重要通知

核實「電子聯絡方式」

根據法例，申請人遞交各項駕駛執照或車輛牌照服務申請時，必須提供一個可藉短訊方式聯絡申請人的香港流動電話號碼或藉電子郵件方式聯絡申請人的電郵地址，作為電子聯絡方式。有關電子聯絡方式必須於遞交申請前三個月內經運輸署網上牌照服務或指定網上平台，以一次性密碼核實，詳情請參閱運輸署網頁，或掃瞄此二維碼。

運輸署網頁

電動私家車每年牌照費收費架構

1. 由2025年11月1日起，電動私家車的牌照費用已改為按額定功率收費，相關牌照費用會分階段調整至2030年。如續領於2027年3月1日或之後屆滿的車輛牌照，或於2027年3月1日或之後遞交的續領車輛牌照申請，需繳付調整後的牌照費用。有關2027年2月28日或之前屆滿的牌照費，請參閱運輸署網頁。

2. 新收費架構只適用於純電動私家車，即只由馬達驅動、沒有排放排氣污染物，且並不包括任何類型混能私家車。

車輛(的士除外)過戶的法定要求

根據法例，登記車主（「**舊車主**」）須在車輛過戶後72小時內，向本署車輛記錄辦事處遞交已填妥、並由舊車主及新車主雙方已簽署的「車輛過戶通知書（的士除外）」的**副本**（即表格TD25第3頁）；而**新車主**則須在車輛過戶後72小時內，向本署牌照事務處遞交已填妥、並由舊車主及新車主雙方已簽署的「車輛過戶通知書（的士除外）」的**正本**（即表格TD25第1頁）及所需文件與費用，以完成車輛過戶程序。舊車主應確保新車主於車輛過戶後72小時內向運輸署遞交上述「車輛過戶通知書（的士除外）」的正本以完成辦理車輛過戶手續，否則車輛過戶手續並未完成。在運輸署完成辦理車輛過戶手續前，由於車輛仍在舊車主名下，舊車主仍須繼續承擔該車輛所招致的所有法律責任。

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]

更改地址或電子聯絡方式

根據法例，駕駛執照持有人或登記車主的地址或電子聯絡方式如有改變，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，一經定罪，可處第1級罰款。你可透過政府一站通、遞交指明的表格（「更改個人資料或車輛資料通知書」）或以書面方式，連同新地址的證明文件（如適用）通知運輸署有關地址的更改。

郵件貼上足夠郵資

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[請參閱香港郵政有關郵費的最新詳情]。本署不會接收郵資不足的郵件。若郵件郵資不足，有關郵件將由香港郵政處理，當中包括但不限於向有註明回郵地址的寄件人徵收附加費。

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。

支持器官捐贈　立即上網登記！
如有查詢，請致電 2961 8441 與衞生署中央器官捐贈登記名冊辦事處聯絡。

衞生署網頁

運輸署 Transport Department

運輸署
Transport Department

續領車輛牌照申請書
APPLICATION FOR RENEWAL OF VEHICLE LICENCE

(請閱讀於附頁的各項須知，並以正楷填寫各項資料。請在適當方格內加上 ✓ 號，並在標註 * 號的地方將不適用的項目刪去。 *Please read the notes overleaf and complete all items in BLOCK LETTERS. Please enter ✓ in the appropriate box(es) and delete whichever is inapplicable for items marked with *.*)

車輛登記號碼
Vehicle Registration Mark _____

所申請牌照的有效期 **Licence Validity Period Applied for**

請在適當方格內加上 ✓ 號 **Please enter ✓ in the appropriate box**

☐ 十二個月 12 months ☐ 四個月 4 months

本欄不必填寫 FOR OFFICIAL USE ONLY:

O		Tran.	VALID		Add.	R		COR	A. FEE
P		No.	RD		Proof	C			

Receiving Officer's Signature

登記車主資料 PARTICULARS OF REGISTERED OWNER

姓名／公司名稱 NAME:

* 先生	Mr.	1
夫人	Mrs.	2
小姐	Miss	3
女士	Ms.	4
公司	Co.	5

英文姓名／公司名稱 (姓氏先行，名字隨後) In English—*Surname first, then Other Names*

中文姓名／公司名稱 In Chinese

公司註冊證號碼 Certificate of Incorporation Number ／
身分證明文件號碼 Identity Document Number ／
公司的識別號碼 Company's Identity Number

公司聯絡人 (如以公司登記為車主) Contact person of company (if using company as registered vehicle owner) _____

電子聯絡方式 E-CONTACT MEANS (必須於遞交申請前三個月內經運輸署網頁核實，否則本署可暫停處理該申請。) (Must be verified through the website of Transport Department within 3 months before submitting an application. Otherwise, this Department may suspend the processing of the application.)

香港流動電話號碼**或**電郵地址 (以透過手機短訊**或**電郵接收通知) Hong Kong Mobile Phone Number **or** Email Address (for receiving notification by SMS **or** Email)

請填寫 Please fill in

住址／公司地址 Residential/Company Address

「注意：本署是以駕駛執照持有人／登記車主的住址／公司地址 (如以公司登記為車主) 為他／她於本署的登記地址，並以該地址與他／她聯絡和郵寄函件。因此，申請人必須在本申請書填寫其最新的住址／公司地址。」

(Note: The residential address/company address (if using company as registered vehicle owner) of a driving licence holder/registered vehicle owner is his/her/its registered address in this Department, and will be used for the purposes of contact with him/her/it and mailing correspondence. Thus, the applicant must fill in his/her/its updated residential address/company address in this application form.)

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 Day Time Contact Tel No.: _____

通訊地址 Correspondence Address

「注意：如你以上所填報的住址／公司地址 (如以公司登記為車主) 並不能用作聯絡和郵遞用途，請在以下填寫你的通訊地址。」

(Note: If you cannot use the above residential/company address (if using company as registered vehicle owner) for the purposes of contact and mailing, please fill in below your correspondence address.)

†☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories

有效第三者風險保險 VALID THIRD PARTY RISKS INSURANCE
(必須出示保單及不適用於拖車) (Certificate must be produced and not applicable to trailer)

保險公司 (並非代理) 名稱
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 Policy/Cover Note No. ..... 有效日期 由 Effective Date From ..... 至 To .....

本人以上聲明均屬真確事實。本人明白如故意在本申請書填報失實資料，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 及監禁 6 個月。此外，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 the Road Traffic Ordinance (Cap. 374) to a fine of $5,000 and imprisonment for six months. I hereby declare that I have read through the content of this application form and understand the notes for attention.

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 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.)

登記車主 (或其書面授權人) 簽署 *
Signature of Registered Vehicle Owner* _____ 日期 Date _____
(or a representative with written authorization)

* *此簽署須與車輛登記文件的簽署相符；如以公司為登記車主，須由該公司所指定的授權人士簽署及加蓋該公司印章。*
The signature should conform with that on the Vehicle Registration Document; if the registered vehicle owner is a company, it must be signed by a person authorized by the company concerned and stamped with the company's chop.

(如車輛牌照已屆滿，而該車輛在牌照屆滿後不曾在道路上使用，登記車主可以填寫「申請豁免車輛牌照過期後使用車輛附加費聲明」，申請豁免附加費。若填寫時有任何刪改。登記車主必須在旁加簽，否則申請不予接納。)
(If the vehicle licence has expired, and the vehicle has not been used on a road after expiry of the vehicle licence, the registered vehicle owner may apply for waiving the additional fees by completing the "Declaration of Application for Waiving Additional Fees Incurred from Usage of Vehicle During the Unlicensed Period". Any amendments must be endorsed by the registered vehicle owner or else the application will not be accepted.)

申請豁免車輛牌照過期後使用車輛附加費聲明 (只供車輛牌照已過期的申請人填寫)

Declaration of Application for Waiving Additional Fees Incurred from Usage of Vehicle During the Unlicensed Period

(for completion by applicants with vehicle licence expired only)

根據法例，除非該車輛有在適當地方展示有效的車輛牌照，否則不得在任何道路上出現或使用，違者即屬犯法，一經定罪，該車輛的登記車主及在該規定被違反當時的司機可處第 1 級罰款及監禁 3 個月。According to the law, unless a valid vehicle licence in respect of the motor vehicle is displayed, it shall not be upon or used on any road. The registered owner and the driver of the vehicle at the time of such contravention each commits an offence and is liable on conviction to a fine at level 1 and to imprisonment for 3 months.

本人謹此聲明在 _____ 年 _____ 月 _____ 日至 _____ 年 _____ 月 _____ 日期間，

上述車輛不曾在道路上使用。本人現申請豁免以上車輛在該段期間的附加費。本人並願意按運輸署署長的要求，提交文件以茲証明。

I declare that the above vehicle has not been used on a road during the period from _____ to _____. I hereby apply for the additional fee for the above period to be waived. I undertake to provide documentary evidence to support this declaration if so required by the Commissioner for Transport.

登記車主 (或其書面授權人) 簽署 *

Signature of Registered Vehicle Owner* _____ 日期 Date _____

(or a representative with written authorization)

(* ***此簽署須與前頁的登記車主簽署相符。如以公司為登記車主，須由該公司所指定的授權人士簽署及加蓋該公司印章。若填寫時有任何刪改，登記車主必須在旁加簽，否則申請不予接納。 The signature should conform with that on the signature of registered vehicle owner marked at previous page. If the registered vehicle owner is a company, it must be signed by a person authorized by the company concerned and stamped with the company's chop. Any amendments must be endorsed by the registered vehicle owner or else the application will not be accepted.*** **)**

所需文件 REQUIRED DOCUMENTS

†☐ 身分證明文件的正本或副本(香港居民：香港身份證；非香港居民：護照；公司／機構：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證明書)；

☐ 有效的第三者保險單或臨時保險單的正本或副本，該保險單必須以登記車主的名義購備，並須在新牌照生效當日仍屬有效 (不適用於拖車)；

☐ 應繳費用——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；及

☐ 現時地址的證明 (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收費單、銀行、保險公司、政府部門、本地大學、國際或本地註冊的慈善機構發出的文件)。所有可接納的地址證明載列於本署網站 (http://www.td.gov.hk/tc/public_services/licences_and_permits/proof_of_address/index.html)。如有查詢，可致電 2804 2600。

†☐ 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/organizations);

☐ Original or photocopy of valid Third Party Risks Insurance Policy or Cover Note, it must be registered in the name of the registered owner and shall be valid on the date when the new licence is to become operative (not applicable to trailer);

☐ The appropriate fee——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; and

☐ 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, documents issued by banks, insurance companies, government departments, local universities, international charitable organizations or charitable organizations registered in Hong Kong.) The full list of acceptable proof of address is available at this Department's website (http://www.td.gov.hk/en/public_services/licences_and_permits/proof_of_address/index.html). For enquiries, please call 2804 2600.

遞交申請書途徑 WAYS OF SUBMISSION OF APPLICATION

請將填妥的申請書及所需文件以下列方式交回
Please return the completed application form and necessary documents by any of the following methods

郵寄申請
請郵寄至

沙田中央郵政信箱 79 號，運輸署《續領車輛牌照》

(本署在收到已填妥的申請後，會在 10 個工作天內將成功獲發的牌照以掛號郵件方式寄給你。如你在遞交申請後四個星期內仍未收到有關車輛牌照，請致電 2804 2600 與運輸署聯絡，以便作出跟進。)

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 [請參閱香港郵政有關郵費的最新詳情]。本署不會接收郵資不足的郵件。若郵件郵資不足，有關郵件將由香港郵政處理，當中包括但不限於向有註明回郵地址的寄件人徵收附加費。

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) 新界沙田上禾輋路 1 號沙田政府合署 2 樓運輸署沙田牌照事務處。

預約續領車輛牌照
你可透過網上或電話預約續領車輛牌照。詳情請瀏覽以下網站：www.gov.hk/vabs 或致電 3763 8080。

如需查詢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。

Application by post
Please send application by post to

Transport Department
《Renewal of Vehicle Licence》
P. O. Box No. 79, Shatin Central Post office

(Upon receipt of a duly completed application, the successfully issued licence will be mailed to you by registered post within 10 working days. If you have not received the vehicle licence 4 weeks from the date of submission, please contact the Transport Department at 2804 2600 for follow up action.)

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 before posting [Please note the latest details about postage rates by Hongkong Post]. This department will not receive any underpaid mail items. Any underpaid mail items will be handled by the Hongkong Post, with actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address.

Application in person or by agent
(1) Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong;
(2) Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon;
(3) Kwun Tong Licensing Office at 5/F., Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon; or
(4) Sha Tin Licensing Office at 2/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories.

Appointment booking service for vehicle licence renewal
You can book an appointment for vehicle licence renewal. For details, please visit our website: www.gov.hk/vabs or call 3763 8080.

For enquiry on service hours of licensing offices, please call 2804 2600 or visit our website: www.td.gov.hk.

郵遞申請 APPLICATION BY POST

(1) 請在支票／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。
Please write down your name, vehicle registration number and daytime contact telephone number 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._____

(3) 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 [請參閱香港郵政有關郵費的最新詳情]。本署不會接收郵資不足的郵件。若郵件郵資不足，有關郵件將由香港郵政處理，當中包括但不限於向有註明回郵地址的寄件人徵收附加費。
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 before posting [Please note the latest details about postage rates by Hongkong Post]. This department will not receive any underpaid mail items. Any underpaid mail items will be handled by the Hongkong Post, with actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address.

為方便本署郵寄本申請書所申請的牌照給你，請在以下填上你的姓名／公司名稱 (如以公司登記為車主) 及你於本申請書所填寫的住址／公司地址／通訊地址。
To facilitate us to mail the licence applied in this application form to you, please fill in below your name/company name (if using company as registered vehicle owner) and residential/company/correspondence address provided in this application form.

如郵遞申請，請寄往以下地址 (請沿虛線剪下)

運輸署沙田牌照事務處
沙田中央郵政信箱 79 號

TD558

姓名 Name: _____
住址／公司地址／通訊地址 Residential/Company/Correspondence Address:

車輛牌照費 VEHICLE LICENCE FEES (包括交通意外傷亡援助基金徵款 Traffic Accident Victims Assistance Fund Levy included)

車輛類別 Vehicle Class	一年費用 Annual Fee ($)	四個月費用 4-month Fee ($)
私家車 (汽油) **Private Car (Petrol)**		
引擎汽缸容量 Cylinder Capacity of the Engine:-		
(a) 不超過 1,500c.c. not exceeding 1,500cc.	5,074	1,804
(b) 超過 1,500c.c. 但不超過 2,500c.c. exceeding 1,500c.c. but not exceeding 2,500c.c.	7,498	2,653
(c) 超過 2,500c.c. 但不超過 3,500c.c. exceeding 2,500c.c. but not exceeding 3,500c.c.	9,929	3,504
(d) 超過 3,500c.c. 但不超過 4,500c.c. exceeding 3,500c.c. but not exceeding 4,500c.c.	12,360	4,355
(e) 超過 4,500c.c. exceeding 4,500c.c.	14,694	5,171
私家車 (電動) **Private Car (Electric)**		
(適用於 (i) 續領於2027 年 3 月 1 日或之後屆滿的車輛牌照，或 (ii) 於 2027 年 3 月 1 日或之後遞交的續領車輛牌照申請) (Applicable to (i) renewal of vehicle licence which expires on or after 1 March 2027, or (ii) renewal of vehicle licence submitted on or after 1 March 2027)		
額定功率 Rated Power:-		
(a) 不超過 75 千瓦 not exceeding 75kW	1,864	681
(b) 超過 75 千瓦 但不超過 125 千瓦 exceeding 75kW but not exceeding 125kW	2,614	943
(c) 超過 125 千瓦 但不超過 175 千瓦 exceeding 125kW but not exceeding 175kW	3,614	1,293
(d) 超過 175 千瓦 但不超過 225 千瓦 exceeding 175kW but not exceeding 225kW	4,614	1,643
(e) 超過 225 千瓦 exceeding 225kW	6,614	2,343
私家車 (輕質柴油) **Private Car (Light Diesel)**		
引擎汽缸容量 Cylinder Capacity of the Engine:-		
(a) 不超過 1,500c.c. not exceeding 1,500cc.	6,972	2,469
(b) 超過 1,500c.c. 但不超過 2,500c.c. exceeding 1,500c.c. but not exceeding 2,500c.c.	9,396	3,317
(c) 超過 2,500c.c. 但不超過 3,500c.c. exceeding 2,500c.c. but not exceeding 3,500c.c.	11,827	4,168
(d) 超過 3,500c.c. 但不超過 4,500c.c. exceeding 3,500c.c. but not exceeding 4,500c.c.	14,258	5,019
(e) 超過 4,500c.c. exceeding 4,500c.c.	16,592	5,836
電單車及機動三輪車 **Motor Cycle and Motor Tricycle**	1,314	488
貨車及特別用途車輛 **Goods Vehicle & Special Purpose Vehicle**		
(客貨車除外 other than Van-Type Light Goods Vehicle)		
許可車輛總重 Permitted Gross Vehicle Weight:-		
(a) 不超過 1.9 公噸 not exceeding 1.9 tonnes	1,289	480
(b) 超過 1.9 公噸但不超過 5.5 公噸 exceeding 1.9 tonnes but not exceeding 5.5 tonnes	2,404	870
(c) 超過 5.5 公噸 exceeding 5.5 tonnes	4,694	1,671
客貨車 **Van-Type Light Goods Vehicle**		
許可車輛總重 Permitted Gross Vehicle Weight:-		
(a) 不超過 1.9 公噸 not exceeding 1.9 tonnes	2,229	809
(b) 超過 1.9 公噸 exceeding 1.9 tonnes	4,254	1,517
^ 拖車 **Trailer** 每 250 公斤的許可車輛總重而收取的費用 (不足 250 公斤亦作全數計算)，不包括拖曳車輛所承擔該拖車的任何車輛總重。 For each 250kg permitted gross vehicle weight or part thereof, excluding any gross vehicle weight of the trailer imposed on the drawing vehicle	30	每年牌照費的 35% 35% of Annual Licence Fee
的士 **Taxi**	3,159	1,134
公共小巴 **Public Light Bus**	8,429	2,979
私家小巴 **Private Light Bus**	2,749	991
* 公共巴士 **Public Bus**		
(a) 司機；及 for the driver; and	25	$30 + 每年牌照費的 35% $30 + 35% of Annual Licence Fee
(b) 每一乘客座位另加 additional fee for each seat for a passenger	50	
* 私家巴士 **Private Bus**		
(a) 司機；及 for the driver; and	25	$30 + 每年牌照費的 35% $30 + 35% of Annual Licence Fee
(b) 每一乘客座位另加 additional fee for each seat for a passenger	45	

^ 無需就非機動車輛的領牌繳交交通意外傷亡者援助基金徵款。

^ No TAVA Fund Levy is payable for licensing of non-motorized vehicles.

* 每輛巴士的交通意外傷亡者援助基金一年及四個月的徵款分別為 $114 及 $38。

* Annual and 4-month TAVA Fund Levies per Bus are $114 and $38 respectively.

上述車輛牌照費用或會更改。如欲查詢最新費用，可前往各牌照事務處的詢問處、致電顧客服務熱線 2804 2600/1823 電話中心、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)。

The above vehicle licence fees may be subject to change. For enquiry of the latest vehicle licence fees, please visit the enquiry counter of the licensing offices, call the Customer Service Hotline 2804 2600/1823 Call Centre, refer to the licence fees table (TD341) at the licensing offices, or visit Transport Department's website: www.td.gov.hk.

注意事項 NOTES FOR ATTENTION

(1) 電子聯絡方式 - 申請人遞交各項駕駛執照或車輛牌照服務申請時，必須提供一個可藉短訊方式聯絡申請人的香港流動電話號碼或藉電子郵件方式聯絡申請人的電郵地址，作為電子聯絡方式。有關電子聯絡方式必須於遞交申請前的三個月內經運輸署網頁核實，否則本署可暫停處理該申請，詳情請參閱運輸署網頁 (www.td.gov.hk)。如你同時提供香港流動電話號碼及電郵地址，則優先以香港流動電話號碼作為電子聯絡方式。關於電子聯絡方式的收集目的和獲轉交資料的部門／人士，請參考「關於你個人資料的說明」。具體而言，運輸署、香港警務處、其他政府部門、決策局及隧道費服務商在有需要時可根據你所提供的電子聯絡方式，以手機短訊或電郵向你發出電子通知。舉例說，如你干犯《定額罰款 (交通違例事項) 條例》(第 237 章) 下的交通違例事項或《定額罰款 (刑事訴訟) 條例》(第 240 章) 下的交通罪行，香港警務處可透過電子聯絡方式向你發出電子定額罰款通知書及電子繳付定額罰款通知書；當你的車輛通過已實施不停車繳費系統的收費隧道時，若未能以自動繳款方式即時繳付有關隧道費，隧道費服務商可透過電子聯絡方式向你發出電子繳費通知。請注意，經非櫃位方式遞交的申請需時約十個工作天處理，相關系統將於完成處理申請後的一個曆日內按表格提供的資料作出記錄更新。

(2) 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、電子聯絡方式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，一經定罪，可處第 1 級罰款。如屬姓名的改變或身分證明文件的改變，他／她亦須將現時持有的駕駛執照、駕駛教師執照、車輛登記文件、車輛牌照及自訂登記號碼分配證明書的正本送交運輸署署長，以作修改。

(3) 如車輛登記文件及車輛牌照內記載的事項（例如顏色、引擎號碼等）有任何改變，登記車主須把已填妥的運輸署表格 TD559，連同表格內所註明的文件，將有關改變通知運輸署署長。如你的車輛牌照已遺失或損毀，登記車主可向運輸署遞交已填妥的運輸署表格 TD151 申請車輛牌照複本。登記車主須在車輛上展示新的車輛牌照並確保牌照有效，方可在道路上使用該車輛。

(4) 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**，以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同現時地址的證明，並在牌照事務處人員要求下，出示其地址證明。

(5) 如你在此申請書內填報的地址及／或電子聯絡方式與本署以你的身分證明文件號碼／公司註冊證號碼／公司的識別號碼登記的車輛牌照或駕駛執照的記錄有所不同，本署會根據此申請書內填報的資料同時更改有關紀錄，包括按《道路交通 (車輛登記及領牌) 規例》(第 374E 章) 和《道路交通 (駕駛執照) 規例》(第 374B 章) 備存的「電子聯絡方式」，及載於《道路交通 (駕駛執照) 規例》(第 374B 章) 第 39 條下訂明的「駕駛執照及許可證的紀錄」以及《道路交通 (車輛登記及領牌) 規例》(第 374E 章) 第 4 條下訂明的「車輛登記冊」內的地址。

(6) 你可於現有的牌照屆滿日期前四個月內申請續領車輛牌照，新牌照將於現有牌照屆滿日期起生效。

(7) 所有在發牌日期前六年或六年以上製造的私家車、所有貨車、的士、巴士、小型巴士、特別用途車輛及拖車，在續領車輛牌照前每年均須接受檢驗。如要查詢現時需要接受檢查的私家車的出廠年份，可致電顧客服務熱線 2804 2600 ／ 1823 電話中心、向本署各牌照事務處詢問處查詢，或瀏覽運輸署網頁 (www.td.gov.hk)。

(8) 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，以作記錄。

(9) 除非你能提出充分證據，證明車輛在整段未領牌照的期間內未曾在道路上使用，否則由原有牌照屆滿日期起至新牌照生效日止的期間必須繳交附加費，按每日加收一年應付牌費百分之零點三三計算 (不足一角，亦以一角計算)。繳交未續領車輛牌照期內的附加費，並不能視作該車已補領牌照，在此情況下發出的新牌照，將由簽發日起生效。

(10) 若有法庭命令指示運輸署署長拒絕向你簽發車輛牌照，則運輸署署長無權向你簽發有關牌照。

(11) 有關申領駕駛執照、車輛牌照或車輛過戶的申請，如申請人曾以支票支付未繳付的交通罰款，運輸署會在支票付款日七個工作天後，才辦理有關申請。

(12) 任何人 (包括登記車主及司機) 在道路上使用汽車，有責任確保有關汽車已購備有一份有效的第三者風險保險單。假如有關人士違反此規定，即屬犯罪，可被處罰款 10,000 元及監禁 12 個月；而其持有或領取駕駛執照的資格亦會被取消 (由 12 個月至 3 年不等)。運輸署署長可拒絕發出有關車輛牌照或取消該車輛牌照。

(13) 本署不會為已解散的公司辦理任何牌照申請。你可以在公司註冊處網上查冊中心 (www.icris.cr.gov.hk) 查閱已在香港註冊公司的現況，以確保有關公司仍在公司註冊處的公司登記冊上。

(14) 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 [請參閱香港郵政有關郵費的最新詳情]。本署不會接收郵資不足的郵件。若郵件郵資不足，有關郵件將由香港郵政處理，當中包括但不限於向有註明回郵地址的寄件人徵收附加費。

(15) 如登記車主需申請車輛貼，可透過「易通行」網頁 (hketoll.gov.hk) 或流動應用程式遞交申請，或親身前往「易通行」客戶服務中心或服務點辦理申請手續。

(16) 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。

(17) 你可瀏覽以下運輸署網站，以獲取更多車輛登記及領取牌照的相關資訊：https://www.td.gov.hk/tc/public_services/licences_and_permits/vehicle_licences/how_to_apply_for_registering_and_licensing_a_vehic/index.html

(1) E-Contact Means - Applicants must provide either a Hong Kong mobile phone number through which they can be contacted by an SMS message or an email address through which they can be contacted by an electronic mail as the e-contact means when submitting driving or vehicle licensing applications. The e-contact means must be verified through the website of the Transport Department within three months before submitting an application, otherwise the processing of the application may be suspended. For details, please refer to the website of the Transport Department (www.td.gov.hk). If both Hong Kong mobile phone number and email address are provided, the Hong Kong mobile phone number would be given priority as the means for issuing electronic notification. Please refer to the "Notes About Your Personal Data" for the purposes of collecting e-contact means and the class of transferees. In particular, the Transport Department, Hong Kong Police Force, other Government departments, bureaux and Toll Service Provider may issue electronic notification to you through the e-contact means provided by you, either by SMS or email, as and when necessary. For instance, an Electronic Fixed Penalty Notice and Electronic Demand Notice may be issued by the Hong Kong Police Force to you through the e-contact means if you commit a traffic contravention under the Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237) or traffic offence under the Fixed Penalty (Criminal Proceedings) Ordinance (Cap. 240); a toll payment notification may be issued by the Toll Service Provider to you through the e-contact means when the toll cannot be successfully paid by automated payment means where your vehicle passes through a tunnel implemented with Free-Flow Tolling System. Please note that non-counter application takes about 10 working days for processing. The relevant systems would update your record according to the information provided in this form within one calendar day upon complete processing of the application.

(2) If a change occurs in the name, address, e-contact means or identity document of a driving licence holder/registered vehicle owner previously provided to the Commissioner for Transport, he or she 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 on conviction to a fine at level 1. For cases of change of name or change of identity document, he or she shall also deliver to the Commissioner for Transport the following documents for amendment, including original copy of the existing driving licence, driving instructor's licence, vehicle registration document, vehicle licence and Certificate of Allocation of Personalized Registration Mark, if applicable.

(3) If there is change of any entry in the registration document and vehicle licence relating to the vehicle (e.g. colour, engine no. etc.), the registered vehicle owner must submit a duly completed Transport Department Form TD559 together with the required documents stated in the form to notify the Commissioner for Transport of such change. If the vehicle licence is lost or defaced, the registered owner may submit a duly completed Transport Department Form TD151 to the Transport Department to apply for a duplicate vehicle licence. The registered owner must display the new vehicle licence on the vehicle and ensure the licence is valid for using the vehicle on road.

(4) The Commissioner for Transport may, in processing licensing application, require the applicant to produce **proof of his/her present address**, and may suspend the processing of the application until the production of such proof. Applicants please bring along your proof of present address for presentation as and when requested by officers of licensing offices.

(5) If the address and/ or e-contact means provided in this application form is/ are different from the vehicle/driving licence records of the applicant under the same identity document no./ Certificate of Incorporation no./ Company's Identity Number held by this Department, we will update all relevant information in our records accordingly, including the e-contact means provided to the Commissioner for Transport in accordance with the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374E) and the Road Traffic (Driving Licences) Regulations (Cap. 374B) as well as the address contained in the "Record of driving licences and permits" stipulated under regulation 39 of Road Traffic (Driving Licences) Regulations (Cap. 374B) and "Register of vehicles" stipulated under regulation 4 of Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374E).

(6) You may apply for renewal of a vehicle licence within four months prior to the expiry date of the current licence. The new licence will be valid from the expiry date of the current licence.

(7) All private cars manufactured not less than 6 years before the date with effect from which the private cars are to be licensed, all goods vehicles, taxis, buses, light buses, special purpose vehicles and trailers are required to undergo annual vehicle examination before having its vehicle licence renewed. For enquiry about the year of manufacture of private cars which requires an examination at present, you may call the Customer Service Hotline 2804 2600 / 1823 Call Centre, approach the enquiry counters of the Licensing Offices, or visit Transport Department's website (www.td.gov.hk).

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

(9) Additional fee will be payable at the rate of 0.33% of the appropriate annual rate for each day (round up to nearest 10 cents) of any period between the last expiry date and the date when the new licence commences, unless satisfactory proof is produced to the effect that the vehicle was put off the road during the entire unlicensed period. Please be advised that payment of additional fee does not mean that the vehicle will be licensed for the period for which such fee is charged and that any new licence granted under such circumstances will only start from the date of issue.

(10) The Commissioner for Transport is not empowered to issue any vehicle licence to you if there are any outstanding court orders directing the Commissioner for Transport to refuse to issue the said licence to you.

(11) If applicant has used cheque to settle payment of outstanding traffic fines, application for issue/renewal of driving/vehicle licence and/or transfer of vehicle ownership would only be processed after 7 working days from the date of cheque payment.

(12) Any person (including the registered vehicle owner and driver) has the responsibility of ensuring the presence of a valid third party risks insurance policy for the vehicle concerned whilst using it on roads. Person who contravenes such requirement commits an offence and is liable to a fine of $10,000 and imprisonment for 12 months, and will also be disqualified from holding or obtaining a driving licence (for a period of 12 months to 3 years). The Commissioner for Transport may refuse to license the vehicle concerned or cancel the vehicle licence concerned.

(13) This Department shall not process any licensing application from a dissolved company. You may search for the status of a company that is registered in Hong Kong at the Companies Registry's Cyber Search Centre (www.icris.cr.gov.hk) to ensure that the related company is still on the register of companies of the Companies Registry.

(14) 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 before posting [Please note the latest details about postage rates by Hongkong Post]. This department will not receive any underpaid mail items. Any underpaid mail items will be handled by the Hongkong Post, which actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address.

(15) Registered vehicle owners may apply for a vehicle tag via HKeToll's webpage (hketoll.gov.hk) or mobile application, or visit HKeToll's customer service centers or service outlets to submit the application.

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

(17) You may visit the following Transport Department's website for more information related to registration and licensing of a vehicle: https://www.td.gov.hk/en/public_services/licences_and_permits/vehicle_licences/how_to_apply_for_registering_and_licensing_a_vehic/index.html

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

收集目的

1. 運輸署會使用透過本申請書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；
   (*e*) 執行有關交通法例和規例的事宜，包括但不限於依照第 237 章《定額罰款 (交通違例事項) 條例》第 15 及 15AA 條、第 240 章《定額罰款 (刑事訴訟) 條例》第 3 及 3AA 條及第 374 章《道路交通條例》第 63 及 63A 條的規定，發出電子定額罰款通知書、電子繳付定額罰款通知書及要求提供司機身份詳情通知書；及
   (*f*) 方便就上述 (a) 至 (e) 項與你聯絡。
2. 你必須提供本申請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. 你透過本申請書所提供的個人資料會向下列人士／部門公開：
   (*a*) 香港特別行政區政府的決策局和其他政府部門及有關機構，包括香港警務處，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；
   (*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；及
   (*d*) 隧道費服務商 (繳費貼代理)，以便該機構辦理有關「車輛貼」的事宜、向你發出電子繳費通知以及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，你有權要求索閱及修正你的個人資料。你的索閱權包括獲取本申請書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;
   (*e*) handling enforcement matters including but not limited to issuance of Electronic Fixed Penalty Notice, Electronic Demand Notice and Notice Requiring Identification of Driver under sections 15 & 15AA of Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237), sections 3 & 3AA of Fixed Penalty (Criminal Proceedings) Ordinance (Cap. 240) and sections 63 & 63A of Road Traffic Ordinance (Cap. 374); and
   (*f*) facilitating communication with you in relation to the matters in paragraphs (a) to (e) above.
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*) Policy bureaux and departments of the Government of the Hong Kong Special Administrative Region and relevant organisations, including Hong Kong Police Force, for the purposes mentioned in paragraph 1 above;
   (*b*) any person for the purpose mentioned in paragraph 1(*b*) above;
   (*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; and
   (*d*) Toll Service Provider (Tag Agent) for processing of Vehicle Tag related matters, issuance of toll payment notification to you and execution of its statutory duties in traffic and transport matters.

Access to Personal Data

4. You have a right of access and correction with respect to your 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

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

Transport Department
Shatin Central Post Office
P.O. Box No. 79

TD558