申請試車牌照所需資料

（繼續使用運輸署編配的試車字牌）

申請繼續使用運輸署編配的試車字牌的人士，請把以下文件遞交或郵寄往**香港灣仔告士打道 5 號稅務大樓 30 樓運輸署駕駛執照記錄辦事處**，或傳真至 2865 3475，或電郵至 codlr@td.gov.hk:

(i) 註明申請試車牌照(繼續使用運輸署編配的試車字牌)的原因及用途的信件;
(ii) 試車牌照持牌人的身份證明文件副本 / 有限公司註冊證副本;
(iii) 有效的商業登記證副本;
(iv) 最近三個月使用試車牌照的行程紀錄副本(附有公司印章及公司負責人簽署); 及
(v) 公司用於相關汽車業務的營業地址證明(即汽車陳列室、停車場、車房等用作營運用途的地址) (只接受最近三個月內發出顯示公司名稱的水電費單據、銀行月結單或租約連租金收據)

本署會視乎情況，要求申請人提供其他業務證明文件以確認申請人仍然從事有關車輛業務，例如: (a)營業地址相片、(b)廣告和刊登廣告的單據、(c)與其他從事車輛業務的公司的合約、(d)業務上掌管的車輛的詳情等、 (e)最近一次提交稅務局的利得稅報稅表(BIR51 或 BIR52) 、(f)最近三個月或前之營業單據副本(即發給客戶的修理單據/買賣單據/入口單據/提貨單據)及 / 或 (g)填妥的「申請試車牌照資料」表格(DLRTL4)。

如需要進一步查詢，請致電 1823 電話中心。

注意事項

- 本署在收到所有必須文件後，如沒有就申請有進一步查問或要求補充資料，一般情況下會在 14 個工作天內以書面通知申請人申請的初步結果。如申請獲原則上批准，請於「原則上批准簽發試車牌照」信件發出日期的一個月內，帶備該信件、當中列出的文件及款項往香港金鐘道 95 號統一中心 3 樓香港牌照事務處第 5 號櫃檯辦理手續。因處理申請需時，請於試車牌照有效期屆滿前盡早向本署遞交申請。
- 當試車牌照有效期屆滿後，如你需使用試車牌照，你必須向本署重新提出申請。有關申請新的試車牌照及試車字牌的方法及所需文件，請參閱在本署網頁 http://www.td.gov.hk 的「申請試車牌照所需資料」或致電 1823 電話中心查詢。
- 如車輛在違反有關試車牌照的規例下處於道路上或在道路上使用，有關牌照持有人及司機均屬犯罪，可處罰款$2,000。本署亦會取消有關試車牌照。此外，本署會考慮將有關個案轉交警方或其他有關機構作調查及跟進而無需事先通知你。
- 如遺失試車牌照或試車字牌，必須隨即報警並於七日內通知本署。
- 若申請人被法院根據《行車隧道(政府)規例》第 12AAM(2)條及/或《青沙管制區(使用費、費用及收費)規例》第 4K(2)條就申請人作出命令，本署將不會就其試車牌照的申請採取行動，直至申請人證明已全數繳付有關判決款額。

Notes to Application for Trade Licence

(under the same trade plate number)

An applicant for issue of a trade licence under the same trade plate number should provide the following documents in person or by post to the **Driving Licence Records Office of the Transport Department at 30/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong**, by fax to 2865 3475, or by email to codlr@td.gov.hk:

(i) a letter stating the reason(s) for applying for a trade licence using the same trade plate number;
(ii) a copy of the trade licence holder's H.K. Identity Card / Certificate of Incorporation;
(iii) a copy of the trade licence holder's valid Business Registration Certificate;
(iv) copies of register of journeys in respect of trade licence showing all journey records of the preceding 3 months (with company chops and the authorized signature); and
(v) copies of address proof of all showroom, carpark or garage used for operating the business (only utility bills, bank statements or a rental agreement with rental receipts issued within the recent 3 months are accepted).

Depending on the circumstances, the Transport Department may require an applicant to provide additional information to show that he still operates in the relevant motor business, such as (a) photos of the business venue, (b) advertisement copy with invoice for placing the advertisement, (c) contractual agreement with other motor businesses, (d) details of the vehicles handled, (e) copy of IRD profit tax return (BIR51 or BIR52) filed with IRD recently, (f) copies of invoices/bill of lading/contract of the other 3 months or more immediately before (with company stamp chop and the authorized signature) and / or (g) completed "Information in Support of an Application for Trade Licence" form (DLRTL4).

For further enquiries, please call 1823 Call Centre

Important Notice

- Upon receipt of all required documents and subject to no enquiries or insufficient information found in the submitted application, the Transport Department will notify the applicant in writing of the preliminary result within 14 working days under normal circumstances. If approval-in-principle is given, the applicant shall bring along the approval-in-principle letter and the documents and fee specified therein within one month from the date of the letter to Counter 5 of the Hong Kong Licensing Office, 3/F., United Centre, 95 Queensway, Hong Kong for the issue of trade licence. In view of the time required for processing an application, applicants are advised to submit applications well in advance before the expiry date of their original trade licences.
- In the event of expiry of a trade licence, the applicant is required to submit a new application for trade licence. Please refer to the "Note on Application for Trade Licence" on the Transport Department website: www.td.gov.hk or call 1823 Call Centre to enquire the procedures and required documents for applying for a new trade licence and a set of trade plates.
- If any vehicle is upon or used on any road in contravention of the Regulations regarding trade licence, the holder of the trade licence and the driver each commits an offence and is liable to a fine of $2,000. The trade licence involved in the offence will also be cancelled. Furthermore, we may refer the case to the Police or other relevant authorities for investigation and follow-up without prior notice.
- Any loss of a trade licence or trade plate must be reported forthwith to the Police and this Department within 7 days.
- If an order is made in respect of the applicant under section 12AAM(2) of the Road Tunnels (Government) Regulations and/ or under section 4K(2) of the Tsing Sha Control Area (Tolls, Fees and Charges) Regulations, the department will take no action in respect of the applicant's application for a trade licence until the applicant has proved that the judgment amount has been paid in full.

運輸署
Transport Department

(本欄不必填寫 FOR OFFICIAL USE ONLY) | O | | P |

_____
Receiving Officer's Signature

領取試車牌照申請表
APPLICATION FOR ISSUE OF TRADE LICENCE

甲 部 PART A　　申請人現時的個人資料 PRESENT PARTICULARS OF APPLICANT

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

公司註冊證號碼 Certificate of Incorporation Number／
身分證明文件號碼 Identity Document Number

商業登記證屆滿日期 Expiry Date of Business Registration Certificate _____ 公司聯絡人 Company Contact Person _____

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 address/company address in this application form.)

室 Flat/Room　樓 Floor　如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤　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.)

☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories

日間聯絡電話 Daytime Contact Tel. No. _____ 傳真號碼 Fax No. _____

乙 部 PART B　　有效第三者風險保險 VALID THIRD PARTY RISK INSURANCE
(必須出示保單) (Certificate must be produced)

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. _____

屆滿日期
Expiry Date _____

丙 部 PART C　　聲 明 DECLARATION

由申請人或其書面授權的代表填寫。如屬有限公司，申請書應由該公司指定並授權的人士簽署。於空格(☐)內加上 "✓" 號以作註明：
To be completed by the applicant or his representative authorized by him in writing. In the case of a limited company, it should be signed by a person nominated and authorized by the company. Please put a "✓" against the appropriate box.(☐)

☐ (適用於領取新的試車牌照及試車字牌的申請)
(Applicable to obtain a fresh new trade licence and a set of trade plates)
本人現申請領取試車牌照，並聲明如下：——
I hereby apply for the issue of trade licence and declare that:—

☐ (適用於申請試車牌照及繼續使用運輸署編配的試車字牌)
(Applicable to apply the trade licence under the same trade licence number)
本人現申請領取試車牌照第T_____號，此試車牌照於　　年　　月　　日屆滿，現希望申請一年牌照，並聲明如下：——
I hereby apply for the issue of Trade Licence No. T _____due to expire on _____ for a further period of one year and declare that:—

(a) 本人明白，如要獲發試車牌照，必須完全符合香港法例第 374 章道路交通(車輛登記及領牌)規例第 42 至 48；57 及 60 條的規定，〔規例第 42 至 48；57 及 60 條已印在須知事項〕。
I understand that a Trade Licence is issued subject to full compliance with the provisions of Regulations 42 to 48, 57 and 60 of the Road Traffic (Regulation and Licensing of Vehicles) Regulations, Cap. 374, [Regulations 42 to 48, 57 and 60 are printed on the Notes for Attention].

(b) 本人以上聲明均屬真確事實。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 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 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 6 months.

申請人簽署
*Signature of Applicant*_____

日期
*Date*_____

《2012 道路交通 (車輛登記及領牌)(修訂)(第 2 號) 規例》已於 2012 年 7 月 9 日起正式生效。修訂規例除引入一款供左軚車轉口貿易使用的試車牌照外，亦改善了原有的試車牌照監管機制。此外，《2022 年道路交通 (車輛登記及領牌)(修訂) (第 2 號) 規例》由 2022 年 12 月 16 日起實施。申請人須注意以下修訂法例第 374E 章《道路交通 (車輛登記及領牌) 規例》第 42 至 48、57 及 60 條，以及附表 12 至 14 訂明的相關規定：

The Road Traffic (Registration and Licensing of Vehicles) (Amendment) (No.2) Regulations has taken effect from 9 July 2012. Under the Amendment Regulation, a new type of trade licence for the re-export trade of left-hand drive vehicles is introduced. The control mechanism for use of trade licence has also been improved. Furthermore, the Road Traffic (Registration and Licensing of Vehicles) (Amendment) (No.2) Regulation 2022 has come into operation on 16 December 2022. Applicants should note the new requirements set out in regulations 42 to 48, 57 and 60 and Schedules 12 to 14 of the Road Traffic (Registration and Licensing of Vehicles) Regulations, Cap 374E, as follows:

第 42 條：

試車牌照的申請

(1) 任何從事車輛製造、修理或經營的人，如意欲就他使用的任何車輛領取試車牌照，須採用署長指明的表格向署長遞交試車牌照申請，並須向署長存交 $1,000；如試車牌照為期一年，他須向署長繳付附表 2 所訂明的試車牌照費。

(1A) 第 (1) 款所指的申請，須述明申請人的姓名、地址、電子聯絡方式及身分證明文件號碼。

(2) 凡試車牌照為期少於一年，申請人須向署長繳付署長計算定出的牌照費，計算方法為以附表 2 訂明試車牌照費的十分之一，乘以申請牌照的月數，不足一個月亦作一個月計算。

Regulation 42:

Application for trade licence

(1) If any person being a manufacturer or repairer of or dealer in vehicles wishes to obtain a trade licence in respect of any vehicle used by him, he shall deliver to the Commissioner an application for a trade licence in a form specified by the Commissioner and shall deposit with the Commissioner the sum of $1,000 and, if the trade licence is for a period of one year, pay to the Commissioner the trade licence fee prescribed in Schedule 2.

(1A) An application under subregulation (1) must state the applicant's name, address, e-contact means and identity document number.

(2) Where a trade licence is for a period less than one year, the applicant shall pay to the Commissioner the licence fee calculated by the Commissioner by multiplying one-tenth of the trade licence fee prescribed in Schedule 2 by the number of months for which the licence is applied for, any part of a month counting as a month.

第 43 條：

試車牌照的發出

(1) 署長如信納申請人 —

(a) 是真正從事非左軚車輛製造、修理或經營者；及

(b) 就該等車輛具有足夠保額的保險單，

得按照申請書發給申請人試車牌照，連同一套 2 塊的試車字牌，其中一塊字牌附有供擺放試車牌照的防風雨套。

(1A) 署長如信納申請人—

(a) 是真正從事製造、修理或買賣供轉口至香港以外地方的左軚車輛；及

(b) 就該等車輛具有足夠保額的保險單，

可按照申請書發給申請人試車牌照，連同一套 2 塊的試車字牌，其中一塊字牌附有供擺放試車牌照的防雨套。

(2) 第 24 條在加以必要的變通後，適用於試車牌照，其適用範圍與該條適用於車輛牌照一樣。

Regulation 43:

Issue of trade licence

(1) The Commissioner, on being satisfied that the applicant—

(a) is a bona fide manufacturer or repairer of or dealer in non-left-hand drive vehicles; and

(b) has an adequate policy of insurance in respect of such vehicles,

shall issue to the applicant a trade licence in accordance with the application together with a set of 2 trade plates with a weather-proof holder for the trade licence attached to one trade plate.

(1A) The Commissioner, on being satisfied that the applicant—

(a) is a bona fide manufacturer or repairer of or dealer in left-hand drive vehicles for re-export to a place outside Hong Kong; and

(b) has an adequate policy of insurance in respect of those vehicles,

may issue to the applicant a trade licence in accordance with the application together with a set of 2 trade plates with a weather-proof holder for the trade licence attached to one of them.

(2) Regulation 24 shall apply, mutatis mutandis, to trade licences to the same extent as that regulation applies to vehicle licences.

第 43A 條：

試車牌照持有人的詳情有變

凡試車牌照持有人的姓名、地址、電子聯絡方式或身分證明文件號碼有任何改變，該持有人須在改變後的 72 小時內，向署長交 —

(a) 關於該項改變的書面通知；及

(b) 如屬姓名或地址的改變——該試車牌照。

Regulation 43A:

Changes of particulars of trade licence holder

Within 72 hours after any change of name, address, e-contact means or identity document number of a holder of a trade licence, the holder must send to the Commissioner—

(a) a written notice of the change; and
(b) in the case of a change of name or address, the trade licence.

第 44 條：

試車牌照及試車字牌

(1) 根據第 43(1) 條發出的試車牌照須載有 —

(a) 獲發試車牌照的人的姓名及地址；
(b) 就該試車牌照發出的試車字牌號碼；
(c) 試車牌照的有效期，該有效期不得超過一年；及
(d) 試車牌照編號。

(2) 每個試車字牌須為白底紅字，展示英文字母“T ”及就此而分配的尾隨數字，格式由署長指明。

(2A) 根據第 43(1A) 條發出的試車字牌須為白底藍字，展示英文字母“T ”及就該字牌而編配的尾隨數目字，格式由署長指明。

(3) 就試車牌照發出的試車字牌，仍屬署長的財產，除署長可加以更改外，在發出後不得作任何更改。

(4) 如試車牌照被取消或期滿而沒有代之以號碼相同的新試車牌照，就該牌照獲發一套試車字牌的人須隨即將該套字牌交還署長。

(5) 署長根據第 (4) 款獲交還該套試車字牌後，須退回就該套字牌所存交的按金，但可扣除署長認為因修補該等試車字牌的任何損壞所需的款額。

Regulation 44:

Trade licences and trade plates

(1) If a trade plate is issued under regulation 43(1), it must contain—

(a) the name and address of the person to whom the trade licence is issued;
(b) the number of the trade plate issued in respect of such trade licence;
(c) the validity period of the trade licence which shall not exceed one year; and
(d) the serial number of the trade licence.

(2) Each trade plate shall display the letter "T", followed by the number allocated in respect thereof, in red on a white background in a form specified by the Commissioner.

(2A) If a trade plate is issued under regulation 43(1A), it must display the letter “T”, followed by the number allocated in respect of the plate, in blue on a white background in a form specified by the Commissioner.

(3) Trade plates issued in respect of a trade licence shall remain the property of the Commissioner and shall not be altered in any way after issue, except by the Commissioner.

(4) When a trade licence is cancelled or expires without being replaced by a new trade licence bearing the same number, the person to whom the set of trade plates relating to the licence were issued shall return the set forthwith to the Commissioner.

(5) Upon return of the set of trade plates to him under subregulation (4), the Commissioner shall repay the deposit made in respect thereof less such amount as the Commissioner shall consider necessary to make good any damage to such trade plates.

第 45 條：

試車字牌及牌照的展示

(1) 在根據試車牌照使用車輛 (電單車或拖車除外) 時，試車牌照持有人須按下述方式或促使駕駛人或獲授權使用者按下述方式，展示持有人獲發的試車字牌 —

(a) 將附有該試車牌照的試車字牌垂直展示在車輛的最前部分，令該字牌上的每個英文字母及數目字均呈垂直，且可從車前方識別；及
(b) 將就該試車牌照發出的另一試車字牌垂直展示在車輛的最後部分，令該字牌上的每個英文字母及數目字均呈垂直，且可從車後方識別。

(2) 在根據試車牌照使用電單車或拖車時，試車牌照持有人須按下述方式或促使駕駛人或獲授權使用者按下述方式展示持有人獲發的試車字牌：將附有該試車牌照的試車字牌垂直展示在車輛的最後部分，令該字牌上的每個英文字母及數目字均呈垂直，且可從車後方識別。

(3) 獲授權使用者或有意的買家在為測試或試用而根據試車牌照使用車輛 (電單車或拖車除外) 時，須按照第 (1)(a) 及 (b) 款的規定，展示有關試車字牌。

(4) 獲授權使用者或有意的買家在為測試或試用而根據試車牌照使用電單車或拖車時，須按照第 (2) 款的規定，展示有關試車字牌。

Regulation 45:

Display of trade plates and licence

(1) When a vehicle other than a motor cycle or trailer is being used under a trade licence, the holder of the trade licence must display or cause the driver or the authorized user to display—

(a) a trade plate issued to the holder with the trade licence attached to it on the foremost part of the vehicle in a vertical position, so that every letter and numeral of the trade plate is vertical and is distinguishable from the front of the vehicle; and

(b) the other trade plate issued in respect of the trade licence on the rearmost part of the vehicle in a vertical position, so that every letter and numeral of the trade plate is vertical and is distinguishable from the rear of the vehicle.

(2) When a motor cycle or trailer is being used under a trade licence, the holder of the trade licence must display or cause the driver or the authorized user to display a trade plate issued to the holder with the trade licence attached to it on the rearmost part of the motor cycle or trailer in a vertical position, so that every letter and numeral of the trade plate is vertical and is distinguishable from the rear of the motor cycle or trailer.

(3) When a vehicle other than a motor cycle or trailer is being used under a trade licence by an authorized user or by a prospective purchaser for the purpose of test or trial, the authorized user or prospective purchaser must display the trade plates in accordance with the requirements of subregulation (1)(a) and (b).

(4) When a motor cycle or trailer is being used under a trade licence by an authorized user or by a prospective purchaser for the purpose of test or trial, the authorized user or prospective purchaser must display the trade plates in accordance with the requirements of subregulation (2).

第 46 條：

試車牌照不得轉讓

試車牌照不得由該試車牌照持有人以外的其他人使用，而試車牌照持有人不得容許或容受其獲發的試車牌照或試車字牌由任何其他人使用，但如試車牌照持有人，或獲授權使用者在場及掌管該車輛或 (如屬非左駛車輛) 該車輛的構造僅供一人使用，並正由有意的買家為測試或試用的目的而使用，則並不違反本條的規定。

Regulation 46:

Trade licence not transferable

A trade licence shall not be used by any person other than the holder of the trade licence and the holder of a trade licence shall not allow or suffer the trade licence or the trade plates issued to him to be used by any other person but this regulation shall not be contravened if the holder of a trade licence or an authorized user is present and in charge of the vehicle or if the vehicle is a non-left-hand drive vehicle, it is constructed for use by one person only and is being used by a prospective purchaser for the purpose of test or trial.

第 46A 條：

授權使用試車牌照及授權紀錄

(1) 試車牌照持有人可在一般情況下或個別個案中，以書面授權從事該持有人的車輛製造、修理或買賣業務的僱員，使用該試車牌照。

(2) 試車牌照持有人—

(a) 須簽署根據第 (1) 款作出的授權；或

(b) 如屬公司，須確保該授權由為此目的獲授權的人簽署，並蓋上該公司的印章或圖章。

(3) 試車牌照持有人亦須確保該授權—

(a) 具有編號；及

(b) 載有附表 12 指明的詳情。

(4) 如獲授權使用者並非根據第 (5) 款指定的人，則獲授權使用者在使用有關試車牌照前，須獲指定的人或試車牌照持有人批准。

(5) 試車牌照持有人可指定某人給予第 (4) 款所指的批准。

(6) 除主管或負責管理試車牌照持有人的車輛製造、修理或買賣業務的人外，持有人不得根據第 (5) 款指定任何其他人。

(7) 如試車牌照持有人根據第 (1) 款授權某獲授權使用者使用試車牌照，該持有人須備存載有附表 13 指明的詳情的授權紀錄。

(8) 在署長或任何警務人員的要求下，試車牌照持有人須隨即出示有關授權紀錄以供查閱。

(9) 正在駕駛根據試車牌照而使用的車輛的獲授權使用者，或在有意的買家為測試或試用而駕駛根據試車牌照而使用的非左駛車輛時在場及掌管該車輛的獲授權使用者—

(a) 須在該車輛上攜帶第 (1) 款所述的書面授權；及

(b) 在署長或任何警務人員的要求下，須隨即出示該書面授權以供查閱。

Regulation 46A:

Authorization to use trade licence and record of authorization

(1) The holder of a trade licence may, either generally or in a particular case, authorize in writing an employee of the holder who engages in the holder's business as a manufacturer or repairer of or dealer in vehicles to use the trade licence.

(2) The holder of a trade licence must—

(a) sign the authorization given under subregulation (1); or

(b) if the holder is a company, ensure that the authorization is signed by a person authorized for the purpose and impressed with the seal or chop of the company.

(3) The holder of a trade licence must also ensure that the authorization—

(a) bears a serial number; and

(b) contains the particulars specified in Schedule 12.

(4) If an authorized user is not a person designated under subregulation (5), the authorized user must obtain the approval of such a person or the holder of the trade licence before using the trade licence.

(5) The holder of a trade licence may designate a person to give the approval for the purposes of subregulation (4).

(6) The holder of a trade licence must not designate a person under subregulation (5) unless the person is in charge of or responsible for managing the holder's business as a manufacturer or repairer of or dealer in vehicles.

(7) If the holder of a trade licence authorizes an authorized user to use the trade licence under subregulation (1), the holder must maintain a record of the authorization containing the particulars specified in Schedule 13.

(8) The holder of a trade licence must immediately produce the record of the authorization for inspection on request by any police officer or the Commissioner.

(9) While driving a vehicle in use under a trade licence or being present and in charge of a non-left-hand drive vehicle in use under a trade licence by a prospective purchaser for the purpose of test or trial, an authorized user must—

(a) carry on board the vehicle the written authorization mentioned in subregulation (1); and

(b) immediately produce that written authorization for inspection on request by any police officer or the Commissioner.

第 47 條：

使用試車牌照的限制

(1) 除試車牌照持有人在其車輛製造、修理或買賣業務過程中所管有的車輛外，試車牌照不得就任何其他車輛使用。

(2) 試車牌照在任何時間，均不得就正被用於下述用途的車輛而使用：為出租或取酬而運載乘客、在營商過程中運載貨物或送遞或搬運貨物。

(3) 如由於某非左軚車輛不符合《道路交通 (車輛構造及保養) 規例》(第 374 章，附屬法例 A) 或其他理由，根據本規例提出的該車輛登記及領牌的申請將不會獲准，該車輛不得根據按第 43(1) 條發出的試車牌照而使用，但如依據按第 53 條發出的車輛行駛許可證而使用，則不在此限。

(4) 除非符合下述條件，否則左軚車輛不得根據按第 43(1A) 條發出的試車牌照而使用 —

(a) 該車輛是在如此使用前的 12 個月內輸入香港的；

(b) 該車輛擬轉口往香港以外地方；及

(c) 該車輛符合《1949 年國際公約》第 22 條第 1、2 及 3 段的規定。

(5) 除第 (1) 及 (2) 款及第 46 條另有規定外，按第 43(1) 條發出的試車牌照僅可用於 —

(a) 駕駛在送交汽車買賣者或展出者過程中的未登記非左軚車輛；

(b) 為向有可能買車的人作出售前示範而駕駛非左軚車輛；

(c) 為作機械測試而駕駛非左軚車輛；或

(d) 為檢驗、修理或售前改裝翻新而駕駛非左軚車輛。

(6) 除第 (1) 及 (2) 款及第 46 條另有規定外，按第 43(1A) 條發出的試車牌照僅可用於 —

(a) 駕駛在送交汽車買賣者或展出者過程中的未登記左軚車輛；

(b) 為檢驗、修理或售前改裝翻新而駕駛左軚車輛；或

(c) 為將未登記左軚車輛轉口往香港以外地方，而將該車輛駛往口岸或邊境管制站。

(7) 如本規例授權某車輛根據試車牌照被用於某用途，該車輛不得根據該牌照而被用於其他用途。

(8) 在根據試車牌照使用非左軚車輛時，在車上運載的乘客不得超過 2 人，但如署長已給予書面許可，准其運載超過 2 名乘客，則屬例外，而在此情況下，乘客的數目不得超過該項許可所指明的數目。

(9) 在根據試車牌照使用左軚車輛時—

(a) 除該牌照的持有人或獲授權使用者外，任何其他人均不得駕駛該車輛；及

(b) 該車輛不可運載任何乘客。

(10) 在根據試車牌照使用左軚車輛時，如署長或任何警務人員提出要求，車輛的駕駛人須隨即出示該車輛是在之前的 12 個月內輸入香港的證據。

Regulation 47:

Limitations of use of trade licence

(1) A trade licence must not be used in respect of any vehicle other than a vehicle that is in the possession of the holder of the trade licence in the course of the holder's business as a manufacturer or repairer of or dealer in vehicles.

(2) A trade licence must not at any time be used in respect of a vehicle that is being used for the conveyance of passengers for hire or reward or in respect of a vehicle that is being used for the conveyance of goods in the course of trade or for the delivery or removal of goods.

(3) Unless used pursuant to a movement permit issued under regulation 53, a non-left-hand drive vehicle must not be used under a trade licence issued under regulation 43(1) if an application for registration and licensing of the vehicle under these regulations would be unsuccessful by virtue of failure to comply with the Road Traffic (Construction and Maintenance of Vehicles) Regulations (Cap. 374 sub. leg. A) or for any other reason.

(4) A left-hand drive vehicle must not be used under a trade licence issued under regulation 43(1A) unless the vehicle—

(a) was imported into Hong Kong not more than 12 months ago;
(b) is intended for re-export to a place outside Hong Kong; and
(c) complies with paragraphs 1, 2 and 3 of Article 22 of the 1949 Convention.

(5) Subject to subregulations (1) and (2) and regulation 46, a trade licence issued under regulation 43(1) may be used only for driving—

(a) an unregistered non-left-hand drive vehicle in the course of delivery to a motor dealer or exhibitor;
(b) a non-left-hand drive vehicle for the purpose of presale demonstration to a potential customer;
(c) a non-left-hand drive vehicle for the purpose of mechanical test; or
(d) a non-left-hand drive vehicle for the purpose of examining, repairing or presale retrofitting the vehicle.

(6) Subject to subregulations (1) and (2) and regulation 46, a trade licence issued under regulation 43(1A) may be used only for driving—

(a) an unregistered left-hand drive vehicle in the course of delivery to a motor dealer or exhibitor;
(b) a left-hand drive vehicle for the purpose of examining, repairing or presale retrofitting the vehicle; or
(c) an unregistered left-hand drive vehicle to a port or boundary control point for the purpose of re-export to a place outside Hong Kong.

(7) A vehicle must not be used under a trade licence for any purpose other than a purpose for which the vehicle is authorized by these regulations to be used under the licence.

(8) When a non-left-hand drive vehicle is being used under a trade licence, the number of passengers carried in or on the vehicle must not exceed 2, except where the Commissioner has given permission in writing for the carrying of more than 2 passengers in which case the number of passengers must not exceed the number specified in the permit.

(9) When a left-hand drive vehicle is being used under a trade licence—

(a) the driver of the vehicle must not be a person other than the holder of the trade licence or an authorized user; and
(b) no passenger may be carried in or on the vehicle.

(10) When a left-hand drive vehicle is being used under a trade licence, the driver of the vehicle must, on request by any police officer or the Commissioner, immediately produce evidence that the vehicle was imported into Hong Kong not more than 12 months ago.

第 48 條：

試車牌照的行程紀錄冊

(1) 試車牌照的持有人須就根據該牌照而使用的車輛所行駛的所有行程，備存一本紀錄冊。

(2) 試車牌照的持有人須確保 —

(a) 紀錄冊載有附表 14 指明的詳情；及
(b) 除該附表另有指明外，該等詳情須在行程開始之前清晰可讀地記入。

(3) 將有關詳情記入紀錄冊的人，須確保記入的詳情清晰可讀。

(4) 在署長或任何警務人員提出要求時，試車牌照的持有人須隨即出示根據第 (1) 款備存的紀錄冊，以供查閱。

(5) 正在駕駛根據試車牌照而使用的非左軚車輛的獲授權使用者，或在有意的買家為測試或試用而駕駛根據試車牌照而使用的非左軚車輛時在場及掌管該車輛的獲授權使用者 —

(a) 須在該車輛上攜帶下述文件的複本 —
(i) 紀錄冊；或
(ii) (如紀錄冊載有根據該牌照使用車輛作超過 30 次行程的詳情) 紀錄冊中載有最近 30 次行程的詳情的部分；及
(b) 在署長或任何警務人員提出要求時，須隨即出示該複本以供查閱。

(6) 如車輛的構造僅供 1 人使用，而該車輛正由有意的買家為測試或試用而根據試車牌照使用，則該牌照的持有人須確保第 (5)(a) 款指明的紀錄冊的複本或紀錄冊的有關部分的複本備存在該車輛上，以供署長或任何警務人員查閱。

Regulation 48:

Register of journeys under trade licence

(1) The holder of a trade licence must maintain a register of all journeys made by vehicles in use under the trade licence.

(2) The holder of a trade licence must ensure that—

(a) the register contains the particulars specified in Schedule 14; and

(b) unless otherwise specified in that Schedule, the particulars are entered clearly and legibly in the register before a journey starts.

(3) A person who enters the particulars in the register must ensure that the particulars are entered clearly and legibly.

(4) The holder of a trade licence must immediately produce the register maintained under subregulation (1) for inspection on request by any police officer or the Commissioner.

(5) While driving a vehicle in use under a trade licence or being present and in charge of a non-left-hand drive vehicle in use under a trade licence by a prospective purchaser for the purpose of test or trial, an authorized user must—

(a) carry on board the vehicle a duplicate copy of—

(i) the register; or

(ii) if the register contains the particulars of more than 30 journeys made by vehicles in use under the trade licence, the part of the register that contains the particulars of the latest 30 journeys; and

(b) immediately produce that copy for inspection on request by any police officer or the Commissioner.

(6) If a vehicle is constructed for use by 1 person only and is being used under a trade licence by a prospective purchaser for the purpose of test or trial, the holder of the trade licence must ensure that the duplicate copy of the register or the part of the register specified in subregulation (5)(a) is kept on board the vehicle for inspection by any police officer or the Commissioner.

第 57 條：

試車牌照及許可證的取消

(1) 凡有人違反試車牌照或第 VIII 部許可證的任何條件，署長可按牌照或許可證申請所提供的地址或署長所知悉的牌照或許可證持有人的最後的地址，以書面通知該牌照或許可證的持有人 (或如屬裝載貨物許可證、超額載客許可證、運載特長貨物許可證、運載特闊貨物許可證，則以書面通知獲發許可證的人)，取消該試車牌照或許可證，不論是否有人根據第 60(1) 條被檢控或將會被檢控。

(2) 如試車牌照根據第 (1) 款取消，該牌照的持有人須 —

(a) 立即確保不在任何車輛上展示該牌照；及

(b) 將該牌照交還署長。

(2A) 如就某車輛發出的第 VIII 部許可證根據第 (1) 款取消，該許可證的持有人須 —

(a) 如屬第 VIII 部紙本許可證 —

(i) 立即確保不在該車輛上展示該許可證；及

(ii) 將該許可證交還署長；或

(b) 如屬第 VIII 部電子許可證 — 立即確保不在該車輛上展示該電子許可證的列印本。

(3) 警務人員或獲署長授權的任何其他人員，可 —

(a) 檢取 —

(i) 已被取消的試車牌照及與該牌照相關的試車字牌；

(ii) 已被取消的第 VIII 部紙本許可證；或

(iii) 如就某車輛發出的第 VIII 部電子許可證被取消 — 在該車輛上展示的該電子許可證的列印本；及

(b) 為上述檢取的目的，從車輛上除下該牌照、字牌、紙本許可證或列印本。

Regulation 57:

Cancellation of trade licences and permits

(1) Where any condition of a trade licence or Part VIII permit is contravened, the Commissioner may, by giving notice in writing to the holder of the licence or permit at the address provided in the application for the licence or permit or at the holder's address last known to the Commissioner (or in the case of a goods permit, excess passengers permit, long load permit or wide load permit by giving notice in writing to the person to whom it was issued), cancel the trade licence or permit, whether or not any person is or will be prosecuted for an offence under regulation 60(1).

(2) If a trade licence is cancelled under subregulation (1), the holder of the licence must—

(a) immediately ensure that the licence is not displayed on any vehicle; and

(b) return the licence to the Commissioner.

(2A) If a Part VIII permit issued in respect of a vehicle is cancelled under subregulation (1), the holder of the permit must—

(a) in the case of a Part VIII paper permit—

(i) immediately ensure that the permit is not displayed on the vehicle; and

(ii) return the permit to the Commissioner; or

(b) in the case of a Part VIII e-permit—immediately ensure that no printout of the e-permit is displayed on the vehicle.

(3) A police officer or any other officer authorized by the Commissioner may—

(a) seize—

(i) a cancelled trade licence and any trade plate relating to the licence;

(ii) a cancelled Part VIII paper permit; or

(iii) a printout of a cancelled Part VIII e-permit issued in respect of a vehicle that is displayed on the vehicle; and

(b) for the purpose of the seizure, detach the licence, plate, paper permit or printout from a vehicle.

第 60 條：

罪行

(1) 任何人無合理辯解而違反第 7(2) 或 (3)、8、12M(1)、17(1)、(2) 或 (6)、18、19(1)、(3)、(4) 或 (6)、20(1) 或 (3)、22(1) 或 (1A)、36(2)、41、43A、44(3) 或 (4)、46A(2)、(3)、(4)、(6)、(7)、(8) 或 (9)、48、49(5)、50(3)、50A(4)、53(3AA) 或 (6)、57(2) 或 (2A) 或 59(3)、(5) 或 (5A)(a) 條的任何條文，或違反根據該等條文的任何規定，或根據第 40(4)、51(3)、52(1)、53(3) 或 (3A) 或 54 條所施加的任何條件，即屬犯罪，一經定罪，可處第 1 級罰款。

(2) 任何人妨礙警務人員或其他署長所授權的人員行使第 12P、22(2) 或 57(3) 條所授予的權力，即屬犯罪，一經定罪，可處第 1 級罰款及監禁 3 個月。

(3) 除第 (7) 款另有規定外，如任何車輛在違反第 23(1)、25 或 29(1)、(2) 或 (4) 條下位於道路上或在道路上使用，或在違反第 23A(1) 條下位於私家路或在私家路上使用，該車輛的登記車主及在該規定被違反當時的司機均屬犯罪 —

(a) 一經定罪，可處第 1 級罰款及監禁 3 個月；及

(b) 如屬根據第 29(1)、(2) 或 (4) 條第二次被定罪或隨後再次被定罪，可處第 2 級罰款及監禁 6 個月。

(4) 國際通行許可證的持有人，無合理辯解而違反第 31A(1) 或 (2)、33(1)、(2) 或 (4) 或 34(3) 條的規定，即屬犯罪，一經定罪，可處第 1 級罰款。

(5) 如任何車輛在違反第 45、46 或 47(1)、(2)、(3)、(4)(c)、(5)、(6)、(7)、(8) 或 (9) 條的情況下處於道路上或在道路上使用，有關試車牌照的持有人、在有意的買家根據該牌照而使用車輛時在場及掌管該車輛的獲授權使用者以及在違例事項發生時駕駛該車輛的人，均屬犯罪，一經定罪，可處第 1 級罰款。

(5A) 如任何車輛在違反第 47(4)(a) 或 (b) 條的情況下處於道路上或在道路上使用，有關試車牌照的持有人即屬犯罪，一經定罪，可處第 1 級罰款。

(5B) 車輛駕駛人違反第 47(10) 條，即屬犯罪，一經定罪，可處第 1 級罰款。

(6) 任何人 —

(a) 沒有合法權限，而改動、毀損或損壞根據本規例發出的任何登記文件或卡片、分配證明書、車輛牌照或任何牌照或許可證，或增添任何事項於其上；

(b) 沒有合理辯解，而管有任何經如此改動、毀損、損壞或增添事項的該等登記文件或卡片、分配證明書、車輛牌照、牌照或許可證；或

(c) 在任何車輛上展示 —

(i) 經如此改動、毀損、損壞或增添事項的該等車輛牌照、牌照或許可證；或

(ii) 任何符合以下說明的第 VIII 部電子許可證的列印本 —

(A) 該電子許可證經如此改動、損壞或增添事項；或

(B) 該列印本經改動、毀損、損壞或增添任何事項，

該人即屬犯罪，一經定罪，可處第 2 級罰款及監禁 6 個月。

(6A) 任何人在 —

(a) 根據第 46A(7) 條備存的授權紀錄內；或

(b) 根據第 48 條備存的行程紀錄冊內，

作出該人明知屬虛假或具誤導性的記項，即屬犯罪，一經定罪，可處第 1 級罰款。

(7) 對於被控違反第 25 條規定的控罪，被告人如能證明控罪關乎的車輛在違反規定當時是停泊在私家路上，即為該控罪的免責辯護。

Regulation 60:

Offences

(1) Any person who without reasonable excuse contravenes any of the provisions of, or any requirement under, regulation 7(2) or (3), 8, 12M(1), 17(1), (2) or (6), 18, 19(1), (3), (4) or (6), 20(1) or (3), 22(1) or (1A), 36(2), 41, 43A, 44(3) or (4), 46A(2), (3), (4), (6), (7), (8) or (9), 48, 49(5), 50(3), 50A(4), 53(3AA) or (6), 57(2) or (2A) or 59(3), (5) or (5A)(a) or any condition imposed under regulation 40(4), 51(3), 52(1), 53(3) or (3A) or 54 commits an offence and is liable on conviction to a fine at level 1.

(2) Any person who obstructs any police officer or other officer authorized by the Commissioner in the exercise of any power conferred by regulation 12P, 22(2) or 57(3) commits an offence and is liable on conviction to a fine at level 1 and to imprisonment for 3 months.

(3) Subject to subregulation (7), if any vehicle is upon or used on any road in contravention of regulation 23(1), 25 or 29(1), (2) or (4), or is upon or used on any private road in contravention of regulation 23A(1), the registered owner and the driver of the vehicle at the time of such contravention each commits an offence and is liable—

(a) on conviction to a fine at level 1 and to imprisonment for 3 months; and

(b) on a second or subsequent conviction under regulation 29(1), (2) or (4), to a fine at level 2 and to imprisonment for 6 months.

(4) A holder of an international circulation permit who without reasonable excuse contravenes regulation 31A(1) or (2), 33(1), (2), or (4) or 34(3) commits an offence and is liable on conviction to a fine at level 1.

(5) If any vehicle is upon or used on any road in contravention of regulation 45, 46 or 47(1), (2), (3), (4)(c), (5), (6), (7), (8) or (9), the holder of the trade licence, the authorized user who is present and in charge of the vehicle in use under the trade licence by a prospective purchaser and the driver of the vehicle at the time of the contravention each commits an offence and is liable on conviction to a fine at level 1.

(5A) If any vehicle is upon or used on any road in contravention of regulation 47(4)(a) or (b), the holder of the trade licence commits an offence and is liable on conviction to a fine at level 1.

(5B) The driver of a vehicle who contravenes regulation 47(10) commits an offence and is liable on conviction to a fine at level 1.

(6) If a person—

(a) without lawful authority, alters, defaces, damages or adds anything to any registration document or card, certificate of allocation, vehicle licence, licence or permit issued under these regulations;

(b) has in the person's possession, without reasonable excuse, any such registration document or card, certificate of allocation, vehicle licence, licence or permit that has been so altered, defaced, damaged or added to; or

(c) displays on any vehicle—

(i) any such vehicle licence, licence or permit, that has been so altered, defaced, damaged or added to; or

(ii) any printout of a Part VIII e-permit where—

(A) the e-permit has been so altered, damaged or added to; or

(B) the printout has been altered, defaced, damaged or added to,

the person commits an offence and is liable on conviction to a fine at level 2 and to imprisonment for 6 months.

(6A) A person who knowingly makes any false or misleading entry—

(a) in a record of authorization maintained under regulation 46A(7); or

(b) in a register of journeys maintained under regulation 48,

commits an offence and is liable on conviction to a fine at level 1.

(7) It shall be a defence to a charge alleging a contravention of regulation 25 for the defendant to show that the vehicle to which the charge relates was, at the time of that contravention, parked on a private road.

附表 12 [第 46A(3)(b) 條]

書面授權須載有的詳情

1. 就有關試車牌照發出的試車字牌號碼
2. 有關試車牌照的有效期
3. 牌照持有人的姓名或名稱
4. 牌照持有人的緊急聯絡電話號碼
5. 牌照持有人 (如適用的話) 持有的商業登記證上顯示的商業名稱
6. 牌照持有人的營業地址
7. (如適用的話) 商業登記證號碼
8. 作出書面授權的目的
9. 有關獲授權使用者的詳情 —
   (a) 姓名
   (b) 香港身分證號碼
   (c) 獲授權使用者開始受僱於牌照持有人的日期
   (d) 現時職位
10. 所有根據第 46A(5) 條獲牌照持有人指定的人的詳情 —
    (a) 姓名
    (b) 各人開始受僱於牌照持有人的日期
    (c) 各人的現時職位
    (d) 各人的簽名樣本

Schedule 12 [reg. 46A(3)(b)]

Particulars to be contained in written authorization

1. Number of the trade plate issued in respect of the trade licence
2. Validity period of the trade licence
3. Name of the licence holder
4. Emergency telephone number of the licence holder
5. Business name as shown in the Business Registration Certificate (if applicable) held by the licence holder
6. Business address of the licence holder
7. Business Registration Certificate number (if applicable)
8. Purpose for which the written authorization is given
9. Particulars of the authorized user—
   (a) Name
   (b) Hong Kong identity card number
   (c) Date on which the authorized user began to be employed by the licence holder
   (d) Position currently held
10. Particulars of all the persons designated by the licence holder under regulation 46A(5)—
    (a) Names
    (b) Respective dates on which they began to be employed by the licence holder
    (c) Positions currently held
    (d) Specimen signatures

附表 13 [第 46A(7) 條]

授權紀錄須載有的詳情

1. 就有關試車牌照發出的試車字牌號碼
2. 有關試車牌照的有效期
3. 牌照持有人姓名或名稱
4. 牌照持有人 (如適用的話) 持有的商業登記證上顯示的商業名稱
5. (如適用的話) 商業登記證號碼
6. 有關獲授權使用者的詳情 —
   (a) 姓名
   (b) 香港身分證號碼
   (c) 書面授權的編號
   (d) 獲授權使用者開始受僱於牌照持有人的日期
   (e) 現時職位
7. 所有根據第 46A(5) 條獲牌照持有人指定的人的詳情 —
   (a) 姓名
   (b) 各人的香港身分證號碼
   (c) 各人開始受僱於牌照持有人的日期
   (d) 各人的現時職位
   (e) 各人的簽名樣本

Schedule 13 [reg. 46A(7)]

Particulars to be contained in record of authorization

1. Number of the trade plate issued in respect of the trade licence
2. Validity period of the trade licence
3. Name of the licence holder
4. Business name as shown in the Business Registration Certificate (if applicable) held by the licence holder
5. Business Registration Certificate number (if applicable)
6. Particulars of the authorized user—
   (a) Name
   (b) Hong Kong identity card number
   (c) Serial number of the written authorization
   (d) Date on which the authorized user began to be employed by the licence holder
   (e) Position currently held
7. Particulars of all the persons designated by the licence holder under regulation 46A(5)—
   (a) Names
   (b) Hong Kong identity card numbers
   (c) Respective dates on which they began to be employed by the licence holder
   (d) Positions currently held
   (e) Specimen signatures

附表 14 [第 48(2) 條]

行程紀錄冊須載有的詳情

1. 就有關試車牌照發出的試車字牌號碼
2. 有關試車牌照的有效期
3. 牌照持有人的姓名或名稱
4. 有關行程的詳情 —
   (a) 日期
   (b) 行程於何時及何地開始
   (c) 行程於何時及何地結束 (須於行程完結後在切實可行範圍內盡快填寫)
   (d) 目的
5. 被使用的車輛的詳情 —
   (a) 廠名
   (b) 車輛類型
   (c) 底盤號碼、引擎號碼或登記號碼
6. (如車輛將會由獲授權使用者使用) 獲授權使用者的下述詳情 —
   (a) 姓名
   (b) 駕駛執照號碼 (無須在紀錄冊複本中指明)
7. (如獲授權使用者已取得牌照持有人根據第 46A(4) 條指定的人的批准或牌照持有人的批准) 該指定人士或牌照持有人的姓名或名稱及簽名
8. (如車輛屬非左駛車輛，而有意的買家為測試或試用而使用試車牌照) 有意的買家的下述詳情 —
   (a) 姓名
   (b) 駕駛執照號碼 (無須在紀錄冊複本中指明)

法 例 LEGISLATION

Schedule 14 [reg. 48(2)]

Particulars to be contained in register of journeys

1. Number of the trade plate issued in respect of the trade licence
2. Validity period of the trade licence
3. Name of the licence holder
4. Particulars of the journey—
   (a) Date
   (b) Time and place at which the journey is to be started
   (c) Time and place at which the journey finished (to be completed as soon as practicable after the journey)
   (d) Purpose
5. Particulars of the vehicle used—
   (a) Make
   (b) Type of vehicle
   (c) Chassis number, engine number or registration mark
6. If the vehicle is to be used by an authorized user, the following particulars of the authorized user—
   (a) Name
   (b) Driving licence number (need not be specified in the duplicate copy of the register)
7. If the authorized user has obtained the approval of a person designated by the licence holder or the approval of the licence holder under regulation 46A(4), the name and signature of the designated person or the licence holder
8. If the vehicle is a non-left-hand drive vehicle and the trade licence is to be used by a prospective purchaser for the purpose of test or trial, the following particulars of the prospective purchaser—
   (a) Name
   (b) Driving licence number (need not be specified in the duplicate copy of the register)

所需文件 REQUIRED DOCUMENTS

遞交申請書時，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 application, please produce the following documents and put a “✓” against the appropriate box(es): —

☐ 填妥的表格 (TD24)；
a completed application form (TD24);

☐ 申請人身分證正本，如申請人為有限公司，請出示有限公司註冊證正本 (新申請適用)；
Applicant’s H.K. Identity Card / Certificate of Incorporation (Applicable to obtain a fresh application);

☐ 有效的商業登記證副本；
a copy of holder’s valid Business Registration Certificate;

☐ 試車牌照的第三保險証書；
a certificate of third party risk insurance covering the use of trade licence;

☐ 本署原則上批准簽發信；
an original letter of the approval-in-principle issued by this department;

☐ 現時地址的證明 (住址／公司及通訊地址) 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；
Original or photocopy of proof of present address (residential address/company address and correspondence address) which is issued not more than three 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 acceptance 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;

☐ 應繳費用——申請領取新的試車牌照及試車字牌的費用為 $1614，申請試車牌照及繼續使用運輸署編配的試車字牌的費用為 $614 [有關申請費用或會更改。因此，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，身分證明文件號碼及日間聯絡電話號碼；請勿郵寄現款。
the appropriate fee— the application fee for obtaining a fresh new trade licence and a set of trade plates is $1614 and the applicaiton fee for applying the trade licence under the same trade licence number is $614 [The application fee may be subject to change. For enquiry about the updated application fee, you may make enquires 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 “**The Government of the Hong Kong Special Administrative Region**” or “**The Government of the HKSAR**” and crossed. Please write down your name, identity document number and daytime contact telephone number on the back of the cheque/cashier order; cash should not be sent by post.

注意事項 IMPORTANT NOTICE

- 根據《道路交通 (車輛登記及領牌) 規例》(第 374E 章) 第 47(3) 條，凡不符合《道路交通 (車輛構造及保養) 規例》(第 374A 章) 或其他理由而不會獲批准登記及領牌的車輛，除非領有車輛行駛許可證，否則不得使用試車牌照。請備悉，左軚車的構造未能符合第 374A 章的規定，該等車輛在試車時需領有車輛行駛許可證。

  According to regulation 47(3) of the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374E), unless used pursuant to a movement permit, a vehicle shall not be used under a trade licence if an application for registration and licensing of the vehicle under these regulations would be unsuccessful by virtue of failure to comply with the Road Traffic (Construction and Maintenance of Vehicles) Regulations (Cap. 374A) or for any other reason. Please note that left-hand drive vehicle does not comply with the requirements in Cap. 374A and a movement permit is therefore necessary for driving the left-hand drive vehicle.

- 如車輛在違反試車牌照的使用規定及限制下位於道路上或在道路上使用，有關牌照持有人及司機均屬犯罪，可處罰款 $2,000 。本署亦會取消有關試車牌照。

  If any vehicle is upon or used on any road in contravention of the regulations of trade licence, the holder of the trade licence and the driver each commits an offence and is liable to a fine of $2,000. The trade licence involved in the offence will also be cancelled.

- 試車牌照持有人需在試車牌照**有效日期屆滿當日或之前**，帶同以上所需文件到本署辦理申請繼續使用運輸署所編配的試車字牌手續，否則該試車牌照會在有效日期屆滿後取消。當取消該試車牌照後，你必須向本署重新提出申請試車牌照。

  The holder of trade licence has to produce the above mentioned documents to the Transport Department for issuance of trade licence under the same trade licence number **on or before its expiry date**, otherwise the trade licence will be cancelled. Once a trade licence is cancelled, the applicant is required to submit a fresh application for a trade licence.

- 如任何試車牌照持有人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，持有人須在改變出現後 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。如屬姓名的改變或地址的改變，持有人亦須將現時持有的試車牌照的正本送交運輸署署長，以作修改。

  If a change occurs in the **name, address, e-contact means or identity document** of a trade licence holder previously provided to the Commissioner for Transport, the holder of a trade licence 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 address, the holder of a trade licence shall also deliver to the Commissioner for Transport the original copy of the existing trade licence for amendment, if applicable.

- 運輸署署長在處理牌照申請時，可要求**申請人出示其地址證明 (** 住址／公司地址 (如以公司登記為車主) 及通訊地址，例如水／電／煤氣／手提電話費單或銀行信件等)，以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同其最近三個月內的地址證明，並在牌照事務處人員要求下，出示其地址證明。

  The Commissioner for Transport may, in processing licensing application, require the application to **produce proof of applicant's address** (residential/company address (if using company as registered vehicle owner) 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. Therefore, applicants please bring along with address proof issued within the last three months for presentation as and when requested by officers of Licensing Office.

- 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，會根據你在本申請表內填報的地址而同時更改。

  For any change of address notified in this application form, all vehicle/driving licence records of the applicant under the same identity document/ Certificate of Incorporation held by this Department will also be changed.

- 如試車牌照被取消或過期，該試車牌照的持有人須隨即將該套試車字牌交還本署。

  When a trade licence is cancelled or is expired, the holder of the trade licence shall return that set of trade plates to the Department.

- **電子聯絡方式** – 試車牌照申請人／持有人遞交試車牌照申請時，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，當試車牌照持有人管有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試車牌照持有人發出電子繳費通知）。

  E-Contact means – Trade licence applicants/holders must provide either a Hong Kong mobile phone number or an email address as the e-contact means when submitting trade licence 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 a vehicle that is in the possession of the trade licence holder passes through a tunnel implemented with Free-Flow Tolling System).

- 如要查閱最新的香港法例，請參考政府《憲報》或電子版香港法例 (https://www.elegislation.gov.hk/)。

  For the latest version of the legislation of Hong Kong, please refer to the Government Gazette or Hong Kong e-Legislation (https://www.elegislation.gov.hk/).

索取申請表地點及方法 OBTAINING THE FORMS

(1) 運輸署牌照事務處；或
Transport Department Licensing Offices; or

(2) 運輸署顧客服務熱線 2804 2600 提供的圖文傳真服務；或
Fax-on-demand Service in the Transport Department Customer Service Hotline 2804 2600; or

(3) 運輸署互聯網頁 www.td.gov.hk
Transport Department Internet web site for licensing www.td.gov.hk

交回表格地點 PLACE OF SUBMISSION

填妥申請表格後，可親自或由代理人交回香港金鐘道九十五號統一中心三樓運輸署香港牌照事務處 (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正本，以作紀錄)。

如需查詢香港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) the Transport Department Hong Kong Licensing Office at 3/F, United Centre, 95 Queensway, Hong Kong.

For enquiry on service hours of the Hong Kong Licensing Office, please call 2804 2600 or visit our website www.td.gov.hk

關於你個人資料的說明 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，保存一份車輛紀錄，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紀錄；
   (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；及
   (e) 方便就上述 (a) 至 (d) 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，以便該等機構執行與交通及運輸有關的法定職責；及
   (d) 隧道費服務供應商 (繳費貼代理)，以便該機構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

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

5. 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 樓牌照事務組行政主任／首次登記稅收啓。

Purposes of Collection

1. The personal data provided by means of this form will be used by the 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; and
   (e) facilitating communication with you in relation to the matters in paragraphs (a) to (d) 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 other 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; and

(d) Toll Service Provider (Tag Agent) for issuance of toll payment notification to you and execution of its statutory duties in traffic and transport matters.

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 the Licensing Section, 3/F, United Centre, 95 Queensway, Hong Kong. (Attn.: Executive Officer/FRT)