



船隻船員的各項詳情(非公約船隻)  
Particulars of Members of the Crew of a Ship (Non-Convention Vessel)

在填寫此表格前，請細閱下列內容：

- 被解僱的船員** 船長或其代理人如有意解僱任何船員（除香港海員外），必須首先獲得入境事務處處長的批准。
- 入院治療** 如有船員須要上岸入院接受治療，船長或其代理人必須立即用規定表格 ID 267 款（船員緊急登岸事表格）報告，並將其證件交與入境事務人員以便簽註。
- 短暫岸上假期** 1. 除了被拒入境的船員或獲入境事務人員通知未經批准不得上岸的船員外，船上任何船員均可於船隻在港口逗留期間離船上岸短暫渡假，但他們必須乘搭同一船隻離港。  
2. 船員上岸時宜攜帶海員身份證及本申報表副本作為身份證明。
- 棄船者** 凡有棄船者，必須立即向入境事務人員及該船的代理人報告。
- 逗留條件** 根據香港法例第 115A 章《入境規例》第 2(2) 條的規定，凡給予准許以過境人士身分進入香港特別行政區的人，須受逗留條件限制，即該人不得在載其抵達香港的船隻離開後仍然留在香港。
- 填表須知** 1. 此表格必須用黑色或藍色墨水以中文或英文填寫。  
2. 此表格必須填寫一式三份及由船長簽署，並於船隻抵港時交與一名入境事務人員。此名單必須包括船上所有船員。  
3. 領用此表格毋須繳費。  
4. 任何人在申請書上作出或安排作出明知為虛假或自己亦不信為真確的陳述或申述，即屬犯罪，違法者可處罰款港幣 \$150,000 及監禁 14 年。

Please read the following carefully before you complete the form:

- Seamen Paying Off** The Master or his agent must obtain permission from the Director of Immigration before any member of the crew, other than a Hong Kong seaman, is discharged from the ship's articles.
- Hospital Treatment** The Master or his agent must report at once on the prescribed form ID 267 (Emergency Landing of Crew) when it is necessary to land any member of the crew to enter hospital for medical treatment, and must send his documents to the Immigration Officer for endorsement.
- Temporary Shore Leave** 1. Members of the crew may be granted temporary shore leave during the ship's stay in port on condition that they leave in the same ship. This permission does NOT apply to any member of the crew who is refused leave to land by an Immigration Officer or to whom an Immigration Officer has given notice prohibiting him from landing without leave.  
2. All crew are advised to bring along their seaman's books and copy of this list for identification on going ashore.
- Deserters** All deserters must be reported at once to an Immigration Officer and to the ship's agents.
- Conditions of Stay** Under Regulation 2(2) of Immigration Regulations, Chapter 115A, Laws of Hong Kong, permission given to a person to land in the Hong Kong Special Administrative Region (HKSAR) in TRANSIT shall be subject to the condition of stay that he shall not remain in the HKSAR after the departure of the ship on which he arrived in the HKSAR.
- Form Completion** 1. This form must be completed in either English or Chinese and in black or blue ink.  
2. This form must be completed in triplicate and signed by the Master, and delivered to an Immigration Officer on the ship's arrival. The list must include all members of the crew.  
3. This form is issued free of charge.  
4. Any person who makes or causes to be made in the application any false statement or representation which he knows to be false or does not believe to be true shall be guilty of an offence and liable to a fine of HK\$150,000 and to imprisonment for 14 years.

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#Arrival (抵港) ☐ #Departure (離港) ☐

入境條件及簽註：  
Entry condition(s) and endorsement(s):

出境簽註：  
Exit endorsement:

|                             |                           |                                    |
|-----------------------------|---------------------------|------------------------------------|
| 船隻名稱<br>Name of ship        | 本港代理人<br>Local agents     | 停泊處<br>Anchorage/berth             |
| 船隻國籍<br>Nationality of ship | 來自何埠<br>Arrived from      | 抵港日期<br>Date of arrival            |
| 船主<br>Owners                | 將往何埠<br>Next port of call | 離港日期<br>Date of proposed departure |
| 來港目的<br>Purpose of call     |                           |                                    |

本人證明船上有 \_\_\_\_\_ 名乘客（乘客的定義是符合入境條例所規定）， \_\_\_\_\_ 名船員及 \_\_\_\_\_ 名偷渡者。  
I certify that there are on board \_\_\_\_\_ passengers as defined in the Immigration Ordinance, \_\_\_\_\_ crew and \_\_\_\_\_ stowaways.

日期  
Date \_\_\_\_\_

船長簽署  
Signature of Master \_\_\_\_\_

# 請在合適的空格內 ✓。 # Please put a tick in the appropriate box.

| 姓（請用正楷填寫）<br>Surname<br>(in block letters) | 名（請詳細列明）<br>Other names<br>(in full) | 性別<br>Sex | 職級<br>Rating | 出生地點及日期<br>（請詳列年月日）<br>Place & date of birth<br>(in full) | 國籍<br>Nationality | * 海員身份證號碼<br>Seaman's Book<br>number | 備註<br>Remarks |
|--------------------------------------------|--------------------------------------|-----------|--------------|-----------------------------------------------------------|-------------------|--------------------------------------|---------------|
| 1.                                         |                                      |           |              |                                                           |                   |                                      |               |
| 2.                                         |                                      |           |              |                                                           |                   |                                      |               |
| 3.                                         |                                      |           |              |                                                           |                   |                                      |               |
| 4.                                         |                                      |           |              |                                                           |                   |                                      |               |
| 5.                                         |                                      |           |              |                                                           |                   |                                      |               |
| 6.                                         |                                      |           |              |                                                           |                   |                                      |               |
| 7.                                         |                                      |           |              |                                                           |                   |                                      |               |
| 8.                                         |                                      |           |              |                                                           |                   |                                      |               |
| 9.                                         |                                      |           |              |                                                           |                   |                                      |               |
| 10.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 11.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 12.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 13.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 14.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 15.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 16.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 17.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 18.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 19.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 20.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 21.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 22.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 23.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 24.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 25.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 26.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 27.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 28.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 29.                                        |                                      |           |              |                                                           |                   |                                      |               |
| 30.                                        |                                      |           |              |                                                           |                   |                                      |               |

\* 如屬香港海員，請在「備註」欄內填上香港身份證號碼。

For Hong Kong seaman, please state Hong Kong identity card number in the 'Remarks'.

## **有關收集個人資料的目的**

### **收集資料的目的**

1. 入境事務處在檢查所有出入境人士時所獲得的個人資料，包括旅行證件或其他證明文件上、儲存在旅行證件芯片內和現場拍攝的照片影像，會用作下列一項或多項的用途：

- (甲) 執行對所有入境或出境人士的檢查工作；
- (乙) 實施/執行《入境條例》（第 115 章）及《入境事務隊條例》（第 331 章）的有關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；
- (丙) 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，將你的資料供作核對用途；
- (丁) 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識辨各有關的資料當事人或其中任何人的身份的形式提供；以及
- (戊) 供作法例規定、授權或准許的其他合法用途。

根據入境條例，所有人士在入境或出境檢查時必須提供其個人資料。

### **資料轉交的類別**

2. 為了執行上述第 1 段所述的目的，你所提供的個人資料或許會轉交其他政府決策局和部門以及其他機構。

### **查閱個人資料**

3. 根據《個人資料（私隱）條例》（第 486 章）第 18 及 22 條以及附表 1 第 6 項原則，你有權查閱及改正你的個人資料。

### **查詢**

4. 有關查詢船員的個人紀錄可向下列人員提出：

總入境事務主任（港口管制）  
香港中環民輝街三十二號  
中區政府碼頭二樓  
電話：2543 1958

## **STATEMENT OF PURPOSE**

### **Purpose of Collection**

1. The personal data, including the images of the photograph on and stored in the chip of the travel document or any other identification document and the live captured photograph, provided during immigration clearance and examination will be used by the Immigration Department for one or more of the following purposes:

- (a) to carry out immigration clearance and examination of persons entering into or departing from Hong Kong;
- (b) to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
- (c) to process other person's application for immigration facilities in which you are named as a sponsor or referee;
- (d) for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
- (e) any other legitimate purposes as may be required, authorised or permitted by law.

The provision of personal data for immigration clearance and examination is obligatory under the Immigration Ordinance.

### **Classes of Transferees**

2. The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above.

### **Access to Personal Data**

3. You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Chapter 486).

### **Enquiries**

4. Enquiries concerning the personal data in respect of records of member of the crew of a ship should be addressed to:

Chief Immigration Officer (Harbour Control)  
2/F, Central Government Pier, 32 Man Fai Street, Central, Hong Kong  
Tel.: 2543 1958