

Important Notice

Verification of E-contact Means

In accordance with the law, applicants must provide either a Hong Kong mobile phone number through which they can be contacted by an SMS message or an email address through which they can be contacted by an electronic mail as the e-contact means when submitting driving / vehicle licensing or relevant vehicle permit applications. The e-contact means must be verified by one time password through the online licensing services or designated online platform of the Transport Department within three months before submitting an application. For details, please refer to [the website of the Transport Department](#) or scan this QR code.



Website of the
Transport Department

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 or E-contact Means

According to the law, driving licence holders or registered vehicle owners or relevant vehicle permit holders have to notify the Transport Department within 72 hours of their change of address or e-contact means. Any person without reasonable excuse contravenes such requirement commits an offence and is liable on conviction to a fine at level 1. You may notify the Transport Department of change in address with your proof of new address (if applicable) through [GovHK](#), by submitting [the specified form](#) (“Change of Personal Particulars or Vehicle Particulars”) or in writing.

Mail Items with Insufficient Postage

For proper delivery of your mail items to this department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage before posting. [[Please note the latest details about postage rates by Hongkong Post](#)] This department will not receive any underpaid mail items. Any underpaid mail items will be handled by the Hongkong Post, which actions including but not limited to levying a surcharge on the sender for mail item that bears a sender’s address.

Submission of Identity Document

For application submitted by post/ via drop-in box, please **do not** submit the **original** identity document.

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 .



運輸署

Transport Department

許可證複本申請表
APPLICATION FOR A DUPLICATE PERMIT

本欄不必填寫
OFFICIAL USE ONLY

O

P

Processing Officer's Signature

Checker's Signature

請閱讀附頁的須知事項，並以正楷填寫各項資料。

Please read the notes overleaf and complete all items in BLOCK LETTERS.

申請人現時的資料 PRESENT PARTICULARS OF APPLICANT

(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)

英文姓名／公司名稱

Name (In English)

中文姓名／公司名稱 (如適用)

Name (In Chinese, if applicable)

身分證明文件號碼／公司註冊證號碼

Identity Document No./Certificate of Incorporation No.

_____ ()

電子聯絡方式 E-CONTACT MEANS (只供車輛行駛許可證／老爺車行駛許可證／試車牌照持有人填寫 For completion by holders of Movement Permit, Movement Permit for Classic Car and Trade Licence only) (必須於遞交申請前三個月內經運輸署網頁核實，否則本署可暫停處理該申請。)(Must be verified through the website of Transport Department within 3 months before submitting an application. Otherwise, this Department may suspend the processing of the application.)

香港流動電話號碼或電郵地址 (以透過手機短訊或電郵接收通知) Hong Kong Mobile Phone Number or Email Address (for receiving notification by SMS or Email)

請填寫 Please fill in

「注意：本署是以駕駛執照持有人／車主的住址／公司地址 (如以公司為車主) 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 vehicle owner) of a driving licence holder/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

室 Flat/Room _____ 樓 Floor _____ 座 Block _____
如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤

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

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 vehicle owner) for the purposes of contact and mailing, please fill in below your correspondence address.)

室 Flat/Room _____ 樓 Floor _____ 座 Block _____
如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤

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

日間聯絡電話 Day Time Contact Tel. No. _____

車輛詳情 PARTICULARS OF VEHICLE

車輛登記號碼

Vehicle Registration Mark

廠名

Make

引擎號碼

Engine No.

許可證號碼

Permit No.

底盤號碼

Chassis No.

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

聲明及費用 DECLARATION AND FEES

現申請以下許可證的複本
I wish to apply for a duplicate

- | | | | |
|--|------------------------------------|---|------------------------------------|
| † (i) 運載特長貨物許可證
Long load permit | (\$86.00) <input type="checkbox"/> | (v) 鄉村車輛許可證
Village vehicle permit | (\$56.00) <input type="checkbox"/> |
| (ii) 運載特闊貨物許可證
Wide load permit | (\$86.00) <input type="checkbox"/> | (vi) 老爺車行駛許可證
Movement permit for classic cars | (\$86.00) <input type="checkbox"/> |
| (iii) 車輛行駛許可證
Movement permit | (\$86.00) <input type="checkbox"/> | (vii) 快速公路許可證
Expressway permit | (\$86.00) <input type="checkbox"/> |
| (iv) 超額載客許可證
Excess passengers permit | (\$86.00) <input type="checkbox"/> | (viii) 試車牌照
Trade licence | (\$86.00) <input type="checkbox"/> |

有關費用或會更改。因此，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)。

The application fee may be subject to change. For enquiry about the updated application fee, you may make enquiries at the enquiry counters of licensing offices or 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.

本人聲明原有許可證已
I hereby declare that my original permit is

† 遺失 lost
如日後尋回該許可證的原本，本人保證將其交回運輸署署長。現附上遺失證明文件 (例如：警方發給的報失證明文件)。
I undertake to return to the Commissioner for Transport the original permit when found. I enclose the documentary proof for the loss (e.g. Certificate furnished by the Police for the loss).

毀滅 destroyed
現附上毀壞報告證明文件 (例如：警方發給的毀壞報告證明文件)。
I enclose the documentary proof for the destruction (e.g. Certificate furnished by the Police for the destruction).

損毀 defaced
現附上該損毀的許可證。
I enclose the defaced permit.

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，本人可被判處第 2 級罰款及監禁 6 個月。

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 at level 2 and imprisonment for 6 months.

本人委託 _____ (代理人姓名)，即身分證明文件號碼 _____ 的持有人為代理人，代表本人提交及處理本申請，包括領取相關牌照、許可證及/或其他文件。
(註：如申請表提供的資料曾作修改，申請人須在旁加簽作實。)

I hereby appoint _____ (name of agent), holder of identity document number _____ as the agent to submit and handle this application on my behalf, including the collection of related licence, permit and/or other documents.
(Note: If the information provided in this application form is amended, applicant shall sign next to the amended part for verification.)

車主簽署
Signature of vehicle owner

日期
Date

所需文件 REQUIRED DOCUMENTS

在遞交申請書時，請同時遞交
When you submit your application, please also produce:—

† 如車輛屬私人所擁有，請出示你的身分證明文件 (香港居民：香港身份證；非香港居民：護照或有效旅遊證件)；如車輛屬有限公司所擁有，請出示公司註冊證，商業登記證不會被接納；本署亦接納這些證明文件的影印副本作核對用，並會於辦理你的申請後將副本銷毀。
Your identity document (Hong Kong Identity Card for Hong Kong residents; Passport or valid travel document for non-Hong Kong residents) in the case of a private owner; or the Certificate of Incorporation in the case of a limited company (Business Registration Certificate will not be accepted). Photocopy of the identity document is acceptable and will be destroyed after the processing of your application.

損毀的許可證；及
The defaced permit; and

應繳費用 (可用支票/銀行本票繳費，請劃線並寫明「香港特別行政區政府」為收款人，並在背頁寫上你的姓名、身分證明文件號碼及日間聯絡電話號碼。請勿郵寄現款。)
The appropriate fee (Cheques/Cashier order should be made payable to "The Government of the Hong Kong Special Administrative Region" and crossed. Please write down your name, identity document number, daytime contact telephone number on the back of the cheque/cashier order. Cash should not be sent by post.)

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

注意事項 NOTES FOR ATTENTION

- (1) **電子聯絡方式** — 申請人遞交各項駕駛執照或車輛牌照服務或相關的車輛許可證申請時，必須提供一個藉短訊方式聯絡申請人的香港流動電話號碼或藉電子郵件方式聯絡申請人的電郵地址，作為電子聯絡方式。有關電子聯絡方式必須於遞交申請前的三個月內經運輸署網頁核實，否則本署可暫停處理該申請，詳情請參閱運輸署網頁 (www.td.gov.hk)。如你同時提供香港流動電話號碼及電郵地址，則優先以香港流動電話號碼作為電子聯絡方式。關於電子聯絡方式的收集目的和獲轉交資料的部門/人士，請參考「關於你個人資料的說明」。具體而言，運輸署、香港警務處、其他政府部門、決策局及隧道費服務商在有需要時可根據你所提供的電子聯絡方式，以手機短訊或電郵向你發出電子通知。舉例說，如你干犯《定額罰款（交通違例事項）條例》（第 237 章）下的交通違例事項或《定額罰款（刑事訴訟）條例》（第 240 章）下的交通罪行，香港警務處可透過電子聯絡方式向你發出電子定額罰款通知書及電子繳付定額罰款通知書；當你的車輛通過已實施不停車繳費系統的收費隧道時，若未能以自動繳款方式即時繳付有關隧道費，隧道費服務商可透過電子聯絡方式向你發出電子繳費通知。請注意，經非櫃位方式遞交的申請需時約十個工作天處理，相關系統將於完成處理申請後的一個曆日內按表格提供的資料作出記錄更新。

E-CONTACT MEANS — Applicants must provide either a Hong Kong mobile phone number through which they can be contacted by an SMS message or an email address through which they can be contacted by an electronic mail as the e-contact means when submitting driving / vehicle licensing or relevant vehicle permit applications. The e-contact means must be verified through the website of the Transport Department within three months before submitting an application, otherwise the processing of the application may be suspended. For details, please refer to the website of the Transport Department (www.td.gov.hk). If both Hong Kong mobile phone number and email address are provided, the Hong Kong mobile phone number would be given priority as the means for issuing electronic notification. Please refer to the “Notes About Your Personal Data” for the purposes of collecting e-contact means and the class of transferees. In particular, the Transport Department, Hong Kong Police Force, other Government departments, bureaux and Toll Service Provider may issue electronic notification to you through the e-contact means provided by you, either by SMS or email, as and when necessary. For instance, an Electronic Fixed Penalty Notice and Electronic Demand Notice may be issued by the Hong Kong Police Force to you through the e-contact means if you commit a traffic contravention under the Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237) or traffic offence under the Fixed Penalty (Criminal Proceedings) Ordinance (Cap. 240); a toll payment notification may be issued by the Toll Service Provider to you through the e-contact means when the toll cannot be successfully paid by automated payment means where your vehicle passes through a tunnel implemented with Free-Flow Tolling System. Please note that non-counter application takes about 10 working days for processing. The relevant systems would update your record according to the information provided in this form within one calendar day upon complete processing of the application.

- (2) 如任何車輛行駛許可證持有人/老爺車行駛許可證持有人/試車牌照持有人/登記車主曾向運輸署署長提供其姓名或名稱、地址、電子聯絡方式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，可處第 1 級罰款。如屬姓名或名稱的改變、地址的改變或身分證明文件的改變，他/她亦須將現時持有的車輛行駛許可證、老爺車行駛許可證、試車牌照、駕駛執照、駕駛教師執照、車輛登記文件、車輛牌照及自訂登記號碼分配證明書的正本送交運輸署署長，以作修改。

If a change occurs in the name, address, e-contact means or identity document of a movement permit holder/movement permit for classic car holder/trade licence holder/registered vehicle owner previously provided to the Commissioner for Transport, he or she shall, within 72 hours of the change, notify the Commissioner for Transport in writing with the proof of the change. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine at level 1. For cases of change of name, change of address or change of identity document, he or she shall also deliver to the Commissioner for Transport the following documents for amendment, including original copy of the existing movement permit, movement permit for classic car, trade licence, driving licence, driving instructor's licence, vehicle registration document, vehicle licence and Certificate of Allocation of Personalized Registration Mark, if applicable.

- (3) 運輸署署長在處理牌照申請時，可要求申請人出示其地址證明（住址/公司地址（如以公司為車主）及通訊地址，例如水/電/煤氣/手提電話費單或銀行信件等），以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同其最近三個月內的地址證明，並在牌照事務處人員要求下，出示其地址證明。

The Commissioner for Transport may, in processing licensing application, require the applicant to produce proof of his/her address (residential/company address (if using company as vehicle owner) and correspondence address, e.g. water/electricity/gas/mobile phone bill or bank correspondence), and may suspend the processing of the application until the production of such proof. Therefore, applicants please bring along with address proof issued within the last three months for presentation as and when requested by officers of licensing office.

- (4) 如你在此申請書內填報的地址及/或電子聯絡方式與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有所不同，本署會根據此申請書內填報的資料同時更改有關紀錄，包括按《道路交通（車輛登記及領牌）規例》（第 374E 章）和《道路交通（駕駛執照）規例》（第 374B 章）備存的「電子聯絡方式」，及載於《道路交通（駕駛執照）規例》（第 374B 章）第 39 條下訂明的「駕駛執照及許可證的紀錄」以及《道路交通（車輛登記及領牌）規例》（第 374E 章）第 4 條下訂明的「車輛登記冊」內的地址。

If the address and/or e-contact means provided in this application form is/are different from the vehicle/driving licence records of the applicant under the same identity document no./Certificate of Incorporation no./Company Registration no. held by this Department, we will update all relevant information in our records accordingly, including the e-contact means provided in accordance with the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374E) and the Road Traffic (Driving Licences) Regulations (Cap. 374B) as well as the address contained in the “Record of driving licences and permits” stipulated under regulation 39 of Road Traffic (Driving Licences) Regulations (Cap. 374B) and “Register of vehicles” stipulated under regulation 4 of Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374E).

- (5) 在完成辦理你的申請後，你所提交的證明文件副本將會被銷毀。

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

遞交地點 PLACE OF SUBMISSION

申請人可以郵遞方式，或親自或由代理人將申請表交往簽發原有許可證的牌照事務處。

- 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；或
- 九龍觀塘鯉魚門道 12 號東九龍政府合署 5 樓運輸署觀塘牌照事務處；或
- 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 either by post or in person or by agent to the licensing office which first issued your permit.

- 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; or
- Transport Department Kwun Tong Licensing Office at 5/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon; or
- Transport Department Sha Tin Licensing Office at 2/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories.

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

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 [請參閱香港郵政有關郵費的最新詳情]。本署不會接收郵資不足的郵件。若郵件郵資不足，有關郵件將由香港郵政處理，當中包括但不限於向有註明回郵地址的寄件人徵收附加費。

For proper delivery of your mail items to this department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage before posting [Please note the latest details about postage rates by Hongkong Post]. This department will not receive any underpaid mail items. Any underpaid mail items will be handled by the Hongkong Post, which actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address.

(如你以郵遞申請，請填寫以下部分)

(Please complete the below if you wish to apply by post)

- 請在支票/銀行本票背面寫上你的姓名、身分證明文件/公司註冊證號碼及日間聯絡電話號碼。
Please write down your name, identity document/Certificate of Incorporation number and daytime contact telephone number on the back of the cheque/cashier order.
- 請填上你的付款資料。
Please fill in the 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. _____

為方便本署郵寄本申請表所申請的許可證給你，請在右方填上你的姓名/公司名稱（如以公司為車主）及你於本申請表所填寫的住址/公司地址/通訊地址。



To facilitate us to mail the permit applied in this application form to you, please fill in your name/company name (if using company as vehicle owner) and residential address/company address/correspondence address provided in this application form at the right hand side.

姓名 Name: _____

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

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；
 - 執行有關交通法例和規例的事宜，包括但不限於依照第 237 章《定額罰款（交通違例事項）條例》第 15 及 15AA 條、第 240 章《定額罰款（刑事訴訟）條例》第 3 及 3AA 條及第 374 章《道路交通條例》第 63 及 63A 條的規定，發出電子定額罰款通知書、電子繳付定額罰款通知書及要求提供司機身份詳情通知書；及
 - 方便就上述 (a) 至 (e) 項與你聯絡。
- 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：
 - 香港特別行政區政府的決策局和其他政府部門及有關機構，包括香港警務處，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；
 - 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；及
 - 隧道費服務商（繳費貼代理），以便該機構向你發出電子繳費通知以及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，你有權要求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

- 有關透過本申請書收集的個人資料的查詢，包括要求索閱及修正資料，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。

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;
 - handling enforcement matters including but not limited to issuance of Electronic Fixed Penalty Notice, Electronic Demand Notice and Notice Requiring Identification of Driver under sections 15 & 15AA of Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237), sections 3 & 3AA of Fixed Penalty (Criminal Proceedings) Ordinance (Cap. 240) and sections 63 & 63A of Road Traffic Ordinance (Cap. 374); and
 - facilitating communication with you in relation to the matters in paragraphs (a) to (e) above.
- 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:
 - Policy bureaux and departments of the Government of the Hong Kong Special Administrative Region and relevant organisations, including Hong Kong Police Force, for the purposes mentioned in paragraph 1 above;
 - any person for the purpose mentioned in paragraph 1(b) above;
 - tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters; and
 - Toll Service Provider (Tag Agent) for issuance of toll payment notification to you and execution of its statutory duties in traffic and transport matters.

Access to Personal Data

- You have a right of access and correction with respect to your 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

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