

# Important Notice

## Signature and Chop on Vehicle Registration Document (VRD)

The VRD **has to** contain signature of the registered vehicle owner, and the signature on the application form should match with that on the VRD when a relevant licensing application is submitted by the registered vehicle owner concerned. If the vehicle is owned by a company/organization, the VRD **has to contain** the signature of an authorized representative together with a company/organization chop and the chop on the application form **must be identical** with that on the VRD, otherwise this department will **not** process the licensing application.

## 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 [GovHK](#) or by submitting [the specified form](#) (“Change of Personal Particulars or Vehicle Particulars”).

## Submission of Identity Document

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

*Applicant may choose to provide his completed application form and relevant documents to Licensing Office (LO) via email ([hklo\\_reg@td.gov.hk](mailto:hklo_reg@td.gov.hk)) for preliminary vetting. Under normal circumstances, TD will provide a reply through email within 10 working days informing the applicant of the result of preliminary vetting; and advise the applicant to formally submit the original application form together with supporting documents and prescribed fee to an LO **through the submission means mentioned in the application form**. TD will only conduct preliminary vetting on applications submitted by email, and such applications will only be formally processed and approved after receiving the original application and supporting documents from applicant.*

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



# 聲明 DECLARATION

## A. 申報安裝配件 / Declaration of Fitting Accessories

### 1. (只適用於獲註冊分銷商授權的僱員或代理人)

本人 \_\_\_\_\_ (姓名), 身分證明文件號碼 \_\_\_\_\_, 獲註冊分銷商 \_\_\_\_\_ (註冊分銷商名稱) 根據香港法例第 330 章汽車 (首次登記稅) 條例第 4D(3) 條授權作出此聲明。

*(Applicable to authorized employee or agent of registered distributor only)*

I \_\_\_\_\_ (name), \_\_\_\_\_ (Identity Document No.), am authorized by \_\_\_\_\_ (name of the Registered Distributor), the Registered Distributor, under section 4D(3) of the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to make this Declaration.

### 2. 謹此聲明, 據本人所知, 以上填寫的各項資料均屬詳盡確實。本人並且聲明, 所報稱的配件是由 \* 註冊分銷商或相聯繫的人 / 註冊分銷商或相聯繫的人以外的人 (請刪去不適用者) 在汽車首次登記後 6 個月內裝於車上。本人明白, 如故意在本申報書填報失實資料, 或不在裝上該等配件後 5 個工作天內申報配件的全部詳情, 或附上所需提供的書面證據, 則根據香港法例第 330 章汽車 (首次登記稅) 條例, 本人可被判罰款 50 萬元及監禁 12 個月。

I declare that to the best of my knowledge and belief the information given in this part is true and complete. I also declare that the accessories mentioned above are fitted to the vehicle by \*registered distributor or an associated person/a person other than a registered distributor or an associated person (please delete whichever is inapplicable) within 6 months after the first registration of the motor vehicle. I also understand that if I knowingly make any statement or provide any information in this declaration form which is false in any material particular or fail to attach the documentary evidence required within 5 working days after the fitting of the accessories, I shall render myself liable under the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to a fine of \$500,000 and imprisonment for 12 months.

### 3. 本人 \_\_\_\_\_ (代理人姓名), 香港身份證號碼 \_\_\_\_\_, 獲註冊分銷商 / 申請人 \_\_\_\_\_ (註冊分銷商 / 申請人名稱) 委託為代理人, 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, 獲註冊分銷商 / 申請人須在旁加簽作實。)

I \_\_\_\_\_ (name of agent), \_\_\_\_\_ (HKID Number), am appointed by \_\_\_\_\_ (name of Registered Distributor/Applicant) as the agent to submit and handle this application, including the collection of related licence, permit and/or other documents. (Note: If the information provided in this application form is amended, the registered distributor/applicant shall sign next to the amended part for verification.)

*(如所申報的配件是由註冊分銷商或相聯繫的人所安裝, 則註冊分銷商須簽署此部分)*

*(登記車主必須簽署此部分)*  
*Registered owner must sign this part)*

登記車主簽署  
Signature of Registered Owner

*If the accessories are fitted by a registered distributor or an associated person, the registered distributor should sign this part.)*

註冊分銷商簽署  
Signature of Registered Distributor

日期  
Date: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

## B. 申報取得的應課稅保證 / Declaration of Obtaining Taxable Warranties

### 1. (只適用於獲註冊分銷商授權的僱員或代理人)

本人 \_\_\_\_\_ (姓名), 身分證明文件號碼 \_\_\_\_\_, 獲註冊分銷商 \_\_\_\_\_ (註冊分銷商名稱) 根據香港法例第 330 章汽車 (首次登記稅) 條例第 4D(3) 條授權作出此聲明。

*(Applicable to authorized employee or agent of registered distributor only)*

I \_\_\_\_\_ (name), \_\_\_\_\_ (Identity Document No.), am authorized by \_\_\_\_\_ (name of the Registered Distributor), the Registered Distributor, under section 4D(3) of the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to make this Declaration.

### 2. 謹此聲明, 據本人所知, 以上填寫的各項資料均屬詳盡確實。本人並且聲明, 所報稱的應課稅保證是由 \* 註冊分銷商或相聯繫的人 / 註冊分銷商或相聯繫的人以外的人 (請刪去不適用者) 在汽車首次登記後 6 個月內提供。本人明白, 如故意在本申報書填報失實資料, 或不在為車輛取得該等應課稅保證後 5 個工作天內申報應課稅保證的全部詳情, 或附上所需提供的書面證據, 則根據香港法例第 330 章汽車 (首次登記稅) 條例, 本人可被判罰款 50 萬元及監禁 12 個月。

I declare that to the best of my knowledge and belief the information given in this part is true and complete. I also declare that the taxable warranties mentioned above are obtained for the vehicle by \*registered distributor or an associated person/a person other than a registered distributor or an associated person (please delete whichever is inapplicable) within 6 months after the first registration of the motor vehicle. I also understand that if I knowingly make any statement or provide any information in this declaration form which is false in any material particular or fail to attach the documentary evidence required within 5 working days after the obtaining of the taxable warranties, I shall render myself liable under the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to a fine of \$500,000 and imprisonment for 12 months.

### 3. 本人 \_\_\_\_\_ (代理人姓名), 香港身份證號碼 \_\_\_\_\_, 獲註冊分銷商 / 申請人 \_\_\_\_\_ (註冊分銷商 / 申請人名稱) 委託為代理人, 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, 獲註冊分銷商 / 申請人須在旁加簽作實。)

I \_\_\_\_\_ (name of agent), \_\_\_\_\_ (HKID Number), am appointed by \_\_\_\_\_ (name of Registered Distributor/Applicant) as the agent to submit and handle this application, including the collection of related licence, permit and/or other documents. (Note: If the information provided in this application form is amended, the registered distributor/applicant shall sign next to the amended part for verification.)

*(如所申報的應課稅保證是由註冊分銷商或相聯繫的人所提供, 則註冊分銷商須簽署此部分)*

*(登記車主必須簽署此部分)*  
*Registered owner must sign this part)*

登記車主簽署  
Signature of Registered Owner

*If the taxable warranties are obtained from a registered distributor or an associated person, the registered distributor should sign this part)*

註冊分銷商簽署  
Signature of Registered Distributor

日期  
Date: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

# 須知事項

## 遞交申報書

申報書填妥後，可親自或由代理人交回香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處（電話：2804 2637）。（如果申請由代理人遞交，代理人必須出示其本人的身分證明文件正本，以作記錄）申請書必須連同下列文件一併交還：—

- 凡登記車輛屬私人所有，請出示香港身份證，非香港居民，則出示護照或有效旅遊證件；如車輛屬有限公司擁有，就該出示公司註冊證；
- 車輛登記文件正本；
- 安裝在車上配件及／或為車輛取得的應課稅保證的發票及／或協議；
- 安裝在車上配件及／或為車輛取得的應課稅保證的公布零售價目表（如適用）；以及
- 應繳的稅款——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、車輛登記號碼及日間聯絡電話號碼。

如需查詢運輸署香港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)

## 注意事項

1. 安裝的配件如屬某牌子及型號的產品，則必須在發票或協議上註明牌子及型號。
2. 首次登記後 6 個月內為登記車輛安裝任何配件  
如在首次登記後 6 個月內為登記車輛安裝任何配件，而該配件並未在申請首次登記時作出聲明，則登記車主及註冊分銷商（如該配件是由該註冊分銷商或相聯繫的人所安裝）或登記車主（如該配件是由註冊分銷商或相聯繫的人以外的人所安裝）須於該配件安裝後 5 個工作天之內，向運輸署遞交聲明，並在聲明中列明該配件的細節（包括價值），以及附上支持該配件的聲明價值的發票及／或協議，以及公布零售價目表（如適用）。
3. 首次登記後 6 個月內為登記車輛取得應課稅保證  
如登記車主在其名下車輛首次登記後 6 個月內為該輛汽車取得任何應課稅保證，而該應課稅保證並未在申請首次登記時作出聲明，則登記車主及註冊分銷商（如該應課稅保證是由該註冊分銷商或相聯繫的人所提供）或登記車主（如該應課稅保證是由註冊分銷商或相聯繫的人以外的人所提供）須於訂立該應課稅保證合約的日期後 5 個工作天之內，向運輸署遞交聲明，並在聲明中列明該應課稅保證的細節（包括價值），以及附上支持該應課稅保證的聲明價值的發票及／或協議，以及公布零售價目表（如適用）。
4. 如需申請扣除被取代配件的價值，請填寫 TD469A 連同本聲明一併遞交。
5. 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，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。
6. 運輸署署長在處理牌照申請時，可要求申請人出示其現時地址的證明〔住址／公司地址（如以公司登記為車主）及通訊地址，例如水／電／煤氣／手提電話費單或銀行信件等，而該地址證明需距今不超過三個月〕，以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同其現時地址的證明，並在牌照事務處人員要求下，出示該地址證明。
7. 所有在本署以你的身分證明文件／公司註冊證號碼登記的車輛牌照或駕駛執照的記錄，會根據你在此申報書內填報的地址而同時更改。
8. 在完成辦理你申請後，你所提交的證明文件副本會被銷毀。

## NOTES FOR ATTENTION

### WAYS OF SUBMISSION OF DECLARATION

All completed applications can be submitted either in person or by agent to the Transport Department Hong Kong Licensing Office (Tel. No.: 2804 2637) at 3/F., United Centre, 95 Queensway, Hong Kong (if the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose). Each application must be accompanied by:—

- your 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. In the case of a limited company, the original Certificate of Incorporation must be produced;
- Original Vehicle Registration Document;
- Invoices and/or agreements relating to the accessories fitted to and/or the taxable warranties obtained for the motor vehicle;
- Published Retail Price List relating to the accessories fitted to and/or the taxable warranties obtained for the motor vehicle (if applicable); and
- The appropriate tax — if pay by cheque/cashier order, please make it 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, vehicle registration mark and daytime contact telephone number on the back of the cheque/cashier order.

For enquiry on service hours of Transport Department Hong Kong Licensing Office, please call 2804 2600 or visit our website [www.td.gov.hk](http://www.td.gov.hk)

### NOTES

1. If the accessories fitted are products of particular makes and models, please specify the makes and models on the invoices or agreements.
2. **FITTING AN ACCESSORY WITHIN 6 MONTHS AFTER THE FIRST REGISTRATION**  
If an accessory is fitted to a motor vehicle within 6 months after the first registration of the motor vehicle and the accessory has not been declared when applying for first registration, the registered owner and the registered distributor (in the case where the accessory is fitted by a registered distributor or an associated person) or the registered owner (in the case where the accessory is fitted by a person other than a registered distributor or an associated person), shall, within 5 working days after the fitting of the accessory, make and deliver to Transport Department a declaration setting out details, including the value of the accessory together with the invoices and/or agreements, and Published Retail Price List (if applicable) in support of the declared value.
3. **OBTAINING A TAXABLE WARRANTY WITHIN 6 MONTHS AFTER THE FIRST REGISTRATION**  
If the registered owner of a motor vehicle obtains a taxable warranty for the vehicle within 6 months after the first registration of the vehicle and the warranty has not been declared when applying for first registration, the registered owner and the registered distributor (in the case where the warranty is provided by a registered distributor or an associated person) or the registered owner (in the case where the taxable warranty is provided by a person other than a registered distributor or an associated person), shall, within 5 working days after the date on which the contract for the taxable warranty is entered into, make and deliver to Transport Department a declaration setting out details, including the value of the taxable warranty together with the invoices and/or agreements, and Published Retail Price List (if applicable) in support of the declared value.
4. If you need to apply to deduct the value of the replaced accessory, please submit TD469A together with this declaration.
5. 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 vehicle owner shall, within 72 hours of the change, notify the Commissioner for Transport in writing 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.

6. The Commissioner for Transport may, in processing licensing application, require the applicant to **produce proof of his/her present address** [residential/company address (if using company as registered 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 your proof of present address which is issued not more than 3 months from now for presentation as and when requested by officers of licensing office.
7. For any change of address notified in this declaration form, all vehicle/driving licence records of the applicant under the same identity document/Certificate of Incorporation held by this Department will also be changed.
8. Copy of your submitted supporting document(s) will be destroyed after processing your application.

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## 關於你個人資料的說明 NOTES ABOUT YOUR PERSONAL DATA

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### 收集目的

1. 運輸署會使用透過本申報書所獲得的個人資料作下列用途：
  - (a) 辦理有關審批你在本申報書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。
2. 你必須提供本申報書所要求的個人資料。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. 你透過本申報書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申報書所提供的個人資料副本一份。

### 查詢

5. 有關透過本申報書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／FRT 收

### Purposes of Collection

1. The personal data provided by means of this declaration form will be used by Transport Department for the following purposes:
  - (a) activities relating to the processing of your application in this declaration 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.
2. It is obligatory for you to supply the personal data as required by this declaration 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 declaration 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 the making of access and corrections, should be addressed to:

Executive Officer/FRT  
Licensing Section, Transport Department  
3/F, United Centre,  
95 Queensway,  
Hong Kong.