

重要通知

車輛(的士除外)過戶的法定要求

根據法例，登記車主（「舊車主」）須在車輛過戶後72小時內，向本署車輛記錄辦事處遞交已填妥、並由舊車主及新車主雙方已簽署的「車輛過戶通知書（的士除外）」的副本（即表格TD25第3頁）；而新車主則須在車輛過戶後72小時內，向本署牌照事務處遞交已填妥、並由舊車主及新車主雙方已簽署的「車輛過戶通知書(的士除外)」的**正本**（即表格TD25第1頁）及所需文件與費用，以完成車輛過戶程序。**舊車主應確保新車主於車輛過戶後72小時內向運輸署遞交上述「車輛過戶通知書(的士除外)」的正本以完成辦理車輛過戶手續，否則車輛過戶手續並未完成。在運輸署完成辦理車輛過戶手續前，由於車輛仍在舊車主名下，舊車主仍須繼續承擔該車輛所招致的所有法律責任。**

在車輛登記文件簽署及蓋印規定

車輛登記文件(以下簡稱為「牌簿」)上**必須**載有登記車主簽署，而當登記車主遞交有關的牌照申請時，申請表格上的簽署必須與牌簿上的簽署相符；如以公司/機構為登記車主，牌簿必須載有由該公司/機構所指定獲授權人士的簽署並加蓋該公司/機構的印章，而申請表格上的印章與牌簿上的印章**必須完全相同**，否則運輸署將**不會**處理有關的牌照申請。

地址證明要求

於遞交牌照服務申請時，**必須**連同最近三個月內發出的地址證明文件正本或副本，否則運輸署可以根據有關法例暫停處理有關申請。[\[請參閱可接納的地址證明\]](#)

更改地址

根據法例，駕駛執照持有人或登記車主的地址如有改變，須在 72 小時內通知運輸署。任何人無合理辯解而違反此規定，即屬犯罪，可處罰\$2,000。你可透過書面、[政府一站通](#)或遞交[表格](#)(「更改個人資料或車輛資料通知書」)連同新地址的證明文件通知運輸署有關地址的更改。

郵件貼上足夠郵資

若郵件郵資不足，香港郵政會收取欠資及相關費用。本署不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人(有回郵地址)或予以銷毀(沒有回郵地址)。為確保郵件能妥善送達本署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資及註明回郵地址。

[\[請參閱香港郵政有關郵費的最新詳情\]](#)

提交身分證明文件

如以郵寄方式或經投遞箱遞交申請，請勿提交身分證明文件正本。

申請人可選擇把已填妥的申請表格及所需文件，經電郵(vlapp@td.gov.hk)提供予牌照事務處作初步審閱。在一般情況下，本署會在10個工作天內以電郵形式作出回覆，告知申請人初步審閱的結果，並建議申請人[按照申請表格內列明的方式](#)將申請表格正本連同證明文件及應繳費用正式遞交至牌照事務處，以作出申請。透過電郵遞交的申請，本署只會作初步審閱，本署會在收到申請表格正本及證明文件後才正式處理及批核該申請。

若你是已登記選民而你的住址有變更，
請盡早通知選舉事務處。如有查詢，
請致電選舉事務處熱線 2891 1001。



運輸署

Transport Department

申請細節 DETAILS OF APPLICATION

(To be completed by the registered owner or his representative authorized by him in writing. In the case of a 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.)

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(C) I hereby apply to have the present assigned personalized registration mark surrendered to the Transport Department and the aforesaid vehicle re-registered under a new registration mark (please attach the original Certificate of Allocation of Personalized Registration Mark).

(6) Copy of your submitted supporting document(s) will be destroyed after processing your application.

所需文件及費用 REQUIRED DOCUMENTS AND FEE

- ☐ 如車輛屬私人所擁有，請出示你的香港身份證；如非香港居民，請出示護照；如車輛屬公司所擁有，請出示公司註冊證書／非香港公司註冊證明書／公司更改名稱證書／註冊非香港公司變更名稱註冊證明書(商業登記證不會被接納)。上述文件的影印本亦可接受作核對用，並將於辦理你的申請後銷毀；若車輛類別為私家或公共巴士、私家或公共小巴、的士、獲發具有出租汽車許可證的私家車，申請人須先前往位於香港金鐘道 95 號統一中心 3 樓公共車輛分組取得有關批准，並連同其他於上述未提及而有關連的文件一併遞交。
- ☐ 有關車輛的登記文件正本及車輛牌照(行車證)正本；
- ☐ (如適用)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；
- ☐ (如需交回自訂登記號碼)自訂登記號碼分配證明書正本；
- ☐ 現時地址的證明(住址／公司地址及通訊地址)正本或副本，而該地址證明需要發出距今不超過三個月(包括水電煤或電訊公司收費單、銀行、保險公司、政府部門、本地大學、國際或本地註冊的慈善機構發出的文件)。所有可接納的地址證明載列於本署網站(http://www.td.gov.hk/tc/public_services/licences_and_permits/proof_of_address/index.html)。如有查詢，可致電 2804 2600；
- ☐ 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；
- ☐ 如你欲以從拍賣中所投得或以特別費用獲分配的號碼登記有關車輛(即申請細節(甲)(二)或(甲)(三)項)，你須繳付登記費。如欲知最新費用，你可於本署的詢問處查詢、致電顧客服務熱線 2804 2600/1823 電話中心查詢或瀏覽運輸署網頁(www.td.gov.hk)；及
- ☐ 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。
- ☐ Your Hong Kong Identity Card in the case of a private owner, or a passport for non-identity card holders, or the Certificate of Incorporation/Certificate of Registration of Non-Hong Kong Company/Certificate of Change of Name/Certificate of Registration of Alteration of Name of Registered Non-Hong Kong Company in the case of a company (Business Registration Certificate will not be accepted). Photocopy of the identity document(s) will be accepted and will be destroyed after the processing of your application. **In the case of Private or Public Bus, Private or Public Light Bus, Taxi, Private Car with hire car permit, the application must be submitted together with other relevant documents not mentioned above to the Public Vehicles Unit at 3/F, United Centre, 95 Queensway, Hong Kong for approval in advance.**
- ☐ The relevant original Vehicle Registration Document(s) and the original Vehicle Licence(s);
- ☐ (If applicable) a certificate of retention of registration mark, or a receipt for payment of the auction price of the registration mark and a memorandum of sale, or the notification letter of allocation;
- ☐ (If the personalized registration mark is to be surrendered) the original Certificate of Allocation of Personalized Registration Mark;
- ☐ Original or photocopy of proof of present address (residential address/company address and correspondence address) which is issued not more than 3 months from now (includes utility or telecommunication bills, documents issued by banks, insurance companies, government departments, local universities, international charitable organizations or charitable organizations registered in Hong Kong. The full list of acceptable proof of address is available at this Department's website (http://www.td.gov.hk/en/public_services/licences_and_permits/proof_of_address/index.html). For enquiries, please call 2804 2600.
- ☐ If the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose;
- ☐ If you wish to assign the vehicle concerned with a registration mark obtained by auction or allocated at a special fee, i.e.(A)(2) or (A)(3) of "Details of Application", you have to pay a registration fee. For enquiry of the up-to-date fee, you may approach the enquiry counters of the Licensing Offices, call the Customer Service Hotline 2804 2600/1823 Call Centre, or visit Transport Department's website: www.td.gov.hk for information; and
- ☐ 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.

† 請在適當的方格內加 ☐ 號 Please tick the appropriate box

遞交申請書途徑 WAYS OF SUBMISSION OF APPLICATION

請將填妥的申請書及所需文件以下列方式交回

Please return the completed application form and necessary documents by any of the following methods

郵寄、親自或由代理人申請

- (1) 香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處；或
- (2) 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。

如你以郵寄遞交申請書後四個星期內仍未收到有關文件，請致電 2804 2600 與運輸署聯絡，以便作出跟進。

郵資不足的信件將不獲接收。為使郵件能妥善送達本署，請確保郵件貼上足夠郵資及註明回郵地址。請參閱注意事項 (5)。

如需查詢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。

Application by post, in person or by agent

- (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.

If you have not received the relevant documents applied 4 weeks from the date of submission by post, please contact Transport Department at 2804 2600 for follow up action.

Underpaid mail items will be rejected. For proper delivery of your mail items to the department, please ensure your mail items bear sufficient postage with return address. Please refer to Notes for Attention (5).

For enquiry on service hours of Licensing Offices, please call 2804 2600 or visit our website www.td.gov.hk.

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

- (1) 請在支票／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。

Please write down your name, vehicle registration mark and daytime contact telephone number on the back of the cheque/cashier order.

- (2) 請填上你的付款資料。

Please fill in your Remittance Details.

為方便本署郵寄本申請書所申請的相關文件給你，請在以下填上你的姓名／公司名稱（如以公司登記為車主）及你於本申請書所填寫的住址／公司地址／通訊地址。

郵資不足的信件將不獲接收。為使郵件能妥善送達本署，請確保郵件貼上足夠郵資及註明回郵地址。請參閱注意事項 (5)。

To facilitate us to mail the relevant documents applied under this application form to you, please fill in below your name/company name (if using company as registered vehicle owner) and residential address/company address/correspondence address provided in this application form.

Underpaid mail items will be rejected. For proper delivery of your mail items to the department, please ensure your mail items bear sufficient postage with return address. Please refer to Notes for Attention (5).

銀行名稱 Name of Bank: _____

付款總額 Amount Paid: _____

支票／銀行本票號碼
Cheque/Cashier Order No. _____

姓名 Name: _____

住址／公司地址／通訊地址 Residential/Company/Correspondence Address: _____

收集目的

1. 運輸署會使用透過本申請書所獲得的個人資料作下列用途：
 - (a) 辦理有關審批你在本申請書中所提出的申請的事務；
 - (b) 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）
 - (c) 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）
 - (d) 辦理有關交通及運輸的事務；及
 - (e) 方便運輸署與你聯絡。
2. 你必須提供本申請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

3. 你透過本申請書所提供的個人資料會向下列人士／部門公開：
 - (a) 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；
 - (b) 任何人士，以作上述第 1 段 (b) 項所列的用途；及
 - (c) 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

4. 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書所提供的個人資料副本一份。

查詢

5. 有關透過本申請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／首次登記稅收啟

Purposes of Collection

1. The personal data provided by means of this form will be used by Transport Department for the following purposes:
 - (a) activities relating to the processing of your application in this form;
 - (b) 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)
 - (c) 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)
 - (d) activities relating to traffic and transport matters; and
 - (e) facilitating communication between Transport Department and yourself.
2. 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

3. The personal data you provided by means of this form may be disclosed to:
 - (a) other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;
 - (b) any person for the purpose mentioned in paragraph 1(b) above; and
 - (c) 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

4. 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

5. 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.