

**APPLICATION FORM FOR CHANGING APPLICANT'S CONTACT DETAILS
AND CORRESPONDENCE ADDRESS FOR TRADITIONAL VEHICLE
REGISTRATION MARK/PERSONALIZED VEHICLE REGISTRATION MARK
RESERVED FOR AUCTION**

請以正楷填寫以下申請表。

Please complete all items in BLOCK LETTERS.

請在適當括號加上“✓”號。

Please “✓” in the appropriate brackets.

本欄不必填寫 FOR OFFICIAL USE ONLY

O	
P	

Receiving Officer's Signature _____

甲部 申請人資料 PART A - PARTICULARS OF APPLICANT

1. 姓名/名稱 Full Name	<input type="checkbox"/> 個人名義 Individual	先生/太太/女士 中文 (In Chinese)
		Mr./ Mrs./ Ms. (In English)
		香港身份證號碼 H.K. Identity Card No. ()
	<input type="checkbox"/> 公司/機構名義 Company / Organisation	中文 (In Chinese)
		(In English)
		有限公司註冊證號碼 Limited Company Certificate of Incorporation No.

乙部 更改事項內容 PART B - DETAILED OF THE CHANGED PARTICULARS

請注意，就此申請表提供的通訊地址不會用作更改你在運輸署的牌照記錄。

Please note that the correspondence address provided in relation to this application will not be used for updating your licensing records in the Transport Department. 所有在本署車輛登記號碼分組以你的身分證/護照/有限公司註冊證號碼申請的傳統/自訂車輛登記號碼的記錄，會根據你在此申請表內填報的聯絡資料及通訊地址而同時更改。

For any change of contact details and correspondence address notified in this application form, all Traditional/Personalized Vehicle Registration Marks applications of the applicant under the same Identity Card / Passport / Limited Company Certificate of Incorporation no. held by the Vehicle Registration Marks Unit of this Department will also be changed.

1. 聯絡方法 Contact Details	聯絡人姓名 Name of Contact Person	聯絡電話 Telephone No.	傳真號碼 Fax No.
	電郵地址 E-mail Address		

2. 通訊地址 Correspondence 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。 Please clearly indicate the floor level for an address written in Chinese to avoid failure of delivery.	座 Block
	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			

丙部 PART C

聲明 DECLARATION

我已閱讀並明白上述事項，並同意遵守相關規定。

I have read and understood the above conditions, and I agree to abide by them.

申請人簽署 Signature of Applicant _____

日期 Date _____

(如申請人是有限公司，請由獲授權的人簽署，並加蓋公司印章。 If the applicant is a limited company, please sign by authorized person and stamp company's chop.)

(A) 遞交申請方法

Methods of Submission of Application

1. 填妥的申請表格，傳真至 3101 5532 或郵寄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。若郵件郵資不足，香港郵政會收取欠資及相關費用。有關郵件將由香港郵政處理。為確保本署能妥收郵件，及免卻不必要的派遞延誤(例如，退回寄件人)，請切記投寄郵件前貼上足夠郵資。
[請參閱郵費的詳情-www.hongkongpost.hk]

The completed application form should be submitted by fax at 3101 5532 or by mail to Vehicle Registration Marks Unit, Transport Department, 12/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Ya Ma Tei, Kowloon. Underpaid mail items are subject to surcharge by Hongkong Post. TD will not accept underpaid mail items, which will be handled by Hongkong Post. To ensure mail items be duly received by the department, and to avoid unnecessary delivery delay (e.g. return to sender), please pay sufficient postage before posting mail items to this department.
[Please note details about postage -www.hongkongpost.hk]

(B) 查詢

Enquiries

如有查詢，請致電顧客服務熱線 2804 2600。
For enquiries, please call the customer service hotline at 2804 2600.

(C) 關於你個人資料的說明 Notes about Your 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：
The personal data provided by means of this form will be used by the Transport Department for the following purposes:
 - a) 辦理有關審批你在本表格中所提出的申請的事務；
activities relating to the processing of your application in this form;
 - b) 辦理有關交通及運輸的事務；
activities relating to traffic and transport matters;
 - c) 方便運輸署與你聯絡。
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可能會向下列人士／部門公開：
The personal data you provided by means of this form may be disclosed to:
 - 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。
other government departments, bureaux and related organisations 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樓運輸署牌照事務組行政主任／首次登記稅收啟。
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, Transport Department, 3/F, United Centre, 95 Queensway, Hong Kong (Attn.: Executive Officer/FRT).