

# 重要通知

## 在車輛登記文件簽署及蓋印規定

車輛登記文件(以下簡稱為「牌簿」)上必須載有登記車主簽署，而當登記車主遞交有關的牌照申請時，申請表格上的簽署必須與牌簿上的簽署相符；如以公司/機構為登記車主，牌簿必須載有由該公司/機構所指定獲授權人士的簽署並加蓋該公司/機構的印章，而申請表格上的印章與牌簿上的印章必須完全相同，否則運輸署將不會處理有關的牌照申請。

## 地址證明要求

於遞交牌照服務申請時，必須連同最近三個月內發出的地址證明文件正本或副本，否則運輸署可以根據有關法例暫停處理有關申請。[\[請參閱可接納的地址證明\]](#)

## 更改地址

根據法例，駕駛執照持有人或登記車主的地址如有改變，須在72小時內通知運輸署。任何人無合理辯解而違反此規定，即屬犯罪，一經定罪，可處第1級罰款。你可透過書面、[政府一站通](#)或遞交表格(「更改個人資料或車輛資料通知書」)連同新地址的證明文件通知運輸署有關地址的更改。

## 提交身分證明文件

如以郵寄方式或經投遞箱遞交申請，**請勿**提交身分證明文件正本。

申請人可選擇把已填妥的申請表格及所需文件，經電郵(hklo\_reg@td.gov.hk)提供予牌照事務處作初步審閱。在一般情況下，本署會在10個工作天內以電郵形式作出回覆，告知申請人初步審閱的結果；並建議申請人按照申請表格內列明的方式將申請表格正本連同證明文件及應繳費用正式遞交至牌照事務處，以作出申請。透過電郵遞交的申請，本署只會作初步審閱，本署會在收到申請表格正本及證明文件後才正式處理及批核該申請。

若你是已登記選民而你的住址有變更請  
盡早通知選舉事務處。如有查詢請致  
電選舉事務處熱線 2891 1001。

支持器官捐贈 立即上網登記！  
如有查詢，請致電 2961 8441 與衛生署  
中央器官捐贈登記名冊辦事處聯絡。



運輸署

Transport Department

### 車輛登記及牌照申請表

### APPLICATION FOR REGISTRATION AND LICENSING OF A VEHICLE

請閱讀附頁的「注意事項」，並以正楷填寫各項資料。

請在適當方格內加上✓號，並在標註\*號的地方將不適用的項目刪去。

Please read the notes attached and complete all items in BLOCK LETTERS.

Please enter ✓ in the appropriate box(es) and delete whichever is inapplicable for items marked with \*.

車輛登記(車牌)號碼  
Vehicle Registration Mark

\_\_\_\_\_ ( )  
本欄不必填寫  
FOR OFFICIAL USE ONLY: 

O
P

姓名/公司名稱 NAME

車主現時的個人資料 PRESENT PARTICULARS OF OWNER

* 先生 Mr.	1	_____	英文姓名/公司名稱(姓氏先行, 名字隨後) In English—Surname first, then Other Names	* 身分證文件號碼/公司註冊號碼/公司編號
夫人 Mrs.	2	_____	中文姓名/公司名稱 In Chinese	
小姐 Miss	3	_____		
女士 Ms.	4	_____		
公司 Co.	5	_____		

#### 電子聯絡方式 E-CONTACT MEANS

香港流動電話號碼或電郵地址(用作接收手機短訊或電郵) Hong Kong Mobile Phone Number or Email Address (For receiving SMS or Email)

\_\_\_\_\_

#### 住址/公司地址 RESIDENTIAL/COMPANY ADDRESS

「注意:本署是以駕駛執照持有人/登記車主的住址/公司地址(如以公司登記為車主)為他/她於本署的登記地址,並以該地址與他/她聯絡和郵寄函件。因此,申請人必須在本申請表填寫其最新的住址/公司地址。」(Note: The residential address/company address (if using company as registered vehicle owner) of a driving licence holder/registered vehicle owner is his/her/its registered address in this Department, and will be used for the purposes of contact with him/her/it and mailing correspondence. Thus, the applicant must fill in his/her/its updated residential/company address in this application form.)

室 Flat/Room \_\_\_\_\_ 樓 Floor \_\_\_\_\_ 座 Block \_\_\_\_\_  
大廈/屋苑名稱 Name of Building / Estate \_\_\_\_\_

門牌號數及街道(或鄉村)名稱 Number and Name of Street (or Village) \_\_\_\_\_

†  香港 Hong Kong  九龍 Kowloon  新界 New Territories

地區 District \_\_\_\_\_

公司聯絡人(如以公司登記為車主) Contact Person of Company (if using company as registered vehicle owner): \_\_\_\_\_

#### 通訊地址 CORRESPONDENCE ADDRESS

如你以上所填報的住址/公司地址(如以公司登記為車主)並不能用作聯絡和郵遞用途,請在以下填寫你的通訊地址。If you cannot use the above residential/company address (if using company as registered vehicle owner) for the purposes of contact and mailing, please fill in below your correspondence address.

\_\_\_\_\_  
\_\_\_\_\_

日間聯絡電話 Day Time Contact Tel. No.: \_\_\_\_\_ †  香港 Hong Kong  九龍 Kowloon  新界 New Territories

### 向隧道費服務供應商申請「車輛貼」 APPLICATION FOR VEHICLE TAG FROM TOLL SERVICE PROVIDER

(每部車輛首張車輛貼為免費 Free of charge for the first vehicle tag issued in respect of a particular motor vehicle)

†  是 Yes (你的要求會轉交隧道費服務供應商(繳費貼代理)以作安排。Your request will be referred to Toll Service Provider (Tag Agent) for arrangement.)

#### 車輛登記細節 PARTICULARS OF VEHICLE

類別 Class	_____ ** 引擎號碼 Engine No. _____
廠名 Make	_____ 車身底盤號碼 Chassis No. _____
型號 Model	_____ 製造年份 Year of Manufacture _____
型號編號 Model Code	_____
車身類型 Body Type	_____ 原產國家/原產地 Country/Place of Origin _____

** 車身顏色 Colour(s)	_____ 主色 Primary _____ 副色 Secondary _____
** 汽缸容量 Cylinder Capacity:	_____ 立方厘米 c.c.
** 額定功率 Rated power:	_____ 千瓦 kW

種類 † <input type="checkbox"/> 大嶼山車輛 Lantau Vehicle <input type="checkbox"/> 大嶼山私家路車輛 Lantau Private Road Vehicle <input type="checkbox"/> 市區(非大嶼山)車輛 Urban (non-Lantau) Vehicle	** 座位數額(司機除外) Seating Capacity (excluding driver): _____ 除巴士外所有車類 All classes except bus
---	---

** 以前所屬類別(如有) Previous Class (if any): _____	巴士 下層座位 Bus Lower seating _____ 上層座位 Upper seating _____ 站立 Standing _____
--	--

** 推動力 Propulsion:	* 汽油 Petrol 0 柴油 Diesel 1 「運高」式 Wankel 2 電力 Electric 3	其他 Other 4 石油氣 LPG 5 氫 Hydrogen 6
--------------------	---	---

** 駕駛盤 Steering:	* 右軟 Right hand 左軟 Left hand	中軟 Centre
------------------	---------------------------------	-----------

貨車、特別用途車輛、巴士及小型巴士的附加項目

**ADDITIONAL ITEMS FOR GOODS VEHICLES, SPECIAL PURPOSE VEHICLES, BUSES AND LIGHT BUSES**

許可車輛總重 Permitted Gross Vehicle Weight:	<input type="text"/>	公噸 tonnes	車軸重量 (以公噸為單位) Axle Weights (in tonnes):	1.	<input type="text"/>
許可組合式車輛總重 Permitted Gross Combined Weight:	<input type="text"/>	公噸 (祇適用於拖拉車) tonnes (for tractors only)		2.	<input type="text"/>
車身尺寸 Overall Dimensions:	全長 Length	<input type="text"/>	米 m.	3.	<input type="text"/>
	全寬 Width	<input type="text"/>	米 m.	4.	<input type="text"/>
	全高 Height	<input type="text"/>	米 m.	5.	<input type="text"/>
				6.	<input type="text"/>
				7.	<input type="text"/>

巴士的另加項目 **FURTHER ADDITIONAL ITEMS FOR BUSES:**

類型評定編號 Type Approval No. _____	許可行李箱載重量 Permitted Luggage Compartment Weight	<input type="text"/>
-----------------------------------	--	----------------------

電動車輛的附加項目

**ADDITIONAL ITEM FOR ELECTRICALLY POWERED VEHICLE**

淨重量 Unladen Weight:	<input type="text"/>	公噸 tonnes
------------------------	----------------------	--------------

**有效第三者風險保險 (必須出示保單) VALID THIRD PARTY RISKS INSURANCE (Certificate must be produced)**

(不適用於拖車 Not applicable to Trailer)

保險公司 (並非代理) 名稱 Name of Insurance Company (not agent).....	保單/臨時保單號碼 Policy/Cover Note No. ....
保險單持有人姓名或名稱 Name of policy holder.....	有效日期 由 _____ 至 _____ Effective Date From _____ To _____
(保險單必須以車主的名義購備 The Policy must be registered in the name of the vehicle owner)	(保險單須在新車輛牌照生效當日有效 The Policy must be valid on the date when the new vehicle licence is to become effective)

(本欄不必填寫 FOR OFFICIAL USE ONLY)

Hybrid Vehicle

**車輛檢驗 VEHICLE EXAMINATION**

現證實本人已檢驗上述車輛，該車一切均符合道路交通 (車輛構造及保養) 規例的規定。

I certify that I have examined this vehicle and that the vehicle complies with the provisions of the Road Traffic (Construction and Maintenance of Vehicles) Regulations.

日期 Date

驗車主任 Motor Vehicle Examiner

此車輛檢驗證明於車輛檢驗日期起四個月內有效。

For the purpose of registration, this certification is valid for 4 months from the date of examination.

**聲明 DECLARATION**

(由車主或其書面授權人填寫及簽署。如屬公司，則應由該公司指定和授權的人士簽署，並須寫下有關人士的全名及加蓋該公司印章。)  
(To be completed and signed by the person in whose name the vehicle is to be registered, or his representative authorized by him in writing.  
In the case of a company, this should be signed by a person nominated and authorized by the company.  
He should also put down his name in full under his signature and stamp with the company's chop.)

現聲明本人為上述車輛的車主，已年滿 18 歲，本人現申請登記上述車輛和領取為期  $\frac{\text{四個月}}{\text{一年}}$  的牌照。並謹此聲明，據本人所知，以上填報的一切資料均屬詳盡確實。本人明白，如故意在本申請表提供失實資料，根據香港法例第 374 章《道路交通條例》第 111 條第 (3) 款的規定，本人可被判罰款 5,000 元及監禁 6 個月。此外，現聲明本人已細閱本申請表格的內容及明白有關「注意事項」。

I hereby declare that I am the owner of the above vehicle and I am aged 18 years or above. I hereby apply to register the above vehicle and to license it for a period of  $\frac{\text{Four months}}{\text{One Year}}$ . I declare that to the best of my knowledge and belief, the information given above is true and complete. I understand that, if I knowingly make any statement or provide any information in this application form which is false in any material particular, I shall render myself liable under section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and imprisonment for six months. I hereby declare that I have read through the content of this application form and understand the notes for attention.

申請人簽署

日期

† 請在適當方格內加上  號 Please tick the appropriate box(es)

Signature of Applicant ..... Date.....

車輛課稅 VEHICLE TAXATION

買車地點和日期 \*  
Place and Date of Purchase of the Vehicle\* .....  
香港海關編號 \*  
Customs & Excise\* [ ]-[ ]-[ ] ( )  
Reference Number

買車時的汽車售價/所付款額總數 (見注意事項二 (2))\*  
Selling Price/Full Price Paid for the Purchase of the Vehicle (see Note 2(2))\* HK\$ .....  
車身價值 (祇適用於本地裝配的汽車)  
Value of Vehicle Body HK\$ .....  
(to be completed only for a locally assembled vehicle)

項目 Item	第 (i) 項 Item (i)	公布零售價 (見注意事項二 (3)) Published Retail Price (see Note 2(3)) (HK\$)
(i) 汽車 (包括標準配件, 製造商的保證及任何其他強制性保證) The motor vehicle (including standard accessories, manufacturer's warranty and other warranty that is mandatory)		*
(ii) 由註冊分銷商或聯繫人在首次登記時已經或將會在首次登記後 6 個月內安裝在車上的可自選配件 (見注意事項三 (4)) Optional accessories fitted at the time of first registration or to be fitted to the vehicle within 6 months after the date of first registration by the registered distributor or an associated person (see Note 3(4))		
	第 (ii) 項合共 Item (ii) Total	*
(iii) 汽車售賣時所附帶的任何不論是否即時生效的保證 (製造商的保證及任何其他強制性保證除外) Any warranty, other than a manufacturer's warranty and any other warranty that is mandatory, attaching to the sale of the motor vehicle irrespective of whether the warranty takes immediate effect	分銷商保證: 有效期為 ____ 個月, 生效日期為 ____ 年 ____ 月 ____ 日 Distributor's warranty: for a period of ____ months, with effect from ____  其他保證: (請註明) ____ 有效期為 ____ 個月, 生效日期為 ____ 年 ____ 月 ____ 日 Other warranty (Please specify): ____ for a period of ____ months, with effect from ____	
	第 (iii) 項合共 Item (iii) Total	*
	總額 (i) + (ii) + (iii) Grand Total (i) + (ii) + (iii)	*

費用 FEES / 首次登記稅 FIRST REGISTRATION TAX (FRT)

項目 Item	費用/首次登記稅 (港幣) * Fee/FRT (HK\$)
(i) 登記費 Registration Fee	
(ii) 交通意外傷亡援助基金徵款 Traffic Accident Victims Assistance Fund Levy	
(iii) 車輛牌照費用 Vehicle Licence Fee	
(iv) 首次登記稅 First Registration Tax	
合共 Total	

\* Boxes must be completed  
\* 此欄必須填寫

聲明 DECLARATION

1. (只適用於獲註冊分銷商授權的僱員或代理人)

本人 \_\_\_\_\_ (姓名), 香港身份證號碼 \_\_\_\_\_, 獲註冊分銷商 \_\_\_\_\_ (註冊分銷商名稱) 根據香港法例第 330 章汽車 (首次登記稅) 條例第 4D(3) 條授權作出此聲明。

(Applicable to authorized employee or agent of registered distributor only).

I \_\_\_\_\_ (name), \_\_\_\_\_ (HKID Number), am authorized by \_\_\_\_\_ (name of the Registered Distributor), the Registered Distributor, under section 4D(3) of the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to make this Declaration.

2. 本人謹此聲明, 據本人所知, 以上填報的各項資料均屬詳盡確實。本人明白, 如故意在本申請表提供失實或不詳盡的資料, 根據香港法例第 330 章汽車 (首次登記稅) 條例, 本人可被判罰款 50 萬元及監禁 12 個月。此外, 現聲明本人已細閱本申請表格的內容及明白有關「注意事項」。I hereby certify that to the best of my knowledge and belief, the information given in this part of this form is true. I understand that, if I knowingly make any statement or provide any information in this form which is false in any material particular or fail to include all of the particulars required, I shall render myself liable under the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to a fine of \$500,000 and imprisonment for 12 months. I hereby declare that I have read through the content of this application form and understand the notes for attention.

3. 本人 \_\_\_\_\_ (代理人姓名), 香港身份證號碼 \_\_\_\_\_, 獲註冊分銷商/申請人 \_\_\_\_\_ (註冊分銷商/申請人名稱) 委託為代理人, 提交及處理本申請, 包括領取相關牌照、許可證及/或其他文件。  
(註: 如申請表提供的資料曾作修改, 獲註冊分銷商/申請人須在旁加簽作實。)

I \_\_\_\_\_ (name of agent), \_\_\_\_\_ (HKID Number), am appointed by \_\_\_\_\_ (name of Registered Distributor/Applicant) as the agent to submit and handle this application, including the collection of related licence, permit and/or other documents.

(Note: If the information provided in this application form is amended, the registered distributor/applicant shall sign next to the amended part for verification.)

註冊分銷商簽署

Signature of Registered Distributor .....

(須由註冊分銷商所指定的授權人士簽署及加蓋該公司印章。

It must be signed by a person authorized by Registered Distributor concerned and stamped with the company's chop.)

分銷商註冊號碼

Distributor Registration Number .....

日期 Date .....

申請人簽署

Signature of Applicant .....

(如以公司為車主, 須由該公司所指定的授權人士簽署及加蓋該公司印章。

If the vehicle owner is a company, it must be signed by a person authorized by the company concerned and stamped with the company's chop.)

日期 Date .....

(本欄不必填寫 FOR OFFICIAL USE ONLY)

Registration approved by: \_\_\_\_\_  
for Commissioner for Transport \_\_\_\_\_ Date \_\_\_\_\_

## 車輛登記及牌照申請表 注意事項

### (一) 遞交申請表的地點及所需文件

申請表填妥後，可親自或由代理人交回香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處（電話：2804 2637）。申請表必須連同下列文件一併遞交（如果申請由代理人遞交，代理人必須出示其本人的身分證明文件，以作記錄）：—

- 凡車輛屬私人所有，請出示香港身份證，非香港居民，則出示護照（注意：私人車主在登記時必須年滿十八歲）；如車輛屬公司擁有，就該出示公司註冊證書／非香港公司註冊證明書／公司更改名稱證書／註冊非香港公司變更名稱註冊證明書（商業登記證不會被接納）；
- 有效的第三者保險單或臨時保險單的正本或副本；
- 商業登記證，如登記車輛為的士、私家或公共小巴、私家或公共巴士；
- 車輛製造商或分銷商的發票或付款收據；
- 有關車輛的正式買賣合約或購貨訂單；
- 由香港海關簽發的汽車暫定稅值通知書及／或其他可能需要的有關車輛課稅證明文件；
- 經香港海關核准的公布零售價目表（如適用）；
- 由運輸署簽發的車輛類型核准證明書或檢驗汽車機械合格證書；
- 保留車輛登記號碼證明書，或該登記號碼的拍賣款項收據及發售備忘錄，或登記號碼的分配通知信（如適用）；
- （須進行首次登記前檢驗的車輛適用）經車輛安全及標準部在進行車輛首次登記前檢驗時所檢視的文件。如車輛曾在香港以外地區登記，申請人／註冊分銷商須出示由外地獲授權機構發出的車輛登記簿／登記文件或取消車輛登記證明。如車輛未曾在香港以外地區登記，申請人／註冊分銷商須出示 (i) 由車輛出口地獲授權機構發出，說明車輛在當地並未登記的證明，(ii) 車輛是註冊分銷商／進口者直接從車輛製造商取得作銷售用途的證明文件，或 (iii) 由車輛進口者根據香港法例第 11 章《宣誓及聲明條例》作出的聲明，說明車輛未曾在香港以外地區登記。若上述文件以中、英文以外的文字寫成，則須連同由合資格人士翻譯的中文或英文譯本遞交；
- 現時地址的證明（住址／公司地址及通訊地址）正本或副本，而該地址證明需發出距今不超過三個月（包括水電煤或電訊公司收費單、銀行、保險公司、政府部門、本地大學、國際或本地註冊的慈善機構發出的文件）。所有可接納的地址證明載列於本署網站 ([http://www.td.gov.hk/tc/public\\_services/licences\\_and\\_permits/proof\\_of\\_address/index.html](http://www.td.gov.hk/tc/public_services/licences_and_permits/proof_of_address/index.html))。如有查詢，可致電 2804 2600；
- 其他運輸署署長認為有關的文件；以及
- 應繳的稅款、費用及／或交通意外傷亡者援助徵款（如以支票／銀行本票付款，請劃線支付「香港特別行政區政府」，並在支票／銀行本票背面寫上你的姓名，車輛登記號碼及日間聯絡電話）。

在完成辦理你的申請後，你所提交的證明文件副本將會被銷毀。

### (二) 車輛課稅

- (1) 登記的車輛如屬汽車（首次登記稅）條例（香港法例第 330 章）規定的應課稅車輛，車主必須填寫本表格「車輛課稅」部分。
- (2) 買車時的汽車售價／所付款額總數應包括買車時所有材料、工程的成本、配件及保證的價值，經紀／代理／手續費等，但不應包括首次登記稅。
- (3) 如果沒有公布的零售價目，應申報各項經香港海關評定的暫定稅值。
- (4) 在第 (ii) 項中申報的自選配件，指在該車輛供出售時不是安裝在該輛汽車上，但可因額外付款而安裝在該輛汽車上。
- (5) 聲明一欄須由下列人士簽署：
  - (a) 註冊分銷商或其委託人；以及
  - (b) 申請首次登記車輛的人士，即買車者或進口車輛人士（如非註冊進口商）。

### (三) 第三者風險保險

任何人（包括登記車主及司機）在道路上使用汽車，有責任確保有關汽車已購備有一份有效的第三者風險保險單。假如有關人士違反此規定，即屬犯罪，可被處罰款 10,000 元及監禁 12 個月；而其持有或領取駕駛執照的資格亦會被取消（由 12 個月至 3 年不等）。運輸署署長可拒絕發出有關車輛牌照或取消該車輛牌照。

### (四) 以支票支付未繳付的交通罰款

有關車輛牌照的申請，如申請人曾以支票支付未繳付的交通罰款，運輸署會在以支票付款日七個工作天後，才辦理有關申請。

### (五) 法庭命令

若有法庭命令指示運輸署署長拒絕向你簽發車輛牌照，則運輸署署長無權向你簽發有關牌照。

### (六) 更改個人或車輛資料

- (1) 如任何駕駛執照持有人／登記車主曾向運輸署署長提供其姓名、地址、電子聯絡方式或身分證明文件有所改變，他／她須在改變出現後 72 小時內以書面通知運輸署署長，並須提交有關改變的證明。任何人無合理辯解而違反此規定，即屬犯罪，一經定罪，可處第 1 級罰款。如屬姓名的改變或身分證明文件的改變，他／她亦須將現時持有的駕駛執照、駕駛教師執照、車輛登記文件、車輛牌照及自訂登記號碼分配證明書的正本送交運輸署署長，以作修改；
- (2) 運輸署署長在處理牌照申請時，可要求申請人出示其現時地址的證明，以及可在申請人出示該等證明之前，**暫停處理該申請**。因此，請申請人士帶同其現時地址的證明，並在牌照事務處人員要求下，出示其地址證明；以及
- (3) 所有在本署以你的身分證明文件號碼／公司註冊證號碼／公司編號登記的車輛牌照或駕駛執照的記錄，會根據你在本申請表內填報的地址而同時更改。
- (4) 如車輛登記文件及車輛牌照內記載的事項（例如顏色、引擎號碼等）有任何改變，登記車主須把已填妥的運輸署表格 TD559，連同表格內所註明的文件，將有關改變通知運輸署署長。

### (七) 電子聯絡方式

登記車主遞交各項車輛牌照服務申請時，必須提供一個香港流動電話號碼或電郵地址，作為電子聯絡方式。如你同時提供香港流動電話號碼及電郵地址，則以電郵地址作為電子聯絡方式。關於電子聯絡方式的收集目的和獲轉交資料的部門／人士，請參考「關於你個人資料的說明」。具體而言，運輸署、其他政府部門、決策局及隧道費服務供應商在有需要時可根據你提供的電子聯絡方式，以手機短訊或電郵向你發出電子通知（舉例說，當你的車輛通過已實施不停車繳費系統的收費隧道時，若未能以自動繳款方式即時繳付有關隧道費，隧道費服務商可透過電子聯絡方式向你發出電子繳費通知）。

**APPLICATION FOR REGISTRATION AND LICENSING OF A VEHICLE**  
**NOTES FOR ATTENTION**

**1. PLACE OF SUBMISSION AND REQUIRED DOCUMENTS**

All completed applications can be submitted either in person or by an agent to the **Transport Department Hong Kong Licensing Office at 3/F, United Centre, 95 Queensway, Hong Kong (Tel. 2804 2637)**. Each application must be accompanied by (if the application is submitted by an agent, the agent is required to produce his/her own original identity documents for record purpose):—

- your Hong Kong Identity Card or a passport for non-identity card holders in the case of a private owner (Note: A private owner must be aged 18 years or above); In the case of a company, the Certificate of Incorporation/Certificate of Registration of Non-Hong Kong Company/Certificate of Change of Name/Certificate of Registration of Alteration of Name of Registered Non-Hong Kong Company must be produced (Business Registration Certificate will not be accepted);
- Original or photocopy of valid Third Party Risks Insurance Policy or Cover Note;
- Business Registration Certificate for registration of a Taxi, Private or Public Light Bus, Private or Public Bus;
- invoice or payment receipt of vehicle manufacturer or car distributor;
- sales contract or purchase order of the vehicle concerned;
- Notification of Motor Vehicle Provisional Taxable Value issued by the Customs and Excise Department and/or other relevant documentary proof in connection with vehicle taxation which may be required;
- Published Retail Price List approved by the Customs & Excise Department, if applicable;
- Type Approval Certificate or Certificate of Roadworthiness issued by the Transport Department;
- Certificate of Retention of Registration Mark, or a receipt for payment of the auction price of the registration mark and memorandum of sale, or the notification letter of allocation of the registration mark, if applicable;
- (Applicable to vehicles which require pre-registration inspection) Documents inspected by the Vehicle Safety and Standards Division during the vehicle pre-registration inspection. If the vehicle has been registered outside Hong Kong, the applicant/registered distributor shall produce the vehicle log book/registration document or certification of vehicle de-registration issued by the overseas authorized organization. If the vehicle has never been registered outside Hong Kong, the applicant/registered distributor shall produce (i) certification issued by the authorized organization at the exporting place indicating that the vehicle has never been registered, (ii) supporting documents showing that the vehicle was directly acquired by the registered distributor/importer from the manufacturer for sale, or (iii) declaration made by the vehicle importer under the Oaths and Declarations Ordinance (Cap. 11) stating that the vehicle has never been registered outside Hong Kong. Where the above documents are in a language other than Chinese or English, a translation prepared by a qualified person is required;
- Original or photocopy of proof of present address (residential address/company address and correspondence address) which is issued not more than 3 months from now (includes utility or telecommunication bills, documents issued by banks, insurance companies, government departments, local universities, international charitable organizations or charitable organizations registered in Hong Kong). The full list of acceptable proof of address is available at this Department's website ([http://www.td.gov.hk/en/public\\_services/licences\\_and\\_permits/proof\\_of\\_address/index.html](http://www.td.gov.hk/en/public_services/licences_and_permits/proof_of_address/index.html)). For enquiries, please call 2804 2600;
- such other relevant documents as may be required by the Commissioner for Transport; and
- the appropriate tax, fee and/or Traffic Accident Victims Assistance Scheme Levy (if pay by cheque/ cashier order, please make it payable to either “**The Government of the Hong Kong Special Administrative Region**” or “**The Government of the HKSAR**” and crossed. Please write down your name, vehicle registration mark and daytime contact telephone number on the back of the cheque/ cashier order).

Copy of your submitted supporting document(s) will be destroyed after processing your application.

**2. VEHICLE TAXATION**

- (1) If the vehicle being registered is liable to tax in accordance with the provisions of the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330), the information required in the part “VEHICLE TAXATION” of this form must be given.
- (2) The selling price/full price paid for the purchase of the motor vehicle should include the cost of all materials and works; value of accessories and warranty; and brokerage/agency/handling fee etc. in the purchase of the motor vehicle and exclude First Registration Tax.
- (3) Provisional Taxable Value assessed for any of the items by the Customs & Excise Department should be declared if there is no Published Retail Price.
- (4) Optional accessories declared under Item (ii) refer to those which are not fitted to a standard motor vehicle at the time when the vehicle is offered for sales; but which may be fitted to the vehicle for an additional payment.
- (5) The declaration should be signed by:
  - (a) the registered distributor or a person authorized by the former; and
  - (b) the person applying for first registration, being either the purchaser of the motor vehicle or the importer of the vehicle where he is not a registered importer.

**3. THIRD PARTY RISKS INSURANCE POLICY**

Any person (including the registered vehicle owner and driver) has the responsibility of ensuring the presence of a valid third party risks insurance policy for the vehicle concerned whilst using it on roads. Person who contravenes such requirement commits an offence and is liable to a fine of \$10,000 and imprisonment for 12 months, and will also be disqualified from holding or obtaining a driving licence (for a period of 12 months to 3 years). The Commissioner for Transport may refuse to license the vehicle concerned or cancel the vehicle licence concerned.

**4. SETTLE OUTSTANDING TRAFFIC FINES BY CHEQUE**

If applicant has used cheque to settle payment of outstanding traffic fines, application for licensing a vehicle would only be processed after 7 working days from the date of cheque payment.

**5. OUTSTANDING COURT ORDERS**

The Commissioner for Transport is not empowered to issue any vehicle licence to you if there are any outstanding Court orders directing the Commissioner for Transport to refuse to issue the said licence to you.

**6. CHANGE OF PERSONAL OR VEHICLE PARTICULARS**

- (1) If a **change occurs in the name, address, e-contact means or identity document** of a driving licence holder/registered vehicle owner previously provided to the Commissioner for Transport, he or she shall, within 72 hours of the change, notify the Commissioner for Transport in writing with the proof of the change. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable on conviction to a fine at level 1. For cases of change of name or change of identity document, he or she shall also deliver to the Commissioner for Transport the following documents for amendment, including original copy of the existing driving licence, driving instructor's licence, vehicle registration document, vehicle licence and Certificate of Allocation of Personalized Registration Mark, if applicable;
- (2) The Commissioner for Transport may, in processing licensing application, require the applicant to **produce proof of his/her present address** and may **suspend the processing of the application** until the production of such proof. Therefore, applicants please bring along proof of present address for presentation as and when requested by officers of licensing offices; and
- (3) For any change of address notified in this application form, all vehicle/driving licence records of the applicant under the same identity document no./Certificate of Incorporation no./Company Registration no. held by this Department will also be changed.
- (4) If there is change of any entry in the registration document and vehicle licence relating to the vehicle (e.g. colour, engine no. etc.), the registered vehicle owner shall submit a duly completed Transport Department Form TD559 together with the required documents stated in the form to notify the Commissioner for Transport of such change.

**7. E-CONTACT MEANS**

Registered vehicle owners must provide either a Hong Kong mobile phone number or an email address as the e-contact means when submitting vehicle licensing applications. If both Hong Kong mobile phone number and email address are provided, the email address would be adopted as the e-contact means. Please refer to the “Notes About Your Personal Data” for the purposes of collecting e-contact means and the class of transferees. In particular, the Transport Department, other Government departments, bureaux and Toll Service Provider may issue electronic notification to you through the e-contact means provided by you, either by SMS or email, as and when necessary (e.g. a toll payment notification may be issued by the Toll Service Provider through the e-contact means when toll cannot be successfully made by automated payment where your vehicle passes through a tunnel implemented with Free-Flow Tolling System).

### 收集目的

- 運輸署會使用透過本申請表所獲得的個人資料作下列用途：
  - 辦理有關審批你在本申請表中所提出的申請的事務；
  - 依照道路交通（車輛登記及領牌）規例第 4(2) 條的規定，保存一份車輛記錄，讓市民索閱；  
(只適用於與車輛有關的申請)
  - 依照道路交通（駕駛執照）規例第 39 條的規定，保存一份詳列駕駛執照上各細項的記錄；  
(只適用於與駕駛執照有關的申請)
  - 辦理有關交通及運輸的事務；及
  - 方便就上述 (a) 至 (d) 項與你聯絡。
- 你必須提供本申請表所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

### 獲轉交資料的部門／人士

- 你透過本申請表所提供的個人資料會向下列人士／部門公開：
  - 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；
  - 任何人士，以作上述第 1 段 (b) 項所列的用途；
  - 隧道公司、青馬管制區營運者及青沙管制區營運者，以便該等機構執行與交通及運輸有關的法定職責；及
  - 隧道費服務供應商（繳費貼代理），以便該機構辦理有關你在本申請表中所提出申請「車輛貼」的事宜、向你發出電子繳費通知以及執行與交通及運輸有關的法定職責。

### 索閱個人資料

- 根據個人資料(私隱)條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本申請表所提供的個人資料副本一份。

### 查詢

- 有關透過本申請表收集的個人資料的查詢，包括索閱及修正資料，應寄往：  
香港  
金鐘道 95 號  
統一中心 3 樓  
運輸署牌照事務組  
行政主任／首次登記稅

### Purposes of Collection

- The personal data provided by means of this form will be used by Transport Department for the following purposes:
  - activities relating to the processing of your application in this form;
  - maintenance of a register of vehicles for public access under regulation 4(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations;  
(*applicable to vehicle-related applications only*)
  - maintenance of a record of particulars of driving licences under regulation 39 of the Road Traffic (Driving Licences) Regulations;  
(*applicable to driving licence-related applications only*)
  - activities relating to traffic and transport matters; and
  - facilitating communication with you in relation to the matters in paragraphs (a) to (d) above.
- It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

### Classes of Transferees

- The personal data you provided by means of this form may be disclosed to:
  - other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;
  - any person for the purpose mentioned in paragraph 1(b) above;
  - tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters; and
  - Toll Service Provider (Tag Agent) for processing of your application for Vehicle Tag, issuance of toll payment notification to you and execution of its statutory duties in traffic and transport matters.

### Access to Personal Data

- You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### Enquiries

- Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:  
Executive Officer/FRT  
Licensing Section, Transport Department  
3/F, United Centre,  
95 Queensway,  
Hong Kong.