



**航海訓練獎勵計劃第 4 階段申請表**  
**Application for Sea-going Training Incentive Scheme (SGTIS)**  
**Phase 4**

註：填寫本表格前，請參閱第 3 至 5 頁的「填表須知」及「收集個人資料聲明」。

Note: Please read the 'Guidance Notes' and 'Personal Data Collection Statement' on pages 3 to 5 before filling in this form

**A. Particulars of Applicant****甲部 — 申請人資料**

Surname 姓				Given Name(s) in full 名			
Name in Chinese 中文姓名		Sex 性別		Date of Birth 出生日期 (DD 日日/MM 月月/YY 年年)			
H.K. Identity Card No. 香港身份證號碼				Seafarer's Employment Registration Book No. 海員僱用登記簿編號			
Home Address 地址							
Contact No. 聯絡電話	Home 住宅	Fax No. 傳真		Email 電郵			
	Mobile 手提						

**B. Sea-service Period (Post-qualification)****乙部 — 海上服務資歷(取得資格後)**

Particulars of Ship 船舶資料						Rank 職級	Date (DD/MM/YY) 日期(日日/月月/年年)		Length of Service 服務時段	
Ship's Name 船舶名稱	Type of Ship 船類	Flag State & IMO No. 船旗 國及 IMO 編號	GT 總噸位	Power in kW 推進 馬力	Trading Area 航行 區域		From 上船	To 離船	Month 月	Day 日

**C. Deck / Marine Engineer Officer Certificate of Competency 丙部—甲板高級船員/輪機師 適任證書**

<input type="checkbox"/>	HK Marine Department recognized – <b>Deck Officer *Class 2 / Class 1</b> Certificate of Competency 香港海事處認可— <b>甲板高級船員*二級/ 一級</b> 適任證書
<input type="checkbox"/>	HK Marine Department recognized – <b>Marine Engineer Officer *Class 2/ Class 1</b> Certificate of Competency 香港海事處認可— <b>輪機師*二級/ 一級</b> 適任證書
Issued on : (DD/MM/YY) 簽發日期 (日日/月月/年年)	

\* Delete where appropriate 請刪去不適用者

## D. Documents Submitted

## 丁部— 提交文件

Yes 有 No 否

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Hong Kong Identity Card / Passport 香港身份證或護照  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Deck / Marine Engineer Officer Certificate of Competency 甲板高級船員/輪機師 適任證書             |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Proof of Sea-service – Seafarer's Employment Registration Book Record 海上服務證明-僱用登記簿記錄 |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Written confirmation from the employer 僱主的書面確認書                                      |

## E. Declaration

## 戊部 — 聲明

- I am now applying for incentive under Phase 4 of Sea-going Training Incentive Scheme. I have read through the Guidance Notes and Personal Data Collection Statement of this application form and fully understand and accept them. I declare that all the information and documents given in this application are to the best of my knowledge true and complete.  
本人現正申請航海訓練獎勵計劃第4階段資助。本人已閱讀並同意及接受申請表填表須知及收集個人資料聲明之全部內容。本人現特此聲明，本人在這份申請表內所填報的各項資料，盡本人所知，均屬詳盡而真實的資料。
- I understand that under the scheme, I shall be eligible for receiving 30% of the incentive payment under incentive Phase 4 by obtaining the qualifying Deck Officer/ Marine Engineer Officer Certificate of Competency after passing the Deck Officers / Marine Engineer Officers Class 1 or Class 2 Certificate of Competency Examination on or after 1 December 2023; I shall be eligible for receiving the remaining 70% of the incentive payment under incentive Phase 4 only if I return to work and complete 12 months of post-qualification sea service on board sea-going ship as officer in the same discipline as in the obtained Class 2 or Class 1 Certificate of Competency. Completion of the sea service must be certified by the employer.  
本人明白根據本計劃，只有在本人於2023年12月1日或之後通過二級或一級甲板高級船員/輪機師適任證書考試及獲發發相關的適任證書後，才符合資格獲發放30%的獎勵計劃第4階段獎勵金，只有在本人繼續在遠洋船上擔任與適任證書相同部門的高級船員並完成12個月的合資格的航海服務後，才符合資格獲發放餘下70%的獎勵計劃第4階段獎勵金。
- I understand that if I knowingly give false or incorrect information, or forge the employment agreement, or receive double benefits i.e. other financial assistance granted for the purpose of encouraging graduates from recognized maritime training institutes to take on sea-going cadetship training which covers the same sea-going training period, the same examination preparation period, or the same post-examination period before promotion to officer, I will cease to be eligible under this Scheme. I have to repay to the Government all the incentives received, and the Government reserves the right to recover by civil action all the incentives given to me and I may be liable to prosecution.  
本人明白如本人蓄意提供虛假或不正確的資料，或偽造僱用協議，或領取雙重利益(即其他為鼓勵認可海事訓練院校畢業生接受遠洋實習訓練，並就相同航海訓練時期、考試預備時期或考試後獲晉升前的時期給予的財政援助)，本人即喪失資格接受本計劃資助。本人須退回所有已收到的獎勵金，同時政府保留權利循民事程序追回全部已給本人的獎勵金及對本人提出檢控。
- I understand that my application will not be processed if I fail to provide all the requested information to the Marine Department.  
本人明白如未能向海事處提供要求的所有相關資料，本人的申請將不獲受理。
- My acceptance of the incentive indicates my agreement to provide, where necessary, assistance and data to researches related to the Scheme conducted by the Government or its authorized agents.  
本人接受獎勵金即表示本人同意在有需要時，向政府及其授權代理人提供協助及資料用作與本計劃有關的調查或研究。
- I agree that the data provided in this application can be used by the Government or other parties authorized by law for Maritime and Aviation Training Fund arrangement and administrative purposes.  
本人同意政府及其他根據法例獲授權的團體，使用本人就此申請所提供的資料用作海運及空運人才培訓基金安排及行政用途。
- I have read, understood, and undertake to comply with the following clauses:
  - the Government reserves the right to disqualify this application on the grounds that the Applicant has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of the Applicant from future applications for the Scheme is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety;
  - even after the application is approved, the Government may immediately withdraw or cancel the relevant approval, and I have to repay to the Government all the monies received from the application and the Government reserves the right to recover by civil action and I may be liable to prosecution. upon the occurrence of any of the following events:
    - the Applicant has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
    - the continued payment of subsidy to the Applicant is contrary to the interest of national security; or
    - the Government reasonably believes that any of the events mentioned above is about to occur.我已閱讀、明白及會遵守下列條款：
  - 政府保留權利以申請人曾經參與、正在參與或有理由相信申請人曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，取消申請人的是次申請，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除申請人日後申請本計劃的資格。
  - 即使有關申請已獲批准，如果出現下列任何一種情況，政府可立即撤回或取消有關批准，本人並須退回所有就此申請已收取的款項，同時政府保留權利循民事程序追討及對本人提出檢控：
    - 申請人曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
    - 繼續向申請人發放資助將不利於國家安全；或
    - 政府合理地相信上述任何一種情況將會發生。

Signature of Applicant 申請人簽署

Date 日期

## **GUIDANCE NOTES**

## **填表須知**

Please read the following Notes before completing this application form.

填寫本表格前，請參閱以下的須知事項。

### **General**

### **一般事項**

1. The Sea-going Training Incentive Scheme aims to encourage Hong Kong youngsters to take on and complete sea-going training with a view to developing their future careers in the port and maritime support industries.
1. 航海訓練獎勵計劃旨在鼓勵香港青少年接受及完成航海訓練，以發展他們未來在港口及海事支援行業的事業。
2. The incentive will be awarded to successful applicants on a first-come-first-served basis, subject to the availability of fund.
2. 視乎撥款情況，獎勵金將以先到先得的方式發放給成功的申請人。
3. When the Scheme is over-subscribed, the date on which the application is received by the Marine Department will be used to determine eligibility.
3. 當本計劃收到超額申請時，將以海事處收到申請的日期決定資格。
4. The effective date of Phase 4 subsidy is 1<sup>st</sup> December, 2023.
4. 航海訓練獎勵計劃第 4 階段資助由2023年12月1日起生效。
5. The eligible applicant has been successfully enrolled for Phase 1 of the Scheme.
5. 申請人需已成功參加本計劃第 1 階段。
6. Under the Scheme, total amount \$40,000 to applicant who pass the examination on or after 1 December 2023 and obtain Deck Officer/ Marine Engineer Officer CoC Class 2 and \$80,000 to applicant who pass the examination on or after 1 December 2023 and obtain Deck Officer/ Marine Engineer Officer CoC Class 1. Applicants can get 30% as the initial payment. The remaining 70% will be payable upon completion of the 12 months of post-qualification sea time on sea-going vessels.
6. 根據本計劃，於2023年12月1日或之後通過考試並獲簽發甲板高級船員/輪機師2級適任證書的申請人可獲發放總計 \$40,000的獎勵金，於2023年12月1日或之後通過考試並獲簽發甲板高級船員/輪機師1級適任證書的申請人可獲發放總計 \$80,000的獎勵金。申請人可先獲發放30%的獎勵金，餘下的 70% 將在完成 12 個月的遠洋船舶航海服務後支付。

### **Application**

### **申請**

7. The form should be completed in BLOCK LETTERS.
7. 本表格應以正本大楷填寫。
8. Application for Phase 4 shall be submitted in person, by post or email to the Seagoing Examination and Mercantile Marine Office, Marine Department (Room 302, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong) upon the applicant's receipt of Deck Officer/ Marine Engineer Officer CoC Class 2 or Class 1 (where applicable). E-submission (e.g. via email (sssem@mardep.gov.hk, mmo\_mdd@mardep.gov.hk) with scanned application and supportive documents is also acceptable, original documents shall be produced for verification in person or by post.
8. 第4階段的申請必須在獲取甲板高級船員/輪機師2級或1級（適用者）適任證書後，親身、以郵寄或電郵方式向遠洋航行考試及商船海員管理處（香港中環統一碼頭道38號海港政府大樓3樓302室）遞交。電子提交（如電郵sssem@mardep.gov.hk, mmo\_mdd@mardep.gov.hk）掃描的申請及相關文件亦可，原件需親身或郵寄提交以核查。

9. Applicant must submit a written notification of joining a ship with the term of contract to Marine Department (email: [sssem@mardep.gov.hk](mailto:sssem@mardep.gov.hk), [mmd@mdd@mardep.gov.hk](mailto:mmd@mdd@mardep.gov.hk)) before joining the ship. Only sea-service commencing after the date of receipt of the notification by the Marine Department can be considered eligible.
10. Applicant must prove their sea service by providing the Seafarer's Employment Registration Book and written confirmation from their employer for verification. In the case of service performed in ships that are foreign ships where Seafarer's Employment Registration Book records cannot be provided, it is acceptable for the applicant to provide a written confirmation by the Master of the ships concerned, or by the Consul or some other recognized official of the country of registry.
11. Sea service as entered in Seafarer's Employment Registration Book will be reckoned by the calendar months, that is, the time included between any given day in any month and the preceding day of the following month, both inclusive. The number of complete months from the commencement of the period, ascertained in this way, should be computed, after which the number of odd days should be counted. The day of which the employment agreement commences, as well as that on which it terminates, should both be included, all leave of absence excluded and all odd days added together and reckoned at thirty days to the month. For example:
- 28 June to 4 August = 1 month 8 days  
15 August to 18 October = 2 months 4 days
9. 申請人必須在上船工作前以書面通知海事處，並包括合約任期（電郵：[sssem@mardep.gov.hk](mailto:sssem@mardep.gov.hk), [mmd@mdd@mardep.gov.hk](mailto:mmd@mdd@mardep.gov.hk)）。在海事處收到上船通知後的海上服務才可被視為符合要求的資格。
10. 申請人須提供海員僱用登記簿及其僱主的書面證明以核實其海上服務，如服務的船隻為外國船隻而未能提供海員僱用登記簿記錄，申請人須提供由該船隻的船長或該船隻註冊國的領事或認可公職人員書面確認方可接納。
11. 海員僱用登記簿的海上服務將按曆月計算，即由某一個月的某日開始至下一個月的相應日子的前一天，首尾兩天計算在內。應先計算服務期間開始的完整月份數目，然後計算零散的日數。僱用協議開始的日期以及協議終止的日期都應包括在內，所有假期缺席不包括在內，所有零散的日數總計以 30 天計算為一個月。例如：
- 6 月 28 日至 8 月 4 日 = 1 個月 8 天  
8 月 15 日至 10 月 18 日 = 2 個月 4 天

### Enquiry

Seagoing Examination and Mercantile Marine Office, Room 302,  
3/F, Harbour Building,  
38 Pier Road, Central, Hong Kong  
Tel.: 2852 3056  
E-mail: [mmd@mdd@mardep.gov.hk](mailto:mmd@mdd@mardep.gov.hk), [sssem@mardep.gov.hk](mailto:sssem@mardep.gov.hk)  
Website: <https://www.mardep.gov.hk/en/training/sgtis.html>

### 查詢

遠洋航行考試及商船海員管理處，  
香港中環統一碼頭道 38 號海港政府大樓 3 樓 302 室  
電話：2852 3056  
電郵：[mmd@mdd@mardep.gov.hk](mailto:mmd@mdd@mardep.gov.hk),  
[sssem@mardep.gov.hk](mailto:sssem@mardep.gov.hk)  
網址：<https://www.mardep.gov.hk/hk/training/sgtis.html>

## **Personal Data Collection Statement**

### **1. Purposes of Collection**

The personal data provided by means of this form will be used by Marine Department for the following purposes:

- (a) activities relating to the processing of your application in this form;
- (b) facilitating communication between Marine Department and yourself;
- (c) assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- (d) limited personal data of successful applicants may be used via the Marine Department's Internet web site for verification of the issued certificate by any third party; and
- (e) for statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

### **2. Classes of Transferees**

The personal data you provided by means of this form may be disclosed to other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above.

### **3. Access to Personal Data**

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:

Officer-in-charge  
Seagoing Examination and Mercantile Marine Office  
Marine Department  
Room 302, 3/F, Harbour Building  
38 Pier Road, Central  
Hong Kong

## **收集個人資料聲明**

### **1. 收集目的**

海事處會使用透過本申請表所獲得的個人資料作下列用途：

- (a) 辦理有關審批你在本申請表中所提出的申請的事務；
- (b) 方便海事處與你聯絡；
- (c) 藉此協助其他政府決策局和部門執行其他法例和規例；
- (d) 成功申請人的有限個人資料會用於海事處的互聯網網頁以供第三者查證本處所發出的證書；以及
- (e) 供作統計及研究用途，但所得的統計數字或研究成果，不會以能辨識各有關的資料當事人或其中任何人的身份的形式提供。

### **2. 獲轉交資料的部門／人士**

你透過本申請表所提供的個人資料會向其他政府部門、決策局及有關機構，以作上述第1段所列的用途。

### **3. 索閱個人資料**

根據《個人資料（私隱）條例》第18及22條及附表1第6條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本申請表所提供的個人資料副本一份。

### **4. 查詢**

有關透過本申請表收集的個人資料的查詢，包括索閱及修正資料，應寄往：

香港  
中環統一碼頭38號  
海港政府大樓3樓302室  
海事處遠洋航行考試及商船海員管理處主管