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10th October 2013

To: Shipowners / Ship Managers and Recognized Organization

Dear Sir/Madam,

Duty to Report on Change of Ship Management

In accordance to the International Safety Management (ISM) Code Clause 3.1 that the owner must report the full name and details of the entity to the Administration if the entity who is responsible for the Safety Management operation of the ship is other than the owner. This is particularly important that the Marine Department (MD) could use this information to identify the management company to confirm the implementation of the safety management system on board. It is also deemed necessary for the management company to ensure the above requirement is strictly adhered to when there is a change of ship management.

We therefore remind that all the shipowners must report the owner declaration to the MD in accordance with the ISM Code Clause 3.1 in case of change of ship management. Moreover, the new management company is also required to advise MD about its taking up of the ISM duty and responsibility together with the new information of DPA and CSO. To release its further obligation, the old management company should report its resigning from the vessel to the MD.

Please note that MD has not specified any particular form for owner declaration. However, a sample has been prepared for downloading in the following website for facilitating the shipowners to make the declaration to MD: (http://www.mardep.gov.hk/en/pub_services/cirletter.html)

Should you have any questions please feel to contact us.

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Yours faithfully,



(S.H. Wan)

Senior Surveyor/International Safety Management Section
for Director of Marine