

# Important Notice

## Legal Requirements of the Transfer of Ownership of a Vehicle (Except Taxi)

In accordance with the law, the registered owner ('**the existing owner**') shall submit the **duplicate** of the "Notice of Transfer of Ownership of a Vehicle (Except Taxi)" (i.e. page 3 of the form TD25), completed and duly signed by the existing owner and the new owner, to the Vehicle Records Office of this Department within 72 hours after the transfer of the ownership of the vehicle. **The new owner** shall submit the **original** of the "Notice of Transfer of Ownership of a Vehicle (Except Taxi)" (i.e. page 1 of the form TD25), completed and duly signed by the existing owner and the new owner, to a Licensing Office of this Department, together with the required documents and fee within 72 hours after the transfer of the ownership of the vehicle, in order to complete the transfer of vehicle ownership procedures. **The existing owner should ensure that the new owner submit the original "Notice of Transfer of Ownership of a Vehicle (Except Taxi)" to the Transport Department in order to complete the transfer of vehicle ownership procedures within 72 hours after the vehicle is transferred to the new owner, otherwise, the transfer of ownership is incomplete. Before the transfer of vehicle ownership procedures are completed, as the vehicle is still registered under the name of the existing owner, the existing owner needs to continue to take up all legal liabilities incurred by that vehicle.**

## Signature and Chop on Vehicle Registration Document (VRD)

The VRD **has to** contain signature of the registered vehicle owner, and the signature on the application form should match with that on the VRD when a relevant licensing application is submitted by the registered vehicle owner concerned. If the vehicle is owned by a company/organization, the VRD **has to contain** the signature of an authorized representative together with a company/organization chop and the chop on the application form **must be identical** with that on the VRD, otherwise this department will **not** process the licensing application.

## Requirement of Address Proof

The original or a copy of the proof of address issued within the last three months **has to** be produced when submitting a licensing application. In accordance with the relevant legislation, the Transport Department may suspend processing the application in the absence of address proof. [\[Please refer to the list of acceptable proof of address\]](#)

## Change of Address

According to the law, driving licence holders or registered vehicle owners have to notify the Transport Department within 72 hours of their change of address. Any person without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. You may notify the Transport Department of change in address with your proof of new address in writing, through [GovHK](#) or by submitting [the specified form](#) ("Change of Personal Particulars or Vehicle Particulars").

## Mail items with insufficient postage

Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to the department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [\[Please note the latest details about postage rates by Hongkong Post.\]](#)

## Submission of Identity Document

For application submitted by post/ via drop-in box, please **do not** submit the **original** identity document.

If you are a registered elector and your residential address has changed, please notify the Registration and Electoral Office (REO) as early as possible.  
For enquiries, please call the REO hotline 2891 1001.



## 聲明 DECLARATION

(由登記車主或其書面授權人填寫。如屬公司，則應由該公司所指定及授權的人士簽署，並寫下該人士的全名。)  
(To be completed by the registered owner or his representative authorised by him in writing. In the case of a company, this should be signed by a person nominated and authorised by the company. He should also put down his name in full under his signature.)

- 該車 †  將重行以新的登記號碼登記  
The vehicle itself will be re-registered under a new registration mark.
- 將重行登記，該登記號碼為 \_\_\_\_\_ ( )，並為  
will be re-registered under the registration mark \_\_\_\_\_ ( ) which
- (一) 本人所保留者 (請附上保留登記號碼證)。  
(1) I have retained (please attach Certificate of Retention of Registration Mark).
- (二) 本人從拍賣中所投得者 (請附上該登記號碼的拍賣款項收據及發售備忘錄)。  
(2) I have obtained by auction (please attach receipt for payment of the auction price of the registration mark and memorandum of sale).
- (三) 本人以特別費用獲分配者 (請附上分配通知信)。  
(3) I have been allocated at a special fee (please attach the notification letter of allocation).
- 已毀棄而車輛毀棄證明書亦已隨本申請書附上。  
has been scrapped and the scrap certificate is herewith attached.
- 已輪往外地而有關的運送文件亦已隨本申請書附上。  
has been exported and the shipping document is herewith attached.
- 失車。  
missing vehicle.
- 其他 請註明：  
other Please specify \_\_\_\_\_

現申請將前述車輛登記號碼暫予保留，本人將於本申請書日期起計的十二個月內，申請將該登記號碼轉用於本人的另一車輛，倘在該期間內未有進行申請，運輸署可毋須通知本人而取消該登記號碼。

I hereby apply to have the aforesaid vehicle registration mark held in abeyance for a period not exceeding 12 months from the date of this application, within which period I shall apply for this registration mark to be assigned to another vehicle of mine. In this connection, I fully understand that if I fail to make such application within this period, this registration mark will be cancelled without notice to me.

本人以上聲明均屬真確事實。本人明白如故意在本申請書填報失實資料，根據《道路交通條例》(第374章)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。

My declarations above are true and correct. 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 be liable under Section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and imprisonment for six months.

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 have read through the content of this application form and understand the "NOTES FOR ATTENTION".

本人委託 \_\_\_\_\_ (代理人姓名)，即身分證明文件號碼 \_\_\_\_\_ 的持有人為代理人，代表本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，申請人須在旁加簽作實。)

I hereby appoint \_\_\_\_\_ (name of agent), holder of identity document number \_\_\_\_\_ as the agent to submit and handle this application on my behalf, including the collection of related licence, permit and/or other documents.

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

申請人簽署 \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature of Applicant ..... Date .....

此簽署須與車輛登記文件的簽署相符；如屬公司/機構申請人，請加蓋公司/機構印章。

The signature should conform with that on the Vehicle Registration Document; for company/organization applicant, please also stamp company's/organization's chop.

## 注意事項 NOTES FOR ATTENTION

- 如任何駕駛執照持有人/登記車主曾向運輸署提供其姓名、地址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。任何人無合理解釋而違反此規定，即屬犯罪，可處罰款\$2,000。如屬姓名的改變或身分證明文件的改變，駕駛執照持有人/登記車主亦須將現有的駕駛執照正本(如持有)、駕駛教師執照正本(如持有)、車輛登記文件正本(如持有)、車輛牌照(如持有)及自訂登記號碼分配證明書(如持有)送交運輸署署長，以作修改。
- 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，請申請人帶同現時地址的證明，並在牌照事務處人員要求下，出示該地址證明。
- 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，會根據你在本申請書內填報的地址而同時更改。
- 需要辦理一連串留牌、過戶或續領牌照手續的車主請注意：  
TD129申請書適用於留牌，就原先車輛的登記，車主可選擇配上運輸署隨機編配的新號碼或套上車主之前保留或從拍賣會投得的號碼，TD148申請書只適用於套牌。在套牌後，原有的號碼會被取消，如需保留原有號碼，請使用申請書TD129，申請人在遞交申請書前，請仔細閱讀申請書上的資料，並確認申請細節。
- 若郵件郵資不足，香港郵政會收取欠資及相關費用。本署不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人(有回郵地址)或予以銷毀(沒有回郵地址)。為確保郵件能妥善送達本署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資及註明回郵地址。[請參閱郵費的詳情：<http://www.hongkongpost.hk/>]
- 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。
- If a **change occurs in the name, address or identity document** of a driving licence holder/registered vehicle owner previously provided by the driving licence holder/registered vehicle owner to the Commissioner for Transport, the driving licence holder/registered vehicle owner shall, within 72 hours of the change, notify the Commissioner for Transport in writing with the proof of change. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, the driving licence holder/registered vehicle owner shall also deliver to the Commissioner for Transport the existing original driving licence (if applicable), original driving instructor's licence (if applicable), original vehicle registration document (if applicable), vehicle licence (if applicable) and Certification of Allocation of Personalized Registration Mark (if applicable) for amendment;
- 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 your proof of present address for presentation as and when requested by officers of Licensing Office.
- 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.
- If you would like to have your series of applications for retention/transfer/assignment of vehicle registration mark, transfer of vehicle ownership and renewal of vehicle licence, etc. to be processed in one-go, please note that—  
Form TD129 is applicable for retention of registration mark, and you may choose to have your vehicle re-registered with a new registration mark randomly assigned by this Department, or a registration mark retained or auctioned by you. If you would like to assign a retained/auctioned mark to your vehicle and surrender the mark currently on the vehicle, please complete TD148. Your particular attention is drawn that the original mark on the vehicle would be cancelled and if you would like to retain this mark, please use TD129. You should read carefully information on the forms before submission, so as to confirm your application details.
- Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of without return address by the Hongkong Post. For proper delivery of your mail items to the department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [Please note details about postage: <http://www.hongkongpost.hk/>]
- Copy of your submitted supporting document(s) will be destroyed after processing your application.

† 請於適當方格內加上「✓」號。Please tick the appropriate box(es).

你填妥申請書後，可於星期一至星期五親自或由代理人或郵寄交回香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處或九龍長沙灣道 303 號長沙灣政府合署 2 樓運輸署九龍牌照事務處。（如你以郵寄遞交申請書後四個星期內仍未收到相關文件，請致電 2804 2600 與運輸署聯絡，以便作出跟進。郵資不足的信件將不獲接收。為使郵件能妥善送達本署，請確保郵件貼上足夠郵資及註明回郵地址。請參閱注意事項 (5)。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正本，以作記錄。）

申請書必須連同下列文件及費用一併遞交：——

- †  如車輛屬私人所擁有，請出示你的香港身份證。如非香港居民，請出示護照。如車輛屬公司所擁有，則須出示公司註冊證書／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）。上述文件的影印副本亦可接受作核對用，並將於辦理你的申請後銷毀；
- 有關車輛的登記文件正本及車輛牌照（行車證）正本；
- （如適用）保留登記號碼證，或該登記號碼的拍賣款項收據及發售備忘錄，或分配通知信；
- 如該車輛已毀棄或輸往外地，則須呈交有關的毀棄證明書或運送文件；
- 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；及
- 應繳費用——[如欲知最新費用，你可於本署各牌照事務處詢問處、或致電 1823 電話中心查詢、參閱牌照事務處的牌照費用表 (TD341) 或瀏覽運輸署網頁 ([www.td.gov.hk](http://www.td.gov.hk))] 如以支票／銀行本票付款，請劃線並寫明「香港特別行政區政府」為收款人，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號碼；請勿郵寄現款。

若車輛類別為私家／公共巴士、私家／公共小巴、的士或獲發具有出租汽車許可證的私家車，申請人須要前往位於香港牌照事務處的公共車輛組取得有關批准，並連同其他於上述未提及而有關連的文件一併遞交。

如需查詢運輸署各牌照事務處服務時間，可致電 2804 2600 或瀏覽運輸署網站 [www.td.gov.hk](http://www.td.gov.hk)

Completed applications can be submitted either by post or in person or by agent to the Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong or Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon from Monday to Friday. (If you have not received the relevant documents applied 4 weeks from the date of submission by post, please contact Transport Department at 2804 2600 for follow up action. Underpaid mail items will be rejected. For proper delivery of your mail items to the department, please ensure your mail items bear sufficient postage with return address. Please refer to Notes for Attention(5). If the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose.)

Applications must be accompanied by:—

- †  your H.K. Identity Card, or a passport for non-identity card holders in the case of a private owner, or 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 in the case of a company (Business Registration Certificate will not be accepted). Photocopy of the identity document(s) will be accepted and will be destroyed after the processing of your application;
- the relevant original Vehicle Registration Document(s) and the original Vehicle Licence(s);
- (if applicable) the certificate of retention of registration mark, or the receipt for payment of the auction price of the registration mark and memorandum of sale, or the notification letter of allocation;
- the scrap certificate or shipping document of the vehicle, if the vehicle is scrapped or exported out of Hong Kong;
- 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; and
- the appropriate fee — [For enquiry about the updated application fee, you may make enquires at the enquiry counters of Licensing Offices or from 1823 Call Centre, refer to the licence fees table (TD341) from licensing offices, or visit Transport Department's website ([www.td.gov.hk](http://www.td.gov.hk)) for information]. If pay cheque/cashier order, please make cheque/cashier order 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; cash should not be sent by post.

In the case of Private/Public Bus, Taxi or Private Car with hire car permit, the application must be submitted together with other relevant documents not mentioned above to the Public Vehicles Section at the Hong Kong Licensing Office for approval in advance.

For enquiry on service hours of Transport Department licensing offices, please call 2804 2600 or visit our website [www.td.gov.hk](http://www.td.gov.hk)

## 通知 NOTIFICATION

你的車輛如經拆毀或毀棄或永久性輸往香港以外地區，須於十五日內以書面通知運輸署署長，並須一併附上車輛的登記文件及牌照（若該牌照仍屬有效）。When your vehicle is broken up, destroyed, or sent permanently out of Hong Kong, you are required by law to notify within 15 days the Commissioner for Transport in writing of such breaking up, destruction or despatch. Your notification should be accompanied by your Vehicle Registration Document and the Vehicle Licence (if the licence is still valid).

## 郵遞申請 APPLICATION BY POST

如果你以郵寄遞交申請書，請填寫下列資料 PLEASE FILL IN THE FOLLOWING ITEMS IF APPLY BY POST

- (1) 請在支票／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號碼。  
Please write down your name, vehicle registration mark and daytime contact telephone number on the back of the cheque/cashier order.

- (2) 請填上你的付款資料。  
Please fill in your Remittance Details.

銀行名稱 Name of Bank: \_\_\_\_\_

付款總額 Amount Paid: \_\_\_\_\_

支票／銀行本票號碼  
Cheque/Cashier Order No. \_\_\_\_\_

為方便本署郵寄本申請書所申請的相關文件給你，請在以下填上你的姓名／公司名稱（如以公司登記為車主）及你於本申請書所填寫的住址／公司地址／通訊地址。郵資不足的信件將不獲接收。為使郵件能妥善送達本署，請確保郵件貼上足夠郵資及註明回郵地址。請參閱注意事項 (5)。

To facilitate us to mail the relevant documents applied under this application form to you, please fill in below your name/company name (if using company as registered vehicle owner) and residential address/company address/correspondence address provided in this application form.

Underpaid mail items will be rejected. For proper delivery of your mail items to the department, please ensure your mail items bear sufficient postage with return address. Please refer to Notes for Attention (5).

姓名 Name: \_\_\_\_\_

住址／公司地址／通訊地址 Residential/Company/Correspondence Address: \_\_\_\_\_

† 請於適當方格內加上「✓」號。Please tick the appropriate box(es).



## 關於你個人資料的說明 NOTES ABOUT YOUR PERSONAL DATA

### 收集目的

- 運輸署會使用透過本申請書所獲得的個人資料作下列用途：
  - 辦理有關審批你在本申請書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
  - 方便運輸署與你聯絡。
- 你必須提供本申請書所要求的個人資料。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

- 你透過本申請書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；及
  - 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。

### 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書所提供的個人資料副本一份。

### 查詢

- 有關透過本表格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 between Transport Department and yourself.
- 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; and
  - tunnel companies, Tsing Ma Control Area operator and Tsing Ma Control Area operator for execution of their 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.