重要通知

郵件貼上足夠郵資

若郵件郵資不足，香港郵政會收取欠資及相關費用。本署不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人(有回郵地址)或予以銷毀(沒有回郵地址)。為確保郵件能妥善送達本署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資及註明回郵地址。[請參閱郵費的詳情，並留意由 2022年9月26日起生效的新郵費結構]

Important Notice

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) by the Hongkong Post. For proper delivery of your mail items to the department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [Please note details about postage and pay attention to the new postage effective from 26 September 2022]

運輸署
Transport Department

個人資料的說明 NOTES ABOUT PERSONAL DATA

收集目的 Purposes of Collection

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) 辦理有關交通及運輸的事務；及
   (c) 方便運輸署與你聯絡。

   The personal data provided by means of this form will be used by the Transport Department for the following purposes:
   (a) activities relating to the processing of your application in this form;
   (b) activities relating to traffic and transport matters; and
   (c) facilitating communication between the Transport Department and yourself.

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。

   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.

獲轉交資料的部門/人士 Classes of Transferees

3. 你透過本表格所提供的個人資料會向其他政府部門、決策局及有關機構公開，以作上述第1段所列的用途。

   The personal data you provided by means of this form may be disclosed to other Government departments, bureaux and related organizations for the purposes mentioned in paragraph 1 above.

索閱個人資料 Access to Personal Data

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。

   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.

查詢 Enquiries

5. 有關透過本表格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樓牌照事務組行政主任 /FRT 收啟。

   Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Licensing Section, 3/F, United Centre, 95 Queensway, Hong Kong (Attn.: Executive Officer/FRT).

政府物流服務署印
Printed by the Government Logistics Department
Hong Kong Special Administrative Region Government

運輸署
Transport Department

申請自訂車輛登記號碼

Application for Personalized Vehicle Registration Mark

每年一月、五月及九月內
的指定日期接受申請
Applications accepted within the determined period
in January, May and September each year

查詢熱線
Enquiry Hotline
2804 2600

注意事項 NOTES TO APPLICANT

請注意 Please note：

1. 填寫申請表前，請先閱讀「自訂車輛登記號碼申請須知」，並以正楷填寫各項資料（如以英文填寫，則以大寫字母填寫）。所有資料必須填寫，否則申請可能不獲受理。申請人可於運輸署牌照事務處索取或於運輸署網站（www.td.gov.hk）下載申請須知。
   Please read the "Guidance Notes for Application for Personalized Vehicle Registration Mark" before completing the application form (in BLOCK CAPITALS). All items must be completed, otherwise the application may not be processed. The Guidance Notes are available at the Licensing Offices of the Transport Department (TD) and can be downloaded from TD website at www.td.gov.hk.

2. 申請一經遞交不得撤回。**申請人只能**就運輸署署長的一項邀請**遞交一份申請**，如申請人遞交超過一份申請，就該項邀請他／她／該有限公司所遞交的所有申請將不獲處理。
   No withdrawal of application will be allowed after submission. **Each applicant** may only submit **ONE application** in response to each invitation by the Commissioner for Transport. If one submits more than one application for an invitation, all applications he/she/the Limited Company submitted in response to that invitation will not be processed.

3. 遞交申請時，無須繳付按金及費用。
   No payment of deposit or fee is required on submission of application.

4. 自訂車輛登記號碼須由英文字母及／或數目字組成；但總數不得超過 8 個。英文字母「I」、「O」及「Q」不得使用。自訂車輛登記號碼中可有空位，但每個空位須當作一個英文字母或數目字計算於總數內，並且在任何 2 個英文字母及／或數目字之間，不得有超過一個空位。其他有關自訂車輛登記號碼基本組合的規定，請參閱《道路交通（車輛登記及領牌）規例》及申請須知。
   A personalized vehicle registration mark shall consist of letters and/or numerals the total of which shall not exceed 8. "I", "O" and "Q" are not allowed. Blank space is allowed in a personalized vehicle registration mark, but each blank space shall be taken as one letter or numeral for inclusion for the total, and there shall be not more than one blank space between any 2 letters and/or numerals. Please refer to the Road Traffic (Registration and Licensing of Vehicles) Regulations and the Guidance Notes for other basic combination requirements for personalized vehicle registration marks.

5. 運輸署在處理申請時，如申請表上所填寫的自訂車輛登記號碼包含英文字母「I」及「O」，將分別視作數目字「1」及「0」處理。
   For the purpose of processing application, letters "I" and "O" printed in the boxes designated for the proposed personalized vehicle registration mark by the applicant will be treated as numerals "1" and "0" respectively.

6. 遞交申請後，於申請表甲部填寫的自訂車輛登記號碼便**不得更改、補加或刪除**。如申請人未有填寫雙行排列方式，申請如獲接納，將來相應也不可以雙行排列方式展示。
   No alteration, addition, deletion to the personalized vehicle registration mark printed in Part A of the application form will be allowed after submission of application. If the arrangement in two rows is not provided, accordingly no display of the registration mark in two rows will be allowed if the application is accepted.

7. 申請人如中籤而其申請的自訂車輛登記號碼組合符合有關基本組合規定的話，運輸署將要求他繳交5,000元按金，在接獲按金後，運輸署署長會根據法例規定，決定是否接納有關申請及安排拍賣。如其申請不獲接納，或申請獲批但申請人未能於拍賣會投得該自訂車輛登記號碼，運輸署將會向申請人退回按金。有關詳情，請參閱《道路交通（車輛登記及領牌）規例》及申請須知。
   For applications which are selected by lot and comply with the relevant basic combination requirements, the applicants will be required to pay a deposit of $5,000. Upon receipt of the deposit, the Commissioner for Transport will determine, in accordance with the statutory provisions, whether to accept the application and arrange auction of the personalized vehicle registration mark. The deposit will be refunded to the applicant if the application is rejected, or if the application is accepted but the applicant is unsuccessful in bidding the mark in the auction. For details, please refer to the Road Traffic (Registration and Licensing of Vehicles) Regulations and the Guidance Notes.

8. 按照《道路交通（車輛登記及領牌）規例》（第374E章）第12B條的規定，署長在接獲申請後，即不得受理任何要求撤回該申請的請求。就此，運輸署不會退還因申請所繳付的按金。
   In accordance with Regulation 12B of the Road Traffic (Registration and Licensing of Vehicles) Regulations, Cap. 374E, the Commissioner shall not entertain any request to withdraw an application. In this regard, the Transport Department will not refund the deposit paid for the application.

9. 自訂車輛登記號碼申請人有責任確保所申請的號碼組合不違反任何法例的規定及權利，例如使用某些法定組織名稱的字眼的相關規定。
   It is the responsibility of the personalized vehicle registration mark applicant to ensure that the combination of the applied mark will not infringe any legal requirements or legal rights, for instance, the relevant provisions on the use of characters of the titles of certain statutory bodies.

查詢 ENQUIRY

- 如有問題，請致電**查詢熱線 2804 2600**，或將問題郵寄或傳真至：
  For enquiries, please call the **Enquiry Hotline** at **2804 2600** or post/fax to:

  九龍油麻地海庭道 11 號西九龍政府合署南座 12 樓
  運輸署車輛登記號碼分組

  Vehicle Registration Marks Unit, Transport Department
  12/F, South Tower, West Kowloon Government Offices,
  11 Hoi Ting Road, Yau Ma Tei, Kowloon

  傳真 Fax：3101 5532

- 如欲知道擬申請的自訂車輛登記號碼是否符合「自訂車輛登記號碼申請須知」附件一所列的基本組合規定，請登入政府一站通網站（www.gov.hk）或致電熱線2804 2600查詢。
  To check whether the proposed personalized vehicle registration mark can comply with the basic combination requirements set out at Annex 1 of the "Guidance Notes for Application for Personalized Vehicle Registration Mark", you may visit the GovHK website (www.gov.hk) for enquiry or call the Enquiry Hotline at 2804 2600.

遞交申請方法 MEANS OF SUBMISSION

遞交申請方法 Applications can be submitted by :

- 將申請表投入設於運輸署各牌照事務處的投遞箱：
  putting in the drop-in box at the Licensing Offices of Transport Department :

牌照事務處 Licensing Office	地址 Address
香港 Hong Kong	香港金鐘道 95 號統一中心 3 樓 3/F, United Centre, 95 Queensway, Hong Kong
九龍 Kowloon	九龍長沙灣道 303 號長沙灣政府合署 2 樓 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon
觀塘 Kwun Tong	九龍觀塘鯉魚門道 12 號東九龍政府合署 5 樓 5/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon
沙田 Sha Tin	新界沙田上禾輋路 1 號沙田政府合署 2 樓 2/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories

- 郵寄申請表至：九龍油麻地海庭道 11 號西九龍政府合署南座 12 樓運輸署車輛登記號碼分組；或
  posting to Vehicle Registration Marks Unit, Transport Department, 12/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon; or
- 使用政府一站通的網上服務（www.gov.hk）提交申請。
  using the online application service available at the GovHK website (www.gov.hk).

注意：申請人必須於接受申請期間遞交申請，其他期間遞交恕不接納。
如以郵寄方式遞交，則以郵戳日期為準。郵資不足的信件將不獲接收。為使寄予本署的郵件能送達本署，請確保郵件貼上足夠郵資。

Note: **Applications should be submitted during the application period. Applications outside the application period will not be accepted.** Applications received by mail will be dated by the postmark. Underpaid mail items will be rejected. Please pay sufficient postage to ensure mail items can duly reach us.

(For Official Use Only 只供部門填寫)

AN :

申 請 自 訂 車 輛 登 記 號 碼
APPLICATION FOR PERSONALIZED VEHICLE REGISTRATION MARK

在填寫申請表前，請先閱讀背頁之注意事項及「自訂車輛登記號碼申請須知」。

Please read the Notes to Applicant overleaf and the "Guidance Notes for Application for Personalized Vehicle Registration Mark" before completing the application form.

甲部 PART A 自訂車輛登記號碼 (請細閱申請須知)
PERSONALIZED VEHICLE REGISTRATION MARK (Please read the Guidance Notes carefully.)

本人向運輸署署長申請以拍賣方式發售自訂車輛登記號碼以作分配，組成該登記號碼的英文字母、數目字及空位 (如有的話) 的排列方式如下 (請於方格內填寫) :

I apply to the Commissioner for Transport to make a personalized vehicle registration mark available for allocation upon sale by auction. The arrangement(s) of the letters, numerals and blank spaces, if any, of the personalized vehicle registration mark is/are as follows (Please fill in the boxes provided) :

單行排列 ARRANGEMENT IN A SINGLE ROW

(**必須** 填寫此欄，否則申請將不獲受理。
This part **must** be filled in; otherwise, the application will not be processed.)

必須填寫 Mandatory

(以大寫字母填寫
In BLOCK CAPITALS)

雙行排列 ARRANGEMENT IN TWO ROWS

(請留意背頁之注意事項第6點。
Please note point 6 of the Notes to Applicant overleaf.)

(以大寫字母填寫
In BLOCK CAPITALS)

乙部 PART B 申請人的個人資料 PARTICULARS OF APPLICANT

姓名 / 公司名稱 NAME *(請按照身份證明文件 / 有限公司註冊證上顯示的姓名 / 名稱填寫。**如以個人名義申請，申請人必須年滿18歲。***
*Please fill in the information according to the name shown in identity document/Limited Company Certificate of Incorporation . **The applicant, if not being a limited company, must be 18 years of age or above.)***

* 先生 Mr.
夫人 Mrs.
小姐 Miss
女士 Ms.
有限公司 Ltd. Co.

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

* 香港身份證 / 護照 / 有限公司註冊證號碼
HKID Card/Passport/ Limited Company Certificate of Incorporation No.

(請勿填寫商業登記證號碼。
Please do not fill in the Business Registration Number.)

出生日期
(如以個人名義申請，必須填寫)
Date of Birth (Mandatory if applicant is not a limited company)

日 DD 月 MM 年 YYYY

* 請將不適用者刪去。 *Please delete as appropriate.*

通訊地址 CORRESPONDENCE ADDRESS

室 Flat/Room　　樓 Floor　　座 Block

大廈 / 屋苑名稱 Name of Building / Estate

門牌號碼及街道（或鄉村）名稱 Number and Name of Street (or Village)

地區 District

☐ 香港 H.K.
☐ 九龍 Kln.
☐ 新界 N.T.

聯絡人 Contact Person _____

日間聯絡電話（必須填寫）（宜提供可收取短訊的本地流動電話號碼）
Daytime Contact Tel. No.(Mandatory) (Local SMS-enabled mobile phone no. is preferred) _____

傳真號碼（選擇性填寫）Fax No. (Optional) _____ 電郵地址（選擇性填寫）Email Address (Optional) _____

所有有關預留車輛登記號碼以待拍賣申請的信件，會按照申請人在申請表填報的地址寄出。如申請人需要更改聯絡地址或其他個人資料，可將填妥的申請表（表格TD640）郵寄或傳真至運輸署車輛登記號碼分組（地址：九龍油麻地海庭道11號西九龍政府合署南座12樓 / 傳真號碼：3101 5532）。
All the correspondences concerning the application for reserving a registration mark for auction will be sent to the contact address as indicated on the application form. If you would like to change the correspondence address or other contact details, please submit the completed application form (TD640) by post or by fax to the Vehicle Registration Marks Unit of Transport Department (Address: 12/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon/ Fax no: 3101 5532).

丙部 PART C 聲明 DECLARATION

本人現申請甲部所列的自訂車輛登記號碼。本人明白，運輸署署長將根據《道路交通（車輛登記及領牌）規例》（第374章，附屬法例E）處理本人申請。署長在接獲申請後，即不得受理任何要求撤回該申請的請求。就此，運輸署不會退還因申請所繳付的按金。如申請最終獲得接納，署長會根據規例安排以拍賣方式發售該自訂車輛登記號碼以作分配。本人已詳閱及明白「自訂車輛登記號碼申請須知」，並願意遵守上述法例及申請須知所載有關規定。

I hereby apply for the personalized vehicle registration mark as specified in Part A. I understand that the Commissioner for Transport will process my application in accordance with the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374 sub. leg. E). The Commissioner shall not entertain any request to withdraw an application. In this regard, the Transport Department will not refund the deposit paid for the application. Should my application be finally accepted, the Commissioner would arrange allocation of the personalized vehicle registration mark upon sale by auction in accordance with the Regulations. I have fully read and understood the Guidance Notes for Application for Personalized Vehicle Registration Mark, and agree to abide by the relevant provisions of the Regulations and the Guidance Notes.

申請人簽署 Signature of Applicant _____ 日期 Date _____

（如申請人是有限公司，請由授權人士簽署及加蓋公司印章。
If the applicant is a limited company, please sign by an authorized person and stamp company's chop.)

 # 於遞交申請表前，請覆核以下事項：
BEFORE SUBMITTING THE APPLICATION FORM, PLEASE CHECK THE FOLLOWING:

☐ 你已經在甲部清楚填寫擬申請的自訂車輛登記號碼的單行排列。
You have clearly filled in the proposed Personalized Vehicle Registration Mark in a single row in Part A.

☐ （如適用）你已經在甲部清楚填寫擬申請的自訂車輛登記號碼的雙行排列。
(If applicable) You have clearly filled in the proposed Personalized Vehicle Registration Mark in two rows in Part A.

☐ （如適用）你已經在所有曾作修改或刪除的地方簽署。如申請人是有限公司，已經加蓋公司印章。
(If applicable) You have signed against all the amended or deleted areas. If the applicant is a limited company, company chop has been stamped.

☐ （如以有限公司名義申請）你已經在乙部清楚填寫有限公司註冊證號碼，而非商業登記證號碼。
(If the applicant is a limited company) You have clearly filled in the Limited Company Certificate of Incorporation Number in Part B and not the Business Registration Number.

☐ （如以有限公司名義申請）授權人士已經在丙部簽署。
(If the applicant is a limited company) An authorized person has signed in Part C.

☐ （如以有限公司名義申請）你已經在丙部加蓋公司印章。
(If the applicant is a limited company) You have stamped the company's chop in Part C.

處理自訂車輛登記號碼的申請涉及多項程序，並需分批進行。作為一般參考，如申請獲得批准，由截止申請日期至舉行拍賣一般需時約12至18個月或以上。若所申請的號碼在審批時需要再作查核考慮，處理時間會更長。

The processing of applications for personalized vehicle registration marks involves several stages and is taken by batches. As a general reference, it would normally take around 12-18 months or more for an application to complete the process and have the approved mark from the deadline for applications of each exercise to be put up for auction. The processing time would be even longer if the applied mark requires further examination during the vetting stage.

 # 請在適當方格內加「✓」號。 Please「✓」in the appropriate box(es).

 # 請在適當方格內加「✓」號。 Please「✓」in the appropriate box(es).