

# 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 <b>正本</b> 、改名契約或結婚證書等證明文件正本及副本、駕駛執照 <b>正本</b> (如持有)、駕駛教師執照 <b>正本</b> (如持有)、車輛登記文件 <b>正本</b> (如持有)及自訂登記號碼分配證明書 <b>正本</b> (如持有)。
(2) 身份證／護照號碼	新身份證／新護照 <b>正本</b> 及副本、駕駛執照 <b>正本</b> (如持有)、駕駛教師執照 <b>正本</b> (如持有)、車輛登記文件 <b>正本</b> (如持有)及自訂登記號碼分配證明書 <b>正本</b> (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 <b>正本</b> 及 <b>副本</b> (只適用於刪除駕駛限制事項)、駕駛執照 <b>正本</b> 及駕駛教師執照 <b>正本</b> (如持有)。
(4) 住址／公司地址／通訊地址	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；公司／機構：公司註冊證)及；新地址的證明 <b>正本</b> 或 <b>副本</b> (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)。
(5) 引擎號碼	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)及；由維修商發出的安裝引擎證明信件 <b>正本</b> 及車輛登記文件 <b>正本</b> 。
(6) 車身類型	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)及；
(7) 推動力	車輛登記文件 <b>正本</b> 。
(8) 其他車輛資料	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)及；車輛登記文件 <b>正本</b> 及車輛牌照 <b>正本</b> 。

Applicants should produce:

Particulars to be changed	Required documents
(1) Name	<b>Original</b> of identity document; original and photocopy of a deed poll or marriage certificate or other supporting document, <b>original</b> driving licence (if applicable), <b>original</b> driving instructor's licence (if applicable), <b>original</b> vehicle registration document (if applicable) and <b>original</b> Certificate of Allocation of Personalized Registration Mark (if applicable).
(2) HKID Card / Passport No.	Original and photocopy of new HKID Card/new Passport, <b>original</b> driving licence (if applicable), <b>original</b> driving instructor's licence (if applicable), <b>original</b> vehicle registration document (if applicable) and <b>original</b> Certificate of Allocation of Personalized Registration Mark (if applicable).

Particulars to be changed	Required documents
(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 <b>Original and photocopy</b> of medical certificate (applicable only to deletion of driving restriction(s)), <b>original</b> driving licence, and <b>original</b> driving instructor's licence (if applicable).
(4) Residential / Company / Correspondence address	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 for companies/organizations); and <b>Original or photocopy</b> of the proof of the new address which is issued not more than 3 months from now (e.g. water/electricity/gas/mobile phone bill or bank correspondence).
(5) Engine No.	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 for companies/organizations); and <b>Original</b> vehicle registration document and <b>original</b> letter issued by the vehicle repairer who installed the engine.
(6) Body type	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 for companies/organizations); and <b>Original</b> vehicle registration document.
(7) Propulsion	
(8) Other vehicle particulars	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 for companies/organizations); and <b>Original</b> vehicle registration document and <b>original</b> 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／有限公司\* Mr. / Mrs. / Miss / Ms. / Ltd. Co.\*

身分證明文件號碼／公司註冊證號碼

Identity Document No. / Certificate of Incorporation No.

日間聯絡電話號碼

Daytime Contact Telephone No. \_\_\_\_\_

車輛登記號碼 (如適用)

Vehicle Registration Mark (if applicable) \_\_\_\_\_

如以公司登記為車主 If using company as registered vehicle owner

公司聯絡人及電話號碼 Company Contact Person and Telephone No.

## 乙部 更改事項內容 PART B 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／有限公司\* Mr. / Mrs. / Miss / Ms. / Ltd. Co.\*

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

New Identity Document No. / Certificate of Incorporation No.

上次填報的身分證明文件號碼

Previous Identity Document No. \_\_\_\_\_

新地址 New Address

住址／公司地址 Residential/Company Address

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，申請人必須在本通知書填寫其最新的住址。

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 address in this notice.

室 Flat/Room 樓 Floor 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

如你以上所填報的住址／公司住址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 address/Company address for the purposes of contact and mailing, please fill in below your correspondence address.

室 Flat/Room 樓 Floor 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

本欄不必填寫 FOR OFFICIAL USE ONLY

Receiving Officer's Signature \_\_\_\_\_

駕駛限制事項 — Driving Restriction(s) —

新增 Addition 刪除 Deletion

須戴眼鏡或矯正視力的鏡片\* To wear glasses or corrective lenses\*

\*須戴助聽器 To wear hearing aids

其他 Others \_\_\_\_\_

\*請參閱注意事項(9)/Please refer to Notes for Attention item (9)

\*請參閱注意事項(10)/Please refer to Notes for Attention item (10)

(2) 新車輛資料 New Vehicle Particulars

新顏色 New Colour

新主色 New Primary Colour \_\_\_\_\_

新副色(如適用) New Secondary Colour (if applicable) \_\_\_\_\_

新引擎號碼 New Engine Number \_\_\_\_\_

新汽缸容量 New Cylinder Capacity \_\_\_\_\_ 立方厘米 c.c.

新車身類型 New Body Type \_\_\_\_\_

新車身大小 New Overall Dimensions

新全長 New Length \_\_\_\_\_ 米 m

新全闊 New Width \_\_\_\_\_ 米 m

新全高 New Height \_\_\_\_\_ 米 m

新許可車輛總重 New Permitted Gross Vehicle Weight \_\_\_\_\_ 公噸 Tonnes

新許可行李箱載重量 New Permitted Luggage Compartment Weight \_\_\_\_\_ 公噸 Tonnes

新許可組合式車輛總重 New Permitted Gross Combined Weight \_\_\_\_\_ 公噸 Tonnes

新座位限額(司機除外) New Seating Capacity (excluding driver) \_\_\_\_\_ / \_\_\_\_\_

下層 LD 上層 UD

新企位限額 New Standing Capacity \_\_\_\_\_

新推動力 New Propulsion

汽油 Petrol  柴油 Diesel  電力 Electric

石油氣 LPG  「運高」式 Wankel

其他 Others \_\_\_\_\_

新企位限額 New Standing Capacity \_\_\_\_\_

新推動力 New Propulsion

汽油 Petrol  柴油 Diesel  電力 Electric

石油氣 LPG  「運高」式 Wankel

其他 Others \_\_\_\_\_

新企位限額 New Standing Capacity \_\_\_\_\_

新推動力 New Propulsion

汽油 Petrol  柴油 Diesel  電力 Electric

石油氣 LPG  「運高」式 Wankel

其他 Others \_\_\_\_\_

**車輛檢驗(職員專用) Vehicle Examination (For Official Use)**

本人在車輛底盤上刻上下方註明的車輛識別號碼。(如適用)

I stamped on the vehicle chassis a vehicle identification number as specified below. (if applicable)

本人證明上述已申報更改的車輛資料均屬正確。

I certify that the reported changes in vehicle particulars are correct.

驗車主任 Motor Vehicle Examiner \_\_\_\_\_

日期 Date \_\_\_\_\_

日期 Date \_\_\_\_\_

日期 Date \_\_\_\_\_

日期 Date \_\_\_\_\_

## 丙部 申請人簽署 PART C Signature of Applicant

本人以上聲明均屬真實事實。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。

My declarations above are true and correct. I understand that, if I knowingly make any statement or provide any information in this notice 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.

申請人簽署†

Signature of Applicant† \_\_\_\_\_

日期 Date \_\_\_\_\_

日期 Date \_\_\_\_\_

† 如屬公司申請人，須由該公司所指定的授權人士簽署及加蓋該公司印章。

† For company applicant, it must be signed by a person authorized by the company concerned and stamped with the company's chop.

本欄不必填寫 For Official use only

郵遞申請，請寄往以下地址(請沿虛線剪下)

運輸署觀塘牌照事務處  
東九龍郵政信箱 68115 號

# 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

## 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 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 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  
Licensing Section, 3/F, United Centre,  
95 Queensway, Hong Kong.**

運輸署網站 Transport Department's website:  
[www.td.gov.hk](http://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)

## Application in person or by agent

- Transport Department Hong Kong Licensing Office at 3/F, United Centre, 95 Queensway, Hong Kong;
- Transport Department Kowloon Licensing Office at 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon;
- Transport Department Kwun Tong Licensing Office at 5/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon;
- 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](http://www.td.gov.hk).

## 個人資料的說明 Notes about 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以下用途：
  - 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樓牌照事務組  
行政主任／FRT收**

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.

- 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.
- If the class of additions to the chassis or cab and chassis of a locally assembled vehicle is changed, the registered owner is liable to pay immediately an additional first registration tax. Registered owner should complete this notice and application form TD22 and then approach Hong Kong Licensing Office for processing.
- If there is an amendment of registration particulars on engine, body type, cylinder capacity, 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.
- Changes of engine propulsion, cylinder capacity, seating capacity and permitted gross vehicle weight may lead to adjustment of licence fees.
- 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, identity document number, vehicle registration mark and daytime contact telephone number on the back of the cheque/cashier order.
- 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.
- 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).
- For addition/deletion of driving restriction "To wear hearing aids", please approach Driving Services Section of Transport Department (Tel: 2713 7262) for audiological assessment.

## 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)

### 親自或由代理人申請

- 香港金鐘道95號統一中心3樓運輸署香港牌照事務處；
- 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；
- 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；
- 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](http://www.td.gov.hk)。

## 注意事項 Notes for Attention

- 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。
- 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本通知書，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。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。
- 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。
- 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，登記車主必須立即繳交附加的首次登記稅。登記車主應填妥本通知書及申請表格TD22到運輸署香港牌照事務處辦理有關手續。
- 若更改的登記細節涉及引擎、車身類型、汽缸容量、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。
- 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。
- 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、車輛登記號碼及日間聯絡電話。
- 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。
- 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)。
- 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。
- 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.
- 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 completing this notice 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

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**