

Important Notice

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”).

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. [\[Please note details about postage and pay attention to the New Postage Structure effective from 1 January 2016\]](#)

Warning concerning disclosure of personal data of registered vehicle owner

According to [Section 64 of Personal Data \(Privacy\) Ordinance \(Cap. 486\)](#), a person commits an offence if the person discloses any personal data of a data subject which was obtained from a data user without the data user’s consent, (a) with an intent to obtain gain in money or other property, whether for the benefit of the person or another person; or (b) with an intent to cause loss in money or other property to the data subject; or (c) the disclosure causes psychological harm to the data subject. Offender is liable on conviction to a fine of \$1,000,000 and to imprisonment for 5 years.

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.

發給車輛登記細節證明書申請表
APPLICATION FOR A CERTIFICATE
OF PARTICULARS OF VEHICLE

請用正楷填寫及在適當方格內加上✓號

Please use BLOCK LETTERS to complete the form and tick the appropriate box(es)

證明書號碼

Certificate No. _____

簽發人員

By _____

(本欄不必填寫

FOR OFFICIAL USE ONLY)

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甲部 申請人資料 PART A Particulars of Applicant

姓名 / 公司名稱
先生 / 夫人 / 小姐 / 女士 / 公司 / 機構 *
Mr. / Mrs. / Miss / Ms. / Company / Organization *

身分證文件號碼 / 公司註冊證號碼 / 商業登記證號碼 / 公司編號 *
Identity Document No. / Certificate of Incorporation No. /
Business Registration Certificate No. / Company Registration No. *

住址 / 公司地址 Residential / Company / Organization Address

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/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

日間聯絡電話號碼 Daytime Contact Telephone No. _____

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

▶ 備註 Remark: 本署不會就你在甲部所填寫的資料而更改本署記錄。We will not amend our record on the basis of the information provided in Part A. ◀

乙部 申請內容 PART B Details of Application

- (1) 車輛登記號碼 Vehicle Registration Mark _____
(2) 本人知悉車輛登記細節證明書提供的個人資料應用於與交通及運輸事宜有關的事務上。本人現申請發給有關上述車輛登記號碼的車輛登記細節證明書以作以下與交通及運輸事宜有關的用途:—

I note that the personal data provided by a certificate of particulars of vehicle should only be used for activities relating to traffic and transport matters. I wish to apply for a certificate of particulars of vehicle for the following traffic and transport related purpose(s):—

- 進行法律程序 Legal proceedings 買賣車輛 Sale and purchase of vehicle 其他有關交通及運輸的事宜 Other traffic and transport related matters

- (3) 所需車輛登記細節的有關日期及時間如下: Date and time in respect of the required vehicle particulars are as follows:

- 現時 Present 其他指定日期及時間 Other specified date and time 日期 Date _____
時間 Time _____

丙部 聲明 PART C Declaration 申請人必須在方格內加上✓號。Applicant must tick the box.

本人現聲明，據本人所知，以上所填報的一切資料均屬詳盡確實。
I hereby declare that the information provided in the application form is true and completed.

本人明白，如果故意提供失實資料，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。本人亦明白根據《個人資料(私隱)條例》(第486章)第64條，任何人披露未經資料使用者同意而取自該資料使用者的某資料當事人的任何個人資料，而該項披露(a)是出於獲取金錢得益或其他財產得益的意圖，不論是為了令該人或另一人受惠而獲取，或(b)是出於導致該當事人蒙受金錢損失或其他財產損失的意圖，或(c)導致該當事人蒙受心理傷害，該人即屬犯罪，一經定罪，可處罰款\$1,000,000及監禁5年。
I understand that if I knowingly make any statement which is false in any material particular, I shall render myself liable under Section 111(3) of Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and imprisonment for 6 months. I also understand that, according to Section 64 of Personal Data (Privacy) Ordinance (Cap. 486), a person commits an offence if the person discloses any personal data of a data subject which was obtained from a data user without the data user's consent, (a) with an intent to obtain gain in money or other property, whether for the benefit of the person or another person; or (b) with an intent to cause loss in money or other property to the data subject; or (c) the disclosure causes psychological harm to the data subject. Offender is liable on conviction to a fine of \$1,000,000 and to imprisonment for 5 years.

- 現聲明本人明白車輛登記細節證明書提供的個人資料，應用於與交通及運輸事宜有關的事務上。本人已細閱及明白本申請表格的內容，並接受申請表格上所載的所有條款及條件。
I hereby declare that I understand that the personal data provided by a certificate of particulars of vehicle should only be used for activities relating to traffic and transport matters. I have read through and understand the content of this application form, and accept all the terms and conditions stated therein.

申請人簽署 †

Signature of Applicant † _____

日期 Date _____

† 如屬公司/機構，請加蓋公司/機構印章。For company/organization applicant, please also stamp company's/organization's chop.

所需文件 Required Documents

- (1) 身分證明文件正本或副本（香港居民：香港身份證；非香港居民：護照；公司：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；其他公司／機構：商業登記證）；及
- (2) 應繳費用 — 申請費用為\$45。[有關申請費用或會更改。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、有關車輛的登記號碼及日間聯絡電話號碼；請勿郵寄現款。
- (1) Original or photocopy of identity document (Hong Kong Identity Card for Hong Kong residents; passport for non Hong Kong residents; 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 for companies; Business Registration Certificate for other companies / organizations); and
- (2) The appropriate fee — the application fee is \$45. [The application fee may be subject to change. For enquiry about the updated application fee, you may make enquires at the enquiry counters of Licensing Offices or from 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, registration mark of the vehicle concerned 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) 使用所提供的資料須符合《個人資料（私隱）條例》的規定。
- (3) 本署可於接到申請當日以電腦發出顯示即時或申請當日起計過去五年內指定日期及時間的車輛登記細節的證明書。如用郵寄申請或指定日期及時間屬申請當日起計超過五年的車輛登記細節的證明書，本署會在收到申請後的十個工作天內將證明書以掛號信寄回給你。如你在遞交申請後五個星期內仍未收到有關證明書，請致電2804 2600與運輸署聯絡，以便作出跟進。
- (4) 申請人應將證明書提供的有關登記車主個人資料用作與交通及運輸事宜有關的事務上。
- (5) 如果申請由代理人遞交，代理人必須同時出示其本人的身分證明文件正本，以作紀錄。
- (6) 申請人必須填寫本申請表的甲部、乙部及丙部，否則申請將不予受理。
- (7) 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信件，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/>]
- (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) The use of information provided is subject to the provisions in the Personal Data (Privacy) Ordinance.
- (3) A certificate showing the current vehicle particulars or that of a specified date and time within 5 years before the date of application can be issued by the computer on the day when the application is received. If apply by post or the specified date and time is over 5 years before the date of application, the certificate will be posted to you by registered post within 10 working days upon receipt of application. If you have not received the certificate 5 weeks from the date of submission, please contact Transport Department at 2804 2600 for follow up action.
- (4) Applicant should only use personal data of the registered owner provided by the certificate for activities relating to traffic and transport matters.
- (5) If application is submitted by an agent, the agent is also required to produce his/her own original identity document for record purpose.
- (6) Applicant must complete Part A, Part B and Part C of the form, or else the application will not be processed.
- (7) 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/>].

交回申請表地點 Place of Submission

請將填妥的申請表及所需文件以下列方式交回—

郵寄申請 (見「注意事項」(3)及(7))
請郵寄至

東九龍郵政信箱 68115 號

本署在處理你的申請後，會將你的身分證明文件副本銷毀。

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；
- (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；
- (3) 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
- (4) 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

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

Application by post (See item (3) and (7) in "Notes for Attention")

Please send application by post to
P.O. Box 68115, Kowloon East Post Office, Kowloon.

Transport Department will destroy the submitted identity document copy after processing your application.

Application in person or by agent

- (1) Transport Department Hong Kong Licensing Office at 3/F, United Centre, 95 Queensway, Hong Kong;
- (2) Transport Department Kowloon Licensing Office at 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon;
- (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, 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

收集目的

1. 運輸署會使用載在本申請表內的個人資料，以及該等資料日後的任何變更，作以下用途：
 - (a) 辦理有關審批你在本申請表中所提出的申請的事務；
 - (b) 方便運輸署與你聯絡；
 - (c) 行政上的用途，如編制統計數字及從事研究工作；及
 - (d) 將你的個人資料告訴有關登記車主。
2. 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

3. 載在本申請表內的個人資料，以及該等資料日後的任何變更，會向其他政府部門、決策局及有關機構公開，以作上述第 1(a) 段至 1(c) 段所列的用途。
4. 如有關登記車主要求，載在本申請表內的個人資料，以及該等資料日後的任何變更，可能會向有關登記車主披露，以作上述第 1(d) 段所列的用途。

索閱個人資料

5. 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

6. 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

Purposes of Collection

1. The personal data contained in this form and any change to such data from time to time will be used by Transport Department for the following purposes:
 - (a) activities relating to the processing of your application in this form;
 - (b) facilitating communication between Transport Department and yourself;
 - (c) administrative purposes such as compiling statistics and conducting research; and
 - (d) for the information of the registered vehicle owner to whom your application relates.
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 contained in this form and any change to such data from time to time may be disclosed to other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1(a) to (c) above.
4. The personal data contained in this form and any change to such data from time to time may be disclosed to concerned registered owner if he requests so for the purpose mentioned in paragraph 1(d) above.

Access to Personal Data

5. 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

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

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

Transport Department
Kwun Tong Licensing Office
P.O. Box No. 68115
Kowloon East Post Office, Kowloon

郵遞申請

Application by Post 如果你以郵寄遞交申請表，請填寫以下資料 PLEASE FILL IN THE FOLLOWING IF APPLY BY POST

姓名 Name: _____

回郵地址 Return Address: _____

郵遞申請，請寄往以下地址 (請沿虛線剪下)

運輸署觀塘牌照事務處
東九龍郵政信箱 68115 號

請在左方填寫你的姓名及回郵地址，本署會將透過本申請表申請的證明書寄回該地址，但不會就該回郵地址資料更改本署記錄。
Please fill in your name and return address to which the certificate applied by this form will be posted. We will NOT amend our record on the basis of this return address information provided.

- (1) 請在支票／銀行本票背面寫上你的姓名、有關車輛的登記號碼及日間聯絡電話號碼。
Please write down your Name, registration mark of the vehicle concerned and Day Time Contact Telephone No. on the back of the cheque/cashier order.
- (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. _____