運輸署
Transport Department

自訂車輛登記號碼
申請須知

Guidance Notes for Application for Personalized Vehicle Registration Mark

每年一、五及九月接受申請
Applications accepted in January, May and September each year

查詢熱線
Enquiry Hotline
2804 2600

簡介

為了讓車主有更多樣化的選擇，政府推出自訂車輛登記號碼計劃。根據該項計劃的特色，車主可自行選擇喜歡的車輛登記號碼，經運輸署審批及透過競投後，便可以使用這些自訂車輛登記號碼。

自訂車輛登記號碼的申請及分配事宜須受香港法例《道路交通（車輛登記及領牌）規例》（第 374 章，附屬法例 E）規定。本小冊子旨在介紹何謂自訂車輛登記號碼、自訂車輛登記號碼由申請至拍賣的流程，以及有關申請人須注意的地方。如有不一致之處，須以規例為準。

申請人在遞交申請前，應細閱此小冊子。

Introduction

To provide more choices of vehicle registration marks to vehicle owners, the Government introduced a Personalized Vehicle Registration Marks Scheme. Under the Scheme, a vehicle owner can choose his/her preferred vehicle registration mark, apply to the Transport Department (TD) and use it upon approval following a bidding exercise.

The application for and allocation of personalized vehicle registration marks are subject to the Road Traffic (Registration and Licensing of Vehicles) Regulations, Cap. 374 sub. leg. E. This pamphlet aims to introduce what a personalized vehicle registration mark is, the business process from submission of application to auction of personalized vehicle registration mark and the points to note for applicants. In the case of inconsistency, the Regulations shall prevail.

Applicants should read this pamphlet carefully before submitting applications.

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1 何謂自訂車輛登記號碼

- 自訂車輛登記號碼組合須由英文字母及／或數目字組成，但總數不得超過 8 個。英文字母「I」、「O」及「Q」不得使用。自訂車輛登記號碼中可有空位，但每個空位須當作一個英文字母或數目字計算於總數內，並且在任何 2 個英文字母及／或數目字之間，不得有超過一個空位；
- 自訂車輛登記號碼中不可有多於 4 個平排並列的同一英文字母或數目字；
- 自訂車輛登記號碼可以單行或雙行排列方式展示，並須按照獲批准的方式展示。如以雙行方式展示，每行最多可有 4 個英文字母、數目字及／或空位；及
- 自訂車輛登記號碼組合不得與現有的車輛登記號碼相同，也不得採用與現行車輛登記號碼或許可證／牌照號碼相似的式樣。組合亦不得與保留予某些車輛的登記號碼相同。

以下是一些自訂車輛登記號碼組合例子：

PVRM	0NLY Y0U	J0HN 28
P VRM	0NLY Y0U	J0HN 28
22882288	CHAN 268	SUSANNAH
2288 2288	CHAN 268	

例子僅供參閱。運輸署署長根據《道路交通（車輛登記及領牌）規例》賦予的權力不會受到該等例子影響。此外，自訂車輛登記號碼的展示方式須以《道路交通（車輛登記及領牌）規例》附表 4 的規定為準。

2 由申請至拍賣自訂車輛登記號碼的流程

第一階段 遞交申請	運輸署於每年的一月、五月及九月接受自訂車輛登記號碼的申請。就最新詳情包括該期處理申請數目的上限，請瀏覽該署網站(www.td.gov.hk) ↓ 申請人填寫申請表 ↓ 申請人遞交申請 ↓ 運輸署確認收到申請，並通知申請人個別的申請編號
第二階段 抽籤	（如申請數目超出指明處理上限）運輸署安排抽籤 ↓ 運輸署於該署網站刊登中籤者的申請編號，並將抽籤結果以郵寄方式通知申請人

第三階段 按基本組合規定查核	（如中籤） 運輸署查核申請的自訂車輛登記號碼是否符合有關組合的基本規定 ↓ 運輸署通知中籤申請人查核結果
第四階段 繳付按金	（如中籤的登記號碼符合基本規定） 申請人須於通知信內指明的限期內繳付 5,000 元按金
第五階段 審批	（如在指明限期內收到按金） 運輸署署長審批申請 ↓ 運輸署通知申請人審批結果
第六階段 拍賣	（如申請獲批准） 運輸署安排拍賣， 並於報章刊登拍賣會詳情 ↓ 運輸署通知申請人有關拍賣會的詳情 ↓ 申請人出席拍賣會，參與競投

3 申請人由申請至拍賣各階段要注意的事項

第一階段：遞交申請

1.1 申請期限

- 運輸署於每年的一月、五月及九月接受有興趣的人士申請以拍賣方式發售自訂車輛登記號碼以作分配。就最新詳情包括該期處理申請數目的上限，請瀏覽該署網站(www.td.gov.hk)。

1.2 填寫申請表

- 申請人必須填寫自訂車輛登記號碼申請表（TD569)，或填寫於政府一站通（www.gov.hk）的網上申請表。所有資料必須填寫，否則申請可能不獲受理。
- 請以正楷填寫申請表（TD569)。如以英文填寫，請使用大寫字母。
- 申請表（TD569）可於下列地方索取：
  - 從運輸署網站下載(www.td.gov.hk)
  - 運輸署各牌照事務處

牌照事務處地址
香港：香港金鐘道 95 號統一中心 3 樓
九龍：九龍長沙灣道 303 號長沙灣政府合署 2 樓
觀塘：九龍觀塘鯉魚門道 12 號東九龍政府合署 5 樓
沙田：新界沙田上禾輋路 1 號沙田政府合署 2 樓

- 如透過網上服務遞交申請，必須使用由認可核證機構所發出的有效個人或機構數碼證書以作認證。
- 申請人可以個人名義或有限公司名義提出申請。如申請人以個人名義申請，申請人必須於截止申請當日年滿 18 歲。
- 申請人須於申請表指明的方格內清楚填上申請的自訂車輛登記號碼。每個方格只供填寫一個英文字母或數目字，或將方格漏空以作為兩個英文字母及 / 或數目字之間的空位處理。
- 遞交申請後，自訂車輛登記號碼的組合和排列方式便**不得更改、補加或刪除**。如申請人未有填寫雙行排列方式，該登記號碼如獲接納，將來相應也不可以雙行排列方式展示。
- 自訂車輛登記號碼在雙行排列中的英文字母及數目字的排列次序必須與單行排列的相同，否則，該申請將不獲處理。
- 運輸署在處理申請時，不會理會每行排列的首尾空白方格，而會將自訂車輛登記號碼置中處理，例如：

自訂車輛登記號碼的展示方式須以《道路交通（車輛登記及領牌）規例》附表 4 的規定為準。

- 運輸署在處理申請時，如申請表上所填寫的自訂車輛登記號碼包含英文字母「I」及「O」，將分別視作數目字「1」及「0」處理。例如：

申請表上填寫的自訂登記號碼：　　將會視作下列號碼處理：

M	A	R	I	O			

→ **MAR10**

自訂車輛登記號碼的展示方式須以《道路交通（車輛登記及領牌）規例》附表 4 的規定為準。

- 自訂車輛登記號碼組合必須符合載於《道路交通（車輛登記及領牌）規例》（第 374E 章）的規定。詳情載於附件一及二。申請人應先注意這些規定，以免申請即使中籤亦不獲處理。

- 《道路交通（車輛登記及領牌）規例》附表 4 對如何展示自訂車輛登記號碼有詳細的規定。而且，每一款汽車安裝車牌號碼牌的大小不一。申請人應先了解這些規定，並考慮自己的汽車的號碼牌大小是否足夠展示擬申請的自訂車輛登記號碼，才決定申請自訂車輛登記號碼的組合。

- 遞交申請前，申請人可以登入政府一站通網站 (www.gov.hk) 查詢其有興趣申請的自訂車輛登記號碼組合是否符合附件一所列的基本組合規定。申請人亦可致電查詢熱線 2804 2600。

1.3 遞交申請

- **每名申請人**只能在每一期申請遞交**一份申請**，如申請人提出超過一份申請，其所有申請將不獲處理。
- 遞交申請的方法：
  - 將申請表投入設於運輸署各牌照事務處的投遞箱；
  - 郵寄申請表至：九龍油麻地海庭道 11 號西九龍政府合署南座 12 樓運輸署車輛登記號碼分組；或
  - 使用政府一站通的網上服務 (www.gov.hk) 提交申請。
- 申請人必須於接受申請期間遞交申請，其他期間遞交恕不接納。如以郵寄方式遞交，則以郵戳日期為準。
- 申請遞交後，不得撤回。
- 在此階段，無需繳付按金。

1.4 確認收到申請的通知信

- 如申請人使用郵寄或投遞箱提交申請，運輸署在收到申請後，會以平郵方式向申請人寄出註有申請編號的信件，確認收到申請。如申請人在遞交申請後兩個星期內仍未收到信件，請立即致電查詢熱線 2804 2600 查詢。
- 如申請人使用網上服務提交申請，申請人會於完成有關程序後，即時獲發註有申請編號的確認通知書。
- 只有已獲運輸署確認收到的申請才會獲得處理。

第二階段：抽籤

- 如接獲的申請超過憲報公布的處理數目，運輸署會以抽籤方式揀選申請。
- 運輸署會於該署網站 (www.td.gov.hk) 刊登中籤者的申請編號，並會將抽籤結果以郵寄方式通知申請人。

第三階段：按基本組合規定查核

- 所有中籤的自訂車輛登記號碼必須符合載於附件一有關組合的基本規定，才會獲進一步處理。
- 如超過一份中籤的申請是申請相同的自訂車輛登記號碼（只須考慮英文字母及數目字的排列次序），則該等申請中只有首先中籤的一份會獲進一步處理。
- 運輸署會將查核結果以郵寄方式通知中籤申請人。

第四階段：繳付按金

- 如中籤的申請符合自訂車輛登記號碼組合的基本規定，運輸署會發出書面通知，要求申請人於信上指明的期限繳付 5,000 元按金。
- 申請人如沒有在限期內繳付按金，則申請將視作已被撤回，不會獲進一步處理。

第五階段：審批

- 按照《道路交通(車輛登記及領牌)規例》(第 374E 章)第 12F 條的規定，接獲按金後，運輸署署長會行使其酌情決定權，決定是否接納有關的申請，並會按照附件三所列的審批準則拒絕有關申請。
- 運輸署會以郵寄方式通知申請人其申請獲得接納或被拒絕。
- 如申請被拒絕，申請人所繳付的按金將會經由庫務署發還給申請人。

第六階段：拍賣

- 獲批准的自訂車輛登記號碼會以拍賣方式要約發售，底價為 5,000 元。運輸署會以郵寄方式通知申請人拍賣的日期及詳情。有關拍賣自訂車輛登記號碼的詳細資料，請參閱相關的小冊子。
- 如有需要，運輸署署長可以在拍賣前，推翻原來接納申請的決定，並會以書面通知有關申請人及將已繳付的按金經由庫務署發還給申請人。而有關的自訂車輛登記號碼則會從拍賣名單中剔除。
- 如果申請人所申請的自訂車輛登記號碼獲批准以拍賣方式要約發售，而該自訂車輛登記號碼未能在拍賣會中售出，該號碼將會以特別費用 5,000 元分配予申請人，而申請人所繳付的按金將視為特別費用的繳款。

因此，申請人所繳付的按金將不會發還給申請人。運輸署會於拍賣會後以郵寄方式通知申請人有關的分配。請注意，在這情況下，申請人只能將該號碼配予自己名下的汽車。

- 如申請人未能成功競投其申請的自訂車輛登記號碼，申請人所繳付的按金將會經由庫務署發還給申請人。
- 買主須於拍賣日期後 12 個月內，向運輸署署長申請將有關的自訂車輛登記號碼配予以買主名義登記的汽車。買主如未能在 12 個月內將有關登記號碼配予汽車，運輸署署長可無需通知有關的買主而取消該登記號碼的分配並安排另行分配。
- 如運輸署署長信納某自訂車輛登記號碼不適宜或不再適宜分配，他可在該自訂車輛登記號碼拍賣後的任何時間，行使其酌情決定權取消該自訂車輛登記號碼的分配。在此情況下，自訂車輛登記號碼持有人必須交回指明的文件。待收齊文件後，運輸署會向持有人退回一筆相等於有關的自訂車輛登記號碼售出的拍賣成交價或特別費用的款額。

4 更改申請人的通訊地址及聯絡電話

- 關於自訂車輛登記號碼申請的函件會寄往申請人在申請表內提供的通訊地址。申請人在遞交申請後，其通訊地址或聯絡電話號碼如有更改，必須立即以書面通知運輸署車輛登記號碼分組（地址：九龍油麻地海庭道11號西九龍政府合署南座12樓或傳真：3101 5532）。

5 查詢熱線

- 如有查詢，請致電查詢熱線 2804 2600。
- 請於查詢時提供申請編號，以方便運輸署回覆。
- 申請人可瀏覽運輸署網站(www.td.gov.hk)參閱更多有關自訂車輛登記號碼的資料。

附件一

自訂車輛登記號碼的基本組合規定

1. 不得由超過 8 個英文字母（不得包括「I」、「O」及「Q」）、數目字及 / 或空位組成。

   不合規定的例子：

C	H	E	Q	U	E		

2. 在任何 2 個英文字母及 / 或數目字之間，不得有超過一個空位。

   不合規定的例子：

S	U	D			D	A	Y

3. 在該號碼的英文字母及數目字的排列中，不得有超過 4 個相同的英文字母或數目字是平排並列的。

   不合規定的例子：

2	8		8		8	8	8

A	A	A		A	A	A	

4. 不得與現有的車輛登記號碼相同或採用與現行車輛登記號碼相似的式樣，即不得僅由 1 至 4 個數目字組成，或由 1 至 2 個英文字母（置於開端）和隨後 1 至 4 個數目字組成。

   不合規定的例子：

1	8						

P	M		8		8		8

5. 不得採用與現行許可證 / 牌照號碼相似的式樣，即不得由英文字母 “VV” 或 “T”（置於開端）和一個尾隨數字組成，亦不得由英文字母 “T”（作為結尾）和一個前綴數字組成。

不合規定的例子：

V		V	1	6	8	8	8
T	1	8		2	8	8	
1	8		2		8	T	

6. 組合亦不得與保留予某些車輛的登記號碼相同，即不得僅由英文字母“AM”、“A”、“F”、“LC”或“ZG”組成；或由這些英文字母（置於開端）和一個尾隨數字組成；或由這些英文字母（作為結尾）和一個前綴數字組成。

   不合規定的例子：

A							
L		C	1				
1	8		2	8		A	M

F							
Z	G		1		6	8	
1	8		2	8	L		C

7. 不得是《道路交通（車輛登記及領牌）規例》附表 5A 指明的自訂車輛登記號碼（見附件二）。

8. 不得與一輛獲發國際通行許可證的汽車的登記號碼相同。

9. 不得是已根據《道路交通（車輛登記及領牌）規例》配予或分配的登記號碼。

10. 不得與展示在政府車輛的組合相同。

11. 不得與另一個申請的自訂車輛登記號碼相同，而該申請是回應先前的邀請而提出的，並且該申請正根據規例予以決定，或該自訂車輛登記號碼已根據規例獲批准作為自訂車輛登記號碼以藉拍賣方式要約發售。

附件二

《道路交通（車輛登記及領牌）規例》（第 374 章，附屬法例 E）附表 5A 指明的自訂車輛登記號碼（此等登記號碼不接受申請）

注意：

運輸署署長可行使其酌情決定權，以拍賣方式將下列任何登記號碼作為自訂車輛登記號碼發售以作分配。

申請人如申請這些自訂車輛登記號碼，其申請即使中籤，亦不會獲進一步處理。

1. B, C, D, E, G, H, J, K, L, M, N, P, R, S, T, U, V, W, X, Y 及 Z.
2. AA, BB, CC, DD, EE, FF, GG, HH, JJ, KK, LL, MM, NN, PP, RR, SS, TT, UU, VV, WW, XX, YY 及 ZZ.
3. AAA, BBB, CCC, DDD, EEE, FFF, GGG, HHH, JJJ, KKK, LLL, MMM, NNN, PPP, RRR, SSS, TTT, UUU, VVV, WWW, XXX, YYY 及 ZZZ.
4. AAAA, BBBB, CCCC, DDDD, EEEE, FFFF, GGGG, HHHH, JJJJ, KKKK, LLLL, MMMM, NNNN, PPPP, RRRR, SSSS, TTTT, UUUU, VVVV, WWWW, XXXX, YYYY 及 ZZZZ.

附件三

審批準則

如申請的自訂車輛登記號碼符合以下任何一項說明，有關申請將會被拒絕：

- ✘ 相當可能令合理的人反感，或帶有品味低俗或不雅的含義；
- ✘ 提述任何三合會名銜或術語，或在其他方面帶有三合會含義；
- ✘ 相當可能會令合理的人相信展示該登記號碼的汽車是屬於任何以下機構，或相信使用該車輛的人是代表任何以下機構的 ——
  - 香港駐軍或中央人民政府在香港設立的任何機構；
  - 香港特別行政區政府；
  - 任何公共機構（即行政會議、立法會、任何區議會、司法機構、廉政公署或政府任何部門）；
  - 任何國家或任何國家的政府；或
  - 政府以任何身分參加的國際組織；
- ✘ 可能對任何道路使用者的安全造成危險；或
- ✘ 在執法方面造成混淆。

  如果申請的登記號碼難以讀取（例如：「WVWVVVWW」），或者它與另一個號碼產生混淆（例如：「REBECCA」與「RE8ECCA」），可能會被認為在執法上造成混淆。

在不損害運輸署署長根據《道路交通（車輛登記及領牌）規例》行使的酌情決定權下，以上例子僅供參考。

1 What is a Personalized Vehicle Registration Mark

- A personalized vehicle registration mark shall consist of not more than 8 letters and/or numerals. "I", "O" and "Q" are not allowed. A blank space will be counted as a character; more than one blank space is allowed in a personalized vehicle registration mark but there shall be not more than one blank space between any 2 letters and/or numerals;
- There shall be no more than 4 identical letters or numerals placed together side by side in a personalized vehicle registration mark;
- A personalized vehicle registration mark may be displayed in a single row or in two rows, and the display must be in accordance with the approved format(s). If it is displayed in two rows, the maximum number of letters, numerals and/or blank spaces in each row is 4; and
- Personalized vehicle registration mark combinations must not duplicate existing vehicle registration marks or be of similar pattern to existing forms of vehicle registration marks or permit/licence numbers and they must not duplicate the registration marks reserved for certain vehicles.

The following are some examples of personalized vehicle registration mark combinations:

PVRM	0NLY Y0U	J0HN 28
P VRM	0NLY Y0U	J0HN 28
22882288	CHAN 268	SUSANNAH
2288 2288	CHAN 268	

The examples are for reference only. The Commissioner for Transport's powers under the Road Traffic (Registration and Licensing of Vehicles) Regulations are not to be affected by these examples. Besides, the requirements on the display of personalized vehicle registration marks stipulated in Schedule 4 to the Road Traffic (Registration and Licensing of Vehicles) Regulations shall prevail.

2 The Business Process from Submission of Application to Auction of Personalized Vehicle Registration Marks

Stage 1 Submission of Application	Transport Department (TD) accept applications for personalized vehicle registration mark every January, May and September. For up-to-date details including the number of applications to be considered in that exercise, please visit TD website (www.td.gov.hk) ↓ Applicants to complete application forms ↓ Applicants to submit applications ↓ TD acknowledge receipt of applications and inform applicants of their respective application numbers
Stage 2 Selection of Applications by Lot	(If the number of applications exceeds the specified number for consideration) TD arrange a selection by lot ↓ The application numbers selected by lot are published in TD website and the applicants are also notified of the ballot results by post

Stage 3 Checking against Basic Combination Requirements	(For applications which are selected) TD check the proposed personalized vehicle registration marks against basic combination requirements ↓ The selected applicants are notified of the checking results
Stage 4 Payment of Deposit	(If the selected registration marks meet the basic requirements) Applicants to pay a deposit of $5,000 within the period specified in the notification letter
Stage 5 Vetting	(If the deposit is received within the specified period) The applications are vetted by the Commissioner for Transport ↓ Applicants are notified of the vetting results
Stage 6 Auction	(For applications which are accepted) TD arrange an auction with relevant details published in newspapers ↓ TD send the auction details to the applicants ↓ Applicants to attend the auction and participate in the bidding

3 Points to Note at Various Stages from Submission of Application to Auction

Stage 1: Submission of Application

1.1 Application Period

- Transport Department accept applications for allocation of personalized vehicle registration marks upon sale by auction every January, May and September. For up-to-date details including the number of applications to be considered in the exercise, please visit Transport Department website (www.td.gov.hk).

1.2 Complete the Application Form

- The applicant should complete Application Form (TD569) or complete online application form available at the GovHK website (www.gov.hk). All items on the application form should be duly completed, otherwise the application may not be entertained.
- Use block capitals to complete Application Form (TD569).
- Application Form (TD569) is available at:
  - Transport Department website (www.td.gov.hk)
  - Licensing Offices of Transport Department

Licensing Office Address
Hong Kong 3/F, United Centre, 95 Queensway, Hong Kong
Kowloon 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon
Kwun Tong 5/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon
Sha Tin 2/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories

- For submission of online application, use of valid personal or organizational digital certificate issued by recognized Certification Authorities is required for authentication.

- Applications can be made in the name of individuals or limited companies. If an application is made in the name of an individual, the applicant should have reached the age of 18 by the closing date for application.

- The applicant should print the proposed personalized vehicle registration mark clearly in designated boxes on the Application Form. Only 1 letter or numeral should be written in each box, or the box may be left blank to indicate a blank space between 2 letters and/or numerals.

- **No alteration, addition or deletion** to the combination and arrangements of the personalized vehicle registration mark printed on the application form will be allowed after submission of application. If the arrangement in two rows is not provided, accordingly no display of the registration mark in two rows will be allowed if the application is accepted.

- If the display of the personalized vehicle registration mark in two rows is specified, its sequence of arrangement of the letters and numerals shall be the same as in a single row, otherwise the application will not be entertained.

- When processing the application, Transport Department ignore any blank boxes at the beginning and end of each row and place the personalized vehicle registration mark in the middle. For instance,

The requirements on the display of personalized vehicle registration marks stipulated in Schedule 4 to the Road Traffic (Registration and Licensing of Vehicles) Regulations shall prevail.

- For the purpose of processing application, letters "I" and "O" comprised in the proposed personalized vehicle registration mark printed on the application form will be treated as numerals "1" and "0" respectively. For instance,

The requirements on the display of personalized vehicle registration marks stipulated in Schedule 4 to the Road Traffic (Registration and Licensing of Vehicles) Regulations shall prevail.

- The personalized vehicle registration mark combinations shall comply with the requirements set out in the Road Traffic (Registration and Licensing of Vehicles) Regulations, Cap. 374E. Details are at Annexes 1 and 2. The applicant should take note of these requirements first lest the application may not be considered even though the lot falls on it.

- Schedule 4 to the Road Traffic (Registration and Licensing of Vehicles) Regulations stipulates in detail the requirements on the display of a personalized vehicle registration mark. Moreover, the size of the number plate to be installed on different models of motor vehicles varies. Before deciding on the personalized vehicle registration mark combination, the applicant should first have an understanding of these requirements and consider the size of the number plate of his/her vehicle to see whether it can accommodate the proposed personalized vehicle registration mark.

- Before submitting the application, the applicant may visit the GovHK website (www.gov.hk) to enquire whether the personalized vehicle registration mark combination that he/she has interest to apply can comply with the basic combination requirements set out at Annex 1. The applicant may also call the Enquiry Hotline at 2804 2600.

1.3 Submission of Application

- **Each applicant** can only submit **ONE application** in each exercise. If more than one application is submitted by an applicant, all of his/her applications will not be processed.
- Applications can be submitted by:
  - putting in the drop-in box at any of the Licensing Offices of Transport Department;
  - posting to Vehicle Registration Marks Unit, Transport Department, 12/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon; or
  - using the online application service available at the GovHK website (www.gov.hk).
- Applications should be submitted during the application period. Applications outside application period will not be entertained. Applications received by mail will be dated by the postmark.
- No withdrawal of an application after submission will be allowed.
- No payment of deposit is required at this stage.

1.4 Acknowledgement of receipt of application

- For applicants who submit the applications by postal or drop-in box, Transport Department will, upon receipt of an application, send an acknowledgement of receipt bearing an application number to the applicant by ordinary post. For those applicants who have not received the acknowledgement letter within 2 weeks after submission of their applications, they should call the Enquiry Hotline at 2804 2600 immediately.

- For applicants who make use of the online application service, they will receive an acknowledgement bearing an application number immediately upon completion of the necessary procedures.
- Only applications that have been acknowledged receipt will be processed.

Stage 2: Selection of Applications by Lot

- If the number of applications received exceeds the number for consideration specified in the Gazette Notice, Transport Department shall cause the applications to be selected by lot.
- The application numbers selected by lot will be published in Transport Department website (www.td.gov.hk) and the applicants will also be notified of the ballot results by post.

Stage 3: Checking against Basic Combination Requirements

- The selected personalized vehicle registration marks will only be further processed if they meet the basic combination requirements as specified in Annex 1.
- If more than one selected application for the same proposed personalized vehicle registration mark (taking into account only the sequence of arrangement of the letters and numerals) is so selected, only the one on which the lot falls first out of those applications will be further processed.
- Selected applicants will be notified of the checking results by post.

Stage 4: Payment of Deposit

- If a selected application meets the basic combination requirements, Transport Department will send a notice in writing to the applicant, requiring him/her to pay a deposit of $5,000 within the period specified in the notice.
- If an applicant fails to pay the deposit within the specified period, his/her application will be deemed to have been withdrawn and will not be processed further.

Stage 5: Vetting

- In accordance with Regulation 12F of the Road Traffic (Registration and Licensing of Vehicles) Regulations, Cap. 374E, upon receipt of the deposit, the Commissioner for Transport will, in his discretion, decide whether to accept the application, and will refuse the application in accordance with the vetting criteria set out at Annex 3.
- Transport Department will inform the applicant whether his/her application is accepted or refused by post.
- For an application which is refused, the deposit paid by the applicant will be refunded to him/her via the Treasury.

Stage 6: Auction

- The approved personalized vehicle registration mark will be offered for sale by auction at a reserve price of $5,000. Transport Department will inform the applicant of the auction date and details by post. Please refer to another pamphlet on auction of personalized vehicle registration marks for more details.
- Where necessary, the Commissioner for Transport may reverse his original decision to accept the application before the auction, and will inform the applicant in writing

and refund the deposit paid to him/her via the Treasury. The personalized vehicle registration mark concerned will be removed from the auction list.

- If a personalized vehicle registration mark proposed by an applicant is approved to be offered for sale by auction but remains unsold at the auction, it will be allocated, at a special fee of $5,000, to the applicant, and the deposit paid by the applicant shall be taken as payment of the special fee. As such, the deposit paid by the applicant will not be refunded to him/her. The applicant will be notified of the allocation after the auction by post. Please note that the personalized vehicle registration mark can only be assigned to a vehicle registered in the name of the applicant under such circumstances.

- If the applicant is not successful in bidding for his/her proposed personalized vehicle registration mark, the deposit paid will be refunded to him/her via the Treasury.

- The purchaser shall, within 12 months after the date of auction, apply to the Commissioner for Transport for the personalized vehicle registration mark to be assigned to a motor vehicle registered in the name of the purchaser. If the purchaser fails to assign the registration mark within 12 months, the Commissioner may, without prior notice to the purchaser, cancel that allocation and reallocate the registration mark.

- The Commissioner for Transport may, in his discretion, cancel the allocation of the personalized vehicle registration mark at any time after the auction if he is satisfied that the personalized vehicle registration mark is not or is no longer appropriate for allocation. In such circumstances, the personalized vehicle registration mark holder shall return the documents specified. Upon receipt of the documents, Transport Department will refund to the holder an amount equal to the auction price or the special fee at which the personalized vehicle registration mark was sold.

4 Change of Correspondence Address and Contact Telephone Number

- All mails relating to application for personalized vehicle registration mark will be sent to the correspondence address provided by the applicant on the application form. Should there be any change of correspondence address or contact telephone number after submission of an application, the applicant should notify in writing the Vehicle Registration Marks Unit of Transport Department immediately (Address: 12/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon or fax no.: 3101 5532).

5 Enquiry Hotline

- For enquiry, please call Enquiry Hotline at **2804 2600**.
- Please quote the application number when making enquiry so as to facilitate Transport Department in giving reply.
- For more information about personalized vehicle registration marks, please visit Transport Department website (www.td.gov.hk).

Annex 1

Basic Combination Requirements for Personalized Vehicle Registration Marks

1. A personalized vehicle registration mark shall consist of not more than 8 letters (which shall not include the letters "I", "O" and "Q"), numerals and/or blank spaces.

   Example that does not meet the requirement:

C	H	E	Q	U	E		

2. There shall be not more than one blank space between any 2 letters and/or numerals.

   Example that does not meet the requirement:

S	U	D			D	A	Y

3. There shall be in its arrangement of the letters and numerals not more than 4 identical letters or numerals placed together side by side.

   Examples that do not meet the requirement:

2	8		8		8	8	8
A	A	A		A	A	A	

4. A personalized vehicle registration mark shall not duplicate an existing vehicle registration mark or be of a similar pattern to existing forms of vehicle registration marks, i.e. it must not consist only of 1 to 4 numerals, or consist of 1 to 2 letters at the beginning and followed by 1 to 4 numerals.

   Examples that do not meet the requirement:

1	8						
P	M		8		8		8

5. A personalized vehicle registration mark shall not be of similar pattern to existing forms of permit/licence numbers, i.e. it should not consist of the letters "VV" or "T"at the beginning and followed by a number, or consist of the letter "T"as the suffix and preceded by a number.

Examples that do not meet the requirement:

V		V	1	6	8	8	8

T	1	8		2	8	8	

1	8		2		8	T	

6. The combination shall not duplicate the registration marks reserved for certain vehicles, i.e. registration marks consisting only of letters "AM", "A", "F", "LC" or "ZG"; or consisting of these letters at the beginning and followed by a number; or consisting of these letters as the suffixes and preceded by a number.

Examples that do not meet the requirement:

A							

L		C	1				

1	8		2	8		A	M

F							

Z	G		1		6	8	

1	8		2	8	L		C

7. A personalized vehicle registration mark shall not be the ones specified in Schedule 5A to the Road Traffic (Registration and Licensing of Vehicles) Regulations (see Annex 2).

8. A personalized vehicle registration mark shall not be identical to the registration mark of a vehicle issued with an international circulation permit.

9. A personalized vehicle registration mark shall not be a registration mark which has been assigned or allocated under the Road Traffic (Registration and Licensing of Vehicles) Regulations.

10. A personalized vehicle registration mark shall not be the same as the combination displayed on government vehicles.

11. A personalized vehicle registration mark shall not be the same as another proposed personalized vehicle registration mark for which an application has already been made in response to an earlier invitation, and that application is being determined or has been approved as personalized vehicle registration mark to be offered for sale by auction.

Annex 2

Personalized Vehicle Registration Marks specified in Schedule 5A to the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap.374 sub. leg. E) (Applications for these registration marks will not be accepted)

Please note that:

The Commissioner for Transport may, in his discretion, make any registration mark specified below available for allocation upon sale by auction as a personalized vehicle registration mark.

If applications are made for these personalized vehicle registration marks, they will not be considered even though the lot falls on them.

1. B, C, D, E, G, H, J, K, L, M, N, P, R, S, T, U, V, W, X, Y and Z.

2. AA, BB, CC, DD, EE, FF, GG, HH, JJ, KK, LL, MM, NN, PP, RR, SS, TT, UU, VV, WW, XX, YY and ZZ.

3. AAA, BBB, CCC, DDD, EEE, FFF, GGG, HHH, JJJ, KKK, LLL, MMM, NNN, PPP, RRR, SSS, TTT, UUU, VVV, WWW, XXX, YYY and ZZZ.

4. AAAA, BBBB, CCCC, DDDD, EEEE, FFFF, GGGG, HHHH, JJJJ, KKKK, LLLL, MMMM, NNNN, PPPP, RRRR, SSSS, TTTT, UUUU, VVVV, WWWW, XXXX, YYYY and ZZZZ.

Annex 3

Vetting Criteria

An application will be refused if the proposed personalized vehicle registration mark —

- ✘ is likely to be offensive to a reasonable person, or has a connotation offensive to good taste or decency;
- ✘ refers to any triad title or nomenclature or otherwise has a triad connotation;
- ✘ is likely to cause a reasonable person to believe that the motor vehicle on which the registration mark is displayed belongs to or the person using the vehicle represents any of the following —
  - the Hong Kong Garrison or any office set up by the Central People's Government in Hong Kong;
  - the Government of the Hong Kong Special Administrative Region;
  - any public body (i.e. the Executive Council, the Legislative Council, any District Council, the Judiciary, the Independent Commission Against Corruption or any department of the Government);
  - any country or the government of any country; or
  - an international organization in which the Government participates in any capacity;
- ✘ may cause danger to the safety of any user of the road; or
- ✘ is confusing for the purposes of law enforcement.

A proposed mark may be considered confusing for the purpose of law enforcement if the reading of the mark is difficult (e.g. "WWWVVVWW") or if it may be confused with another mark (e.g. "REBECCA" vs "RE8ECCA").

Without prejudice to the discretion of the Commissioner for Transport exercised under the Road Traffic (Registration and Licensing of Vehicles) Regulations, the above examples are for reference only.

香港特別行政區政府
Hong Kong Special Administrative Region Government
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