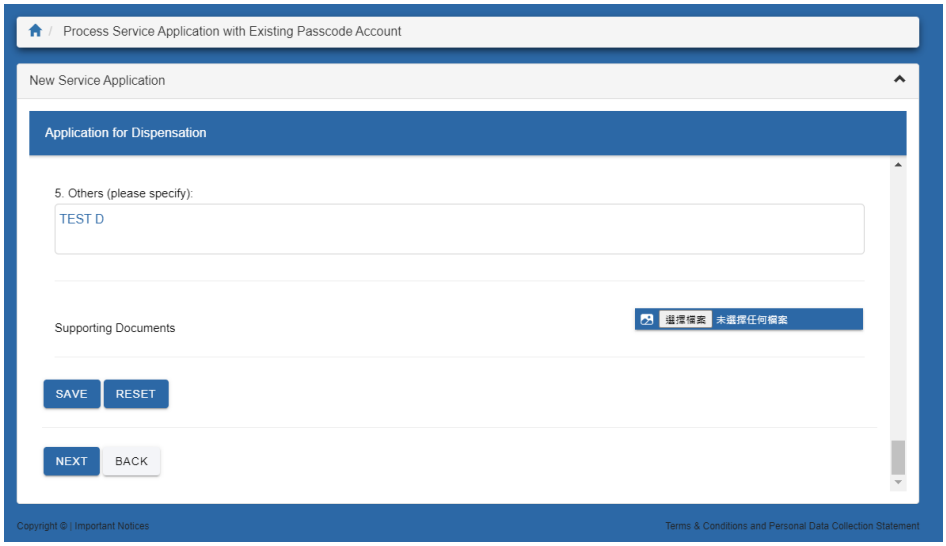


T. eBS9114 Application for Exemption/Dispensation

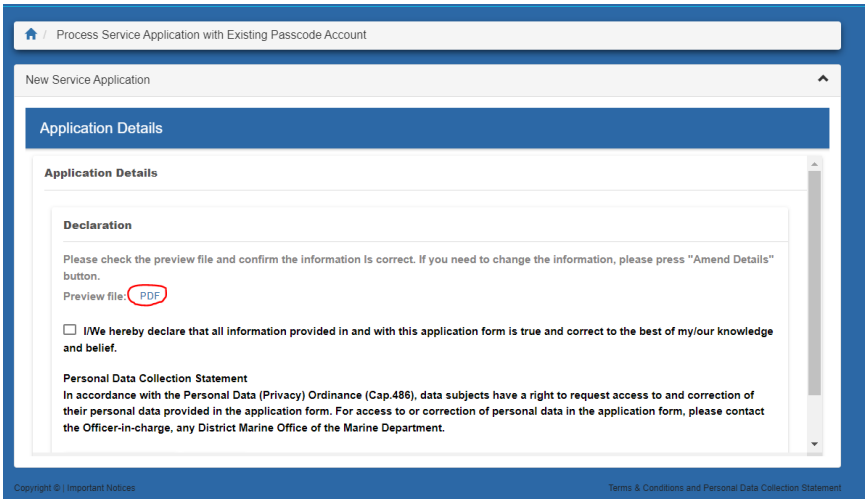
1. Click Apply on Application for Exemption/Dispensation. Applicant can fill up the online form and can also click Save to save the information as draft. The draft can be accessed by double click on the record in View Application Status / History Record under main menu and continue to input.



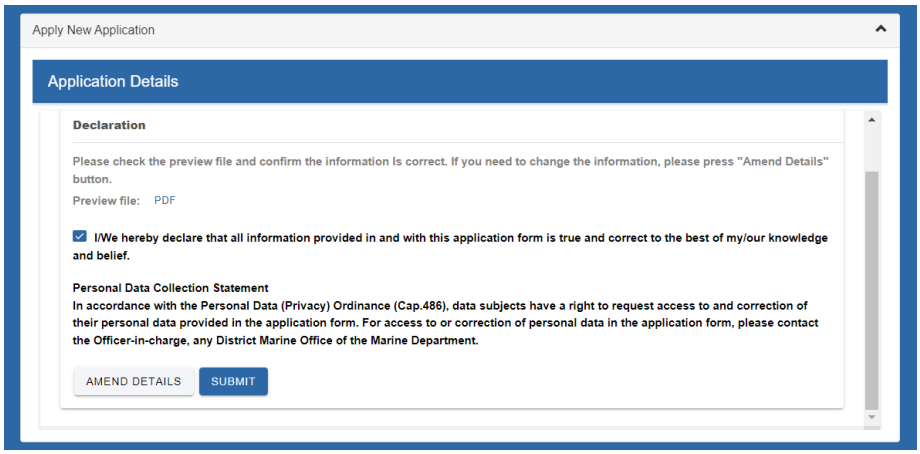
2. At the bottom of the online application form, applicant can click Save to save the input information then click next to follow the application step.
(Click Reset would reset the whole application form as a blank form without any information saved as draft under passcode account)
(Click Back would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



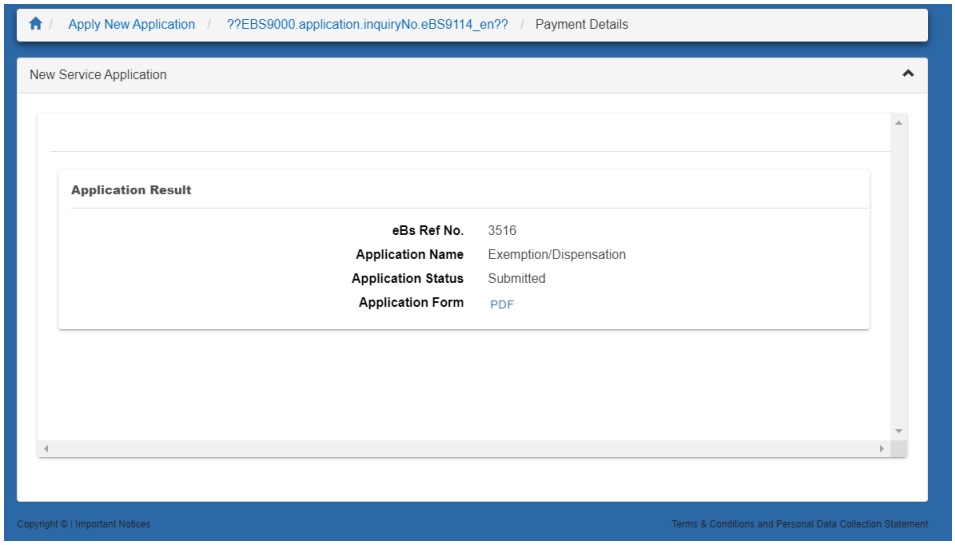
3. In the confirmation window, click PDF to download the application form for review.

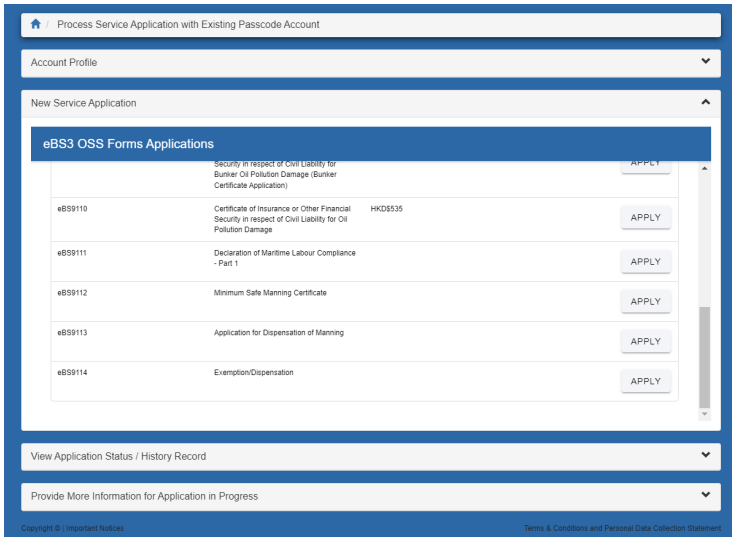


4. After review the inputted information in the PDF application form, put a tick in the tick box to confirm the declaration, then click Submit.
(Click Amend Details to go back to the application form page to edit the inputted information if amendment is needed)

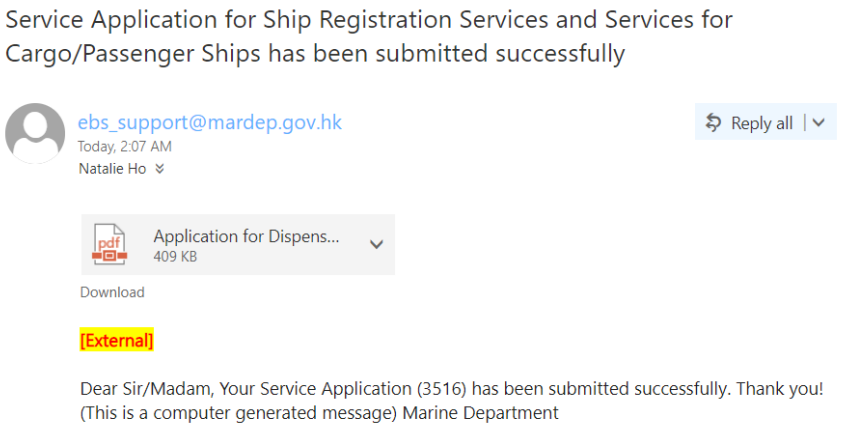


5. In the new window would display the application result page, then click Home icon to go back to the main menu.
(Click PDF if required to download the prefilled pdf application form)

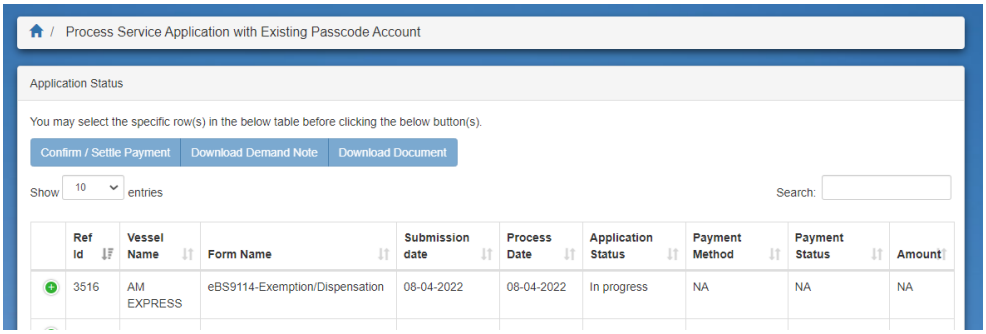




6. Confirmation email would auto send to passcode holder's email with the PDF application form.



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



U. eBS9115 Change of Ship's Name

1 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.

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.

V. eBS9116 Change of Ownership

1 Click Choose on Change of Ownership 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.

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.