

# 重要通知

## 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。

## 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。[\[請參閱郵費的詳情，並留意由 2016 年 1 月 1 日起生效的新郵費結構\]](#)

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*

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. \_\_\_\_\_ By \_\_\_\_\_

簽發人員

(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 \*

身分證明文件號碼 / 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作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, 請述明 Other, please specify \_\_\_\_\_

(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

本人以上聲明均屬真實事實。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元及監禁6個月。現聲明本人已細閱本申請表格的內容及明白有關「注意事項」。

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. I hereby declare that I have read through the content of this application form and understand the notes for attention.

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.

丁部 郵遞申請 PART D 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)

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. \_\_\_\_\_

運輸署觀塘牌照事務處  
東九龍郵政信箱 68115 號

## 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元。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)、駕駛執照執照正本(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車輛登記細節的證明書。如用郵寄申請,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。但如申請人需要指定日期及時間的車輛登記細節資料,本署需要大約四星期翻查資料才可簽發證明書。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 can be issued by the computer on the day when the application is received. If apply by post, the certificate will be posted to you by registered post within 10 working days upon receipt of application. If the vehicle particulars on a specified date and time is requested, it will take about four weeks' time for history finding before the certificate can be issued. If you have not received the details of 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

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](http://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.

**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 Kwan 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](http://www.td.gov.hk)**

## 個人資料的說明 Notes about Personal Data

### 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 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.**

### 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**

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

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

TD318