

申請通用／限用值機員證書及簽註和證書延續簽註 Application for General / Restricted Operator's Certificate (GOC/ROC) and Endorsement and Certificate Endorsement Revalidation

填寫本表格前，請你閱讀以下資料和在通訊事務管理局辦公室（通訊辦）網頁（<http://www.ofca.gov.hk>）的「簽發STCW GMDSS 無線電證書及簽註和證書延續簽註指引」。

1. 根據經修正《1978年海員培訓、發證和值班標準（STCW）國際公約》的第I/2, I/10 及I/11項規例和香港法例的規定，在香港註冊船舶上操作無線電台的船員須持有由香港簽發符合現正有效STCW公約規定的適當的GMDSS無線電證書及簽註。
2. 有關證書及簽註申請 -
 - (a) 申請時需要提交以下文件 -
 - (i) 兩張相同的個人近照（照片必須在申請日期前六個月內拍攝，而大小約為 40 x 50 毫米）；
 - (ii) 護照或香港身份證；
 - (iii) 由通訊事務管理局(通訊局)認可之院校所簽發的成績單或證書；
 - (iv) 由申請人簽署的《使用無線電通訊裝置的保密聲明》（保密聲明）；
 - (v) 海員健康證明書；
 - (vi) STCW守則第 A-VI/1-1至A-VI/1-4部分附屬規定的認可基本訓練或指導的證明（STCW 規定下所頒發的基本培訓證書或由香港特別行政區政府簽發的有效甲板高級船員或輪機師的合格證書或執照可接納作為已接受有關訓練或指導的證明）；及
 - (vii) 任何其他適用的補充文件。
 - (b) 簽發證書費用為港幣410元，而證書簽註費用為港幣160元（合共港幣570元）。
3. 有關證書延續簽註申請 -
 - (a) 申請時需要提交以下文件 -
 - (i) 護照或香港身份證；
 - (ii) 海員健康證明書；
 - (iii) STCW守則第 A-VI/1-1至A-VI/1-4部分附屬規定的認可基本訓練或指導的證明（STCW 規定下所頒發的基本培訓證書或由香港特別行政區政府簽發的有效甲板高級船員或輪機師的合格證書或執照可接納作為已接受有關訓練或指導的證明）；
 - (iv) 海員辭職證書、海員服務紀錄簿或海員僱用登記簿；及
 - (v) 現有的通用／限用值機員證書與證書簽註。
 - (b) 延續簽註的費用為港幣160元。
4. 有關證書申請 -
 - (a) 申請時需要提交以下文件 -
 - (i) 兩張相同的個人近照（照片必須在申請日期前六個月內拍攝，而大小約為 40 x 50 毫米）；
 - (ii) 護照或香港身份證；
 - (iii) 由通訊局認可之院校所簽發的成績單或證書；及
 - (iv) 由申請人簽署的《使用無線電通訊裝置的保密聲明》（保密聲明）。
 - (b) 簽發證書費用為港幣410元。
5. 有關證書複本申請 -
 - (a) 申請時需要提交以下文件 -
 - (i) 兩張相同的個人近照（照片必須在申請日期前六個月內拍攝，而大小約為 40 x 50 毫米）；
 - (ii) 護照或香港身份證；及
 - (iii) 遺失證書的確認書。
 - (b) 申請複本的費用為港幣55元。
6. 如未能呈交所需文件，申請將不獲處理。
7. 填妥的申請表格，請以下列方式提交 -
 - (a) 親自前往或郵寄至通訊辦支援服務分組，地址為：香港灣仔皇后大道東213號胡忠大廈20樓；
 - (b) 傳真至 +852 3155 0914；
 - (c) 電郵至 maritime@ofca.gov.hk；或
 - (d) 使用本表格的「提交」按鈕作網上申請。
8. 所需證明文件，請以下列方式提交 -
 - (a) 如親自前往通訊辦支援服務分組，申請人須提交有關文件的正本和副本或已由有關機構或人士證明為真確的有關文件副本供通訊辦辦理；或
 - (b) 如郵寄至通訊辦支援服務分組，申請人須提交已由有關機構或人士證明為真確的有關文件副本及已填妥的保密聲明。保密聲明（表格編號 OFCA F226）可於通訊辦網頁（<http://www.ofca.gov.hk>）下載。
9. 接受現金、支票或匯票付款。支票或匯票抬頭人請註明為「通訊事務管理局辦公室」。支票須劃線。若採用海外支票或匯票繳費，申請人須負責本地銀行收取的額外手續費。付款辦法 -
 - (a) 如親自前往通訊辦支援服務分組，接受以現金、劃線支票或匯票付款；或
 - (b) 如經互聯網、郵遞、傳真或電郵提交申請表格，可郵寄劃線支票或匯票至通訊辦支援服務分組收。如必須以匯款付款，請聯絡通訊辦支援服務分組以作特別安排。
10. 辦公時間為星期一至五上午八時三十分至下午十二時三十分及下午一時三十分至下午五時四十五分。星期六、日及公眾假期休息。
11. 如有任何查詢請致電 +852 2961 6608、傳真至 +852 3155 0914 或電郵至 maritime@ofca.gov.hk。

個人資料的說明

1. 透過本表格提供個人資料，屬自願性質。若你沒有提供足夠資料，通訊辦可能無法辦理你的申請。
2. 你所填寫的個人資料，將被通訊辦用以處理你的申請。
3. 你在本申請表上所填寫的個人資料，可能會披露給其他與評審申請有關的政府部門／機構。
4. 你有權要求查閱和改正你的個人資料。你查閱資料的權利包括取得本申請表上所載個人資料的副本，惟索取這些資料時或須繳費。
5. 如對透過本申請表所收集的個人資料有疑問，包括如何提出查閱和改正個人資料的要求，請以書面方式向通訊事務管理局辦公室個人資料主任提出，地址為香港灣仔皇后大道東213號胡忠大廈29樓，傳真號碼 2591 0316。

Please read the information below and the “Guidelines for the Issue of STCW GMDSS Radio Certificate of Competency with Endorsement and Certificate Endorsement Revalidation” in the Office of the Communications Authority’s (OFCA’s) website (<http://www.ofca.gov.hk>) before completing this form.

1. In accordance with Regulations I/2, I/10 and I/11 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended and Hong Kong legislation, a seafarer manning a radio station on a Hong Kong registered ship has to hold an appropriate Hong Kong issued GMDSS radio certificate and endorsement in conformity with the requirements of the STCW Convention currently in force.
2. For Certificate with Endorsement Application -
 - (a) The following documents are required to support this application -
 - (i) 2 identical recent photographs (approx. 40mm x 50mm and should be taken within 6 months prior to the application date);
 - (ii) passport or Hong Kong Identity Card;
 - (iii) the result slip or certificate issued by the institutes recognised by the Communications Authority (CA);
 - (iv) “Declaration of Secrecy in the Operation of Radiocommunications Apparatus” (Declaration of Secrecy) duly signed by the applicant;
 - (v) medical fitness certificate;
 - (vi) evidence of having received approved basic training or instruction in the ancillary requirements of the STCW Code Section : A-VI/1-1 to A-VI/1-4 (basic training certificates issued under the provisions of the STCW or a valid Certificate of Competency or licence as Deck Officer or Marine Engineer Officer issued by the Hong Kong Administration can be accepted as evidence of having received such training or instruction); AND
 - (vii) any other additional documents whichever applicable.
 - (b) The fee for the issue of a GOC/ROC is HK\$410 and that for the Endorsement is HK\$160 (i.e. a total of HK\$570).
3. For Certificate Endorsement Revalidation Application -
 - (a) The following documents are required to support this application -
 - (i) passport or Hong Kong Identity Card;
 - (ii) medical fitness certificate;
 - (iii) evidence of having received approved basic training or instruction in the ancillary requirements of the STCW Code Section : A-VI/1-1 to A-VI/1-4 (basic training certificates issued under the provisions of the STCW or a valid Certificate of Competency or licence as Deck Officer or Marine Engineer Officer issued by the Hong Kong Administration can be accepted as evidence of having received such training or instruction);
 - (iv) seaman’s discharge book, seaman’s service record book or seafarer’s employment registration book; AND
 - (v) current GOC/ROC with certificate endorsement.
 - (b) The endorsement revalidation fee is HK\$160.
4. For Certificate Application -
 - (a) The following documents are required to support this application -
 - (i) 2 identical recent photographs (approx. 40mm x 50mm and should be taken within 6 months prior to the application date);
 - (ii) passport or Hong Kong Identity Card;
 - (iii) the result slip or certificate issued by the institutes recognised by CA; AND
 - (iv) “Declaration of Secrecy in the Operation of Radiocommunications Apparatus” (Declaration of Secrecy) duly signed by the applicant;
 - (b) The fee for the issue of a GOC/ROC is HK\$410.
5. For Duplicate Certificate Application -
 - (a) The following documents are required to support this application -
 - (i) 2 identical recent photographs (approx. 40mm x 50mm and should be taken within 6 months prior to the application date);
 - (ii) passport or Hong Kong Identity Card; AND
 - (iii) written confirmation of the loss of certificate.
 - (b) The fee for the issue fee of a duplicate certificate is HK\$55.
6. Application with insufficient supporting document will **not** be processed.
7. Please submit the completed application form by any of the following methods -
 - (a) in person or by post to **Support Services Subsection, OFCA, 20/F Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong;**
 - (b) by fax to +852 3155 0914;
 - (c) by email to maritime@ofca.gov.hk; OR
 - (d) use the “Submit” button in this form to submit the application online.
8. Please submit the supporting documents by any of the following methods -
 - (a) in person to Support Services Subsection of OFCA. Applicant should submit the originals and photocopies of the relevant documents or the photocopies of the relevant documents which are certified true by the appropriate parties for processing; OR
 - (b) by post to Support Services Subsection of OFCA. Applicant should submit the photocopies of the relevant documents and a duly completed Declaration of Secrecy. These documents should be certified true by the appropriate parties. The Declaration of Secrecy (Form No. OFCA F226) could be downloaded from OFCA’s website (<http://www.ofca.gov.hk>).
9. Payment can be made by cash, cheque or bank draft. Cheque or bank draft should be made payable to "Office of the Communications Authority" and cheque should be crossed. Overseas cheque or bank draft should include any additional charges incurred by our local banks. Payment methods -
 - (a) in person to Support Services Subsection of OFCA, you may pay by cash, crossed cheque or bank draft; OR
 - (b) if application is submitted online or by post, fax or email, you may send a crossed cheque or bank draft by post to Support Services Subsection of OFCA. If payment by remittance is required, please contact Support Services Subsection of OFCA for special arrangements.
10. The opening hours are 8:30 am to 12:30 pm and 1:30 pm to 5:45 pm Monday to Friday. The office will close on Saturday, Sunday and Public Holidays.
11. For any enquiry, please phone +852 2961 6608, fax to +852 3155 0914 or email to maritime@ofca.gov.hk.

Notes about Personal Data

1. The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, OFCA may not be able to process your application.
2. The personal data provided by you will be used by the OFCA for processing your application made in this form.
3. The personal data you provide by means of this form may be disclosed to other government departments/agencies in connection with the assessment of your application.
4. You have a right of request for access and correction with respect to personal data. Your right of access includes the right to obtain a copy of your personal data provided by this application form, though a charge may be levied on obtaining such information.
5. Enquiries concerning the personal data collected by means of this form, including the making of request for access and correction, should be submitted in writing to the Personal Data Officer, Office of the Communications Authority, 29/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong; or sent by fax to 2591 0316.

通用／限用值機員證書及簽註和證書延續簽註申請表

GENERAL/RESTRICTED OPERATOR'S CERTIFICATE (GOC/ROC) AND ENDORSEMENT AND CERTIFICATE ENDORSEMENT REVALIDATION APPLICATION FORM

申請人資料

PARTICULARS OF APPLICANT

(請用正楷填寫 Please fill in BLOCK letters)

姓名
Name: _____

英文 (姓氏先行) In English (Surname First) 中文 In Chinese

出生日期
Date of Birth: _____

出生地點
Place of Birth: _____

性別
Sex: _____

地址
Address: _____

電話號碼
Telephone No.: _____

辦公室 Office 流動 Mobile

傳真號碼
Fax No.: _____

電郵地址
E-mail Address: _____

香港身份證號碼／護照號碼
H.K. Identity Card No./Passport No.: _____

簽發日期
Date of Issue: _____

簽發機構
Issuing Authority: _____

國籍
Nationality: _____

申請種類

TYPE OF APPLICATION

(請在適當方格內加上 ✓ 號 Please enter ✓ in the appropriate check box)

證書
Certificate

通用值機員證書 *GENERAL OPERATOR'S CERTIFICATE (GOC)*
所持有的相關學歷或證書 Relevant Qualification or Certificate Possessed:

認可的GMDSS通用值機員課程證書
Recognised GMDSS GOC Course Certificate

認可的GMDSS通用值機員節縮課程證書及由香港政府簽發有效的限用無線電話資格證書
Recognised GMDSS GOC Abridged Course Certificate and a valid Restricted Certificate of Competency in Radiotelephony issued by the Hong Kong Administration

認可的GMDSS STCW銜接課程證書及由香港政府簽發的GMDSS STCW78通用值機員證書
Recognised GMDSS STCW Conversion Course Certificate and a GMDSS STCW78 GOC issued by the Hong Kong Administration

限用值機員證書 *RESTRICTED OPERATOR'S CERTIFICATE (ROC)*
所持有的相關學歷或證書 Relevant Qualification or Certificate Possessed:

認可的GMDSS限用值機員課程證書
Recognised GMDSS ROC Course Certificate

認可的GMDSS限用值機員節縮課程證書及由香港政府簽發有效的限用無線電話資格證書
Recognised GMDSS ROC Abridged Course Certificate and a valid Restricted Certificate of Competency in Radiotelephony issued by the Hong Kong Administration

簽註
Endorsement

證書簽註 *CERTIFICATE ENDORSEMENT*

延續簽註 *ENDORSEMENT REVALIDATION*
通用／限用值機員證書編號 GOC/ROC No.: _____
海員辭職證書／海員服務紀錄簿／海員僱用登記簿編號
Seaman's discharge book/Seaman's Service Record Book/Seafarer's Employment Registration Book. No.: _____

認可的GMDSS通用值機員複習課程證書。
Recognised GMDSS GOC Refresher Course Certificate.

在過往五年內累積的海上工作經驗共 _____ 個月。
The aggregated seagoing service for a period of _____ months in total during the preceding five years.

在緊接延續簽註前六個月內累積的海上工作經驗共 _____ 個月。
The aggregated seagoing service for a period of _____ months in total during the preceding six months immediately prior to revalidating

複本
Duplication

通用值機員證書 *GENERAL OPERATOR'S CERTIFICATE*

限用值機員證書 *RESTRICTED OPERATOR'S CERTIFICATE*

證書及簽註收取方式

METHODS OF CERTIFICATE AND ENDORSEMENT COLLECTION

(請在適當方格內加上 ✓ 號 Please enter ✓ in the appropriate check box)

擬收取「通用／限用值機員證書及簽註」的方式／地點

Preference of General/Restricted Operator's Certificate and Endorsement collecting method/place:

- 於通訊辦收取 to be collected at OFCA
- 郵寄至下列地址 to be delivered by post to the address below

郵寄地址

Mailing Address: _____

申請人聲明

DECLARATION OF APPLICANT

本人茲聲明本人在此表格及所呈交文件內所提供的內容及資料，就本人所知及相信均屬真實、正確及完整。

I hereby declare that the information and particulars given by me in this form and in the documents submitted are to the best of my knowledge true, correct and completed.

申請人簽名*

Signature of Applicant*: _____

日期

Date: _____

* 本表格如經網上提交，申請人不需要簽署。

* Signature is not required for application form submitted online.

本欄不必填寫

FOR OFFICIAL USE ONLY

AA,

Please accept payment of

 HK\$410 for application for GOC / ROC. HK\$55 for application for duplication of GOC / ROC. HK\$160 for application for endorsement / revalidation of endorsement.

Total Amount: _____ Receipt No.: _____ Payment Date: _____

Verified by: _____ Rank: _____ Approved by: _____ Rank: _____ Date: _____