

Important Notice

Signature and Chop on Vehicle Registration Document (VRD)

The VRD **has to** contain signature of the registered vehicle owner, and the signature on the application form should match with that on the VRD when a relevant licensing application is submitted by the registered vehicle owner concerned. If the vehicle is owned by a company/organization, the VRD **has to contain** the signature of an authorized representative together with a company/organization chop and the chop on the application form **must be identical** with that on the VRD, otherwise this department will **not** process the licensing application.

Requirement of Address Proof

The original or a copy of the proof of address issued within the last three months **has to** be produced when submitting a licensing application. In accordance with the relevant legislation, the Transport Department may suspend processing the application in the absence of address proof. [\[Please refer to the list of acceptable proof of address\]](#)

Change of Address

According to the law, driving licence holders or registered vehicle owners have to notify the Transport Department within 72 hours of their change of address. Any person without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. You may notify the Transport Department of change in address with your proof of new address in writing, through [MyGovHK](#) or by submitting [the specified form](#) (“Change of Personal Particulars or Vehicle Particulars”).

If you are a registered elector and your residential address has changed, please notify the Registration and Electoral Office (REO) as early as possible. For enquiries, please call the REO hotline 2891 1001.

Say Yes to Organ Donation. Register online!
For enquiry, please contact CODR System Administrator of Department of Health at 2961 8441.



運輸署

Transport Department

所需文件及費用 REQUIRED DOCUMENTS AND FEES

新車主通知書，必須連同下列文件及費用一併遞交：——

- 車輛登記文件（文件正本並由登記車主簽署）；
- 有關的自訂登記號碼分配證明書正本（如該車輛是獲配予自訂登記號碼的車輛）；
- 凡登記車輛屬私人所有，請出示新車主的香港身份證正本，非香港居民，則出示護照正本；如車輛屬公司擁有，就該出示新車主的公司註冊證書／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（如屬首次登記為車主，須出示正本），在表格上蓋上公司印章及由公司指定或授權的人士簽署，並須寫下有關人士的全名；若過戶車輛為私家或公共小巴、私家或公共巴士，則須附上商業登記證；而申請人須首先前往位於香港牌照事務處的公共車輛組取得有關批准；
- 以新車主名義購備的第三者風險保險單或臨時保單（須於車輛過戶時生效）；
- 如登記車主已經去世，須出示遺囑認證書或遺產管理證明書；及
- 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/td/public_services/licences_and_permits/proof_of_address/index.html）。如有查詢，可致電 2804 2600。
- 應繳費用——電單車及機動三輪車的過戶費用為 \$250，其他車輛的過戶費用為 \$1,000。有關車輛過戶費用或會更改。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。

The new owner's notice must be accompanied by the following:—

- the Vehicle Registration Document (the original document and signed by the registered owner);
- the original Certificate of Allocation of Personalized Registration Mark (if the vehicle is assigned with a personalized registration mark);
- in the case of a private owner, the new owner's Hong Kong Identity Card (original) or a Passport (original) for non-identity card holders; In the case of a company, the new owner's 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 (original for the first registration of vehicle ownership), the application should be signed by a person nominated and authorized by the company together with his full name and company chop; In the case of transfer of Private or Public Light Bus, or transfer of Private or Public Bus, a Business Registration Certificate and the application must be submitted to the Public Vehicle Section at the Hong Kong Licensing Office for approval in advance;
- the Third Party Risk Insurance Certificate or Cover Note issued in the name of the new owner (valid on the date when transfer of ownership is effected);
- where the registered owner has died, a probate or letter of administration must be produced; and
- 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.
- the appropriate fee — fees for the transfer of motor cycle and motor tricycle ownership are \$250 and fees for the transfer of all other vehicle ownership are \$1,000. The fees may be subject to change. 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.

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) 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，會根據你在此通知書內填報的地址而同時更改。
- (3) 若填寫本通知書時有任何刪改，新車主及登記車主（舊車主）必須在旁加簽，否則申請不予接納。
- (4) 有關車輛過戶申請，如登記車主（舊車主）曾以支票、支付未繳付的交通罰款，運輸署會在以支票付款日七個工作天後，才辦理有關申請。
- (5) 如車輛登記文件及車輛牌照內記載的事項（例如顏色、引擎號碼等）有任何改變，登記車主須把已填妥的運輸署表格 TD559，連同表格內所註明的文件，將有關改變通知運輸署署長。
- (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 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) For any change of address notified in this notice, 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.
- (3) Any amendments in this notice must be signed by the new owner and the registered (old) vehicle owner. Otherwise, the application will not be accepted.
- (4) If the registered (old) vehicle owner has used cheque to settle payment of outstanding traffic fine, application for transfer of vehicle ownership would only be processed after 7 working days from the date of cheque payment.
- (5) If there is change of any entry in the registration document and vehicle licence relating to the vehicle (e.g. colour, engine no. etc.), the registered vehicle owner shall submit a duly completed Transport Department Form TD559 together with the required documents stated in the form to notify the Commissioner for Transport of such change.

遞交通知書途徑 WAYS OF SUBMISSION OF NOTICE

不接受郵遞申請。填妥通知書後，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的身分證明文件正本，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。

請注意：如申請人擬親自或由代理人同時遞交「車輛過戶通知書（的士除外）」(TD25) 及「轉移或保留車輛登記號碼申請書」(TD129) 兩份申請，則必須前往香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處或九龍長沙灣道 303 號長沙灣政府合署 2 樓運輸署九龍牌照事務處辦理。

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

No application by post will be accepted. You must 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 Kowloon East Government Offices, 5/F., 12 Lei Yue Mun Road, or
- (4) Transport Department Sha Tin Licensing Office at 2/F., Sha Tin Government Offices, No. 1 Sheung Wo Che Road, Sha Tin, New Territories.

Attention: If the applicant wishes to submit your applications for "Notice of Transfer of Ownership of a Vehicle (Except Taxi)" (TD25) and "Application to Transfer or Retain a Vehicle Registration Mark" (TD129) in person or by agent at the same time, please go to Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong or Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon for process of both applications.

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

車主姓名或名稱 NAME OF OWNER

新車主如屬公司，應填報其名稱及註冊辦事處地址，並應由該公司指定的人士簽署及在通知書上蓋上公司印章。如果有關車輛由私人商號擁有，則應以該商號的東主或主要合夥人的姓名登記。未經註冊的商號或團體，其名稱不得用以登記車輛。

If the new owner is a company, the name and address of the registered office of the company should be given and should be signed by a person nominated by the company together with his full name and company chop. If the vehicle is acquired by a private firm, the vehicle must be registered in the name of the proprietor or principal partner. Vehicles cannot be registered in the name of a firm or institution unless it is an incorporated body.

填妥後，請撕下此通知書送交予運輸署署長。

Please tear off here and send the notices to the Commissioner for Transport after they have been duly completed.

警告 WARNING

- (一) 預備買車的人士須注意，車輛的登記車主不一定是合法車主，在達成購車協議之前，可向任何牌照事務處申請發給有關無欠繳罰款記錄及無違例記錄證明書，以確定所有涉及該車的罰款已經繳清，而該車輛亦沒有「停牌」的可能。
 - (二) 根據定額罰款（交通違例事項）條例（香港法例第 237 章），在運輸署將過戶事記錄在案之前，轉讓車輛的登記車主仍須負責繳付涉及有關車輛的罰款。登記車主為本身利益計，應確保過戶一事盡早正式記錄在案，因此登記車主應親自偕同新車主前往運輸署，以確保辦妥有關手續。
 - (三) 車輛過戶後 72 小時內，本通知書的正本須由新車主送交運輸署署長，舊車主亦須向運輸署署長交出副本，違者可被判罰款 \$2,000。
 - (四) 車輛過戶後，以前任車主名義購備的第三者風險保險單隨即失效。申請車輛過戶前，新車主必須以其本人名義為該車輛購備適當的保險。任何人（包括登記車主及司機）在道路上使用汽車，有責任確保有關汽車已購備有一份有效的第三者風險保險單。假如違反此規定，即屬犯罪，可被處罰款 \$10,000 元及監禁 12 個月；而其持有或領取駕駛執照的資格亦會被取消（由 12 個月至 3 年不等）。運輸署署長可拒絕發出有關車輛牌照或取消該車輛牌照。
 - (五) 如車輛的首次登記稅、登記費及牌費尚未清繳，車輛過戶時，新車主須繳付該等稅款及費用。獲豁免者不在此限。
 - (六) 除非事先經由運輸署署長批准，否則登記車主出售在 1994 年 8 月 1 日或以後於香港首次登記的汽車時，售價不得高於汽車應課稅值，免稅配件價值，免稅保養未滿期部分價值及已繳付首次登記稅的總和。
 - (七) 如要求批准以超過上文第（六）段的過戶售價限制出售汽車，可利用申請表格 TD468「批准汽車過戶售價申請書」申請，根據汽車（首次登記稅）條例（香港法例第 330 章），如不遵守上述規定，即屬違法，可被判罰款 50 萬元及監禁 12 個月。
- (1) Prospective purchasers are reminded that the registered owner of a vehicle may not necessarily be the legal owner, and are advised to ascertain before an agreement for the acquisition of a vehicle is made, that there are no outstanding penalties/possible suspension of licence in respect of the vehicle by applying to any of the licensing offices for the relevant Certificate of Clearance.
 - (2) On transfer of vehicle ownership, the registered owner would still be liable under Fixed Penalty (Traffic Contravention) Ordinance, Cap. 237 until the transfer of ownership has been registered by the Transport Department. It is therefore in their own interest to ensure that the transfer is properly registered as early as possible and it is therefore advisable for them to accompany the new owner to the Transport Department to witness the completion of the procedure.
 - (3) Within 72 hours after the transfer of ownership, the new owner must deliver the original copy of this notice and the old owner must deliver the duplicate copy to the Commissioner for Transport. Failure to comply with this requirement is an offence liable to a fine of \$2,000.
 - (4) On transfer of ownership, the third party risk insurance policy issued in the name of the previous owner will cease to be effective. The new owner must, therefore, obtain appropriate insurance cover in his own name for the vehicle before he applies for transfer of the vehicle's ownership. Any person (including the registered vehicle owner and driver) has the responsibility of ensuring the presence of a valid third party risks insurance policy for the vehicle concerned whilst using it on roads. Person who contravenes such requirement commits an offence and is liable to a fine of \$10,000 and imprisonment for 12 months, and will also be disqualified from holding or obtaining a driving licence (for a period of 12 months to 3 years). The Commissioner for Transport may refuse to license the vehicle concerned or cancel the vehicle licence concerned.
 - (5) If First Registration Tax, Registration and Licence Fees have not been paid on a particular vehicle, such tax and fees are chargeable on transfer of ownership of that vehicle unless remission is granted.
 - (6) A registered vehicle owner must not sell as motor vehicle which was first registered in Hong Kong on or after 1 August 1994 at a price greater than the taxable value of the motor vehicle, value of tax-exempt accessories, value of unexpired portion of tax-exempt warranty, plus the first registration tax paid without obtaining prior approval of the Commissioner for Transport.
 - (7) Application for approval of the selling price of a motor vehicle upon transfer of ownership as required in (6) above can be made on application form TD468 "Application for Approval of the Selling Price of a Motor Vehicle upon Transfer of Ownership". Any person who fails to comply with the requirement commits an offence and is liable under the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to a fine of \$500,000 and imprisonment for 12 months.

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通知書所獲得的個人資料作下列用途：
 - 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
運輸署牌照事務組
行政主任／首次登記稅收啓

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 organisation 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
Transport Department Licensing Section,
3/F, United Centre,
95 Queensway,
Hong Kong.

對摺處
FOLD HERE

郵票
STAMP

運輸署車輛記錄辦事處
香港金鐘道六十六號金鐘道政府合署低座閣樓
Transport Department Vehicle Records Office
M/F, Low Block, Queensway Government Offices,
66 Queensway, Hong Kong.

對摺處
FOLD HERE

對摺處
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注意：車輛過戶七十二小時內，舊車主必須填妥本通知書副本，經上述地址寄交運輸署署長。
NOTE: Within 72 hours after the transfer of ownership, the old owner must complete and deliver this duplicate copy to the Commissioner for Transport through the above address.

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。[請參閱郵費的詳情，並留意由2016年1月1日起生效的新郵費結構 – <http://www.hongkongpost.hk/>]
Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to the department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [Please note details about postage and pay attention to the New Postage Structure effective from 1 January 2016 - <http://www.hongkongpost.hk/>]