

重要通知

在車輛登記文件簽署及蓋印規定

車輛登記文件(以下簡稱為「牌簿」)上必須載有登記車主簽署，而當登記車主遞交有關的牌照申請時，申請表格上的簽署必須與牌簿上的簽署相符；如以公司/機構為登記車主，牌簿必須載有由該公司/機構所指定獲授權人士的簽署並加蓋該公司/機構的印章，而申請表格上的印章與牌簿上的印章必須完全相同，否則運輸署將不會處理有關的牌照申請。

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。 [[請參閱香港郵政有關郵費的最新詳情](#)]

提交身分證明文件

如以郵寄方式或經投遞箱遞交申請，**請勿**提交身分證明文件正本。

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

通知

由 **2019 年 7 月 1 日起**，本署將就以下許可證及汽車首次登記申請實施服務表現承諾：

牌照申請	服務表現承諾	達到目標
運載特長/特闊貨物許可證	在接獲已填妥的申請表及所有所需文件後，本署會於 25 個工作日 內通知申請人有關申請結果。	95%
車輛行駛許可證 (適用於無須進行車輛檢驗的申請)	在接獲已填妥的申請表及所有所需文件後，本署會於 30 個工作日 內通知申請人有關申請結果。	95%
快速公路許可證	在接獲已填妥的申請表及所有所需文件後，本署會於 30 個工作日 內通知申請人有關申請結果。	92%
超額載客許可證 (適用於無須進行車輛檢驗的申請)	申請人在櫃檯遞交已填妥的申請表及所有所需文件後，本署會於 70 分鐘 內發出有關許可證。	95%
汽車首次登記 (適用於無須諮詢第三者的申請)	申請人在櫃檯遞交已填妥的申請表及所有所需文件後，本署會於 2 個工作日 內發出車輛登記文件。	95%

香港法例第三七四 E 章道路交通(車輛登記及領牌)規例
Road Traffic (Registration and Licensing of Vehicles) Regulations Cap. 374E

快速公路許可證申請書

APPLICATION FOR EXPRESSWAY PERMIT

請閱讀附頁的資料，並以正楷填寫**第一頁**及**第三頁**內所需的各項資料。

Please read the notes overleaf and complete all items on Page 1 and Page 3 in BLOCK LETTERS.

本欄不必填寫 OFFICIAL USE ONLY	<input type="checkbox"/> Recommended	O
	<input type="checkbox"/> Not Recommended	P
Receiving Officer's Signature	<input type="checkbox"/> Approved _____	
	<input type="checkbox"/> Not Approved _____	

申請人資料 PARTICULARS OF APPLICANT

英文姓名／公司名稱 _____ 中文姓名／公司名稱（如適用） _____
Name (In English) Name (In Chinese, if applicable)

香港身份證號碼／公司註冊證號碼
H.K. Identity Card/Certificate of Incorporation No.: _____ ()

住址／公司地址 Residential /Company Address (你的地址將會列載在許可證上 Your address will be entered on the permit.)
「注意：為確保運輸署備存駕駛執照持有人／車主的最新地址，請填寫以下你的住址和通訊地址(如與住址不同)。」
(Note : To ensure that the addresses of driving licence holders/vehicle owners being kept by the Transport Department are up-to-date, please fill in below your residential address and correspondence address (if different from residential address).)

室 Flat/Room _____ 樓 Floor _____ 座 Block _____
樓宇層數請依升降機所用編號，或以西式計算。

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 _____

通訊地址 Correspondence Address _____

請註明是否與上方所填寫的相同 Please specify whether the same as that in the above-

✦ ☐ 是 Yes ☐ 否 No 請在下列填寫 Please fill in below-

室 Flat/Room _____ 樓 Floor _____ 座 Block _____
樓宇層數請依升降機所用編號，或以西式計算。

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 _____

日間聯絡電話 Day Time Contact Tel. No. _____ ✦請於適當方格內加上「✓」號 Please tick the appropriate box.

車輛登記細節 PARTICULARS OF VEHICLE

車輛登記號碼 _____ 類別 _____
Registration Mark Class
廠名 _____ 汽缸容量（立方厘米） _____ 額定功率（千瓦） _____
Make Cylinder Capacity (c.c.) Rated Power (kW)

該車輛的有效第三者風險保險 VALID THIRD PARTY RISK INSURANCE IN RESPECT OF THE VEHICLE
(必須出示保險單 Certificate MUST be produced)

保險公司名稱(非代理商) _____
Name of Insurance Company (Not agent)
保單持有人姓名或名稱 _____
Name of Policy Holder
保單/臨時保單號碼 _____ 有效日期 由 _____ 至 _____
Policy/Cover Note No. Effective Date From To

操作細節 PARTICULARS OF OPERATION

申請原因 _____
Reasons for Application
路線詳情 _____
Detail of Routes
用車時間 _____
Hours of Operation

聲明 DECLARATION

本人已閱讀並明白各項條件。本人聲明，根據本人所知所信，以上填報的資料均屬詳盡。特此為上述車輛申請快速公路許可證，日期由 _____ 至 _____。
本人明白，如果故意提供失實資料，根據香港法例第 374 章道路交通條例第 111 條第(3)款，本人可被判罰款五千元及入獄六個月。
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 have read and understood the conditions. I declare that to the best of my knowledge and belief the information given above is true and complete. I hereby apply for an expressway permit for the above vehicle for the period from _____ to _____.
I understand that, if I knowingly make any statement which is false in a material particular, I shall render myself liable under Section 111(3) of the Road Traffic Ordinance, Cap. 374 to a fine \$5,000 and to imprisonment for 6 months.
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.)

申請人簽署 Signature of Applicant _____

日期 Date _____

遞交申請書 SUBMISSION OF APPLICATIONS

(一) 運輸署考慮各項申請時，須諮詢警方交通部的意見，故請申請人儘早親自或由代理人把申請書交收，或郵寄至以下任何一個運輸署牌照事務處：

- (a) 香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處；或
- (b) 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
- (c) 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
- (d) 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。

(二) 申請書須以一式兩份遞交。申請書副本將轉交警方交通部徵詢意見。

(三) 申請結果將由運輸署署長通知。

(1) Application will be considered in consultation with the Traffic Police. Applicants are advised to submit their applications in person or by agent or by post to any of the following licensing offices of the Transport Department as early as possible:

- (a) Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong; or
- (b) Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon; or
- (c) Transport Department Kwun Tong Licensing Office at 5/F., Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon; or
- (d) Transport Department Sha Tin Licensing Office at 2/F., Sha Tin Government Offices, No. 1 Sheung Wo Che Road, Shatin, New Territories.

(2) Applications are required to be submitted in duplicate. The duplicate copy of the application will be forwarded to Traffic Police for comments.

(3) Results will be notified by the Commissioner for Transport.

證明文件 SUPPORTING DOCUMENTS

† ☐ 身分證明文件：香港身份證／護照或公司註冊證。商業登記證不會被接納。而身分證明文件的影印副本亦會被接納作核對用，本署會於辦理你的申請後將副本銷毀。

☐ 車輛登記文件。(如以個人名義登記車輛的車主親自遞交申請表至運輸署牌照事務處，則可出示其身分證明文件正本而無需出示車輛登記文件。)

☐ 以登記車主的名義投保，並於許可證生效當日仍屬有效的第三者風險保險證明書或臨時保單。

☐ 現時的地址證明(住址／公司地址及通訊地址)正本或副本，而該地址證明需發出距今不超過三個月(包括水電煤或電訊公司帳單、政府部門、公共機構、銀行或本地大學／專上教育機構發出的信件等)。如有查詢，可致電 2804 2600。

☐ 任何運輸署署長要求有關的文件。

† ☐ Identity Document (Hong Kong Identity Card/Passport or Certificate of Incorporation of company). Business Registration Certificate will not be accepted. Photocopy of the identity documents is acceptable and will be destroyed after the processing of your application.

☐ Vehicle Registration Document. (For individual registered vehicle owners who submit the applications **in person** to the Transport Department licensing office, no Vehicle Registration Document is required if their **original** identity document is presented.)

☐ A Third Party Risk Insurance Certificate or Cover Note in the name of the registered owner valid on the date when the permit is to become operative.

☐ Original or photocopy of proof of present address (residential address/company address and correspondence address) which is issued not more than 3 months from now (includes utility or telecommunication bills, correspondence from government departments, public organisations, banks or local universities/tertiary education institutions etc.). For enquiries, please call 2804 2600.

☐ Any relevant documents as required by the Commissioner for Transport.

注意事項 NOTE FOR ATTENTION

(一) 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 小時內以書面通知運輸署署長。任何人無合理解釋而違反此規定，即屬犯罪，可處罰款 2,000。車輛登記文件，以及車輛牌照及自訂登記號碼分配證明書(如屬需要)亦須交出，以作修改；

(二) 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(例如水/電/煤氣費單和銀行信件等)，以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同其距今不超過三個月的地址證明，並在牌照事務處人員要求下，出示其地址證明。如申請人先前曾提供其住址和通訊地址給運輸署，請同時提供住址和通訊地址的證明；

(三) 運輸署署長可要求給予改變通知的駕駛執照持有人/登記車主，在要求當日起計 14 日內提供有關改變的證明。任何人無合理解釋而違反此規定，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)、車輛登記文件正本(如持有)及/或駕駛教師執照正本(如持有)送交運輸署署長；及

(四) 所有在本署以你的身份證／護照／有限公司註冊證號碼登記的車輛牌照或駕駛執照的記錄，會根據你在此表格內填報的地址而同時更改。

(五) 如果申請由代理人繳交，代理人必須同時出示其本人的身分證明文件正本，以作記錄。

(六) 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。

(1) If a **change occurs in the name, address or identity document** of a driving licence holder/registered owner previously provided by the driving licence holder/registered owner to the Commissioner for Transport, the driving licence holder/registered owner shall, within 72 hours of the change, notify the Commissioner for Transport in writing. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. You should also submit your vehicle registration document and where appropriate the vehicle licence and the Certificate of Allocation of Personalized Registration Mark for amendment;

(2) The Commissioner for Transport may, in processing licensing application, require the applicant to **produce proof of his/her address** (e.g. water/electricity/gas bill and 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 not more than 3 months from now for presentation as and when requested by officers of Licensing Office. Please provide the **proof of both residential and correspondence address** if the applicant had provided the two addresses to Transport Department;

(3) The Commissioner for Transport may require a driving licence holder/registered owner who has given to the Commissioner for Transport a notification of change of particulars to produce proof of change **within 14 days** from the day on which the requirement is made. 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 owner shall also deliver to the Commissioner for Transport the existing original driving licence (if applicable), original vehicle registration document (if applicable), and/or original driving instructor's licence (if applicable); and

(4) For any change of address notified under this application form, all vehicle/driving licence records of the applicant under the same ID Card, passport, or Certificate of Incorporation for Limited Co. held by the Department will also be changed.

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

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

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 <http://www.td.gov.hk>

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

香港法例第三七四 E 章道路交通(車輛登記及領牌)規例

Road Traffic (Registration and Licensing of Vehicles) Regulations Cap. 374E

快速公路許可證申請書

APPLICATION FOR EXPRESSWAY PERMIT

請閱讀附頁的資料，並以正楷填寫**第一頁**及**第三頁**內所需的各項資料。

Please read the notes overleaf and complete all items on Page 1 and Page 3 in BLOCK LETTERS.

本欄不必填寫 OFFICIAL USE ONLY	<input type="checkbox"/> Recommended	O
	<input type="checkbox"/> Not Recommended	P
Receiving Officer's Signature	<input type="checkbox"/> Approved _____	
	<input type="checkbox"/> Not Approved _____	

申請人資料 PARTICULARS OF APPLICANT

英文姓名／公司名稱 _____ 中文姓名／公司名稱（如適用） _____
Name (In English) Name (In Chinese, if applicable)

香港身份證號碼／公司註冊證號碼
H.K. Identity Card/Certificate of Incorporation No.: _____ ()

住址／公司地址 Residential /Company Address (你的地址將會列載在許可證上 Your address will be entered on the permit.)
「注意：為確保運輸署備存駕駛執照持有人／車主的最新地址，請填寫以下你的住址和通訊地址(如與住址不同)。」
(Note : To ensure that the addresses of driving licence holders/vehicle owners being kept by the Transport Department are up-to-date, please fill in below your residential address and correspondence address (if different from residential address).)

室 Flat/Room _____ 樓 Floor _____ 座 Block _____
樓宇層數請依升降機所用編號，或以西式計算。

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 _____

通訊地址 Correspondence Address _____

請註明是否與上方所填寫的相同 Please specify whether the same as that in the above-

✦ ☐ 是 Yes ☐ 否 No 請在下列填寫 Please fill in below-

室 Flat/Room _____ 樓 Floor _____ 座 Block _____
樓宇層數請依升降機所用編號，或以西式計算。

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 _____

日間聯絡電話 Day Time Contact Tel. No. _____ ✦請於適當方格內加上「✓」號 Please tick the appropriate box.

車輛登記細節 PARTICULARS OF VEHICLE

車輛登記號碼 _____ 類別 _____
Registration Mark Class _____
廠名 _____ 汽缸容量（立方厘米） _____ 額定功率（千瓦） _____
Make Cylinder Capacity (c.c.) Rated Power (kW)

該車輛的有效第三者風險保險 VALID THIRD PARTY RISK INSURANCE IN RESPECT OF THE VEHICLE
(必須出示保險單 Certificate MUST be produced)

保險公司名稱(非代理商) _____
Name of Insurance Company (Not agent)
保單持有人姓名或名稱 _____
Name of Policy Holder
保單/臨時保單號碼 _____ 有效日期 由 _____ 至 _____
Policy/Cover Note No. Effective Date From To

操作細節 PARTICULARS OF OPERATION

申請原因 _____
Reasons for Application
路線詳情 _____
Detail of Routes
用車時間 _____
Hours of Operation

聲明 DECLARATION

本人已閱讀並明白各項條件。本人聲明，根據本人所知所信，以上填報的資料均屬詳盡。特此為上述車輛申請快速公路許可證，日期由 _____ 至 _____。
本人明白，如果故意提供失實資料，根據香港法例第 374 章道路交通條例第 111 條第(3)款，本人可被判罰款五千元及入獄六個月。
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 have read and understood the conditions. I declare that to the best of my knowledge and belief the information given above is true and complete. I hereby apply for an expressway permit for the above vehicle for the period from _____ to _____.
I understand that, if I knowingly make any statement which is false in a material particular, I shall render myself liable under Section 111(3) of the Road Traffic Ordinance, Cap. 374 to a fine \$5,000 and to imprisonment for 6 months.
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.)

申請人簽署 Signature of Applicant _____

日期 Date _____

須知事項 NOTES FOR ATTENTION

法例 LEGISLATION

快速公路許可證是根據《道路交通(車輛登記及領牌)規例》(第 374E 章)第 50A 條的規定簽發。本許可證簽發作授權下列車輛使用《道路交通(快速公路)規例》(第 374Q 章)所管轄的快速公路。《道路交通(快速公路)規例》(第 374Q 章)第 4 條規定：

(一) 除非某車輛是符合以下規格的指明車輛，否則任何人不得在快速公路上駕駛或使用該車輛——

- (a) 該車輛只由內燃引擎驅動或能夠由內燃引擎及馬達一同或分別驅動，而該引擎的汽缸容量不少於 125 立方厘米；或
- (b) 該車輛只由馬達驅動，而該馬達的額定功率(該車輛的登記文件所指明者)不少於——
 - (i) 如屬電單車或機動三輪車——3 千瓦；或
 - (ii) 如屬並非電單車或機動三輪車的車輛——7 千瓦。

指明車輛指——

- | | | |
|-----------|-----------|-------------|
| (a) 私家車； | (e) 公共巴士； | (i) 電單車； |
| (b) 的士； | (f) 輕型貨車； | (j) 機動三輪車；或 |
| (c) 私家小巴； | (g) 中型貨車； | (k) 救援車輛 |
| (d) 私家巴士； | (h) 重型貨車； | |

(二) 第(一)段不適用於以下車輛——

- (a) 正在由第(一)段或由(b)或(c)段所提述車輛拖曳的拖車；
- (b) 根據《道路交通(車輛登記及領牌)規例》(第 374 章，附屬法例 E)第 50A 條獲發許可證的汽車；或
- (c) 並非第(一)段所提述的任何汽車，而該汽車是——
 - (i) 由政府、市政局或區域市政局所擁有的；或
 - (ii) 中國人民解放軍所使用的，且署長已就該汽車給予使用快速公路的書面許可。

Expressway permits are issued under the provisions of Regulation 50A of the Road Traffic (Registration and Licensing of Vehicles) Regulations, Cap.374E. These permits are issued to authorize the use of vehicle on expressway which is governed by Regulation 4 of the Road Traffic (Expressway) Regulations, Cap.374Q which stipulates that

(1) A person must not drive or use a vehicle on an expressway unless the vehicle is a specified vehicle that conforms with the following specifications—

- (a) the vehicle is propelled by an internal combustion engine only or is capable of being propelled by both an internal combustion engine and electric motor either in combination or separately, and the cylinder capacity of the engine is not less than 125 cubic centimetres; or
- (b) the vehicle is propelled by an electric motor only, and the motor's rated power as shown in the registration document of the vehicle is not less than—
 - (i) for a motor cycle or motor tricycle—3 kilowatts; or
 - (ii) for a vehicle other than a motor cycle or motor tricycle—7 kilowatts.

Specified vehicle means—

- | | | |
|--------------------------|-----------------------------|--------------------------|
| (a) a private car, | (e) a public bus, | (i) a motor cycle, |
| (b) a taxi, | (f) a light good vehicle, | (j) a motor tricycle, or |
| (c) a private light bus, | (g) a medium goods vehicle, | (k) a recovery vehicle |
| (d) a private bus, | (h) a heavy goods vehicle, | |

(2) Subregulation (1) shall not apply to—

- (a) a trailer which is being towed by a vehicle referred to in subregulation (1) or in paragraph (b) or (c);
- (b) a motor vehicle in respect of which a permit is issued under regulation 50A of the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374 sub. leg. E); or
- (c) a motor vehicle other than one of those referred to in subregulation (1), which is—
 - (i) owned by the Government, the Urban Council or the Regional Council; or
 - (ii) used by the Chinese People's Liberation Army, in respect of which written permission has been given by the Commissioner to use an expressway.

簽發條件 CONDITIONS OF ISSUE

(一) 申請人必須是快速公路許可證申請書所指車輛的登記車主。如果由代理人申請，則須有登記車主書面授權，申請才可獲接納。

(二) 申請上述許可證的車輛必須具備在許可證生效當日仍屬有效的第三者風險保險。

(1) The applicant shall be the registered owner of the vehicle for which the expressway permit is being sought. An application by an agent will be accepted only where the agent is authorised in writing by the registered owner.

(2) The vehicle under application shall be covered by a third party risk insurance valid on the date when the permit is to become operative.

許可證條件 CONDITIONS OF PERMIT

(一) 快速公路許可證在運輸署署長指定的期間內有效。許可證有效期為 12 個月或直至車輛牌照有效期屆滿(以較短者為準)。

(二) 當有關車輛在快速公路行駛時，該車司機須攜帶此許可證，並在警務人員或運輸署署長授權人員要求下，交出以供查閱。

(三) 當車輛在快速公路行駛時，必須具備有效的車輛牌照及第三者風險保險。

(四) 此許可證亦須受警務處處長建議的其他條件限制。

(五) 如違反許可證上任何條件，許可證會被取消；被取消的許可證必須交還運輸署署長。

(1) An expressway permit shall be valid for the period specified by the Commissioner for Transport. The validity period of the permit is 12 months or up to the expiry date of the vehicle licence, whichever is the earlier.

(2) The permit shall be carried at all times by the driver of the vehicle while it is in use on an expressway for inspection by a police officer or TD's authorized officer.

(3) The vehicle shall have a valid vehicle licence and third party risk insurance when used on expressways.

(4) The permit shall be subject to additional conditions recommended by the Commissioner of Police.

(5) Contravention of any permit conditions may render the permit liable to cancellation in which case it shall be returned to the Commissioner for Transport.

郵遞申請 APPLICATION BY POST

如果你以郵寄遞交申請書，請填寫以下資料 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號碼。
Please write down your name and daytime contact telephone number on the back of the cheque.

- (2) 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. _____

請在下方填寫你的姓名及回郵地址，本署會將透過本申請書申請的許可證寄回該地址，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 permit applied by this form will be posted. We will **NOT** amend our record on the basis of this return address information provided.

姓名 Name: _____

回郵地址 Return address: _____

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) 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)
 - (c) 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)
 - (d) 辦理有關交通及運輸的事務；及
 - (e) 方便運輸署與你聯絡。
 - (f) 根據道路交通（車輛登記及領牌）附表 P，許可證持有人的姓名和地址將會列載在許可證上。
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下列人士／部門公開：
 - (a) 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；
 - (b) 任何人士，以作上述第 1 段 (b) 項所列的用途；及
 - (c) 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。

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

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) 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)
 - (c) 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)
 - (d) activities relating to traffic and transport matters; and
 - (e) facilitating communication between Transport Department and yourself.
 - (f) the name and address of the permit holder will be entered on the permit in accordance with Schedule P of the Road Traffic (Registration and Licensing of Vehicles) Regulations.
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 :
 - (a) other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;
 - (b) any person for the purpose mentioned in paragraph 1(b) above; and
 - (c) tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters.

Access to Personal Data

4. 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

5. 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.