

重要通知

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。[\[請參閱郵費的詳情，並留意由2022年9月26日起生效的新郵費結構\]](#)

Important Notice

Mail items with insufficient postage

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. [\[Please note details about postage and pay attention to the new postage effective from 26 September 2022\]](#)



運輸署

Transport Department

預留普通車輛登記號碼(非以「HK」或「XX」為前綴)以待拍賣申請表

APPLICATION FOR RESERVATION OF AN ORDINARY VEHICLE REGISTRATION MARK WITH A PREFIX OTHER THAN 'HK'/'XX' FOR AUCTION

(此申請表不適用於特殊車輛登記號碼、以「HK」或「XX」為前綴的普通車輛登記號碼及自訂車輛登記號碼。)

This application form is **not applicable** for a special vehicle registration mark, an ordinary vehicle registration mark with a prefix 'HK'/'XX' and a personalized vehicle registration mark.)

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

(本欄不必填寫 FOR OFFICIAL USE ONLY)

Initial _____ Auction Date _____
by Shroff _____ Original ☐ Photocopy ☐
Deposit _____ Transaction _____
Receipt No. _____ No. _____ Date of Receipt _____

甲部 PART A

申請預留非以「HK」或「XX」為前綴的普通車輛登記號碼以待拍賣

THE ORDINARY VEHICLE REGISTRATION MARK WITH A PREFIX OTHER THAN 'HK'/'XX' TO BE RESERVED

乙部 PART B

申請人的個人資料 PARTICULARS OF APPLICANT

姓名／公司名稱 NAME (請按照身份證明文件上顯示的中／英文姓名填寫。 Please fill in the information according to the Chinese/English name shown in ID document.)

* 先生 Mr. _____
夫人 Mrs. _____
小姐 Miss _____
女士 Ms. _____
有限公司 Ltd. Co. _____
英文姓名／公司名稱 (姓氏先行，名字隨後) In English — Surname first, then Other Names _____
中文姓名／公司名稱 In Chinese _____

* 身份證／護照／有限公司註冊證號碼

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

通訊地址 CORRESPONDENCE ADDRESS (為方便資料輸入，請盡量用英文填寫地址。 For ease of data input, please complete the address **in English** as far as possible.)

室 Flat/Room

樓 Floor

如以中文書寫地址，必須清楚
寫明樓層，以免郵遞失誤。

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)

† ☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New

Territories 地區 District

聯絡人 CONTACT PERSON: _____

傳真號碼 (選擇性填寫)

FAX NO. (Optional) : _____

日間聯絡電話 (必須填寫) (宜提供可收取短訊的本地流動電話號碼)

DAY TIME CONTACT TEL. NO. (Mandatory) (Local SMS-enabled mobile phone no. is preferred): _____

電郵地址 (必須填寫)

EMAIL ADDRESS (Mandatory): _____

所有有關預留車輛登記號碼以待拍賣申請的信件，會按照申請人在申請表填報的地址寄出。如申請人需要更改聯絡地址或其他個人資料，可將填妥的申請表 (表格TD 640) 郵寄或傳真至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 / 傳真號碼：3101 5532)。

All the correspondences concerning the application for reserving a registration mark for auction will be sent to the contact address as indicated on the application form. If you would like to change the correspondence address or other contact details, please submit the completed application form (TD 640) by post or by fax to the Vehicle Registration Marks Unit of Transport Department (Address: 12/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon/ Fax no: 3101 5532).

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

†請在適當的方格內加上✓號。 Please ✓ the appropriate box.



請翻後頁細閱須知事項及簽署。

Please turn over to read the important notes and sign.

須知事項 IMPORTANT NOTES

- (1) 此申請表只適用於申請預留下列車輛登記號碼以待拍賣：
This application form is only applicable for applying to reserve the following vehicle registration mark:
非以「HK」或「XX」為前綴的普通車輛登記號碼 An Ordinary Vehicle Registration Mark with a Prefix other than 'HK'/'XX'
- 兩個前綴英文字母及尾隨並非香港法例第 374E 章附表 5 第 1 至 14 項的數字組成的登記號碼。(注意：可使用的前綴包括由「AA」、「AB」、「AC」等至最近可以預留的前綴，但不包括「AM」、「LC」、「ZG」及含有英文字母「I」、「O」及／或「Q」的前綴。)
A registration mark consisting of two letters as prefix, followed by a number not listed under items 1 to 14 of the Schedule 5 of Cap. 374E. (Note: Prefixes that can be used start from 'AA', 'AB', 'AC' and so on up to the last available prefix for reservation, but exclude 'AM', 'LC', 'ZG' and prefixes consisting letter 'I', 'O' and/or 'Q'.)
 - 可以透過車輛過戶手續轉讓。 It is transferable through transfer of the ownership of vehicle bearing the registration mark.
- (2) 申請人必須在申請當日年滿 18 歲。 Applicant must be aged 18 or above on the date of application.
- (3) 申請非以「HK」或「XX」為前綴的普通車輛登記號碼以待拍賣須繳付按金港幣 1,000 元。 Applicant is **required to pay a deposit of HK\$1,000** to reserve an ordinary vehicle registration mark with a prefix other than 'HK'/'XX'.
- (4) 由遞交申請預留非以「HK」或「XX」為前綴的普通車輛登記號碼至舉行拍賣，需時十二至十八個月或以上。如申請人預留多個車輛登記號碼，等候拍賣的時間有不同亦會較長。 It would take twelve to eighteen months or more from the submission of application for reservation of an ordinary vehicle registration mark with a prefix other than 'HK'/'XX' to the holding of auction. The waiting time would be different and longer if more than one vehicle registration mark is reserved by an applicant.
- (5) 關於最新預計的等候拍賣時間，請瀏覽運輸署的網站 (www.td.gov.hk)，或致電查詢熱線 2804 2600。 To obtain the latest information on the estimated waiting time for auction, please visit the website of the Transport Department (www.td.gov.hk) or call the enquiry hotline at 2804 2600.
- (6) 申請獲接納後，不得撤回。 All accepted applications **cannot be withdrawn**.
- (7) 任何人士如已向運輸署繳交港幣 1,000 元按金作預留車輛登記號碼以待拍賣，仍須出席拍賣會，並須參與競投 (包括競投訂於底價港幣 1,000 元的第一口價)。否則，所預留的車輛登記號碼可能會以底價售予另一競投人士。
Any person who has submitted a deposit of HK\$1,000 to the Transport Department to reserve a vehicle registration mark for auction should attend the auction and participate in the bidding (including the first bid at the reserve price of HK\$1,000). Otherwise, the reserved vehicle registration mark may be sold to another bidder at the reserve price.
- (8) 假如申請人未能成功投得預留的普通車輛登記號碼，申請人所繳付的港幣 1,000 元按金將經由庫務署發還給申請人。
If applicant is not successful in bidding the reserved ordinary vehicle registration mark, the deposit of HK\$1,000 paid will be refunded to the applicant through the Treasury.
- (2) 假如預留的普通車輛登記號碼未能在拍賣會中售出，運輸署將會以特別費用港幣 1,000 元將該車輛登記號碼分配予申請人，而申請人所繳付的港幣 1,000 元按金將視為特別費用的繳款。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，申請人只能將該車輛登記號碼編配於他自己名下的車輛。而申請人所繳付的按金，將不會發還給申請人。
If a reserved ordinary vehicle registration mark remains unsold after auction, it will be allocated to the applicant at a special fee of HK\$1,000, and the deposit of HK\$1,000 paid will be taken as payment of the special fee. The applicant will be notified of the allocation after the auction by post. Please note that the reserved vehicle registration mark can only be assigned to a vehicle registered in the name of the applicant under such circumstances. Also, there will be no refund to the applicant.

所需文件及費用 REQUIRED DOCUMENTS AND FEE

遞交申請表時，請一併附上以下文件 (見備註 1) 及按金港幣 1,000 元 (見備註 2)：

When you submit your application, please produce the following document (See Note 1) and a deposit of HK\$1,000 (see Note 2):

- 你的香港身份證 (倘若你仍未在入境事務處辦理登記手續，可附上香港以外地區簽發的護照)；或
your H.K. Identity Card (or a Passport outside Hong Kong if you have not yet registered with the Registration of Persons Office, Immigration Department); or
- 公司註冊證 (如申請人為有限公司)，商業登記證不會被接納。
the Certificate of Incorporation (in the case of a limited company). Business Registration Certificate will **not** be accepted.

(備註 1：身份證明文件的影印副本亦可接受作核對用，並會在處理你的申請後銷毀。)

Note 1: Photocopy of the identity document may be accepted and will be destroyed after the processing of your application.

備註 2：如用支票繳付按金，請劃線並寫明「香港特別行政區政府」為收款人。請勿郵寄現金。

Note 2: Cheque should be made payable to the "Government of the Hong Kong Special Administrative Region" / "Government of the HKSAR" and crossed. Cash should not be sent by post.)

丙部 PART C

聲明 DECLARATION

現申請預留甲部所列的車輛登記號碼以待拍賣，惟須視乎運輸署確定該號碼可供拍賣之用。本人已詳閱及明白上述的規定及須知事項，並願意遵守。

I hereby apply to reserve the vehicle registration mark in Part A for auction subject to confirmation of its availability for auction by the Transport Department. I have read and understood the above conditions and important notes, and I agree to abide by them.

申請人簽署 *Signature of Applicant*

日期 *Date*

(如申請人是有限公司，請由獲授權的人簽署，並加蓋公司印章。 If the applicant is a limited company, please sign by authorized person and stamp company's chop.)

丁部 PART D

郵遞申請 APPLICATION BY POST

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

- (1) 請在支票背面寫上你的姓名及日間聯絡電話。 Please write down your name and day time contact telephone no. on the back of the cheque.

- (2) 請填上你的付款資料。 Please fill in your remittance details.

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.:

- (3) 請在右頁提供的方格內填寫你的姓名及回郵地址，本署會將申請確認通知書及按金收據寄回該地址，但不會就該資料更改你於本署的牌照記錄。

Please fill in your name and return address, to which the acknowledgement and deposit receipt will be posted, in the box provided on the page of the right hand side. Transport Department will **NOT** amend your licensing records on the basis of this information.



交回申請表及查詢 PLACE OF SUBMISSION & ENQUIRY

申請人可親身或以郵寄方式將申請表送達：
Application can be made in person or by post to:

運輸署香港牌照事務處
香港金鐘道 95 號統一中心 3 樓
Hong Kong Licensing Office, Transport Department
3/F., United Centre, 95 Queensway, Hong Kong

如有查詢，請致電查詢熱線 2804 2600，或將問題郵寄或傳真至：
For enquiries, please call the Enquiry Hotline at 2804 2600 or address to:

運輸署車輛登記號碼分組
九龍油蔴地海庭道 11 號西九龍政府合署南座 12 樓
Vehicle Registration Marks Unit, Transport Department
12/F, South Tower, West Kowloon Government Offices,
11 Hoi Ting Road, Yau Ma Tei, Kowloon
傳真 Fax: 3101 5532

申請特殊車輛登記號碼或以「HK」或「XX」為前綴的普通車輛登記號碼或自訂車輛登記號碼 APPLICATION FOR A SPECIAL VEHICLE REGISTRATION MARK OR AN ORDINARY VEHICLE REGISTRATION MARK WITH A PREFIX 'HK'/'XX' OR A PERSONALIZED VEHICLE REGISTRATION MARK

上述登記號碼亦可以拍賣方式發售。如要申請 —

- 特殊車輛登記號碼或以「HK」或「XX」為前綴的普通車輛登記號碼以待拍賣，請將填妥的申請表 (TD 585) 郵寄或傳真至運輸署車輛登記號碼分組 (地址：九龍油蔴地海庭道 11 號西九龍政府合署南座 12 樓／傳真：3101 5532)，或透過香港政府一站通 (<http://www.gov.hk/tc/residents/transport/vehicle/regmarks.htm>) 的網上服務申請預留。
- 自訂車輛登記號碼，請於接受申請期間將填妥的申請表 (TD 569) 交予運輸署車輛登記號碼分組 (地址：九龍油蔴地海庭道 11 號西九龍政府合署南座 12 樓)，或透過香港政府一站通 (<http://www.gov.hk/tc/residents/transport/vehicle/ospvrm.htm>) 的網上服務遞交申請。在遞交申請前，你可透過上述網上服務，查核擬申請的自訂車輛登記號碼是否符合基本組合規定。

有關詳情，請瀏覽運輸署網站 (www.td.gov.hk) 或致電查詢熱線 2804 2600 查詢。

The captioned types of vehicle registration marks may also be obtained via auction. If you want to reserve –

- a special vehicle registration mark or an ordinary vehicle registration with a prefix 'HK'/'XX' for auction, please submit the completed application form (TD 585) by post or by fax to the Vehicle Registration Marks Unit of Transport Department (Address: 12/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon) or you may submit an online-application through GovHK (<http://www.gov.hk/en/residents/transport/vehicle/regmarks.htm>).
- a personalized vehicle registration mark, please submit the completed application form (TD 569) to the Vehicle Registration Marks Unit of Transport Department (Address: 12/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon) or you may submit an online application through GovHK (<http://www.gov.hk/en/residents/transport/vehicle/ospvrm.htm>) within the application period. Before submitting application, you may check the proposed personalized vehicle registration mark against the basic combination requirements through the above online service.

For details, please visit the website of Transport Department (www.td.gov.hk) or call the enquiry hotline at 2804 2600.

索取申請表 OBTAINING THE FORMS

- (1) 運輸署牌照事務處 Transport Department Licensing Offices
- (2) 1823 電話中心提供的圖文傳真服務 Fax-on-demand Service in the 1823 Call Centre
- (3) 運輸署互聯網站 Transport Department Internet website (www.td.gov.hk)
- (4) 民政事務處諮詢服務中心 Home Affairs Department Public Enquiry Service Centres
- (5) 郵政局 Post Offices

關於你個人資料的說明 NOTES ABOUT YOUR PERSONAL DATA

收集目的

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

3. 你透過本表格所提供的個人資料會向其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途。

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表格所提供的個人資料副本一份。

查詢

5. 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) activities relating to traffic and transport matters; and
 - (c) 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 other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above.

Access to Personal Data

4. 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

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Licensing Section, Transport Department, 3/F, United Centre, 95 Queensway, Hong Kong (Attn.: Executive Officer/FRT).

姓名 Name: _____

回郵地址 Return Address: _____

香港金鐘道 95 號統一中心 3 樓
運輸署香港牌照事務處

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

**Transport Department
Hong Kong Licensing Office
3/F, United Centre, 95 Queensway, HK**