

# 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 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").

## 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.



運輸署

Transport Department



車輛登記(車牌)號碼  
Vehicle Registration Mark

➔ [ ] ( )

Approval Officer's Signature

Checker's Signature

姓名		NAME:		登記單上現時資料 PRESENT PARTICULARS OF REGISTERED OWNER																													
* 先生	Mr.	1																															
夫人	Mrs.	2																															
小姐	Miss	3		英文姓名(姓氏先行, 名字隨後) In English— <i>Surname first, then Other Names</i>																													
女士	Ms.	4																															
公司	Co.	5												身分證明文件號碼/公司註冊證號碼/公司編號 Identity Document No./Certificate of Incorporation No./ Company Registration No.:																			

(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.)



 如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤。
 

<b>大廈／屋苑名稱</b>										<b>Name of Building/Estate</b>		

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

(Note: If you cannot use the above residential address/company address (if using company as registered vehicle owner) for the purposes of contact and mailing, please fill in below your correspondence address.)



 如以中文書寫地址，必須清楚  
寫明樓層，以免郵遞失誤。
 

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

日間聯絡電話 Day Time Contact Tel. No.:

\* 請將不適用者刪去。Delete whichever is inapplicable.

† 請在適當空格填上 ✓ 號 Please tick the appropriate box

## 車輛的資料 PARTICULARS OF VEHICLE

車輛的類別	首次登記日期
Class of Vehicle.....	Date of First Registration .....

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

**擬獲准許的售價 SELLING PRICE TO WHICH CONSENT IS SOUGHT**

擬獲運輸署署長准許的車輛售價

Selling price of the vehicle to which consent of Commissioner for Transport is being sought: \$.....

## 聲明 DECLARATION

本人以上聲明均屬真實事實。本人明白根據《汽車(首次登記稅)條例》(第 330 章)第 4I 條第 (1) 款的規定，任何人在取得運輸署署長同意之前，將已登記汽車以高於 (i) 該輛汽車的應課稅價值加上 (ii) 就該輛汽車已繳付的首次登記稅總和的價格出售，即屬犯罪，一經定罪，可處罰款 \$500,000 及監禁 12 個月。

My declarations above are true and correct. I understand that according to Section 4I(1) of the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330), a person who sells a registered motor vehicle at a price higher than the aggregate of (i) the Taxable Value of the vehicle and (ii) the First Registration Tax paid without first obtaining the consent of the Commissioner for Transport commits an offence and is liable on conviction to a fine of \$500,000 and to imprisonment for 12 months.

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.)

登記車主簽署 \$ \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature of Registered Owner \$ \_\_\_\_\_ Date \_\_\_\_\_

§ 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.

## 遞交申請表途徑 WAYS OF SUBMISSION OF APPLICATION

申請表填妥後，可親自或由代理人交回香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處（電話：2804 2637）（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，以作記錄）。申請表必須連同下列文件一併遞交：

† ☐ 車輛登記文件正本；

☐ 其他運輸署署長認為有關的文件；及

☐ 應繳稅款—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。如對應繳稅款有任何查詢，可前往香港牌照事務處或致電 2804 2637 查詢。

如需查詢運輸署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](http://www.td.gov.hk)

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

† ☐ Original Vehicle Registration Document;

☐ such other relevant documents as may be required by the Commissioner for Transport; and

☐ The appropriate tax – if pay by cheque/cashier order, please make it payable to either “The Government of the Hong Kong Special Administrative Region” or “The Government of the HKSAR” and crossed. Please write down your name, vehicle registration mark and daytime contact telephone number on the back of the cheque/cashier order. For enquiry on the tax to be paid, please visit the Hong Kong Licensing Office or call 2804 2637.

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

## 注意事項 NOTE 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，可處罰款 2,000 元。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（如以公司為登記車主）及通訊地址）的正本或副本，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），以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同其現時地址的證明，並在牌照事務處人員要求下，出示該地址證。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。

(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，會根據你在此申請表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 owner** previously provided by the driving licence holder/registered owner to the Commissioner for Transport, the driving licence holder/registered 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 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 Certificate of Personalized of Allocation Registration Mark (if applicable) for amendment.

(2) The Commissioner for Transport may, in processing licensing application, require the applicant to **produce original or photocopy of proof of his/her present address** (residential /company address (if using company as registered vehicle owner) 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), and may suspend the processing of the application until the production of such proof. Therefore, 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 office. 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.

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

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

## 收集目的

- 運輸署會使用透過本申請表所獲得的個人資料作下列用途：
  - 辦理有關審批你在本申請表中所提出的申請的事務；
  - 依照道路交通（車輛登記及領牌）規例第 4(2) 條的規定，保存一份車輛紀錄，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項的紀錄；  
(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。
- 你必須提供本申請表所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

## 獲轉交資料的部門／人士

- 你透過本申請表所提供的個人資料會向下列人士／部門公開：
  - 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；
  - 任何人士，以作上述第 1 段 (b) 項所列的用途；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／FRT 收啟

## 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 related 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 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