

## GUIDELINES FOR APPLICATION FOR SHIP STATION LICENCE

### 1. Introduction

- 1.1 The following guidelines are issued pursuant to Section 6(D)(2)(a) of the Telecommunications Ordinance (Cap. 106) (the Ordinance).
- 1.2 Under the Telecommunications Ordinance (Cap. 106) (the Ordinance), a licence is required for possession, establishment and maintenance (or use) of a radiocommunications station. Accordingly, a ship station licence should first be obtained from the Communications Authority (CA) before a licensee maintains and uses a radiocommunications station for radiocommunications on ocean-going and river trade vessels. The radiocommunications stations for the ocean-going vessels may comprise of Global Maritime Distress and Safety System equipment for general and safety radiocommunications purposes.

### 2. Licensing Criteria

- 2.1 The station under application should be installed onboard a vessel which is registered by the Director of Marine.
- 2.2 The owner of the vessel is required to make a contract with a CA recognized Accounting Authority (AA) (\* see note). The list of recognized AA is available at the Communications Authority's (CA's) website at <https://www.coms-auth.hk>.
- 2.3 The apparatus required to be provided under the Merchant Shipping (Safety) Ordinance (Cap.369) should be operated by qualified personnel holding an appropriate radio operator certificate as stipulated in the Radio Regulations of International Telecommunication Union (ITU) with a valid certificate endorsement issued in accordance with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978 as amended and in force from time to time.
- 2.4 The apparatus comprised in the station shall comply with the appropriate performance standards adopted by the International Maritime Organization (IMO) if they are required to be provided under the Merchant Shipping (Safety) Ordinance (Cap. 369); and comply with the appropriate performance specifications, if any, issued by the CA.
- 2.5 The operating frequency or frequencies must be one or those assigned by the CA in accordance with the Hong Kong Table of Frequency Allocations, appendices of the Radio Regulations of ITU or relevant recommendations or resolutions of IMO.

2.6 Reference should be made to the items in the General Conditions and Special Conditions of the Ship Station Licence for other licensing criteria of the Ship Station Licence. The sample licence may be viewed and downloaded from the website of the CA at <https://www.coms-auth.hk>.

### **3. Documents and Information to be submitted**

3.1 Photocopy of Certificate of Hong Kong Registry issued by the Marine Department, Hong Kong.

3.2 Photocopy of acceptance document from a recognised accounting authority to settle the radio traffic account for the ship.

3.3 Photocopy of the previous ship radio station licence (may be issued by foreign authority) and record of radio equipment.

3.4 A completed "ITU Notification Form (Ship Stations)" – the form is in Annex 1.

3.5 A copy of a valid Business Registration Certificate and Certificate of Incorporation.

### **4. Licence Application**

4.1 Application should be made with a completed application form together with the required documents, which could be submitted to the Office of the Communications Authority (OFCA) by any of the methods as stated in the application form. The application form can be downloaded from the CA's website at <https://www.coms-auth.hk>.

### **5. Licence Validity and Fee**

(a) Validity : 2 years

(b) Fee : \$300

## **6. Enquiries**

6.1 Any person who has enquiries relating to licensing matters may

(a) call us on 2961 6282;

(b) fax to 3155 0986;

(c) mail to Licensing Office, OFCA, 26/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or

(d) e-mail to [license.mob@ofca.gov.hk](mailto:license.mob@ofca.gov.hk).

\*Note: Accounting Authority (AA) may be an administration, a recognized operating agency or any other entities designated by the CA to act as telecommunication billing intermediary between the maritime mobile station and service providers.