

NOTICE OF TRANSFER OF OWNERSHIP OF A VEHICLE (EXCEPT TAXI)

(正本 ORIGINAL)

請閱讀第二及第四頁的各項須知，並以正楷填寫各項資料。

Please read the notes on page 2 and 4 and complete all items in BLOCK LETTERS.

注意：遞交此通知書並不表示申請已獲批准，車輛過戶的正式生效日期是以新車輛登記文件的發出日期為準。

Attention: Submission of this notice does NOT mean an approval of transfer of ownership of a vehicle. The effective date of transfer of ownership will be specified on the new vehicle registration document issued to the new registered owner.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

O

P

Receiving Officer's Signature

Checker's Signature

登記車主 (舊車主) 必須填寫車輛登記號碼及此欄。

The registered (old) owner must fill in the vehicle registration mark and this part.

車輛登記 (車牌) 號碼

Vehicle Registration Mark

登記車主的車輛過戶聲明 DECLARATION OF REGISTERED OWNER OF TRANSFER OF VEHICLE OWNERSHIP

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

*身分證文件/
公司註冊證號碼

*IDENTITY DOCUMENT NO./
CERTIFICATE OF INCORPORATION NO.

車輛登記細節 PARTICULARS OF VEHICLE

車輛類別

Class of Vehicle

底盤號碼/車輛識別號碼

Chassis No./V.I. No.

現聲明本人今天已出讓上述車輛，並已把本通知書、車輛登記文件及自訂登記號碼分配證明書 (如適用) 轉交新車主。本人聲明，此車的售價為 _____ 元。

I hereby declare that I have today relinquished ownership of this vehicle and I have delivered to the new owner this notice of transfer, the Vehicle Registration Document and the Certificate of Allocation of Personalized Registration Mark (if applicable). I also declare that the selling price of the vehicle is \$ _____.

† 登記車主簽署 *Signature of Registered Owner*

日期 *Date*

(此簽署須與車輛登記文件的簽署相符。The signature should conform with that on the Vehicle Registration Document.)

新車主必須填寫此欄。

The new owner must complete this part.

新車主個人資料 PARTICULARS OF NEW OWNER

[注意：本署是以駕駛執照持有人/登記車主的地址/公司地址 (如以公司登記為車主) 為他/她於本署的登記地址，並以該地址與他/她聯絡和郵寄函件。因此，申請人必須在本通知書填寫其最新的住址/公司地址。]

(Note: The residential address/company address (if using company as registered vehicle owner) of a driving licence holder/registered vehicle owner is his/her/its registered address in this Department, and will be used for the purposes of contact with him/her/it and mailing correspondence. Thus, the applicant must fill in his/her/its updated residential address/company address in this notice.)

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

*身分證文件/
公司註冊證號碼

*IDENTITY DOCUMENT NO./
CERTIFICATE OF INCORPORATION NO.

住址/公司地址 RESIDENTIAL/COMPANY 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

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)

地區 District

香港 Hong Kong

九龍 Kowloon

新界 New Territories

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 address/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

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)

地區 District

香港 Hong Kong

九龍 Kowloon

新界 New Territories

日間聯絡電話 DAY TIME CONTACT TEL. NO. _____

有效第三者風險保險 (必須出示以新車主名義購備的保險單) (不適用於拖車)

VALID THIRD PARTY RISKS INSURANCE (Certificate issued in the name of the new owner MUST be produced) (Not applicable to Trailer)

保險單持有人姓名或名稱 Name of policy holder _____

保險公司 (並非代理) 的名稱 Name of Insurance Company (not agent) _____

保單/臨時保單號碼 Policy/Cover Note No. _____

屆滿日期 Expiry Date _____

新車主購入車輛聲明 DECLARATION OF NEW OWNER ACQUIRING THE VEHICLE

(由新車主填寫。如屬有限公司，則應由該公司指定或授權的人士簽署，並須寫下有關人士的全名。) (To be completed by the new owner. In the case of a Limited Company, this should be signed by a person nominated and authorized by the Company. He should also put his name in full under his signature.)

現聲明本人今天以 _____ 元購入上述車輛。本人已年滿十八歲，現證實本通知書內的資料及細節全屬真實無訛。

本人明白如故意在本通知書填報失實資料，根據《道路交通條例》(第 374 章) 第 111 條第 (3) 款的規定，本人可被判罰款 \$5,000 及監禁 6 個月。

I hereby declare that I have today acquired the ownership of this vehicle and the price of purchase is \$ _____. I also declare that I am not less than 18 years old and hereby verify the accuracy of the information and particulars contained in this notice. 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 Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and imprisonment for 6 months.

† 新車主簽署 *Signature of New Owner*

日期 *Date*

所需文件及費用 REQUIRED DOCUMENTS AND FEES

新車主通知書，必須連同下列文件及費用一併遞交：——

- 車輛登記文件（文件正本並由登記車主簽署）；
- 有關的自訂登記號碼分配證明書正本（如該車輛是獲配予自訂登記號碼的車輛）；
- 凡登記車輛屬私人所有，請出示新車主的香港身份證正本，非香港居民，則出示護照正本；如車輛屬有限公司擁有，就該出示新車主的公司註冊證（如屬首次登記為車主，須出示正本），在表格上蓋上公司印章及由公司指定或授權的人士簽署，並須寫下有關人士的全名；若過戶車輛為私家或公共小巴、私家或公共巴士，則須附上商業登記證；而申請人須首先前往位於香港牌照事務處的公共車輛組取得有關批准；
- 以新車主名義購備的第三者風險保險單或臨時保單（須於車輛過戶時生效）；
- 如登記車主已經去世，須出示遺囑檢認書或遺產管理證明書；及
- 應繳費用——電單車及機動三輪車的過戶費用為 \$250，其他車輛的過戶費用為 \$1,000。有關車輛過戶費用或會更改。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、車輛登記號碼及日間聯絡電話號碼；請勿郵寄現款。

The new owner's notice must be accompanied by the following:—

- the Vehicle Registration Document (the original document and signed by the registered owner);
- the original Certificate of Allocation of Personalized Registration Mark (if the vehicle is assigned with a personalized registration mark);
- in the case of a private owner, the new owner's Hong Kong Identity Card (original) or a Passport (original) for non-identity card holders; In the case of a limited company, the new owner's Certificate of Incorporation (original for the first registration of vehicle ownership), the application should be signed by a person nominated and authorized by the company together with his full name and company chop; In the case of transfer of Private or Public Light Bus, or transfer of Private or Public Bus, a Business Registration Certificate and the application must be submitted to the Public Vehicle Section at the Hong Kong Licensing Office for approval in advance;
- the Third Party Risk Insurance Certificate or Cover Note issued in the name of the new owner (valid on the date when transfer of ownership is effected);
- where the registered owner has died, a probate or letter of administration must be produced; and
- the appropriate fee — fees for the transfer of motor cycle and motor tricycle ownership are \$250 and fees for the transfer of all other vehicle ownership are \$1,000. The fees may be subject to change. For enquiry about the updated application fee, you may make enquiries 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 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; cash should not be sent by post.

注意事項 NOTES FOR ATTENTION

- (1) 如任何駕駛執照持有人/登記車主曾向運輸署署長提供其姓名、地址或身分證明文件有所改變，他/她須在改變出現後 72 小時內以書面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/公司及通訊地址，例如水/電/煤氣/手提電話費單或銀行信件等，而該地址證明需距今不超過三個月）以及可在申請人出示該等證明之前，**暫停處理該申請**。因此，請申請人士帶同現時地址的證明，並在牌照事務處人員要求下，出示該地址證明。
 - (3) 所有在本署以你的身分證明文件/公司註冊證號碼登記的車輛牌照或駕駛執照的記錄，會根據你在此通知書內填報的地址而同時更改。
 - (4) 若填寫本通知書時有任何刪改，新車主及登記車主（舊車主）必須在旁加簽，否則申請不予接納。
 - (5) 有關車輛過戶申請，如登記車主（舊車主）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。
- (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 TD559 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 Allocation of Personalized Registration Mark (if applicable) for amendment.
 - (2) The Commissioner for Transport may, in processing licensing application, require the applicant to **produce proof of his/her present address** (residential/company and correspondence address, e.g. water/electricity/gas/mobile phone bill or bank correspondence), and may **suspend the processing of the application** until the production of such proof. Therefore, applicants please bring along with your proof of present address (issued not more than 3 months from now) for presentation as and when requested by officers of licensing offices.
 - (3) For any change of address notified in this notice, all vehicle/driving licence records of the applicant under the same identity document/Certificate of Incorporation held by this Department will also be changed.
 - (4) Any amendments in this notice must be signed by the new owner and the registered (old) vehicle owner. Otherwise, the application will not be accepted.
 - (5) If the registered (old) vehicle owner has used cheque to settle payment of outstanding traffic fine, application for transfer of vehicle ownership would only be processed after 7 working days from the date of cheque payment.

遞交通知書途徑 WAYS OF SUBMISSION OF NOTICE

不接受郵遞申請。填妥通知書後，可親自或由代理人交回下列地點（如果申請由代理人遞交，代理人必須出示其本人的身分證明文件正本，以作記錄）：——

- (一) 香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處；或
- (二) 九龍長沙灣道 303 號長沙灣政府合署 2 樓運輸署九龍牌照事務處；或
- (三) 九龍觀塘鯉魚門道 12 號東九龍政府合署 5 字樓運輸署觀塘牌照事務處；或
- (四) 新界沙田上禾輦路 1 號沙田政府合署 2 樓運輸署沙田牌照事務處。

如需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

No application by post will be accepted. You must 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):—

- (1) Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong, or
- (2) Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon, or
- (3) Transport Department Kwun Tong Licensing Office at Kowloon East Government Offices, 5/F., 12 Lei Yue Mun Road, or
- (4) Transport Department Sha Tin Licensing Office at 2/F., Sha Tin Government Offices, No. 1 Sheung Wo Che Road, Sha Tin, New Territories.

For enquiry on service hours of Transport Department licensing offices, please call 2804 2600 or visit our website www.td.gov.hk

車主姓名或名稱 NAME OF OWNER

新車主如屬有限公司，應填報其名稱及註冊辦事處地址，並應由該公司指定的人士簽署及在通知書上蓋上公司印章。如果有關車輛由私人商號擁有，則應該商號的東主或主要夥人的姓名登記。未經註冊的商號或團體，其名稱不得用以登記車輛。

If the new owner is a Limited Company, the name and address of the registered office of the Company should be given and should be signed by a person nominated by the Company together with his full name and company chop. If the vehicle is acquired by a private firm, the vehicle must be registered in the name of the proprietor or principal partner. Vehicles cannot be registered in the name of a firm or institution unless it is an incorporated body.

填妥後，請撕下此通知書送交予運輸署署長。

Please tear off here and send the notices to the Commissioner for Transport after they have been duly completed.



警告 WARNING

- (一) 預備買車的人士須注意，車輛的登記車主不一定是合法車主，在達成購車協議之前，可向任何牌照事務處申請發給有關無欠繳罰款記錄及無違例記錄證明書，以確定所有涉及該車的罰款已經繳清，而該車輛亦沒有「停牌」的可能。
 - (二) 根據定額罰款（交通違例事項）條例（香港法例第 237 章），在運輸署將過戶事記錄在案之前，轉讓車輛的登記車主仍須負責繳付涉及有關車輛的罰款。登記車主為本身利益計，應確保過戶一事盡早正式記錄在案，因此登記車主應親自偕同新車主前往運輸署，以確保辦妥有關手續。
 - (三) 車輛過戶後 72 小時內，本通知書的正本須由新車主送交運輸署署長，舊車主亦須向運輸署署長交出副本，違者可被判罰款 \$2,000。
 - (四) 車輛過戶後，以前任車主名義購備的第三者風險保險單隨即失效。申請車輛過戶前，新車主必須以其本人名義為該車輛購備適當的保險。任何人（包括登記車主及司機）在道路上使用汽車，有責任確保有關汽車已購備有一份有效的第三者風險保險單。假如違反此規定，即屬犯罪，可被處罰款 10 000 元及監禁 12 個月；而其持有或領取駕駛執照的資格亦會被取消（由 12 個月至 3 年不等）。運輸署署長可拒絕發出有關車輛牌照或取消該車輛牌照。
 - (五) 如車輛的首次登記稅、登記費及牌費尚未清繳，車輛過戶時，新車主須繳付該等稅款及費用。獲豁免者不在此限。
 - (六) 除非事先經由運輸署署長批准，否則登記車主出售在 1994 年 8 月 1 日或以後於香港首次登記的汽車時，售價不得高於汽車應課稅值，免稅配件價值，免稅保養未滿期部分價值及已繳付首次登記稅的總和。
 - (七) 如要求批准以超過上文第 (六) 段的過戶售價限制出售汽車，可利用申請表格 TD 468「批准汽車過戶售價申請書」申請，根據汽車（首次登記稅）條例（香港法例第 330 章），如不遵守上述規定，即屬違法，可被判罰款 50 萬元及監禁 12 個月。
- (1) Prospective purchasers are reminded that the registered owner of a vehicle may not necessarily be the legal owner, and are advised to ascertain before an agreement for the acquisition of a vehicle is made, that there are no outstanding penalties/possible suspension of licence in respect of the vehicle by applying to any of the licensing offices for the relevant Certificate of Clearance.
 - (2) On transfer of vehicle ownership, the registered owner would still be liable under Fixed Penalty (Traffic Contravention) Ordinance, Cap. 237 until the transfer of ownership has been registered by the Transport Department. It is therefore in their own interest to ensure that the transfer is properly registered as early as possible and it is therefore advisable for them to accompany the new owner to the Transport Department to witness the completion of the procedure.
 - (3) Within 72 hours after the transfer of ownership, the new owner must deliver the original copy of this notice and the old owner must deliver the duplicable copy to the Commissioner for Transport. Failure to comply with this requirement is an offence liable to a fine of \$2,000.
 - (4) On transfer of ownership, the third party risk insurance policy issued in the name of the previous owner will cease to be effective. The new owner must, therefore, obtain appropriate insurance cover in his own name for the vehicle before he applies for transfer of the vehicle's ownership. Any person (including the registered vehicle owner and driver) has the responsibility of ensuring the presence of a valid third party risks insurance policy for the vehicle concerned whilst using it on roads. Person who contravenes such requirement commits an offence and is liable to a fine of \$10,000 and imprisonment for 12 months, and will also be disqualified from holding or obtaining a driving licence (for a period of 12 months to 3 years). The Commissioner for Transport may refuse to license the vehicle concerned or cancel the vehicle licence concerned.
 - (5) If First Registration Tax, Registration and Licence Fees have not been paid on a particular vehicle, such tax and fees are chargeable on transfer of ownership of that vehicle unless remission is granted.
 - (6) A registered vehicle owner must not sell as motor vehicle which was first registered in Hong Kong on or after 1 August 1994 at a price greater than the taxable value of the motor vehicle, value of tax-exempt accessories, value of unexpired portion of tax-exempt warranty, plus the first registration tax paid without obtaining prior approval of the Commissioner for Transport.
 - (7) Application for approval of the selling price of a motor vehicle upon transfer of ownership as required in (6) above can be made on application form TD 468 "Application for Approval of the Selling Price of a Motor Vehicle upon Transfer of Ownership". Any person who fails to comply with the requirement commits an offence and is liable under the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to a fine of \$500,000 and imprisonment for 12 months.

關於你個人資料的說明 NOTES ABOUT YOUR PERSONAL DATA

收集目的

- 運輸署會使用透過本通知書所獲得的個人資料作下列用途：
 - 辦理有關審批你在本通知書中所提出的申請的事務；
 - 依照道路交通(車輛登記及領牌)規例第4(2)條的規定，保存一份車輛記錄，讓市民索閱；
(只適用於與車輛有關的申請)
 - 依照道路交通(駕駛執照)規例第39條的規定，保存一份詳列駕駛執照上各細項的記錄；
(只適用於與駕駛執照有關的申請)
 - 辦理有關交通及運輸的事務；及
 - 方便運輸署與你聯絡。
- 你必須提供本通知書所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

獲轉交資料的部門／人士

- 你透過本通知書所提供的個人資料會向下列人士／部門公開：
 - 其他政府部門、決策局及有關機構，以作上述第1段所列的用途；
 - 任何人士，以作上述第1段(b)項所列的用途；及
 - 隧道公司、青馬管制區營運者及青沙管制區營運者，以便該等機構執行與交通及運輸有關的法定職責。

索閱個人資料

- 根據個人資料(私隱)條例第18及22條及附表1第6條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本通知書所提供的個人資料副本一份。

查詢

- 有關透過本通知書收集的個人資料的查詢，包括索閱及修正資料，應寄往：

香港
金鐘道95號
統一中心3樓
運輸署牌照事務組
行政主任／FRT收啓

Purposes of Collection

- The personal data provided by means of this notice will be used by Transport Department for the following purposes:
 - activities relating to the processing of your application in this notice;
 - maintenance of a register of vehicles for public access under regulation 4(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations;
(applicable to vehicle-related applications only)
 - maintenance of a record of particulars of driving licences under regulation 39 of the Road Traffic (Driving Licences) Regulations;
(applicable to driving licence-related applications only)
 - activities relating to traffic and transport matters; and
 - facilitating communication between Transport Department and yourself.
- It is obligatory for you to supply the personal data as required by this notice. If you fail to supply the required data, your application may be refused.

Classes of Transferees

- The personal data you provided by means of this notice may be disclosed to:
 - other Government departments, bureaux and relevant organisation for the purposes mentioned in paragraph 1 above;
 - any person for the purpose mentioned in paragraph 1(b) above; and
 - tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters.

Access to Personal Data

- You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this notice.

Enquiries

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

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

對摺處
FOLD HERE

郵票
STAMP

運輸署車輛記錄辦事處
香港金鐘道六十六號金鐘政府合署低座閣樓
Transport Department Vehicle Records Office
M/F., Low Block, Queensway Government Offices,
66 Queensway, Hong Kong.

對摺處
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注意： 車輛過戶七十二小時內，舊車主必須填妥本通知書副本，經上述地址寄交運輸署署長。

NOTE: Within 72 hours after the transfer of ownership, the old owner must complete and deliver this duplicate copy to the Commissioner for Transport through the above address.