

海事訓練學院 Maritime Services Training Institute

本地油輪卡續證申請表

Oil Carrier Safety Training (Local Waters) Renewal Application Form

申請人須提交
3個月內
一吋近照兩張
作出卡之用

Applicants must submit
two recent 1-inch
photos taken within the
last 3 months for card
issuance.

申請人須知

- 申請人須持有本地油輪卡的正本，而該卡的有效期限必須已屆滿或將在六個月內屆滿。
- 根據海事處指引，續證申請表上必須附有僱主證明，以證明申請人在申請日期之前已在本地油輪上累積不少於六個月的工作經驗。如果未能出示該證明，申請人需另行報讀本地油輪卡兩天課程。
- 申請人的資格須經審批後，方可獲發新的本地油輪卡。如申請人於卡屆滿前申請，新卡的有效期限將由原卡屆滿日起計算，續期五年。如申請人於卡屆滿後申請，則以續期申請當日起計算，續期五年。

申請方法

- 星期一至五上午九時正至下午四時正（公眾假期除外）親臨一樓學院秘書處遞交申請。
- 請帶備香港身份證正本、本地油輪卡正本、一吋近照兩張，以及附有僱主正本簽署及公司蓋章的申請表。
- 繳交續證費用：現金港幣 150 元（不設找贖）
- 申請人的資格經審批後，將即時製作新的本地油輪卡（需時約 45 分鐘）。
- 不符合續證資格、資料不齊全、缺少照片或逾期遞交的申請將不獲受理。

備註：續證所需時間或受不確定因素影響，續證服務時間如有變動恕不另行通知。
如有查詢，請致電學院秘書處 2458 3833。

Notes to Applicants

- Applicants must hold the original Local Oil Carrier Safety Card, the validity of which must have already expired or be due to expire within six months.
- According to the guidelines of the Marine Department, the renewal application form must include a Letter of Employment, certifying that the applicant has at least six months of work experience on local oil Carrier Safetys prior to the date of application. If the certification cannot be provided, the applicant is required to separately attend a two-day Local Oil Carrier Safety Card course.
- A new Local Oil Carrier Safety Card will be issued only after the applicant's eligibility has been approved. If the application is made before the card expires, the new card will be valid for five years from the expiry date of the previous card. If the application is made after the card has expired, the new card will be valid for five years from the date of the renewal application.

Application Procedure

- Applications must be submitted in person to the Campus Secretariat on the 1/F, from Monday to Friday, 9:00 a.m. to 4:00 p.m. (excluding public holidays).
- Applicants must bring the original HK identity card, the original Local Oil Carrier Safety Card, two recent passport-sized photos, and a completed application form bearing the employer's original signature and company seal.
- The renewal fee is HK\$150 in cash (exact amount required; no change will be given).
- After the applicant's eligibility is approved, the new Local Oil Carrier Safety Card will be produced on the spot (approximately 45 minutes).
- Applications that do not meet renewal eligibility criteria, contain incomplete information, lack required photographs, or are submitted late will not be accepted.

Remarks: The time required for renewal may be subject to unforeseen circumstances. Any changes to the renewal service hours will not be announced separately. For enquiries, please contact the Campus Secretariat at 2458 3833.

1. 申請人資料 Personal Particulars of Applicant

中文姓名(須與香港身份證相同) _____ 身份證號碼 HKID Card No. _____ ()
英文姓名 Full Name in English (Same as HKID Card) _____ 性別 Gender ____
出生日期 Date of Birth ____ (日 D) ____ (月 M) ____ (年 YYYY) 年齡 Age ____ 手提電話 Mobile No. _____
通訊地址 Correspondence Address _____
現持有的本地油輪卡號碼 _____ 有效日期至 _____
Current LcTF Card number _____ Valid until ____ (日 D) ____ (月 Y) ____ (年 YYYY)

2. 現行僱主證明 Letter of Employment

* 以下所提供的資料須為真確，如故意提供失實資料，申報方需負上相關的法律責任。
(The applicant shall bear legal responsibility if inaccurate information is intentionally provided.)

本人 _____ (僱主/授權人全名) 謹證明以上申請人目前任職於本公司。
I, [full name of employer/authorized person], hereby certify that the above applicant is currently employed by our company.

而該員工在申請日期之前具有不少於六個月在本地油輪上的工作經驗。
As of the date of application, the applicant has at least six months of working experience in local oil Carrier Safetys.

公司名稱 Company Name _____ 公司電話 Company Tel. No. _____

公司地址 Company Address _____

* 必須遞交實體申請表格，並附上正本僱主/授權人簽名及正本公司蓋章。*

* An original application form must be submitted with an original employer/ authorized signature and company stamp.*

正本簽署
(僱主/授權人)
Employer/ authorized
person's Signature

正本公司蓋章
Company Stamp

收集個人資料聲明

本人確認已閱讀並明白《收集個人資料聲明》(「聲明」)及 VTC 的《私隱政策聲明》(<https://www.vtc.edu.hk/tc/home/privacy.html>)。

☐ 本人不同意 VTC 及其機構成員使用本人的個人資料，包括姓名、流動電話號碼、通訊地址及教育程度，以提供有關 VTC 及其機構成員所提供的課程、入學及活動的直接促銷資訊。本人明白本人可隨時撤回此項不同意。

Personal Information Collection Statement

I acknowledge that I have read and understood the Personal Information Collection Statement ("PICS") and VTC's Privacy Policy Statement (<https://www.vtc.edu.hk/en/home/privacy.html>).

☐ I do not agree to VTC and its member institutions using my personal data, including my name, mobile number, correspondence address and education level, for providing direct marketing information in relation to programmes, admissions and events offered by VTC and its member institutions. I understand that I may withdraw this decision at any time.

申請人簽署 Signature: _____ 日期 Date: _____

只供職員專用 INTERNAL USE ONLY			
收件日期	HK\$	D#	R#