

重要通知

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。

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

請閱讀背頁的「各項須知」，並以正楷填寫各項資料。
Please read the notes overleaf and complete all items in BLOCK LETTERS

車輛登記(車牌)號碼
Vehicle Registration Mark  ()

(本欄不必填寫 FOR OFFICIAL USE ONLY)

O	
P	

Receiving Officer's Signature

登記車主現時的資料 PRESENT PARTICULARS OF REGISTERED OWNER

(你在本署電腦記錄中的個人資料將根據下列所填報的而更改)
(Your particulars in our computer record will be amended as hereunder)

姓名 NAME:

* 先生	Mr.	1	英文姓名(姓氏先行,名字隨後) In English— <i>Surname first, then Other Names</i>	* 身分證文件號碼/ 公司註冊證號碼/ 公司編號	<input type="text"/> ()
夫人	Mrs.	2			
小姐	Miss	3			
女士	Ms.	4			
公司	Co.	5			

*Identity Document No./
Certificate of Incorporation No./
Company Registration No.

中文姓名 In Chinese _____

「注意：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。」

(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 application form.)

住址／公司地址 RESIDENTIAL/COMPANY ADDRESS

<input type="text"/>	<input type="text"/>	如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤	<input type="text"/>
室 Flat/Room	樓 Floor		座 Block/Tower

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.)

<input type="text"/>	<input type="text"/>	如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤	<input type="text"/>
室 Flat/Room	樓 Floor		座 Block/Tower

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. _____

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

† 請在適當方格內加上「√」號。 Please tick the appropriate box.

車輛登記細節 PARTICULARS OF VEHICLE

類別：
Class _____

車身底盤號碼／車輛識辨號碼
Chassis No./V.I. No. _____

聲明 DECLARATION

現聲明本人的
I hereby declare that my

† 車輛登記文件已
vehicle registration document is—

遺失 lost

本人已向警方報失，現附上警方發給的報失證明文件。如日後尋回車輛登記文件的原本，本人保證將其交回運輸署署長。

I have reported the loss to the Police. I enclose the certificate furnished by the Police.
I undertake to return to the Commissioner for Transport the original registration document when found.

毀滅 destroyed

本人已向警方報告毀壞情況，現附上警方發給的毀壞報告證明文件。

I have reported the destruction to the Police. I enclose the certificate furnished by the Police.

損毀 defaced

現附上該損毀的車輛登記文件。
I enclose the defaced vehicle registration document.

本人現申請車輛登記文件複本。
I now apply for the issue of a duplicate vehicle registration document.

車輛牌照已
vehicle licence is—

遺失 lost

如日後尋回車輛牌照的原本，本人保證將其交回運輸署署長。

I undertake to return to the Commissioner for Transport the Original Vehicle licence when found.

毀滅 destroyed

損毀 defaced

現附上該損毀的車輛牌照。
I enclose the defaced vehicle licence.

本人現申請車輛牌照複本。
I now apply for the issue of a duplicate vehicle licence.

本人明白，如明知車輛登記文件／車輛牌照的原本並無遺失或毀滅而以該原本已遺失或毀滅為理由申請車輛登記文件／車輛牌照複本，根據香港法例第374E章道路交通（車輛登記及領牌）規例第60條的規定，本人可被判罰款 \$2,000。

本人已細閱本申請表格的內容及明白有關「注意事項」。

本人以上聲明均屬真確事實。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 及監禁 6 個月。

I understand that, if I apply for a duplicate vehicle registration document/vehicle licence on the ground that the original registration document/licence is lost or destroyed knowing that such original registration document/licence has not been lost or destroyed, I shall render myself liable under Regulation 60 of the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374E) to a fine of \$2,000.

I have read through the content of this application form and understand the “NOTES FOR ATTENTION”.

My declarations above are true and correct. 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.

登記車主簽署
Signature of Registered Owner
日期
Date

所需文件及費用 REQUIRED DOCUMENTS AND FEE

申請車輛登記文件複本時，請一併附上：——

- 如車輛屬私人所擁有，請出示你的香港身份證正本（如非香港居民，請出示護照正本）；
- 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及由公司指定或授權的人士簽發的有效授權書；
- 損毀的車輛登記文件或警方發給的報失／毀壞證明文件；及
- 應繳費用——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。

If you apply for a **duplicate vehicle registration document**, please also produce:—

- your **original** H.K. Identity Card or passport for non-identity card holders in the case of a private owner;
- in the case of a company, 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 together with an authorization letter issued and signed by a person nominated and authorized by the company;
- the defaced vehicle registration document or a Police certificate for the loss/destruction; and
- the appropriate fee — 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.

申請車輛牌照複本時，請一併附上：——

- 你的香港身份證，如非香港居民，請出示護照（如車輛屬私人所擁有）；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（如車輛屬公司所擁有）；
- 車輛登記文件（申請人如未能提供車輛登記文件的正本，必須提供本署信納的充分理由及相關證明，否則有關申請將不獲進一步處理。）；
- 破損的牌照（如適用）；及
- 應繳費用——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。

If you apply for a **duplicate vehicle licence**, please also produce:—

- your H.K. Identity Card or a passport for non-identity card holders in the case of a private owner; 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;
- the vehicle registration document (the applicant has to provide valid justification(s) with proof to the satisfaction of this Department if original of the vehicle registration document cannot be produced, otherwise, the application will not be further processed.);
- the defaced licence (if applicable); and
- the appropriate fee — 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.

交回申請表地點 PLACE OF SUBMISSION

填妥申請表後，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身分證明文件，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

You can 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 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, 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 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. 如你的地址有所更改，請提供現時地址的證明（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。所有在本署以你的身分證明文件號碼／公司註冊證號碼／公司編號登記的車輛牌照或駕駛執照的記錄，會根據你在本申請表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 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 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.
2. If your address has changed, please produce original or photocopy of the 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. For any change of address notified in this application form, all vehicle/driving licence records of the applicant under the same identity document no./Certificate of Incorporation no./Company Registration no. held by this Department will also be changed.

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申請表所獲得的個人資料作下列用途：
 - 辦理有關審批你在本申請表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。
- 你必須提供本申請表所要求的個人資料。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

- 你透過本申請表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申請表所提供的個人資料副本一份。

查詢

- 有關透過本申請表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

- 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 department, 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 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, Transport Department
3/F, United Centre,
95 Queensway,
Hong Kong.