

# 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 on conviction to a fine at level 1. 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). 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. [\[Please note the latest details about postage rates by Hongkong Post\]](#)

## 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.



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.

簽發人員

By

(本欄不必填寫

FOR OFFICIAL USE ONLY)

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P	

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紀錄。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

請留意「注意事項(3)至(5)」 Please pay attention to (3) to (5) under “Notes for Attention”

1. 車輛登記號碼 Vehicle Registration Mark (「該車輛」/ “the vehicle”)

車輛登記冊是為以下目的而設立：

The register of vehicles is established for the following purposes:

- (i) 規管車輛的使用；  
regulating the use of vehicles;
- (ii) 供執法機關履行職責；及  
enabling the law enforcement agencies to discharge their responsibilities; and
- (iii) 向因受車輛的擁有權或車輛的使用直接影響，而需要確定該車輛資料的人士提供有關資料。  
providing relevant information to persons directly affected by the ownership or use of a vehicle who as a result need to ascertain the particulars of that vehicle.

除非得到車主同意，從車輛登記冊上獲得的資料只可用作與設立車輛登記冊的目的相符，並於申請車輛登記細節證明書時所指明的用途。

The information obtained from the register of vehicles shall, unless with the consent of the owner, only be used for purpose(s) that conform with the purpose(s) of the register of vehicles and purpose(s) as specified in the application for the certificate of particulars of vehicle.

2. 本人現基於以下情況申請該車輛的登記細節證明書 [詳情請參考「注意事項 (6)至(9)」]：

I wish to apply for a certificate of particulars of the vehicle under the following conditions: - [For details, please refer to (6) to (9) under “Notes for Attention”]

☐ (一) 本人為該車輛的登記車主。

(1) I am the registered owner of the vehicle.

☐ (二) 本人向運輸署署長聲明，我已獲得該車輛的登記車主的書面同意索取有關的車輛登記細節證明書（登記車主的身分證明文件號碼／公司註冊證號碼／公司編號\*：\_\_\_\_\_）；有關資料只會用於登記車主的書面同意中指明的用途，即\_\_\_\_\_。[請留意「注意事項 (10)」]

(2) I declare to the Commissioner for Transport that I have obtained the written consent of the registered vehicle owner concerned to acquire the relevant certificate of particulars of vehicle (Identity Document No./Certificate of Incorporation No./Company Registration No. \* of the registered vehicle owner: \_\_\_\_\_); and that such information would only be used for purpose(s) as specified in the written consent of the registered vehicle owner concerned, i.e. \_\_\_\_\_. [Please pay attention to (10) under “Notes for Attention”.]

**請注意：**

- (i) 申請人在遞交申請時，須述明登記車主於書面同意中指明的用途，供有需要時作查核之用。本署／執法機關或會查核本申請所填報的資料是否屬實，詳見「注意事項 (4) 及 (5)」。
- (ii) 如申請人所提供的車主資料與本署紀錄不符，或未有就登記車主於書面同意中指明的用途提供相關資料，運輸署署長會暫停處理相關申請，以待申請人提供進一步資料再作處理。

**Notes:**

- (i) Applicants shall provide details for the purpose(s) as specified in the written consent of the registered vehicle owner concerned, which may be subject to checking if needed. This Department/ law enforcement agencies may conduct checks on this application to verify if the information provided is true and correct. For details, please refer to (4) and (5) under “Notes for Attention”.
- (ii) If the information of the registered vehicle owner provided is found to be inconsistent with the records held by this Department, or if applicants do not provide relevant details for the purpose(s) as specified in the written consent of the registered vehicle owner concerned, the Commissioner for Transport will suspend the processing of the application for the applicant to provide supplementary information for further processing.

- ☐ (三) 本人向運輸署署長聲明，因該車輛的擁有權或該車輛的使用直接影響本人（或本人的主事人）的權益而需要確定該車輛資料；有關資料只會用於下列指明用途（可填選多於一項）：

- (3) I declare to the Commissioner for Transport that my (or my principal's) interests are directly affected by the ownership or use of the vehicle, and therefore need to ascertain the particulars of that vehicle. Such information would only be used for the following specified purpose(s) (can select more than one purpose):**

**請注意：**

- (i) 就下列(a)至(g)項指明用途的詮釋和參考例子，詳見丁部。
- (ii) 申請人在遞交申請時，須按本申請表的指示就所剔選的指明用途說明相關詳情，供有需要時作查核之用。本署／執法機關或會查核本申請所填報的資料是否屬實，詳見「注意事項 (4) 及 (5)」。
- (iii) 如申請人未有就所剔選的指明用途提供相關資料，運輸署署長可暫停處理相關申請，以待申請人提供進一步資料再作處理。

**Notes:**

- (i) For interpretation and examples of the specified purposes at (a) to (g) below, please refer to Part D.
- (ii) Applicants shall provide details for the specified purpose(s) selected in accordance with the instructions in this application form, which may be subject to checking if needed. This Department/ law enforcement agencies may conduct checks on this application to verify if the information provided is true and correct. For details, please refer to (4) and (5) under “Notes for Attention”.
- (iii) If applicants do not provide relevant details for the specified purpose(s) selected, the Commissioner for Transport will suspend the processing of the application for the applicant to provide supplementary information for further processing.

- ☐ (a) 買賣車輛（請說明相關資料，如車輛型號、購車人士或擬購車人士查看車輛的日期、買賣或預計買賣日期）：  
Sale and purchase of vehicle (Please provide details such as the vehicle model, date of inspection of the vehicle by the purchaser or intended purchaser, date or intended date of the transaction)

\_\_\_\_\_

\_\_\_\_\_

- ☐ (b) 保險索償（請說明相關資料，如保險公司名稱、保單編號、索償類別、事故發生的日期、時間及地點）：  
Insurance claims (Please provide details of the claims such as the name of the insurance company, the policy/certificate number, type of claims, date, time and location of incident):

\_\_\_\_\_

\_\_\_\_\_

- ☐ (c) 賠償／申索（請說明相關資料，如索償類別、索償原因、事故發生的日期、時間及地點）：  
Compensation/claims (Please provide details such as the type of claims, grounds for the claims, date, time and location of incident):

\_\_\_\_\_

\_\_\_\_\_

- ☐ (d) 糾正車輛出現於不適當地方的問題（請說明相關情況，如車輛出現的日期、時間及地點）：  
Rectification of improper presence of the vehicle (Please provide details such as the date, time and location of the presence of the vehicle):

\_\_\_\_\_

\_\_\_\_\_

- ☐ (e) 追討費用／罰款／收費和償還涉及個別車輛的貸款（請說明相關資料，如所涉款項及類別）：  
Recovery of fees/fines/charges and payment of loan involving a vehicle (Please provide details such as the amount and type of fees involved):

\_\_\_\_\_

\_\_\_\_\_

- ☐ (f) 車輛涉及法律程序（請說明相關資料，如律師行名稱、法庭案件編號、警方報案編號、案件或擬議案件的性質）：  
Legal proceedings involving the vehicle (Please provide details such as the name of the law firm, court case number, police report number, nature of the case or intended case):

\_\_\_\_\_

\_\_\_\_\_

- ☐ (g) 安全召回（請說明相關資料，如汽車製造商名稱、車輛型號）：  
Safety recalls (Please provide details such as the name of the vehicle manufacturer and vehicle model):

\_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_

本人現作出以下聲明：

I hereby make the following declaration:

1. 本人明白車輛登記冊是為以下目的而設立：

I understand that the register of vehicles is established for the following purposes:

- (i) 規管車輛的使用；  
regulating the use of vehicles;
- (ii) 供執法機關履行職責；及  
enabling the law enforcement agencies to discharge their responsibilities; and
- (iii) 向因受車輛的擁有權或車輛的使用直接影響，而需要確定該車輛資料的人士提供有關資料。  
providing relevant information to persons directly affected by the ownership or use of a vehicle who as a result needs to ascertain the particulars of that vehicle.

2. （此項不適用於由該車輛的登記車主提出的申請）除非得到有關登記車主同意，本人透過是次申請所獲取的資料只會用於登記車主的書面同意中指明的用途或本人於乙部所指明的用途（視乎何者適用而定）。

(This is not applicable to the application submitted by the registered owner of the vehicle) Unless with the consent of the relevant registered vehicle owner, the information obtained from this application will only be used for the purpose(s) as specified in the written consent of the registered vehicle owner concerned, or the purpose(s) specified in Part B above (as the case may be).

3. 本申請所填報的一切資料均屬詳盡確實。

The information provided in the application form is complete and true.

4. 本人明白運輸署或執法機關會在有需要時對申請作出查核，運輸署並會於車輛登記細節證明書發出後兩年內以隨機抽樣形式對申請作出查核。本人明白本人必須在車輛登記細節證明書發出後兩年內保存所有相關證明文件／資料，並須全力配合運輸署或執法機關的查核，以證明本申請所填報的資料屬實。

I understand that the Transport Department or the law enforcement agencies may conduct checks on the application if needed, and the Transport Department may conduct random checks on applications for certificate of particulars of vehicle within two years from the date the certificates are issued. I understand that I shall retain all the relevant supporting documents / information for two years from the issue date of the certificate of particulars of vehicle and shall fully cooperate with the Transport Department or the law enforcement agencies in their enquiries, in order to substantiate the information provided for this application as true and correct.

5. 本人明白，根據《道路交通條例》（第374章）第111(3)條的規定，如本人為着取得車輛登記細節證明書，明知而作出在要項上虛假的陳述，即屬犯罪，可被判罰款\$5,000及監禁6個月。

I understand that if I knowingly make any statement which is false in any material particular for the purpose of obtaining a certificate of particulars of vehicle, I commit an offence under section 111(3) of the Road Traffic Ordinance (Cap. 374) and will be liable to a fine of \$5,000 and imprisonment for 6 months.

6. 本人明白《個人資料(私隱)條例》（第486章）的條文，適用於如何使用從車輛登記冊取得的個人資料。任何人使用個人資料時，如違反《個人資料(私隱)條例》的規定，可能遭受根據該條例而採取的執法行動，蒙受損害的資料當事人亦有權根據該條例就有關損害向資料使用者申索補償。

I understand the provisions of the Personal Data (Privacy) Ordinance (Cap. 486) ("PDPO") apply to the use of personal data obtained from the register of vehicles. Any person who uses personal data in contravention of the requirements under the PDPO may be subject to enforcement action under the relevant Ordinance. The data subject who suffers damage by reason of the contravention shall also be entitled to compensation from the data user for that damage in accordance with the PDPO.

- ☐ 現聲明本人已細閱及明白本申請表格的內容及《申請車輛登記細節證明書的指引》，並接受申請表格上所載的所有條款及條件，本人現作出上述第1至6項的聲明。《申請車輛登記細節證明書的指引》上載於運輸署網頁。  
([https://www.td.gov.hk/tc/public\\_services/licences\\_and\\_permits/index.html](https://www.td.gov.hk/tc/public_services/licences_and_permits/index.html))。

I hereby declare that I have read through and understand the content of this application form and the Guidance Notes on the Applications for a Certificate of Particulars of Vehicle, and accept all the terms and conditions stated therein. I hereby make the declarations in items 1 to 6 above. The 'Guidance Notes on the Applications for a Certificate of Particulars of Vehicle' is available on the Transport Department's website ([https://www.td.gov.hk/en/public\\_services/licences\\_and\\_permits/index.html](https://www.td.gov.hk/en/public_services/licences_and_permits/index.html)).

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) 應繳費用為港幣45元。有關費用或會更改。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](http://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；及
- (3) 此申請表格甲部、乙部及丙部指明所需的資料及文件。

- (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 is \$45. Such 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](http://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 day time contact telephone number on the back of the cheque/cashier order, cash should not be sent by post; and
- (3) The required information/documents as listed in Part A, Part B and Part C of this application form.

乙部第2(三)(a)至(g)項所列指明用途的詮釋和參考例子如下：

The interpretation and the examples of the specified scenarios under items 2(3)(a) to (g) of Part B are as follows:

指明用途及其詮釋 The specified purpose and its interpretation	參考例子 Examples
<p>(a) 買賣車輛 Sale and purchase of vehicle</p> <p>協助確認登記車主的身分，以進行車輛買賣。 Facilitating the identification of the registered vehicle owner for the sale and purchase of vehicle.</p>	<ul style="list-style-type: none"><li>購車人士在支付購買車輛的費用前，先確定登記車主的身分及賣方對該車輛的擁有權。 Before making a payment to purchase the vehicle, the purchaser needs to identify the registered vehicle owner and confirm the seller's ownership of that vehicle.</li></ul>
<p>(b) 保險索償 Insurance claims</p> <p>就涉及或因使用或出現個別車輛而發生的交通意外、觸犯刑事罪行的事故或其他情況所招致的任何傷亡、損失或損壞（包括財物損失或損壞），提出保險索償。 Claiming insurance in respect of any casualty, loss or damage (including loss or damage to property) arising from traffic accident or incidents where criminal offence is committed or otherwise involving or caused by the use or presence of a particular vehicle.</p>	<ul style="list-style-type: none"><li>導致人身傷亡和財物損失的交通意外。 Traffic accidents causing death of or injury to person and damage to property.</li><li>保險公司須確認登記車主身分的汽車盜竊案。 Car theft cases in which the insurance company needs to identify the registered owners.</li></ul>
<p>(c) 賠償／申索 Compensation/claims</p> <p>就涉及或因使用或出現個別車輛而發生的交通意外或其他情況所招致的任何傷亡、勞資糾紛、損失或損壞（包括財物損失或損壞），申索賠償／提出申索或抗辯。 Seeking compensation or initiating or defending a claim for any casualty, labour dispute, loss or damage (including loss or damage to property) arising from traffic accident or otherwise involving or caused by the use or presence of a particular vehicle.</p>	<ul style="list-style-type: none"><li>交通意外所涉及車輛的登記車主／司機擬尋求和解。 Exploring the possibility of mutual settlement by registered vehicle owners/drivers of the vehicle(s) involved in a traffic accident.</li><li>在有關車輛不受有效保單保障的情況下申索補償或提出抗辯。 Claiming compensation or defending a claim where the vehicle in question is not covered by valid insurance policy.</li><li>在車輛保單的保障範圍不適用於個別事故的情況下申索補償或提出抗辯。 Claiming compensation or defending a claim where the scope of insurance coverage of a vehicle does not cover the particular incident.</li><li>運輸業從業員因使用個別車輛而招致工傷的情況下申索補償。 Claiming compensation by practitioners in the transport sector in case of work injuries caused by the use of a particular vehicle.</li><li>運輸業從業員在受僱於登記車主而涉及勞資糾紛的情況下提出申索。 Claiming compensation by practitioners in the transport sector employed by a registered vehicle owner in case of labour disputes.</li></ul>
<p>(d) 糾正車輛出現於不適當地方的問題 Rectification of improper presence of vehicle</p> <p>糾正個別車輛未獲授權進入或出現於不適當地方的問題，而非要求保險索償或補償。 Rectifying the act of unauthorized entry or improper presence of a particular vehicle, without claiming insurance or compensation.</p>	<ul style="list-style-type: none"><li>業主／租客要求移走被發現停放於或擅闖私人用地／道路的车辆。 Landlords/tenants requesting the removal of vehicles found parking or trespassing in the private land/road.</li><li>停車場管理公司要求移走停放於不適當位置引致阻塞的車輛。 Carpark management companies requesting the removal of vehicles parking in improper position causing obstruction.</li></ul>
<p>(e) 追討費用／罰款／收費和償還涉及個別車輛的貸款 Recovery of fees/fines/charges and payment of loan involving a vehicle</p> <p>就提供予個別車輛的服務追討逾期的費用、罰款或收費，和追討逾期償還涉及個別車輛的貸款。 Recovering the overdue fees, fines or charges for services provided to a particular vehicle and outstanding payment of loan involving a particular vehicle.</p>	<ul style="list-style-type: none"><li>停車場管理公司就停放停車場而無人看守的車輛，要求清繳拖欠的費用和收費。 Carpark management companies requesting payment of outstanding fees and charges due to a vehicle parked and unattended in a carpark.</li><li>隧道／橋樑公司、其管理承辦商或負責收取使用費的公司就通過隧道／橋樑而沒有繳妥費用的車輛，要求償付未繳的使用費。 Tunnel/Bridge companies, its management contractors or the toll collection companies requesting settlement of outstanding tolls of the vehicle that crossed the tunnel/bridge without appropriate payment.</li><li>就移走出現於不適當地方的車輛，要求償付所衍生的車輛移走費用。 Recovering the charges incurred by the removal of a particular vehicle due to its improper presence.</li><li>財務公司、銀行和抵押品持有人要求清還涉及個別車輛的未償還貸款。 Finance companies, banks and security holders requesting settlement of outstanding payment of loan involving a particular vehicle.</li></ul>



<p>(f) <b>車輛涉及法律程序</b> <b>Legal proceedings involving the vehicle</b></p> <p>提出及進行任何涉及或因使用或出現個別車輛而引起的民事和刑事訴訟（包括擬議及已經展開的訴訟）；或在任何民事或刑事法律程序中，需要向法庭證明涉案車輛的登記車主的身分。 Instituting and conducting any civil and criminal proceedings (both intended and commenced) involving or arising from the use or presence of a particular vehicle; or Substantiating the identity of the registered owner of the vehicle involved in any civil or criminal proceedings.</p>	<ul style="list-style-type: none"> <li>因使用個別車輛而造成傷害的民事索償。 Civil claims concerning injuries caused by the use of a particular vehicle.</li> <li>因使用個別車輛而引起的刑事訴訟。 Criminal proceedings arising from the use of a particular vehicle.</li> <li>律師為根據相關法庭命令或在法律程序中需要確認登記車主的身分或所涉車輛的細節。 Pursuant to a Court Order or as part of legal proceedings, solicitors seeking identification of the registered owner or particulars of the vehicle concerned.</li> <li>向法庭出示證明書作為證據，用以證明涉案車輛的登記車主的身分。 Producing the certificate as evidence in court to substantiate the identity of the registered owner of the vehicle concerned.</li> </ul>
<p>(g) <b>安全召回 Safety recalls</b></p> <p>協助確認登記車主的身分，以便召回有安全問題的車輛。 Facilitating the identification of the registered vehicle owners for recalls of vehicles with safety issues.</p>	<ul style="list-style-type: none"> <li>汽車製造商因汽車安全問題須向登記車主發出召回通知，而確認登記車主的身分。 Identifying the registered vehicle owners by vehicle manufacturers for issuing recalls of vehicles with safety issues.</li> </ul>

## 注意事項 Notes for Attention

- (1) 使用所提供的車輛登記細節須符合所有適用法律的規定，包括《個人資料（私隱）條例》（第486章）的規定，（如申請人非該車輛的登記車主）並須符合登記車主的書面同意中指明的用途或於乙部所指明的用途（視乎何者適用而定）。

The use of vehicle particulars provided is subject to the requirements of all applicable laws, including the provisions in the Personal Data (Privacy) Ordinance (Cap. 486) and (if the applicant is not the registered owner of the vehicle) must conform with the purpose(s) as specified on written consent of the registered vehicle owner concerned, or the purpose(s) specified in Part B above (as the case may be).

- (2) 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。如申請的是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申請人。如申請人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。

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 the application is made for a certificate showing vehicle particulars of a specified date and time over 5 years before the date of application, the certificate will be posted to the applicant by registered post within 10 working days upon receipt of the application. If the applicant has not received the certificate within 5 weeks from the date of submitting the application, please contact the Transport Department at 2804 2600 for follow up action.

- (3) 本申請填報的所有資料，可能會向有關登記車主披露。申請人亦請留意「收集個人資料聲明」第4段。申請人在提交申請前請小心考慮上述披露可能帶來的影響。

All information provided in this application may be disclosed to the concerned registered vehicle owner. Please also pay attention to paragraph 4 of the “Personal Data Collection Statement”. Applicants are advised to carefully consider the potential implications of the mentioned disclosure prior to submitting the applications.

- (4) 如本署／執法機關懷疑申請的真實性或車輛登記細節證明書的資料被濫用（例如在本署發出證明書後接獲所涉車輛的登記車主作出投訴／舉報），本署／執法機關或會要求申請人提供相關證明文件／資料，以查核本申請表中所填報的資料是否屬實（例如從證明書所獲得的資料是否只用作申請表中所述的用途）。此外，即使本申請沒有涉及任何投訴／舉報，本署亦有機會於證明書發出後的兩年內以隨機抽樣形式就本申請作出上述查核。

If this Department or a law enforcement agency suspects that this application may not be genuine or that the information on the certificate may have been misused (e.g. after this Department issued the certificate, a complaint/report is received from the registered owner of the vehicle concerned), this Department/ law enforcement agency may request the applicant to provide supporting documents/information for verification of the information provided in this application (e.g. whether the information obtained from the certificate has only been used for the purpose(s) as stated in this application). Even without any complaints/reports, random check may also be conducted by this Department on this application within two years from the date the certificate is issued.

- (5) 為符合「注意事項」(4) 的要求，申請人必須於證明書發出後兩年內保存與本申請相關的證明文件／資料，並提供該等證明文件／資料以證明本申請表所填報的資料屬實。

To meet the requirements stated in (4) under “Notes for Attention”, applicants are required to retain the relevant supporting documents/information for two years from the issue date of the certificate, and produce the same as evidence to substantiate the information provided in this application form as true and correct.

- (6) 基於《基本法》、《香港人權法案條例》（第383章）及《個人資料（私隱）條例》（第486章）保護車主私隱及其相關權利和自由的考慮，運輸署不會批准不符合列於乙部第2（一）、（二）及（三）(a)至(g)項指明條件的申請。

Having regard to the considerations of protecting the vehicle owners' privacy and other relevant rights and freedoms under the Basic Law, the Hong Kong Bill of Rights Ordinance (Cap. 383) and the Personal Data (Privacy) Ordinance (Cap. 486), the Transport Department will not approve applications that do not meet the conditions specified in items 2(1), (2) and (3)(a) to (g) in Part B.

- (7) 如申請人認為其申請不符合乙部第2（一）、（二）及（三）(a)至(g)項指明條件，但基於其他涉及車輛的擁有權或車輛的使用並涉及重大公眾利益的情況而需要確定該車輛的登記細節，希望署長可作特別考慮發放證明書，申請人必須以書面陳述向署長提出例外情況申請（本申請表不適用於此等申請）。署長只會在信納申請人獲得及向其披露該車輛登記細節（或部分細節）是合法及正當，及整體而言作出上述披露所涉及的公眾利益大於登記車主享有的私隱權及其他人和社會的合法權益，並且信納有關資料只會用於申請人所說明的用途而不會被誤用或濫用，才會批准其例外情況申請。詳情請參閱《申請車輛登記細節證明書的指引》 [[https://www.td.gov.hk/tc/public\\_services/licences\\_and\\_permits/index.html](https://www.td.gov.hk/tc/public_services/licences_and_permits/index.html)]。

In case the applicant considers that the application does not meet the conditions specified in items 2(1), (2) and 3(a) to (g) in Part B but there is a need to ascertain the registered particulars of a vehicle due to other circumstances involving the ownership or uses of the vehicle and involving significant public interest, and wishes the Commissioner for Transport to give special consideration for issuance of the certificate, the applicant must make an application under exceptional circumstances through a written submission to the Commissioner for Transport (this application form is not applicable in such circumstances). The application under exceptional circumstances will only be approved if the Commissioner for Transport is satisfied that the applicant's obtaining and the disclosure by the Commissioner for Transport of the vehicle particulars (or part of the particulars) to the applicant is lawful and legitimate; that the public interest in disclosing the vehicle particulars (or part thereof) outweighs the registered owner's right to privacy, and the lawful rights and interests of other persons and society as a whole in the overall circumstances of the case. The Commissioner for Transport must also be satisfied that the concerned particulars will be used by the applicants solely for the stated purpose(s) without any misuse or abuse. For details, please refer to the 'Guidance Notes on the Applications for a Certificate of Particulars of Vehicle' [[https://www.td.gov.hk/en/public\\_services/licences\\_and\\_permits/index.html](https://www.td.gov.hk/en/public_services/licences_and_permits/index.html)].

- (8) 就任何申請而言，如運輸署署長有合理理由相信批准有關申請會不利於國家安全，或相當可能威脅公共安全或損害維護公共秩序，將拒絕有關申請。

With respect to all applications, if the Commissioner for Transport reasonably believes that approving a particular application would be contrary to the interests of national security, or is likely to threaten public safety or prejudice the maintenance of public order, it would be rejected.

- (9) 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。

If the application is submitted by an agent, the agent is also required to produce his/her own original identity document for record purpose.

- (10) 登記車主可以紙本或電子形式向申請人提供書面同意書，當中必須列明登記車主及申請人的姓名和身分證明文件號碼／公司註冊證號碼／公司編號，以及指明登記車主同意申請人索取有關的車輛登記細節證明書所作的用途。詳情可參閱載於《申請車輛登記細節證明書的指引》附件一的書面同意範本。

The registered vehicle owner can provide written consent in either paper or electronic format. The written consent must include the name and Identity Document No./Certificate of Incorporation No./Company Registration No. of both the registered vehicle owner and the applicant, as well as specifying the purpose(s) for which the registered vehicle owner agrees that the applicant may acquire the relevant certificate of particulars of vehicle. A sample of written consent can be found in Annex A of the 'Guidance Notes on the Applications for a Certificate of Particulars of Vehicle'.

- (11) 申請人必須填寫本申請表的甲部、乙部及丙部並提供所需資料及文件。若本申請表未經填妥或備有表格沒有要求的資料（例如申請人自行在乙部第2（一）、（二）及（三）(a)至(g)項外添加其他情況或選項），申請將不予受理。

Applicant must complete Part A, Part B and Part C of the application form and provide the required information/documents. If the application form is not duly completed or contains information other than the required fields (such as applicants, on top of items 2(1), (2) and 3(a) to (g) in Part B, adding other conditions or options on their own), the application will not be processed.

- (12) 若郵件郵資不足，香港郵政會收取附加費及相關費用。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。[請參閱郵費的詳情及最新郵費結構：<http://www.hongkongpost.hk/>]

Underpaid mail items are subject to surcharge and related fees 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 this 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 Latest Postage Structure: <http://www.hongkongpost.hk/>].

## 收集個人資料聲明 Personal Data Collection Statement

### 收集目的

- 運輸署會使用申請人或相關人士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：
  - 辦理有關審批在本申請表中所提出的申請的事務；
  - 方便運輸署與申請人或相關人士聯絡；
  - 行政上的用途，如編制統計數字及從事研究工作；及
  - 就本申請通知有關的登記車主。
- 申請人必須提供本申請表所要求的個人資料。假如未能提供所需資料，有關申請可能不獲接納。如申請人在本申請提供相關人士的個人資料，應確保符合《個人資料（私隱）條例》的規定。

### 獲轉交資料的部門／人士

- 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。
- 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

- 根據《個人資料（私隱）條例》第 18 及 22 條及附表 1 的保障資料第 6 原則，申請人或相關人士有權索閱及修正其個人資料。申請人或相關人士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

- 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

- The personal data of the applicant or relevant persons contained in this form and any change to such data from time to time will be used by Transport Department for the following purposes:
  - activities relating to the processing of the application in this form or application under exceptional circumstances;
  - facilitating communication between Transport Department and the applicant or relevant persons;
  - administrative purposes such as compiling statistics and conducting research; and
  - for the information of the registered vehicle owner to whom this application or application under exceptional circumstances relates.
- It is obligatory for the applicant to supply the personal data as required by this form. If the applicant fails to supply the required data, the application may be refused. If the applicant provides the personal data of a relevant person in this application, please ensure the requirements of the Personal Data (Privacy) Ordinance are complied with.

### Classes of Transferees

- 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.
- 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

- The applicant or relevant persons have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and data protection principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Such right of access includes the right to obtain a copy of the personal data provided by this form.

### Enquiries

- 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.



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」(2)及(12)) 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。	Please return the completed application form and necessary documents by any of the following methods— <b>Application by post</b> (See item (2) and (12) 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.
親自或由代理人申請	<b>Application in person or by agent</b>
(1) 香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處；	(1) Transport Department Hong Kong Licensing Office at 3/F, United Centre, 95 Queensway, Hong Kong;
(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；	(2) Transport Department Kowloon Licensing Office at 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon;
(3) 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	(3) Transport Department Kwun Tong Licensing Office at 5/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon; or
(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。	(4) Transport Department Sha Tin Licensing Office at 2/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories.
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	<b>For enquiry on service hours of Transport Department licensing offices, please call 2804 2600 or visit our website www.td.gov.hk</b>

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: _____		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紀錄。 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.	
回郵地址 Return Address: _____			
郵遞申請，請寄往以下地址（請沿虛線剪下）		Application by post to the following address (Please cut along the line)	
運輸署觀塘牌照事務處 東九龍郵政信箱 68115 號		Transport Department Kwun Tong Licensing Office P.O. Box No. 68115 Kowloon East Post Office, Kowloon	
TD318		TD318	
TD 318 (Rev. 01/2024)			

(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. \_\_\_\_\_