Important Notice

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 on conviction to a fine at level 1. You may notify the Transport Department of change in address with your proof of new address in writing, through <u>GovHK</u> or by submitting <u>the specified form</u> ("Change of Personal Particulars or Vehicle Particulars").

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.





車輛登記文件複本/車輛牌照複本申請表 APPLICATION FOR A DUPLICATE VEHICLE REGISTRATION DOCUMENT/DUPLICATE VEHICLE LICENCE

請閱讀背頁的「各項須知」,並以正楷填寫各項資料。 Please read the notes overleaf and complete all items in BLOCK LETTERS	車輛登記 (車牌) 號碼 Vehicle Registration Mark	()
(本欄不必填寫 FOR OFFICIAL USE ONLY) O P		
Receiving Officer's Sig		
登記車主現時的資料 PRESENT PARTICU	JLARS OF REGISTERED OV	VNER
(你在本署電腦記錄中的個人資料料		an)
(Your particulars in our computer recon 姓名 NAME:	ra wiii be amended as nereunde	er)
* 先生 Mr. 1		
	八司編號	*Identity Document No./ Certificate of Incorporation No./ Company Registration No.
中文姓名 In Chinese		
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 Pho	one Number or Email Address (For reco	eiving SMS or Email)
「注意: 本署是以駕駛執照持有人/登記車主的住址/公司地址(如以公司登記為耳 因此,申請人必須在本申請表填寫其最新的住址/公司地址。」	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。
(Note: The residential address/company address (if using company as registered vel registered address in this Department, and will be used for the purposes of c fill in his/her/its updated residential address/company address in this applicat	hicle owner) of a driving licence holder contact with him/her/it and mailing cor- tion form.)	r/registered vehicle owner is his/her/its respondence. Thus, the applicant must
住址/公司地址 RESIDENTIAL/COMPANY ADDRESS		
型 Flat/Room		
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)		
地區 District		
† □ 香港 Hong Kong □ 九龍 Kowloon □ 新界 New Territories		
通訊地址 CORRESPONDENCE ADDRESS 「注意: 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垂 (Note: If you cannot use the above residential address/company address (if usin purposes of contact and mailing, please fill in below your correspondence ac	ng company as registered vehicle owne	
型		
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		
日間職終電話 DAY TIME CONTACT TEL NO		

*請將不適用的刪去。 Delete whichever is inapplicable.

†請在適當方格內加上「√」號。 Please tick the appropriate box.

	車輛登記細節 PARTIC	ULARS OF VEHICLE	
類別: Class			
車身底盤號碼/車輛識辨號碼 Chassis No./V.I. No.			
	聲明 DECI	ARATION	
現聲明本人的 I hereby declare that my			
† □ 車輛登記. vehicle reg	文件已 gistration document is—	□ 車輛牌照已 vehicle licence is—	
□ 遺失	lost	□ 遺失 lost	
回運車 I und	发尋回車輛登記文件的原本,本人保證將其交 偷署署長。 ertake to return to the Commissioner for port the original registration document when	輸署署長。 I undertake to	m牌照的原本,本人保證將其交回運return to the Commissioner for Original Vehicle licence when found.
□ 毀滅	destroyed	□ 毀滅 destroye	ed
□損毁	defaced	☐ 損毀 defaced	
	上該損毀的車輛登記文件。 ose the defaced vehicle registration document.	現附上該損毀I I enclose the d	的車輛牌照。 efaced vehicle licence.
本人現申請車輛登記文件複 I now apply for the issue of	本。 a duplicate vehicle registration document.	本人現申請車輛牌照複本。 I now apply for the issue of a duplic	ate vehicle licence.
	記文件/車輛牌照的原本並無遺失或毀滅而以該 領牌)規例第60條的規定,本人可被判罰款\$2,		文件/車輛牌照複本,根據香港法例第
本人已細閱本申請表格的	內容及明白有關「注意事項」。		
本人以上聲明均屬真確事 \$5,000 及監禁 6 個月。	實。本人明白如故意在本申請表填報失實資料,	根據《道路交通條例》(第374章)第1	111 條第 (3) 款的規定,本人可被判罰款
	申請,包括領取相關牌照、許可證及/或其他文作 修改,申請人須在旁加簽作實。)	_(代理人姓名),即身分證明文件號碼 牛。	的持有人為什
or destroyed knowing that such	ly for a duplicate vehicle registration document/ve original registration document/licence has not be sing of Vehicles) Regulations (Cap. 374E) to a fine	en lost or destroyed, I shall render mysel	ginal registration document/licence is los f liable under Regulation 60 of the Road
	ntent of this application form and understand the		
My declarations above are is false in any material partic 6 months.	true and correct. I understand that, if I knowing ular, I shall be liable under Section 111(3) of I	ly make any statement or provide any in Road Traffic Ordinance (Cap. 374) to	formation in this application form which a fine of \$5,000 and imprisonment fo
	ne agent to submit and handle this application	(name of agent), ho	lder of identity document numbe
documents.	ded in this application form is amended, applicant		-
	登記車主簽署		日期

Signature of Registered Owner

Date

申記	青 車輛登記文件複本 時,請一併附上:——			
	如車輛屬私人所擁有,請出示你的香港身份證 正本 (如非香港居民,請出示護照正本); 如車輛屬公司所擁有,請出示公司註冊證書/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及由公司指定或授權的人士簽發的 有效授權書;			
	損毀的車輛登記文件;及			
If y	ou apply for a duplicate vehicle registration document, please also produce:—			
	your original H.K. Identity Card or passport for non-identity card holders in the case of a private owner; 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 together with an authorization letter issued and signed by a person nominated and authorized by the company; the defaced vehicle registration document; and			
	the appropriate fee — For enquiry about the updated application fee, you may make enquiries at the enquiry counters of Licensing Offices or from Customer Service Hotline 2804 2600/1823 Call Centre, refer to the licence fees table (TD341) from licensing offices, or visit Transport Department's website (www.td.gov.hk) for information. If pay by 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.			
申詢	青 車輛牌照複本 時,請一併附上:——			
	你的香港身份證,如非香港居民,請出示護照(如車輛屬私人所擁有);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(如車輛屬公司所擁有); 車輛登記文件(申請人如未能提供車輛登記文件的正本,必須提供本署信納的充分理由及相關證明,否則有關申請將不獲進一步處理。); 破損的牌照(如適用);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、或致電顧客服務熱線 2804 2600 / 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)。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。			
If v	you apply for a duplicate vehicle licence , please also produce:—			
	your H.K. Identity Card or a passport for non-identity card holders in the case of a private owner; 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;			
	the vehicle registration document (the applicant has to provide valid justification(s) with proof to the satisfaction of this Department if original of the vehicle registration document cannot be produced, otherwise, the application will not be further processed.);			
	the defaced licence (if applicable); and			
	the appropriate fee — For enquiry about the updated application fee, you may make enquiries at the enquiry counters of Licensing Offices or from Customer Service Hotline 2804 2600/1823 Call Centre, refer to the licence fees table (TD341) from licensing offices, or visit Transport Department's website (www.td.gov.hk) for information. If pay by 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.			
	态同由達主地駅 DI ACE OF SUDMISSION			

所需文件及費用 REQUIRED DOCUMENTS AND FEE

填妥申請表後,可親自或由代理人交回下列地點 (如果申請由代理人遞交,代理人必須出示其本人身分證明文件,以作記錄) : ——

- 一)香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處;或
- (二)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;或
- 三) 九龍觀塘鯉魚門道 12 號東九龍政府合署 5 字樓運輸署觀塘牌照事務處;或
- (四)新界沙田上禾輋路1號沙田政府合署2樓運輸署沙田牌照事務處。

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

You can submit your application in person or by agent to (if the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose):-

- 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; or (2)
- Transport Department Kwun Tong Licensing Office at 5/F., Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon; or
- (4) Transport Department Sha Tin Licensing Office at 2/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, New Territories.

For enquiry on service hours of Transport Department licensing offices, please call 2804 2600 or visit our website www.td.gov.hk

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,並需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,可處罰款\$2,000。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。
- 如你的地址有所更改, 請提供現時地址的證明(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)。如有查詢,可致電 2804 2600。
- -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「關於你個人資料的説明」。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所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)
- 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
- 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,會根據你在此申請書內填報的地址及電子聯絡方式而同時更改。
- 如登記車主需申請車輛貼,可透過「易通行」網頁 (hketoll.gov.hk) 或流動應用程式遞交申請,或親身前往「易通行」客戶服務中心或服務點辦理申請手續。
- 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 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, he or she shall also deliver to the Commissioner for Transport the following documents for amendment, including original copy of the existing original driving licence, driving instructor's licence, vehicle registration document, vehicle licence and Certificate of Allocation of Personalized Registration Mark, if applicable.
- If your address has changed, please produce original or photocopy of the 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). For enquiries, please call 2804 2600.
- available at this Department's website (http://www.td.gov.in/ei/public_scrvices/incenses/and_perimiss/proof_of_adures/sindex.html). For enquiries, please can 2504-2500.

 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).

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

 For any change of address and e-contact means 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.
- Registered vehicle owners may apply for a vehicle tag via HKeToll's webpage (hketoll.gov.hk) or mobile application, or visit HKeToll's customer service centers or service outlets to submit the application.

關於你個人資料的説明 NOTES ABOUT YOUR PERSONAL DATA

收集目的

- 1. 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:
 - (a) 辦理有關審批你在本申請表中所提出的申請的事務;
 - (b) 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)
 - (c) 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)
 - (d) 辦理有關交通及運輸的事務;
 - (e) 提供予信貸資料機構以作備存個人信貸資料庫 (只適用於要求車輛登記文件複本的申請);及
 - (f) 方便就上述 (a) 至 (e) 項與你聯絡。
- 2. 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

- 3. 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:
 - (a) 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;
 - (b) 任何人士,以作上述第1段(b)項所列的用途;
 - (c) 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;
 - (d) 隧道費服務供應商 (繳費貼代理),以便該機構辦理有關「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;及
 - (e) 信貸資料機構,以作上述第1段(e)項所列的用途。

索閱個人資料

4. 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/首次登記税收啟

Purposes of Collection

- 1. The personal data provided by means of this form will be used by Transport Department for the following purposes:
 - (a) activities relating to the processing of your application in this form;
 - (b) 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)
 - (c) 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)
 - (d) activities relating to traffic and transport matters;
 - (e) providing to credit reference agencies for the maintenance of consumer credit database (applicable to applications for a duplicate vehicle registration document); and
 - (f) facilitating communication with you in relation to the matters in paragraphs (a) to (e) above.
- 2. 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

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

Access to Personal Data

4. 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

5. 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.