

重要通知

在車輛登記文件簽署及蓋印規定

車輛登記文件(以下簡稱為「牌簿」)上**必須**載有登記車主簽署，而當登記車主遞交有關的牌照申請時，申請表格上的簽署**必須**與牌簿上的簽署相符；如以公司/機構為登記車主，牌簿必須載有由該公司/機構所指定獲授權人士的簽署並加蓋該公司/機構的印章，而申請表格上的印章與牌簿上的印章**必須完全相同**，否則運輸署將**不會**處理有關的牌照申請。

地址證明要求

於遞交牌照服務申請時，**必須**連同最近三個月內發出的地址證明文件正本或副本，否則運輸署可以根據有關法例暫停處理有關申請。[\[請參閱可接納的地址證明\]](#)

更改地址

根據法例，駕駛執照持有人或登記車主的地址如有改變，須在 72 小時內通知運輸署。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。你可透過書面、[政府一站通](#)或遞交表格(「更改個人資料或車輛資料通知書」)連同新地址的證明文件通知運輸署有關地址的更改。

郵件貼上足夠郵資

若郵件郵資不足，香港郵政會收取欠資及相關費用。本署不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人(有回郵地址)或予以銷毀(沒有回郵地址)。為確保郵件能妥善送達本署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資及註明回郵地址。[\[請參閱香港郵政有關郵費的最新詳情\]](#)

提交身分證明文件

如以郵寄方式或經投遞箱遞交申請，**請勿**提交身分證明文件正本。

申請人可選擇把已填妥的申請表格及所需文件，經電郵(hklo_change@td.gov.hk)提供予牌照事務處作初步審閱(不包括更改地址的申請)。在一般情況下，本署會在10個工作天內以電郵形式作出回覆，告知申請人初步審閱的結果；並建議申請人**按照申請表格內列明的方式**將申請表格正本連同證明文件及應繳費用正式遞交至牌照事務處，以作出申請。透過電郵遞交的申請，本署只會作初步審閱，本署會在收到申請表格正本及證明文件後才正式處理及批核該申請。

若你是已登記選民而你的住址有變更，請盡早通知選舉事務處。如有查詢，請致電選舉事務處熱線 2891 1001。



運輸署

Transport Department

更改個人資料或車輛資料通知書

NOTICE OF CHANGE OF PERSONAL PARTICULARS OR VEHICLE PARTICULARS

(更改車輛類別除外) (Except Change of Vehicle Class)

所需文件 Required Documents

申請人須出示：

| 更改的資料 | 所需文件 |
|-------------------------|---|
| (1) 姓名 | 身分證明文件 正本 、改名契約或結婚證書等證明文件 正本及副本 、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）及自訂登記號碼分配證明書 正本 （如持有）。 |
| (2) 身份證／護照號碼 | 新身份證／新護照 正本及副本 、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）及自訂登記號碼分配證明書 正本 （如持有）。 |
| (3) 駕駛限制事項 | 身分證明文件的正本或副本（香港居民：香港身份證；非香港居民：護照或有效的旅遊證件）；及 醫生證明書 正本及副本 （只適用於刪除駕駛限制事項）、駕駛執照 正本 及駕駛教師執照 正本 （如持有）。 |
| (4) 住址／公司地址／通訊地址／電子聯絡方式 | 身分證明文件的正本或副本（香港居民：香港身份證；非香港居民：護照或有效的旅遊證件；公司／機構：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 新地址的證明（住址／公司地址及通訊地址）正本或副本（只適用於更改地址），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。 |
| (5) 引擎號碼 | 由維修商發出的安裝引擎證明信件 正本 及車輛登記文件 正本 |
| (6) 車身類型 | 車輛登記文件 正本 。 |
| (7) 推動力 | |
| (8) 其他車輛資料 | 車輛登記文件 正本 及車輛牌照 正本 。 |

Applicants should produce:

| Particulars to be changed | Required documents |
|------------------------------|--|
| (1) Name | Original of identity document; original and photocopy of a deed poll or marriage certificate or other supporting document, original driving licence (if applicable), original driving instructor's licence (if applicable), original vehicle registration document (if applicable) and original Certificate of Allocation of Personalized Registration Mark (if applicable). |
| (2) HKID Card / Passport No. | Original and photocopy of new HKID Card/new Passport, original driving licence (if applicable), original driving instructor's licence (if applicable), original vehicle registration document (if applicable) and original Certificate of Allocation of Personalized Registration Mark (if applicable). |
| (3) Driving restriction | Original or photocopy of identity document (Hong Kong Identity Card for Hong Kong residents; passport or valid travel document for non Hong Kong residents); and Original and photocopy of medical certificate (applicable only to deletion of driving restriction(s)), original driving licence, and original driving instructor's licence (if applicable). |

| Particulars to be changed | Required documents |
|--|--|
| (4) Residential / Company / Correspondence address / E-contact means | Original or photocopy of identity document (Hong Kong Identity Card for Hong Kong residents; passport or valid travel document for non Hong Kong residents; 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 for companies/ organizations); and Original or photocopy of proof of new 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. |
| (5) Engine No. | Original vehicle registration document and original letter issued by the vehicle repairing company who installed the engine. |
| (6) Body type | Original vehicle registration document. |
| (7) Propulsion | |
| (8) Other vehicle particulars | Original vehicle registration document and original vehicle licence. |

請用正楷填寫 Please use BLOCK LETTERS to complete the form
* 請將不適用的刪去。To be deleted as appropriate.

甲部 個人／登記車主資料

PART A Personal / Registered Owner Particulars

姓名／公司名稱 Name
先生／夫人／小姐／女士／公司 * Mr. / Mrs. / Miss / Ms. / Co. *

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.

聯絡電話號碼
Contact Telephone No. _____

如以公司登記為車主 If using company as registered vehicle owner -
公司聯絡人 Company Contact Person
先生／夫人／小姐／女士 * Mr. / Mrs. / Miss / Ms. *

車輛登記號碼（如適用）
Vehicle Registration Mark (if applicable) _____

乙部 電子聯絡方式

PART B E-Contact Means

（只供登記車主及車輛行駛許可證／老爺車行駛許可證／試車牌照持有人填寫 For completion by registered vehicle owner, holders of Movement Permit, Movement Permit for Classic Car and Trade Licence only）

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)

電子聯絡方式 - 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「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）。

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 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 econtact 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).

丙部 更改事項內容

PART C Details of the Changed Particulars

請在適當的方格內加上 ✓ 號，並填寫新資料。

Please enter ✓ in the appropriate box(es) and fill in the new particulars in the space provided.

(1) 新個人／登記車主資料

New Personal / Registered Owner Particulars

☐ 新姓名／公司名稱 New Name
先生／夫人／小姐／女士／公司 * Mr. / Mrs. / Miss / Ms. / Co.*
（中文 Chinese）

（英文 English）

☐ 新中文商用電碼
New Chinese Commercial Code _____

☐ 新身分證明文件號碼／公司註冊證號碼／公司編號
New Identity Document No. / Certificate of Incorporation No. / Company Registration No.

上次填報的身分證明文件號碼／公司編號
Previous Identity Document No. _____

☐ 新聯絡電話號碼
New Contact Telephone No. _____

☐ 新公司聯絡人（如以公司登記為車主）
New Company Contact Person (If using company as registered vehicle owner)
先生／夫人／小姐／女士 * Mr. / Mrs. / Miss / Ms. *

注意事項 Notes for Attention

- (1) 如要更改車輛類別，請填寫「車輛登記及牌照申請表」(TD22)；更改車身類型則填寫本通知書。
- (2) 如任何駕駛執照持有人／登記車主／車輛行駛許可證持有人／老爺車行駛許可證持有人／試車牌照持有人曾向運輸署署長提供其姓名或名稱、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小時內以書面或遞交已填妥的本通知書，將有關改變通知運輸署署長。如申請人未能同時提交有效的地址證明，運輸署可給予他／她在自該項要求作出之日起計的14天內，提供有關改變的證明。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。如屬姓名或名稱的改變、地址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、車輛行駛許可證、老爺車行駛許可證、試車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。
- (3) 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，會根據你在此通知書內填報的地址及電子聯絡方式而同時更改。
- (4) 有關地址更改只適用於本署牌照事務處駕駛執照持有人及／或車輛登記車主的紀錄。如須更改你在本署其他服務下的地址紀錄，請另行通知相關分組。
- (5) 如果在本地裝配的車輛的底盤上或駕駛室及底盤上附加物的類別有所更改，登記車主或需立即繳交附加的首次登記稅。如欲查詢有關更改是否需繳交附加的首次登記稅，請致電1823查詢。如需繳交附加的首次登記稅，登記車主在填妥本通知書後，需到香港牌照事務處辦理手續及繳交附加的稅款。其他無需繳交附加首次登記稅的更改通知，登記車主在填妥本通知書後，可到任何一間運輸署牌照事務處辦理有關手續。
- (6) 若更改的登記細節涉及引擎、推動力、車身類型、汽缸容量、額定功率、車輛尺寸、座位限額、企位限額、許可車輛總重、許可行李箱載重量或許可組合式車輛總重，車輛便須接受檢驗。牌照事務處會發出轉介信給你，以便安排車輛檢驗日期。
- (7) 如更改的登記細節涉及引擎推動力、汽缸容量、座位限額及許可車輛總重，則該車輛的牌照費可能需要調整。
- (8) 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、身分證明文件號碼首4個字(包括英文字母及數字)、車輛登記號碼及日間聯絡電話。
- (9) 若有法庭命令指示運輸署署長拒絕向你簽發駕駛執照或車輛牌照，則運輸署署長無權向你簽發有關牌照。
- (10) 如欲運輸署署長刪除在駕駛執照和駕駛教師駕駛執照內「須戴眼鏡或矯正視力的鏡片」的駕駛限制，申請人須遞交由註冊醫生或專業視光師發出的證明書(正本及副本)，並附上駕駛執照或駕駛教師駕駛執照正本(如持有)。
- (11) 如須新增／刪除「須戴助聽器」駕駛限制事項，請先聯絡運輸署駕駛事務組(電話：2713 7262)進行聽力評估。

(12) 若郵件郵資不足，香港郵政會收取欠資及相關費用。本署不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人(有回郵地址)或予以銷毀(沒有回郵地址)。為確保郵件能妥善送達本署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資及註明回郵地址。[請參閱郵費的詳情，並留意最新的郵費結構：https://webapp.hongkongpost.hk/tc/postage_calculator/index.html]

(13) 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。

(14) 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。

(1) Please complete “Application for Registration and Licensing of a Vehicle” (TD 22) if you want to change the vehicle class; for the change of body type of a vehicle, please complete this notice.

(2) If a change occurs in the name, address, e-contact means or identity document of a driving licence holder/registered vehicle owner/ movement permit holder / movement permit for classic car holder / trade licence holder previously provided to the Commissioner for Transport, he or she shall, within 72 hours of the change, notify the Commissioner for Transport in writing or by completing this notice. If the applicant is unable to submit the valid proof of address, the Transport Department may require him/ her to provide the proof of the change within 14 days from the day on which the requirement is made. 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, change of address 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 driving licence, driving instructor's licence, vehicle registration document, vehicle licence, movement permit, movement permit for classic car, trade licence and Certificate of Allocation of Personalized Registration Mark, if applicable.

(3) For any change of address and e-contact means notified in this notice, 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.

(4) The address change only applies to the records of driving licence holders and/or registered vehicle owners of the Licensing Office of the Transport Department. Please notify the relevant team if you need to change your address record for other services.

(5) If the class of additions to the chassis or cab and chassis of a locally assembled vehicle is changed, the registered owner may be liable to pay immediately additional first registration tax (FRT). If you wish to know whether additional FRT is payable for the change of the class of additions, please make an enquiry at 1823. If additional FRT is payable, registered owner should complete this notice and approach the Hong Kong Licensing Office for the necessary procedures and payment of additional tax. For those changes without additional payable FRT, registered owner should complete this notice and then approach any of the Transport Department Licensing Offices for processing.

(6) If there is an amendment of registration particulars on engine, propulsion, body type, cylinder capacity, rated power, dimensions, seating capacity, standing capacity, permitted gross vehicle weight, permitted luggage compartment weight or permitted gross combined weight, vehicle inspection will be required. A referral letter will be issued to you by the Licensing Office for inspection appointment.

(7) Changes of engine propulsion, cylinder capacity, seating capacity and permitted gross vehicle weight may lead to adjustment of licence fees.

(8) 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, first four characters/digits of your identity document number, vehicle registration mark and daytime contact telephone number on the back of the cheque/cashier order.

(9) The Commissioner for Transport is not empowered to issue any driving licence or vehicle licence to you if there are any outstanding court orders directing the Commissioner for Transport to refuse to issue the said licence to you.

(10) If you wish to apply to the Commissioner for Transport for deletion of the driving restriction “To wear glasses or corrective lenses”, please provide **original and copy** of medical certification or certificate, issued by Registered Medical Practitioner/Registered Optometrist and your **original** driving licence or your **original** driving instructor's licence (if applicable).

(11) For addition/deletion of driving restriction “To wear hearing aids”, please approach Driving Services Section of Transport Department (Tel: 2713 7262) for audiological assessment.

(12) Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to the department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [Please note details about postage and pay attention to the latest Postage Structure: https://webapp.hongkongpost.hk/en/postage_calculator/index.html]

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

(14) 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.

交回表格地點 Place of Submission

請將填妥的通知書及所需文件以下列方式交回 —
Please return the completed notice and necessary documents by any of the following methods —

郵寄申請

請郵寄至

東九龍郵政信箱68115號，運輸署觀塘牌照事務處
(本署收到申請後，會在10個工作天內處理申請)

郵資不足的信件將不獲接收。為使郵件能妥善送達本署，請確保郵件貼上足夠郵資及註明回郵地址。

親自或由代理人申請

- (1) 香港金鐘道95號統一中心3樓運輸署香港牌照事務處；
- (2) 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；
- (3) 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；
- (4) 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

Application by post

Please send application by post to

Transport Department Kwun Tong Licensing Office
P.O. Box 68115, Kowloon East Post Office, Kowloon.
(Application will be processed within 10 working days upon receipt)

Underpaid mail items will be rejected. For proper delivery of your mail items to the department, please ensure your mail items bear sufficient postage with return address.

Application in person or by agent

(1) Transport Department Hong Kong Licensing Office at 3/F, United Centre,

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

- 95 Queensway, Hong Kong;
- (2) Transport Department Kowloon Licensing Office at 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon;
- (3) Transport Department Kwun Tong Licensing Office at 5/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon;
- (4) Transport Department Sha Tin Licensing Office at 2/F, Sha Tin Government Offices, 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.

個人資料的說明 Notes about Personal Data

收集目的

1. 運輸署會使用透過本通知書所獲得的個人資料作以下用途：
- (a) 辦理有關審批你在本通知書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；及
 - (e) 方便就上述(a)至(d)項與你聯絡。
2. 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

3. 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：
- (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；及
 - (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。

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通知書所提供的個人資料副本一份。

查詢

5. 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樓牌照事務組
行政主任／首次登記稅收

Purposes of Collection

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

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 notice.

Enquiries

5. Enquiries concerning the personal data collected by means of this notice, including the making of access and corrections, should be addressed to:

Executive Officer/FRT
Licensing Section, 3/F, United Centre,
95 Queensway, Hong Kong.

運輸署網站 Transport Department's website:
www.td.gov.hk

更改 個人資料或 車輛資料

通知書

（更改車輛類別除外）

NOTICE OF CHANGE OF PERSONAL PARTICULARS OR VEHICLE PARTICULARS

(Except Change of Vehicle Class)

查詢熱線
Enquiry Hotline
1823