



APPLICATION FOR REGISTRATION OF ACCOUNT IN ELECTRONIC BUSINESS SYSTEM

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

To: Marine Department, HKSARG

SECTION A – For All Applicants

Account Nature Apply (☑ please tick for selection)

- Corporate Ship Owner Non-local Vessel DG Agent Local Vessel DG Agent ----- *Please complete Section B*
- Legal / Audit Firm Shipping Agent ----- *Please complete Section B*
- Individual Ship Owner Ship Master ----- *Please complete Section C*
- HK Registered ship ----- *Please complete Section D*
- Apply for Hong Kong Licence ----- *Please complete Section E*

Services Apply

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

- Port formalities services Ocean-Going Vessel Service River Trade Vessel Services
- Other services Dangerous Goods Manifest DG Permits for Local Vessels Vessel Transcript
- HK Registered Ship Services Seafarer Licence Services

SECTION B – For Corporate Ship Owner, Shipping Agent, Non-local Vessel DG Agent, Local Vessel DG Agent, Legal/Audit Firm

Applicant Particulars

Company Name (English)* _____
(Chinese) _____

Address (English)* _____

Business Registration (BR) No. _____ BR Expiry _____

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

- Join Autopay Scheme [*please complete a Direct Debit Authorization (DDA) Form/ DDA Form for Existing Autopay User*]
- Not to join Autopay Scheme (*may opt to join the scheme later*)
- to operate the Administrator account by the undersigned.
- to authorize Mr/Mrs/Ms. _____ to operate the administrator account on behalf of the applicant company.

* Contact details of the authorized person are as follow :

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

Email Address : _____ Fax No. : _____

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

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

Signature _____ Date: _____

Name _____

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

* Mandatory entry # delete if appropriate

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- Date application received: _____
- HKID / Passport checked and copy returned to applicant.
- Copy of Autopay DDA Form checked

Account Code Assigned: _____

Signature of	_____	_____	_____	_____	_____
	CMO/OGV	CMO/RTV	DGU	S&S	CRT
	Date:	Date:	Date:	Date:	Date:

SECTION C – For Ship Master or Individual Ship Owner**Applicant Particulars**

Name of Master / Ship Owner (English)* _____

HKID No. or Passport No. & Nationality _____

Address (English) _____

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

- Join Autopay Scheme [*please complete a Direct Debit Authorization (DDA) Form/ DDA Form for Existing Autopay User*]
- Not to join Autopay Scheme (*may opt to join the scheme later*)

- to operate the account by the undersigned.

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

* Contact details of the authorized person are as follow :

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

Email Address : _____ Fax No. : _____

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

Signature _____ Date: _____

Name _____

Capacity Ship Master Ship Owner*(Company's Official Chop)*

* Mandatory entry # delete if appropriate

SECTION D – For Hong Kong Registered Ship**Applicant Particulars**

Ship Name _____ IMO No./Offical No _____

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

- Join Autopay Scheme [*please complete a Direct Debit Authorization (DDA) Form/ DDA Form for Existing Autopay User*]
- Not to join Autopay Scheme (*may opt to join the scheme later*)

- to operate the Administrator account by the undersigned.

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

* Contact details of the holder are as follow :

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

Email Address : _____ Fax No. : _____

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

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

Signature _____ Date: _____

Name _____

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

* Mandatory entry # delete if appropriate

SECTION E – For Ship Owner or Shipping Agent apply for Hong Kong Licence

Applicant Particulars

Company Name (English)* _____
(Chinese) _____
Address (English)* _____

Email Address _____ Tel. No. _____

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

- Join the Autopay Scheme – for Ship Owner or Shipping Agent **with** Hong Kong Bank Account
[please complete a Direct Debit Authorization (DDA) Form/ DDA Form for Existing Autopay User]
- Join the Deposit Account Scheme – for Ship Owner or Shipping Agent **without** Hong Kong Bank Account
[please Telegraphic Transfer in HONG KONG DOLLARS for the initial deposit of HK\$20,000 with details as follows:]

1.	Bank Name (Number) :	The Hong Kong and Shanghai Banking Corporation Limited (Number: 004);
2.	Bank Address :	1 Queen’s Road, Central, Hong Kong;
3.	Bank Swift Code :	HSBCHKHH;
4.	Account Name :	The Government of the Hong Kong Special Administrative Region Treasury No. 1 Collection Account;
5.	Account No. :	002-268126-008;
6.	Payment Instruction :	Marine Department – Payment of H.K. Licences byShipping Co.

(Hong Kong Licence(s) will only be issued after the payment is confirmed)

- Join neither the Autopay nor Deposit Account Scheme (may opt to join one of the schemes later)
- to operate the Administrator account by the undersigned.
 to authorize Mr/Mrs/Ms. _____ to operate the administrator account on behalf of the applicant company.

* Contact details of the authorized person are as follow :

Tel.No. : _____ (Office) : _____ (Mobile) : _____
Email Address : _____ Fax No. : _____

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

Signature _____ **Date:** _____

Name _____

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

* Mandatory entry # delete if appropriate

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

To: Director of Marine

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

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

Bank Name:

Bank Account Number:

Bank Account Name:

eBS Account ID (if available):

Authorized Signature ^(Note 2):

Name:

Date:

(Company's Official Chop)

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

<p><u>For Marine Department's use only</u></p> <p>eBS Account ID.: _____</p> <p>Date: _____</p>
