

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 [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.

*Applicant may choose to provide his completed application form and relevant documents to Licensing Office (LO) via email (hklo_reg@td.gov.hk) for preliminary vetting. Under normal circumstances, TD will provide a reply through email within 10 working days informing the applicant of the result of preliminary vetting; and advise the applicant to formally submit the original application form together with supporting documents and prescribed fee to an LO **through the submission means mentioned in the application form**. TD will only conduct preliminary vetting on applications submitted by email, and such applications will only be formally processed and approved after receiving the original application and supporting documents from applicant.*

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.



運輸署

Transport Department

(本欄不必填寫 For official Use Only) O P

Transaction No.: _____

Checker: _____ Receiving Officer: _____

車輛登記(車牌)號碼
Vehicle Registration Mark  _____ ()

請閱讀附頁的「須知事項」, 並以正楷填寫各項資料。
Please read the notes overleaf and complete all items in BLOCK LETTERS.
如果你以郵遞申請, 請亦填寫第三頁。
If you submit your application by post, please also complete page 3.

甲部 PART A 登記車主現時的個人資料 PRESENT PARTICULARS OF REGISTERED OWNER

姓名/公司名稱 Name _____

* 先生 Mr. 1
夫人 Mrs. 2
小姐 Miss 3
女士 Ms. 4
有限公司 Ltd. Co. 5

英文姓名/公司名稱(姓氏先行, 名字隨後) In English—Surname first, then Other Names _____

中文姓名/公司名稱 In Chinese _____

* Identity Document No./ Certificate of Incorporation No. _____ ()
* 身分證文件號碼/公司註冊證號碼

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) _____

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, 申請人必須在本通知書填寫其最新的住址/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 address/company address in this notice.)

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 _____

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)並不能用作聯絡和郵遞用途, 請在以下填寫你的通訊地址。」
(Note: 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.)

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 _____

日間聯絡電話 Day Time Contact Tel. No.: _____

乙部 PART B 車輛登記細節 PARTICULARS OF VEHICLE

類別 Class _____

底盤號碼/車輛識別號碼 Chassis No./V.I. No. _____

丙部 PART C 聲明 DECLARATION

現通知將上述登記車輛的登記及現行編配的車牌號碼取消, 該車輛已
I hereby give notice that, to have the registration of the above vehicle and the present assigned vehicle registration mark cancelled, the vehicle has already been:

- † (甲) 拆毀而車輛拆毀證明書亦附上。 (乙) 永久送離/出口香港而有關的運送文件亦附上。
(a) scrapped and the scrap certificate is attached. (b) despatched/exported permanently out of Hong Kong and the relevant shipping document is attached.

本人以上聲明均屬真確事實。本人明白如故意在本通知書填報失實資料, 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 notice 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 6 months.

本人委託 _____ (代理人姓名), 即身分證文件號碼 _____ 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.)

登記車主(或其書面授權人)簽署 § _____ 日期 Date _____
Signature of Registered Vehicle Owner § _____ (or a representative with written authorization)

§ 此簽署須與登記文件的簽署相符; 如以公司為登記車主, 須由該公司所指定的授權人士簽署及加蓋該公司印章。
The signature should conform with that on the Vehicle Registration Document; if the registered vehicle owner is a company, it must be signed by a person authorized by the company concerned and stamped with the company's chop.

所需文件 REQUIRED DOCUMENTS

遞交通知書時，請一併附上以下文件，及於空格內加上“√”號以作註明：——

When you submit your notice, please also submit the following documents and put a “√” against the appropriate box(es):—

- 你的香港身份證(如車輛屬私人所擁有，但倘若你仍未在入境事務處人事登記處辦理登記手續，可附上香港以外地區簽發的護照)或公司註冊證(如車輛屬有限公司所擁有)；(本署亦接受身分證明文件的影印副本作核對用，並會將副本在處理你的申請後銷毀。)
your H.K. Identity Card in the case of a private owner or, if you have not yet registered with the Registration of Persons Office, Immigration Department, a Passport outside Hong Kong, or the Certificate of Incorporation in the case of a limited company (Photocopy of the identity document may be accepted and will be destroyed after the processing of your application.);
- 有關車輛的登記文件及車輛牌照正本(若該牌照仍屬有效)；
the relevant original Vehicle Registration Document and the Vehicle Licence (if the licence is still valid);
- 有關的自訂登記號碼分配證明書正本(如現行編配的車牌登記號碼為自訂登記號碼)；及
the relevant original Certificate of Allocation of Personalized Registration Mark (if the present assigned vehicle registration mark is personalized registration mark); and
- 車輛拆毀證明書正本(如該車輛已拆毀)或運送文件(如該車輛已永久送離/出口香港)。
the relevant original scrap certificate (if the vehicle is scrapped) or shipping document (if the vehicle is despatched/exported permanently out of Hong Kong).

交回通知書地點 PLACE OF SUBMISSION

填妥通知書後，可

- (甲) 郵寄至東九龍郵政信箱 68115 號，運輸署觀塘牌照事務處；或
- (乙) 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的身分證明文件正本，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) 新界沙田上禾輦路 1 號沙田政府合署 2 樓運輸署沙田牌照事務處。

如需要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 notice either

- (A) **By post to Transport Department Kwun Tong Licensing Office, P.O. Box 68115, Kowloon East Post Office, or**
- (B) 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):—
- (1) Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong; or
- (2) Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon; or
- (3) 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, No. 1 Sheung Wo Che Road, Sha Tin, 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

- (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，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，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；
 - (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(住址／公司地址及通訊地址，例如水／電／煤氣／手提電話費單或銀行信件等，而該地址證明需距今不超過三個月)，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；
 - (3) 所有在本署以你的身分證明文件／公司註冊證號碼登記的車輛牌照或駕駛執照的記錄，會根據你在本通知書內填報的地址而同時更改。
 - (4) 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。
- (1) 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 on conviction to a fine at level 1. 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.
 - (2) The Commissioner for Transport may, in processing licensing application, require the applicant to **produce proof of his/her present address** (residential/company and correspondence address, e.g. water/electricity/gas/mobile phone bill or bank correspondence), and may suspend the processing of the application until the production of such proof. Applicants please bring along your proof of present address which is issued not more than 3 months from now for presentation as and when requested by officers of licensing offices.
 - (3) For any change of address notified in this notice, all vehicle/driving licence records of the applicant under the same identity document/Certificate of Incorporation held by this Department will also be changed.
 - (4) Copy of your submitted supporting document(s) will be destroyed after processing your application.

退回有效車輛牌照費 REFUND OF UNUSED VEHICLE LICENCE FEE

如你的車輛牌照於通知取消登記時距屆滿日期 60 日或以上者，按照香港法例第 374 章《道路交通(車輛登記及領牌)規例》第六附表，你可領回部份牌費。運輸署各牌照事務處均備有關的附表，以供查閱。本署於收到取消車輛登記的通知後，會作出安排，由庫務署通知你領回該款。

If on the date of notification, the unused part of your vehicle licence is 60 days or more, you are entitled to a refund of a portion of the licence fee in accordance with the Sixth Schedule to the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374). Copies of the Schedule are available for inspection upon request at each Transport Department's licensing office. Arrangement for the refund would be made on receipt of your notification of cancellation of the vehicle registration and you would be informed by the Treasury for that refund.

通知 NOTIFICATION

法例規定，你的車輛如被拆散、消毀或永久送離／出口香港，須於十五日內以書面通知運輸署署長。如該車輛是獲配予自訂登記號碼，除非上述的自訂登記號碼在署長取消該車輛的登記之前已轉移或保留備用，否則有關的分配證明書須同時交還。

When your vehicle is broken up, destroyed, or despatched/exported 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. If the vehicle is assigned with a personalized registration mark, the Certificate of Allocation concerned should also be returned at the same time, unless the personalized registration mark assigned to the vehicle is transferred or held in abeyance before the Commissioner cancels the registration of the vehicle.

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**

請在下方提供的方格內填寫你的姓名及你於本通知書所填寫住址／公司地址／通訊地址，本署會將申請結果寄回該地址。
Please fill in your name and residential/company/correspondence address provided in this notice to which the application result will be posted.

郵遞申請，請寄住以下地址（請沿虛線剪下）

姓名 Name: _____

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

運輸署觀塘牌照事務處
東九龍郵政信箱 68115 號

收集目的

- 運輸署會使用透過本通知書所獲得的個人資料作下列用途：
 - 辦理有關審批你在本通知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。
- 你必須提供本通知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

- 你透過本通知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通知書所提供的個人資料副本一份。

查詢

- 有關透過本通知書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／FRT 收啓。

Purposes of Collection

- The personal data provided by means of this notice will be used by Transport Department for the following purposes:
 - activities relating to the processing of your application in this notice;
 - 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 notice. 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 notice 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 sha 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 notice.

Enquiries

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

Application by post to the following address
(Please cut along the line)

Transport Department
Kwun Tong Licensing Office
P.O. Box 68115,
Kowloon East Post Office