

車輛登記及牌照申請表

APPLICATION FOR REGISTRATION AND LICENSING OF A VEHICLE

請閱讀附頁的「須知事項」，並以正楷填寫各項資料。

Please read the notes attached and complete all items in BLOCK LETTERS.

車輛登記(車牌)號碼
Vehicle Registration Mark

本欄不必填寫
FOR OFFICIAL USE ONLY:

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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	英文姓名/公司名稱(姓氏先行, 名字隨後) In English—Surname first, then Other Names	*Identity Document No./ Certificate of Incorporation No.	_____ ()
夫人 Mrs.	2			
小姐 Miss	3			
女士 Ms.	4			
有限公司 Ltd. Co.	5			
中文姓名/公司名稱 In Chinese				

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/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
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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

公司聯絡人(如以公司登記為車主) Company Contact Person (if using company as registered vehicle owner)

通訊地址 CORRESPONDENCE ADDRESS

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。 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	如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤	座 Block
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大廈/屋苑名稱 Name of Building / Estate

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† 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.: _____

車輛登記細節 PARTICULARS OF VEHICLE

類別 Class	** 引擎號碼 Engine No.	_____
廠名 Make	車身底盤號碼 Chassis No.	_____
型號 Model	製造年份 Year of Manufacture	_____
型號編號 Model Code	原產國家/原產地 Country/Place of Origin	_____
車身類型 Body Type	** 汽缸容量 Cylinder Capacity:	_____ 立方厘米 c.c.
** 車身顏色 Colour(s)	** 座位數額(司機除外) Seating Capacity (excluding driver):	_____ 除巴士外所有車類 All classes except bus
主色 Primary	巴士 下層座位 Bus Lower seating	_____ 上層座位 Upper seating
副色 Secondary	站立 Standing	_____
種類 † <input type="checkbox"/> 大嶼山車輛 Lantau Vehicle	** 推動力 Propulsion:	* 汽油 Petrol 0 * 柴油 Diesel 1 「運高」式 Wankel 2 電力 Electric 3 其他 Other 4 石油氣 LPG 5
Type <input type="checkbox"/> 大嶼山私家路車輛 Lantau Private Road Vehicle	** 駕駛盤 Steering:	* 右軚 Right hand * 左軚 Left hand 中軚 Centre
<input type="checkbox"/> 市區(非大嶼山)車輛 Urban (non-Lantau) Vehicle	** 以前所屬類別(如有) Previous Class (if any)	_____
登記前的號碼 Ex-Registration Mark:	_____ ()	
原登記日期和地點 Date & Place of Original Registration:	_____	

貨車、特別用途車輛、巴士及小型巴士的附加項目

ADDITIONAL ITEMS FOR GOODS VEHICLES, SPECIAL PURPOSE VEHICLES, BUSES AND LIGHT BUSES

許可車輛總重 Permitted Gross Vehicle Weight:	<input type="text"/>	公噸 tonnes	輪軸重量 (以公噸為單位) Axle Weights (in tonnes):	1.	<input type="text"/>
許可合併總重 Permitted Gross Combined Weight:	<input type="text"/>	公噸 (祇適用於拖拉車) tonnes (for tractors only)		2.	<input type="text"/>
車身大小 Overall Dimensions:	全長 Length	<input type="text"/>	米 m.	3.	<input type="text"/>
	全闊 Width	<input type="text"/>	米 m.	4.	<input type="text"/>
	全高 Height	<input type="text"/>	米 m.	5.	<input type="text"/>
				6.	<input type="text"/>
				7.	<input type="text"/>

巴士的另加項目 **FURTHER ADDITIONAL ITEMS FOR BUSES:**

類型審核編號 Type Approval No. _____	許可行李箱載重量 Permitted Luggage Compartment Weight <input type="text"/>
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電動車輛的附加項目
ADDITIONAL ITEM FOR ELECTRICALLY POWERED VEHICLE

淨重量 Unladen Weigh:	<input type="text"/>	公噸 tonnes
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有效第三者風險保險 (必須出示保單) VALID THIRD PARTY RISKS INSURANCE (Certificate must be produced)

(不適用於拖車 Not applicable to Trailer)

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.
保險單持有人姓名或名稱 Name of policy holder	屆滿日期 Expiry Date

(本欄不必填寫 FOR OFFICIAL USE ONLY)

車輛檢驗 VEHICLE EXAMINATION

現證實本人已檢驗上述車輛，該車一切均符合道路交通 (車輛構造及保養) 規例的規定。
I certify that I have examined this vehicle and that the vehicle complies with the provisions of the Road Traffic (Construction and Maintenance of Vehicles) Regulations.

..... 日期 Date 驗車主任 Motor Vehicle Examiner
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此車輛檢驗證明於車輛檢驗日期起四個月內有效。
For the purpose of registration, this certification is valid for 4 months from the date of examination.

聲明 DECLARATION

(由登記車主或其書面授權人填寫及簽署。如屬有限公司，則應由該公司指定和授權的人士簽署，並須寫下有關人士的全名及加蓋該公司印章。)
(To be completed and signed by the person in whose name the vehicle is to be registered, or his representative authorized by him in writing.
In the case of a Limited Company, this should be signed by a person nominated and authorized by the Company.
He should also put down his name in full under his signature and stamp with the company's chop.)

現聲明本人為上述車輛的車主，已年滿 18 歲，本人現申請登記上述車輛和領取為期 $\frac{\text{四個月}}{\text{一年}}$ 的牌照。並謹此聲明，據本人所知，以上填報的一切資料均屬詳盡確實。本人明白，如故意在本申請表提供失實資料，根據香港法例第 374 章《道路交通條例》第 111 條第 (3) 款的規定，本人可被判罰款 5,000 元及監禁 6 個月。

I hereby declare that I am the owner of the above vehicle and I am aged 18 years or above. I hereby apply to register the above vehicle and to license it for a period of $\frac{\text{Four months}}{\text{One Year}}$. I declare that to the best of my knowledge and belief, the information given above is true and complete. 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 render myself liable under section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and imprisonment for six months.

申請人簽署 Signature of Applicant	日期 Date
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† 請在適當方格內加上 號 Please tick the appropriate box(es)

車輛登記及牌照申請表

須知事項

(一) 遞交申請表

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）。申請表必須連同下列文件一併遞交（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，以作記錄）：—

- 凡登記車輛屬私人所有，請出示香港身份證，非香港居民，則出示護照（注意：私人車主在登記時必須年滿十八歲）；如車輛屬有限公司擁有，就該出示公司註冊證（商業登記證不會被接納）；
- 有效的第三者保險單或臨時保險單的正本或副本，該保險單必須以登記車主的名義購備，並須在新牌照生效當日屬有效（不適用於拖車）（汽車保險（第三者風險保險）規例（香港法例第 272 章）規定，須持有有效的保險單，始可在路上使用車輛，否則即屬違法）；
- 商業登記證，如登記車輛為的士、私家或公共小巴、私家或公共巴士；
- 車輛製造商或分銷商的發票或付款收據；
- 由香港海關簽發的車輛暫定應課稅值通知書及／或其他可能需要的有關車輛課稅證明文件；
- 經香港海關核准的公布零售價目表，如適用；
- 由運輸署簽發的車輛類型核准證明書或檢驗汽車機械合格證書；
- 保留車輛登記號碼證明書，或該登記號碼的拍賣款項收據及發售備忘錄，或分配通知信，如適用；
- 其他運輸署署長認為有關的文件；
- 應繳的稅款和費用（如以支票／銀行本票付款，請劃線支付「香港特別行政區政府」，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）；以及
- 最近三個月發出的地址證明（住址／公司地址（如以公司登記為車主）及通訊地址）正本或副本（例如水／電／煤氣／手提電話費單或銀行信件等）。

(二) 擬登記的車輛類別

私家車	的士	輕型貨車	中型貨車	重型貨車	特別用途車輛	公共小巴	私家小巴	公共巴士	私家巴士	電單車	機動三輪車	拖車
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(三) 車輛課稅

- (1) 登記的車輛如屬汽車（首次登記稅）規例（香港法例第 330 章）規定的應課稅車輛，車主必須填寫本表格「車輛課稅」部分；此外須出示：
 - (a) 經香港海關核准的公布零售價目表，如適用；
 - (b) 香港海關發出的汽車暫定稅值通知書；以及
 - (c) 有關的汽車製造商或汽車經銷商的發票及繳款收據。
- (2) 買車時的汽車售價／所付款額總數應包括買車時所有材料、工程的成本、配件及保證的價值，經紀／代理／手續費等，但不應包括首次登記稅。
- (3) 如果沒有公布的零售價目，應申報各項經香港海關評定的暫定稅值。
- (4) 在第 (ii) 項中申報的自選配件，指在該車輛供出售時不是安裝在該輛汽車上，但因額外付款而安裝在該輛汽車上。
- (5) 如車輛曾在香港以外地區登記，車主必須出示車輛登記簿或登記文件，以證明車輛擁有權。若上述文件以中、英文以外的文字寫成，則須連同由有關國家領事館提供的正式中文或英文譯本遞交。
- (6) 聲明一欄須由下列人士簽署：
 - (a) 註冊分銷商或其委托人；以及
 - (b) 申請首次登記車輛的人士，即買車者或進口車輛人士（如非註冊進口商）。

(四) 車輛的構造及保養

在道路上使用車輛時，如涉及的車輛未完全符合有關類別車輛的構造或保養的法律規定，則不論是本人使用、還是促使或容許他人使用，均屬違法。如欲確知車輛是否合乎上述法例規定，請向香港灣仔告士打道 7 號入境事務大樓 34 樓的高級驗車主任查詢。（電話：2829 5466）

(五) 車輛檢驗

所有車輛在登記前，均須檢驗。新私家車及電單車雖不在此限，但如屬首次於香港登記的型號，亦須檢驗。查詢目前驗車規定的詳情，請與車輛檢驗部聯絡。（電話：2829 5466）

(六) 交通意外傷亡者援助計劃

獲簽發一年期或四個月期的車輛牌照的申請人，均須為交通意外傷亡者援助計劃繳付一定數額的徵款。

(七) 以支票支付未繳付的交通罰款

有關車輛牌照的申請，如申請人曾以支票支付未繳付的交通罰款，運輸署會在以支票付款日七個工作天後，才辦理有關申請。

(八) 法庭命令

若有法庭命令指示運輸署署長拒絕向你簽發車輛牌照，則運輸署署長無權向你簽發有關牌照。

(九) 更改個人資料

- (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 小時內以書面或遞交已填妥的運輸署表格 TD559，將有關改變通知運輸署署長，並須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；以及
- (3) 所有在本署以你的身分證明文件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。

APPLICATION FOR REGISTRATION AND LICENSING OF A VEHICLE

NOTES FOR ATTENTION

1. SUBMISSION OF APPLICATIONS

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)**. Each application must be accompanied by (if the application is submitted by an agent, the agent is required to produce his/her own original identity documents for record purpose):—

- your Hong Kong Identity Card or a passport for non-identity card holders in the case of a private owner (Note: A private owner must be aged 18 years or above); In the case of a limited company, the Certificate of Incorporation must be produced (Business Registration Certificate will not be accepted);
- Original or photocopy of valid Third Party Risks Insurance Policy or Cover Note, it must be registered in the name of the registered vehicle owner and shall be valid on the date when the new licence is to become operative (not applicable to trailer) (it is an offence to use a motor vehicle on the road unless there is in force a policy of insurance as is required by the Motor Vehicles Insurance (Third Party Risks) Ordinance (Cap. 272), in relation to the use of the vehicle);
- Business Registration Certificate for registration of a Taxi, Private or Public Light Bus, Private or Public Bus;
- invoice or payment receipt of vehicle manufacturer or car distributor;
- Notification of Motor Vehicle Provisional Taxable Value issued by the Customs and Excise Department and/or other relevant documentary proof in connection with vehicle taxation which may be required;
- Published Retail Price List approved by the Customs & Excise Department, if applicable;
- Type Approval Certificate or Certificate of Roadworthiness issued by the Transport Department;
- Certificate of Retention of Registration Mark, or a receipt for payment of the auction price of the registration mark and memorandum of sale, or the notification letter of allocation, if applicable;
- such other relevant documents as may be required by the Commissioner for Transport;
- the appropriate tax and fee (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); and
- Original or photocopy of address proof (residential address/company address (if using company as registered vehicle owner) and correspondence address) issued within last 3 month (e.g. water/electricity/gas/mobile phone bill or bank correspondence).

2. CLASS OF VEHICLE TO BE REGISTERED

Private Car	Taxi	Light Goods Vehicle	Medium Goods Vehicle	Heavy Goods Vehicle	Special Purpose Vehicle	Public Light Bus	Private Light Bus	Public Bus	Private Bus	Motor Cycle	Motor Tricycle	Trailer
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3. VEHICLE TAXATION

- (1) If the vehicle being registered is liable to tax in accordance with the provisions of the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330), the information required in the part ‘VEHICLE TAXATION’ of this form must be given and supported by the production of:—
 - (a) Published Retail Price List approved by the Customs & Excise Department, if applicable;
 - (b) Notification of Motor Vehicle Provisional Taxable Value issued by the Customs & Excise Department; and
 - (c) Manufacturers’ or dealers’ invoices and payment receipts.
- (2) The selling price/full price paid for the purchase of the motor vehicle should include the cost of all materials and works; value of accessories and warranty; and brokerage/agency/handling fee etc. in the purchase of the motor vehicle and exclude First Registration Tax.
- (3) Provisional Taxable Value assessed for any of the items by the Customs & Excise Department should be declared if there is no Published Retail Price.
- (4) Optional accessories declared under Item (ii) refer to those which are not fitted to a standard motor vehicle at the time when the vehicle is offered for sales; but which may be fitted to the vehicle for an additional payment.
- (5) In the case of a vehicle formerly registered outside Hong Kong, the vehicle log book or registration document must be produced to prove ownership. Where the document produced is in a language other than English or Chinese, an official translation in English or Chinese from the relevant Consulate is required.
- (6) The declaration should be signed by:
 - (a) the registered distributor or a person authorized by the former; and
 - (b) the person applying for first registration, being either the purchaser of the motor vehicle or the importer of the vehicle where he is not a registered importer.

4. VEHICLE CONSTRUCTION AND MAINTENANCE

You are reminded that any person who uses or causes or permits to be used on any road any vehicle which does not comply in all respects with the provisions of any enactment relating to the construction or maintenance of vehicles of the class or description to which such vehicle belongs shall be guilty of an offence. If you are in doubt as to whether or not your vehicle does comply with the laws relating to construction and maintenance, you are invited to contact the Senior Motor Vehicle Examiner at 34/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. (Tel. 2829 5466)

5. VEHICLE EXAMINATIONS

With the exception of new private cars and motor cycles (but not if they are models registered for the first time in Hong Kong), all vehicles are required to be inspected before registration. Information regarding current inspection requirements may be obtained from the Vehicle Examination Division. (Tel. 2829 5466)

6. TRAFFIC ACCIDENT VICTIMS ASSISTANCE SCHEME

On issue of a vehicle licence for one year or four months, the applicant is required to contribute appropriate levy to the Traffic Accident Victims Assistance Scheme.

7. SETTLE OUTSTANDING TRAFFIC FINES BY CHEQUE

If applicant has used cheque to settle payment of outstanding traffic fines, application for licensing a vehicle would only be processed after 7 working days from the date of cheque payment.

8. OUTSTANDING COURT ORDERS

The Commissioner for Transport is not empowered to issue any 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.

9. CHANGE OF PERSONAL PARTICULARS

- (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 or by submitting the completed Transport Department Form (TD 559) with the proof of the 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 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 Certificate 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 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 offices; and
- (3) For any change of address notified in this application form, all vehicle/driving licence records of the applicant under the same identity document held by this Department will also be changed.

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

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 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 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.