

取消車輛登記通知書

NOTIFICATION FOR CANCELLATION OF VEHICLE REGISTRATION

(本欄不必填寫 For official Use Only)		<input type="checkbox"/> O	<input type="checkbox"/> P
Transaction No. _____			
Checker _____		Receiving officer _____	

車輛登記(車牌)號碼
Vehicle Registration Mark

請閱讀附頁的「須知事項」，並以正楷填寫各項資料。
Please read the notes overleaf and complete all items in BLOCK LETTERS.
如果你以郵遞申請，請亦填寫於第三頁。
If you submit your application by post, please also complete page 3.

甲部 PART A

申請人現時的個人資料 PRESENT PARTICULARS OF APPLICANT

姓名	NAME	
*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—Surname first, then Other Names)
女士	Ms.	4 _____
有限公司	Ltd. Co.	5 _____

中文姓名 In Chinese _____

*香港身份證／有限公司註冊證號碼 _____ ()

*H.K. Identity Card / Limited Company Certificate of Incorporation No. _____ ()

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，申請人必須在本申請表填寫其最新的住址/公司地址。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 residential address/company address under this application form.

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

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 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	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

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

乙部 PART B

車輛登記細節 PARTICULARS OF VEHICLE

類別 Class	底盤號碼／車輛識別號碼 Chassis No./V.I. No.
_____	_____

丙部 PART C

聲明 DECLARATION

現通知將上述登記車輛的登記及現行編配的車牌號碼取消，該車輛已

I hereby give notice that, to have the registration of the above vehicle and the present assigned vehicle registration mark cancelled, the vehicle has already been:

- + ☐ (甲) 拆毀而車輛拆毀證明書亦附上。
(a) scrapped and the scrap certificate is attached.
- ☐ (乙) 輸往外地而有關的運送文件亦附上。
(b) exported out of Hong Kong and the relevant shipping document is attached.

現聲明，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 元及監禁 6 個月。

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 a 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 to imprisonment for six months.

†請將不適用的刪去 Delete whichever is inapplicable.

✦請在適當的方格內加上「✓」號 Please tick the appropriate box.

登記車主簽署

Signature of Registered Owner

日期

Date

所需文件 REQUIRED DOCUMENTS

遞交通知書時，請一併附上以下文件，及於空格內加上“✓”號以作註明：——

When you submit your application, please also submit the following documents and put a “✓” against the appropriate box(es):——

- ☐ 你的香港身份證(如車輛屬私人所擁有)，但倘若你仍未在入境事務處人事登記處辦理登記手續，可附上香港以外地區簽發的護照)或公司註冊證（如車輛屬有限公司所擁有）；（本署亦接受身分證文件的影印副本作核對用，並會將副本在處理你的申請後銷毀。）
your H.K. Identity Card in the case of a private owner or, if you have not yet registered with the Registration of Persons Office, Immigration Department, a Passport outside Hone Kong, or the Certificate of Incorporation in the case of a limited company. (Photocopy of the identity document may be accepted and will be destroyed after the processing of your application.);
- ☐ 有關車輛的登記文件及車輛牌照正本（若該牌照仍屬有效）；
the relevant original Vehicle Registration Document and the Vehicle Licence (if the licence is still valid);
- ☐ 有關的自訂登記號碼分配證明書正本(如現行編配的車輛登記號碼為自訂登記號碼)；及
the relevant original Certificate of Allocation of Personalized Registration Mark (if the present assigned vehicle registration mark is personalized registration mark);and
- ☐ 車輛拆毀證明書正本（如該車輛已拆毀）或運送文件（如該車輛已輸往外地）。
the scrap certificate (if the vehicle is scrapped) or shipping document (if the vehicle is exported out of Hong Kong).

交回表格地點 PLACE OF SUBMISSION

填妥申請表格後，可

（甲） **郵寄至九龍觀塘郵政信箱 69511 號，運輸署觀塘牌照事務處；或**

（乙） 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 <http://www.td.gov.hk>

You can submit your application either

(A) **By post to Transport Department Kwun Tong Licensing Office, P.O. Box 69511, Kwun Tong Post Office, Kowloon, or**

(B) 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 5/F., Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon; or
- (4) Transport Department Sha Tin Licensing Office at 2/F., Sha Tin Government Offices, No. 1 Sheung Wo Che Road, New Territories.

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

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。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；
- (2) 運輸署署長可要求給予改變通知的駕駛執照持有人／登記車主，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，可處罰款 2,000 元。如屬姓名的改變或身分證文件的改變，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)、車輛登記文件正本(如持有)及／或駕駛教師執照正本(如持有)送交運輸署署長；及
- (3) 所有在本署以你的身份證／護照／有限公司註冊證號碼登記的車輛牌照或駕駛執照的記錄，會根據你在此表格內填報的地址而同時更改。

- (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). Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000;
- (2) The Commissioner for Transport may require a driving licence holder/registered vehicle owner who has given to the Commissioner for Transport a notification of change of particulars to produce 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 vehicle registration document (if applicable), and/or original driving instructor's licence (if applicable); and
- (3) For any change of address notified under this application form, all vehicle/driving licence records of the applicant under the same ID Card, passport, or Certificate of Incorporation for Limited Co. held by the Department will also be changed.

退回有效車輛牌照費 REFUND OF UNUSED VEHICLE LICENCE FEE

如你的車輛牌照於通知取消登記時距屆滿日期 60 日或以上者，按照香港法例第 374 章《道路交通（車輛登記及領牌）規例》第六附表，你可領回部份牌費。運輸署各牌照事務處均備有關的附表，以供查閱。本署於收到取消車輛登記的通知後，會作出安排，由庫務署通知你領回該款。

If on the date of notification, the unused part of your vehicle licence is 60 days or more, you are entitled to a refund of a portion of the licence fee in accordance with the Sixth Schedule to the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374). Copies of the Schedule are available for inspection upon request at each Transport Department's licensing office. Arrangement for the refund would be made on receipt of your notification of cancellation of the vehicle registration and you would be informed by the Treasury for that refund.

通知 NOTIFICATION

法律規定，你的車輛如經拆毀或毀棄或永久性輸往香港以外地區，須於十五日內以書面通知運輸署署長。

When your vehicle is broken up, destroyed, or sent permanently out of Hong Kong, you are required by law to notify within 15 days the Commissioner for Transport in writing of such breaking up, destruction or dispatch.

索取表格地點及方法 OBTAINING THE FORMS

- (1) 運輸署牌照事務處；或
Transport Department Licensing Offices; or
- (2) 運輸署顧客服務熱線 2804 2600 提供的圖文傳真服務；或
Fax-on-demand Service in the Transport Department Customer Service Hotline 2804 2600; or
- (3) 運輸署牌照服務互聯網頁 <http://www.td.gov.hk>；或
Transport Department Internet web site for licensing <http://www.td.gov.hk>; or
- (4) 民政事務處諮詢服務中心；或
Home Affairs Department Public Enquiry Service Centres; or
- (5) 郵政局。
Post Offices.

郵遞申請 APPLICATION BY POST

如果你以郵寄遞交申請書，請填寫下列資料 PLEASE FILL IN THE FOLLOWING ITEMS IF APPLY BY POST

請在下方提供的方格內填寫你的姓名及回郵地址，本署會將申請結果寄回該地址，但**不會**就該地址資料更改本署記錄。

Please fill in your name and return address to which the application result will be posted. We will **NOT** amend our record on the basis of this return address information provided.

姓名 Name: _____

回郵地址 Return Address: _____

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
九龍觀塘郵政信箱 69511 號

收集目的

- 運輸署會使用透過本表格所獲得的個人資料作下列用途：
 - 辦理有關審批你在本表格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。
- 你必須提供本表格所要求的個人資料。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

- 你透過本表格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表格所提供的個人資料副本一份。

查詢

- 有關透過本表格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 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,
3/F, United Centre,
95 Queensway,
Hong Kong.

Application by post to the following address.
(Please cut along the line.)

Transport Department
Kwun Tong Licensing Office
P.O. Box 69511,
Kwun Tong Post Office, Kowloon

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