

Important Notice

Application for Exemption

The Transport Department will only consider and process licensing exemption application for vehicles unlicensed for two years or more, and issued with a "Notice Of Vehicle Unlicensed For Two Years". Any application for vehicles unlicensed for less than two years or submitted in advance of the issuance of the notice will not be considered or processed.

Legal Liabilities associated with the Vehicle

Even if an exemption is granted, the vehicle concerned will continue to be registered under the name of the owner who has to bear all the legal liabilities associated with that vehicle.

Verification of E-contact Means

In accordance with the law, 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. For details, please refer to [the website of the Transport Department](#) or scan this QR code.



Website of the
Transport Department

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 or E-contact Means

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 or e-contact means. Any person without reasonable excuse contravenes such requirement commits an offence and is liable on conviction to a fine at level 1. You may notify the Transport Department of change in address with your proof of new address (if applicable) through [GovHK](#), by submitting [the specified form](#) ("Change of Personal Particulars or Vehicle Particulars") or in writing.

Submission of Identity Document

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

Mail Items with Insufficient Postage

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.

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.

Support organ donation. Register online now!
For enquiry, please contact Centralised Organ Donation Register Office of Department of Health on 2961 8441.



運輸署

Transport Department

兩年或以上未領牌車輛豁免申請車輛牌照申請表
APPLICATION FOR EXEMPTION FROM LICENSING OF
VEHICLES UNLICENSED FOR TWO YEARS OR MORE

請閱讀第五頁的「注意事項」，並以正楷填寫各項資料。

Please read the Notes for Attention on page 5 and complete all items in BLOCK LETTERS.

車輛登記(車牌) 號碼

Vehicle Registration Mark ()

(本欄不必填寫 FOR OFFICIAL USE ONLY)

O	
P	

Receiving Officer's Signature

登記車主現時的資料 PRESENT PARTICULARS OF REGISTERED VEHICLE OWNER

(你在本署電腦記錄中的個人資料將根據下列所填報的而更新)
(Your particulars in our computer record will be updated as hereunder)

姓名/公司名稱 NAME:

* 先生	Mr.	1	
夫人	Mrs.	2	
小姐	Miss	3	
女士	Ms.	4	英文姓名/公司名稱 (姓氏先行, 名字隨後) In English—Surname first, then Other Names
公司	Co.	5	

中文姓名/公司名稱 In Chinese

公司註冊證號碼 Certificate of Incorporation Number /
身分證文件號碼 Identity Document Number /
公司編號 Company Registration Number

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

「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表填寫其最新的住址/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.)

住址/公司地址 RESIDENTIAL/COMPANY 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	座 Block/Tower
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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 address/company address (if using company as registered vehicle owner) for the purposes of contact and mailing, please fill in below your correspondence address.)

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

聲明 DECLARATION

本人現聲明因下述原因，登記車主無法合理及切實可行地遵從運輸署根據香港法例第374E章《道路交通(車輛登記及領牌)規例》(下稱《規例》)第25A條發出的通知書，於發出通知書日期起計三個月內，為車輛 (登記號碼：_____) 領牌。本人現根據《規例》第25B(1)條，為上述車輛申請豁免《規例》第25A(3)條所定規限。

I hereby declare that due to the following reason, it is not reasonably practicable for the registered vehicle owner to comply with the notice issued by the Transport Department issued pursuant to regulation 25A of the Road Traffic (Registration and Licensing of Vehicles) Regulations, Cap.374E ("the Regulations") to have the vehicle (registration mark _____) licensed, not later than three months beginning on the date of the notice. I hereby apply for an exemption from the requirement of regulation 25A(3) of the Regulations for the above vehicle in accordance with regulation 25B(1) of the Regulations.

☐ 已為上述車輛訂購零件並等候運送，以在維修及檢驗後申請車輛牌照 (只適用於須於續領車輛牌照前接受年檢的車輛)。
The above vehicle is pending delivery of ordered spare parts for maintenance and examination before applying for a vehicle licence (Only applicable to vehicles required to undergo annual vehicle examination before having its vehicle licence renewed).

☐ 上述車輛的出廠年份已有30年或以上，正妥善保存於以下地點作私人收藏而不會在路上使用。
The year of manufacture of the above vehicle is 30 years or more, and is properly stored at the location below as a private collection and will not be used on roads.

☐ 私人土地／車位 (如申請人並非業權持有人，業權持有人指明的餘下存放期不可少於一年)**:
Private land/ parking space (If the applicant is not the owner of the storage location, the remaining storage period designated by the owner of the private land or parking space must not be less than one year)**:

☐ 租借停泊地點 (餘下租借期不可少於一年)**:
Leased parking space (Remaining leased period must not be less than one year)**:

☐ 上述車輛正妥善保存於車輛經銷商作寄賣。
The above vehicle is properly stored by an established car dealer and is consigned for sale.

車輛經銷商名稱 Name of Car Dealer: _____

妥善存放地點 Proper storage location **: _____

☐ 其他原因無法為上述車輛領牌 (請註明) :

Unable to have the above vehicle licensed for other reasons (please specify):

如因「其他原因無法為上述車輛領牌」而提交申請，或在運輸署認為有需要的情況下，運輸署需時審視有關申請，並可能會要求申請人提交相關證明文件而考慮是否批出豁免。如有關申請獲批，有關豁免期將由運輸署完成處理申請當日起計。

If an application is made due to "unable to have the above vehicle licensed for other reasons", or when the Transport Department considers necessary, it will take time to consider the application, and may require the applicant to provide relevant supporting documents for consideration of granting an exemption. If the application is approved, the exemption period granted will commence on the date when the Transport Department completes processing the application.

** 如有關車輛的存放地點有任何改變，申請人必須儘快以書面方式通知運輸署，並附上有關證明文件，否則豁免可被取消。

If there is any change of the storage location of the above vehicle, the applicant must inform the Transport Department in writing of such changes as soon as practicable together with relevant supporting document(s), otherwise the exemption may be cancelled.

本人明白，即使獲批豁免，有關車輛會一直登記在登記車主的名下，登記車主仍須繼續承擔該車輛引起的所有法律責任，直至登記車主向運輸署取消車輛登記。此外，除非有關車輛已展示有效車輛牌照，否則有關車輛不得在任何道路上出現或使用。在豁免期結束前，登記車主必須再次向運輸署作出申請並獲批新的豁免，否則在豁免期失效時仍會違反《規例》第25A(3)條所定規限而可能被檢控。

本人已細閱本申請表格的內容及明白有關「注意事項」。

本人以上聲明均屬真確事實。本人明白如故意在本申請表填報失實資料，根據《道路交通條例》(第374章)第111條第(3)款的規定，本人可被判處第二級罰款及監禁6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 understand that, even if an exemption is granted, the vehicle concerned will continue to be registered under the name of the registered owner, who has to bear all the legal liabilities associated with that vehicle, until the registered owner has cancelled its registration with the Transport Department. In addition, the vehicle concerned must not be on or be used on any road unless a valid vehicle licence in respect of the vehicle is displayed. **Before the end of the exemption period, the registered owner must apply for and obtain a new exemption, otherwise on the lapse of the exemption period he/she will contravene the requirement of regulation 25A(3) of the Regulations and may be prosecuted.**

I have read through the content of this application form and understand the "NOTES FOR ATTENTION".

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 at level 2 and 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, the applicant shall sign next to the amended part for verification.)

登記車主／車輛經銷商簽署◆

Signature of Registered Owner/ Car Dealer◆

日期

Date

◆ 只適用於寄賣車輛。如由車輛經銷商代為提交，須由車輛經銷商指定授權人士簽署及加蓋公司印章。

Applicable to vehicles consigned for sale only. If submitted by a car dealer, it must be signed by a person authorized by the car dealer concerned and stamped with the company's chop.

† 請在適當方格內加上「圖」號。Please tick the appropriate box.

豁免期 EXEMPTION PERIOD

一般而言，視乎每宗申請的個別情況，運輸署根據聲明部分提出的原因可批出的豁免期如下：

- 已訂購零件並等候運送，以在維修及檢驗後領取車輛牌照的車輛：**最長一年**
- 出廠年份已有30年或以上，正妥善保存作私人收藏用途的車輛：
 - 存放於私人土地／車位：（如申請人為業權持有人）**最長十年**；（如申請人並非業權持有人，而業權持有人指明的餘下存放期不少於一年）**業權持有人指明的同意存放期（最長十年）**
 - 存放於租借停泊地點（餘下租借期不少於一年）：**租借文件上列明的剩餘有效期**
- 妥善保存於車輛經銷商作寄賣的車輛：**最長兩年**

一般而言，豁免期將由運輸署**完成處理申請當日起開始計算**，如車主於豁免期完結前三個月內再次申請並獲批給豁免，新的豁免期將由其原有豁免期**完結後開始計算**。

In general, and subject to the actual facts and circumstances of individual cases, the exemption period that may be granted by the Transport Department based on the reason provided under the “Declaration” section is as follows:

- Vehicles pending delivery of ordered spare parts for maintenance and examination before applying for a vehicle licence: **Up to 1 year**
- Vehicles manufactured for 30 years or more, and is properly stored as a private collection:
 - stored at private land or parking space: (If the applicant is the owner of the storage location) **Up to 10 years**; (If the applicant is not the owner of the storage location, and the remaining agreed storage period designated by the owner of the private land or parking space not less than one year) **The agreed storage period designated by the owner of the private land or parking space (For a period up to 10 years)**
 - stored at leased parking space for not less than one year: **The remaining effective days listed on the leasing document**
- Vehicles properly stored by established car dealers and are consigned for sale: **Up to 2 years**

In general, the exemption period commences **on the day when the Transport Department completes processing the application**. For vehicle owners who applied for and granted with a further exemption within 3 months before the current exemption period expires, the new exemption period will commence **after the current exemption period expires**.

交回申請表地點 PLACE OF SUBMISSION

填妥申請表後，可親自或由代理人交回（如果申請由代理人遞交，代理人必須出示其本人身分證明文件，以作記錄），或透過郵寄或投遞箱方式交回下列地點：—

- （一） 香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處；或
- （二） 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
- （三） 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
- （四） 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。

如申請車輛為公共車輛，申請人須於填妥申請表後，親自交回香港金鐘道 95 號統一中心 3 樓運輸署公共車輛分組。

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。

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 www.td.gov.hk。

You can submit your application in person or by agent to (if the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose), or by post or via drop-in boxes to :—

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

If the vehicle under application is a public vehicle, applicant must submit the application in person to the Public Vehicles Unit of the Transport Department at 3/F, United Centre, 95 Queensway, Hong Kong.

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.

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

所需文件 REQUIRED DOCUMENTS

(i) 等待零件維修送驗後續牌的車輛

1. 如車輛屬私人所擁有，請出示你的香港身份證正本或副本（如非香港居民，請出示護照正本）；
2. 如車輛屬公司所擁有，請出示公司註冊證書／非香港公司註冊證明書／公司更改名稱證明書／註冊非香港公司變更名稱註冊證明書，及由公司指定並授權的人士簽發的有效授權書正本或副本；
3. 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；
4. 有關車輛維修商的商業登記證副本；及
5. 由相關車輛維修商發出就為該車輛訂購零件及預計送貨時間的書面證明／聲明正本或副本(需發出距今不超過三個月)*。

(i) Vehicles pending delivery of ordered spare parts for maintenance and examination before licence renewal

1. Your original or photocopy of H.K. Identity Card or passport for non-identity card holders in the case of a private owner;
2. In the case of a company, the original or photocopy of 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 together with an authorization letter issued and signed by a person nominated and authorized by the company;
3. 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;
4. A photocopy of Business Registration Certificate of the vehicle repair centre concerned; and
5. Original or photocopy of documentary proof / written declaration issued by the vehicle repair centre concerned on the ordering of parts for the vehicle and the estimated delivery time (which is issued not more than 3 months from now)*.

(ii) 出廠年份已有30年或以上，正妥善保存作私人收藏而不會在路上使用的車輛

1. 如車輛屬私人所擁有，請出示你的香港身份證正本或副本（如非香港居民，請出示護照正本）；
2. 如車輛屬公司所擁有，請出示公司註冊證書／非香港公司註冊證明書／公司更改名稱證明書／註冊非香港公司變更名稱註冊證明書，及由公司指定並授權的人士簽發的有效授權書正本或副本；
3. 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；
4. (如車輛存放於私人土地／車位，餘下存放期不少於一年)就有關存放地點的業權證明書正本或副本 [及有關業權持有人就同意存放有關車輛所發出的書面證明／聲明正本或副本(需發出距今不超過三個月)*，如申請人並非業權持有人]；或
5. (如車輛存放於租借停泊地點，餘下租借期不少於一年)已簽署的租賃文件正本或副本。

(ii) Vehicles manufactured 30 or more years ago, properly stored as a private collection and will not be used on roads

1. Your original or photocopy of H.K. Identity Card or passport for non-identity card holders in the case of a private owner;
2. In the case of a company, the original or photocopy of 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 together with an authorization letter issued and signed by a person nominated and authorized by the company;
3. 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;
4. (For vehicles stored at private land/ parking space and remaining storage period not less than one year) Original or photocopy of the title certificate of the storage location [and the original or photocopy of documentary proof / written declaration of storing the vehicle concerned signed by the storage location's owner (which is issued not more than 3 months from now), if the applicant is not the owner of the storage location*]; or
5. (For vehicles stored at leased parking space and remaining leased period not less than one year) Original or photocopy of signed lease document.

(iii) 妥善保存於車輛經銷商作寄賣的車輛

1. 如車輛屬私人所擁有，請出示你的香港身份證正本或副本（如非香港居民，請出示護照正本）；
2. 如車輛屬公司所擁有，請出示公司註冊證書／非香港公司註冊證明書／公司更改名稱證明書／註冊非香港公司變更名稱註冊證明書，及由公司指定並授權的人士簽發的有效授權書正本或副本；
3. 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；
4. 有關車輛經銷商的商業登記證副本；及
5. 有關車輛經銷商發出就寄賣有關車輛的書面證明／聲明正本或副本(需發出距今不超過三個月)*。

(iii) Vehicles properly stored by an established car dealer and is consigned for sale

1. Your original or photocopy of H.K. Identity Card or passport for non-identity card holders in the case of a private owner;
2. In the case of a company, the original or photocopy of 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 together with an authorization letter issued and signed by a person nominated and authorized by the company;
3. 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;
4. A photocopy of Business Registration Certificate of car dealer concerned; and
5. Original or photocopy of documentary proof / written declaration issued by the car dealer (which is issued not more than 3 months from now) stating that the vehicle concerned is consigned for sale*.

(iv) 因其他原因無法領牌的車輛

1. 如車輛屬私人所擁有，請出示你的香港身份證正本或副本（如非香港居民，請出示護照正本）；
2. 如車輛屬公司所擁有，請出示公司註冊證書／非香港公司註冊證明書／公司更改名稱證明書／註冊非香港公司變更名稱註冊證明書，及由公司指定並授權的人士簽發的有效授權書正本或副本；
3. 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；
4. 有關無法為車輛領牌的原因書面證明／聲明正本或副本（需發出距今不超過三個月，運輸署在考慮是否批核申請時，可能會要求提供更多證明文件，證明車主無法為車輛領牌）；及
5. 登記車主就因表格TD651指明原因以外無法為車輛領牌的情況所簽署的書面聲明正本*(需發出距今不超過三個月)。

(iv) Vehicles unable to be licensed due to other reasons

1. Your original or photocopy of H.K. Identity Card or passport for non-identity card holders in the case of a private owner;
2. In the case of a company, the original or photocopy of 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 together with an authorization letter issued and signed by a person nominated and authorized by the company;
3. 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;
4. Original or photocopy of documentary proof / written declaration (which is issued not more than 3 months from now) supporting that it is not reasonably practicable to have the vehicle licensed due to other reasons (When considering the application, the Transport Department may request additional supporting document to prove that it is not reasonably practicable to have the vehicle licensed); and
5. Original of the written declaration made by the registered vehicle owner for applications made under reasons for being unable to have the vehicle concerned licensed other than reasons specified in TD651* (which is issued not more than 3 months from now).

* 請瀏覽運輸署網頁(https://www.td.gov.hk/tc/public_services/licences_and_permits/evralr/index.html)以下載有關書面聲明範本。

Please visit Transport Department's website (https://www.td.gov.hk/en/public_services/licences_and_permits/evralr/index.html) for downloading samples of relevant written declaration.

- 運輸署只會考慮及處理已兩年或以上未領牌的車輛的豁免申請牌照申請。就車輛未領牌不足兩年所提出的申請將不獲考慮及處理。
- 如運輸署已向登記車主就有關車輛批出豁免，而其車輛牌照仍無法合理地切實可行於豁免期限前續領，登記車主／車輛經銷商（如車輛妥善保存於車輛經銷商作寄賣）可於屆滿前的3個月內向運輸署提交有關申請。
- 即使運輸署已向有關車輛批出豁免，有關車輛會一直登記在車主的名下，車主仍須繼續承擔該車輛引起的所有法律責任。
- 如獲豁免車輛於豁免期間過戶至新車主名下，已批出的豁免將被即時取消。由於有關車輛已有兩年或以上未領牌，運輸署會根據《規例》第25A條向新車主另行發出通知書，新車主必須根據《規例》第25A條，於通知書日期起計三個月內為有關車輛領牌，除非有關車輛已根據《規例》第20條被取消登記，或登記車主已就有關車輛《規例》第25B條重新申請並獲批給豁免，否則新車主仍可能會因未有遵從《規例》第25A(3)條所定規限而被檢控。
- 如獲豁免車輛出廠年份已有30年或以上並正妥善保存作私人收藏用途，或正妥善保存於車輛經銷商作寄賣，而有關車輛的存放地點有任何改變，申請人必須儘快以書面方式通知運輸署，並附上有關證明文件，否則豁免可被取消。
- 根據《規例》第25B(3)條，如《規例》第60(2A)條所訂罪行的法律程序已就有關車輛而提起，有關豁免將不會被批出。
- 運輸署可在向登記車主發出合理通知後，更改或取消已批出的豁免。
- 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。
- 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。
- 如你的地址有所更改，請提供現時地址的證明（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。
- 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／公司編號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《規例》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《規例》第4條下訂明的「車輛登記冊」內的地址。
- 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。

- The Transport Department will only consider and process application for exemption from licensing of vehicles unlicensed for two years or more. Any application made for vehicles unlicensed for less than two years will not be considered or processed.
- If the Transport Department has granted an exemption to the registered vehicle owner in respect of the vehicle, and it remains not reasonably practicable to have the vehicle licensed, the owner/ car dealer (for vehicles properly stored by established car dealers and are consigned for sale) may submit an exemption application to the Transport Department within 3 months immediately before the expiry of the exemption.
- Even if an exemption is granted, the vehicle concerned will continue to be registered under the name of the owner who has to bear all the legal liabilities associated with that vehicle.
- If the ownership of a vehicle granted with an exemption is transferred to a new owner during the exemption period, the approved exemption would be cancelled immediately. As no vehicle licence in respect of the vehicle has been in force for 2 years or more, another notice will be issued to the new owner under regulation 25A of the Regulations and the new owner must comply with the notice by applying for a vehicle licence within 3 months from the date of the notice issued pursuant to regulation 25A of the Regulations, unless the registration of the vehicle is cancelled under regulation 20 of the Regulations or a new exemption is obtained in respect of the vehicle under regulation 25B of the Regulations. Otherwise, the new owner may be prosecuted for not abiding the requirements prescribed in regulation 25A(3) of the Regulations.
- If the vehicle's year of manufacture is 30 years or above and is properly stored as a private collection, or it is properly stored by established car dealers and are consigned for sale, in case there is any change of the storage location of the above, the applicant must inform the Transport Department in writing of such changes as soon as practicable together with relevant supporting document(s), otherwise the exemption may be cancelled.
- Pursuant to regulation 25B(3), if proceedings for an offence under regulation 60(2A) of the Regulations in respect of the vehicle have been instituted, no exemption may be granted for the vehicle.
- The Transport Department may, by giving reasonable notice to the registered owner, alter or cancel the exemption granted.
- 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.
- 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.
- If your address has changed, please produce original or photocopy of the 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.
- 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 Registration no. 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 Regulations 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 the Regulations.
- Copy of your submitted supporting document(s) will be destroyed after processing your application.

收集目的

- 運輸署會使用透過本申請表所獲得的個人資料作下列用途：
 - 辦理有關審批你在本申請表中所提出的申請的事務；
 - 依照《規例》第4(1)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)
 - 依照《道路交通(駕駛執照)規例》(第374B章)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)
 - 辦理有關交通及運輸的事務；
 - 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
 - 方便就上述(a)至(e)項與你聯絡。
- 你必須提供本申請表所要求的個人資料。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

- 你透過本申請表所提供的個人資料會向下列人士／部門公開：
 - 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；
 - 任何人士，以作上述第1段(b)項所列的用途；
 - 隧道公司、隧道管理、營運及維修承辦商、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
 - 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

- 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表所提供的個人資料副本一份。

查詢

- 有關透過本申請表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

- The personal data provided by means of this form will be used by Transport Department for the following purposes:
 - activities relating to the processing of your application in this form;
 - maintenance of a register of vehicles for public access under regulation 4(1) of the Regulations; (*applicable to vehicle-related applications only*)
 - maintenance of a record of particulars of driving licences under regulation 39 of the Road Traffic (Driving Licences) Regulations (Cap. 374B); (*applicable to driving licence-related applications only*)
 - activities relating to traffic and transport matters;
 - 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 the Road Traffic Ordinance (Cap. 374); and
 - facilitating communication with you in relation to the matters in paragraphs (a) to (e) above.
- 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

- The personal data you provided by means of this form may be disclosed to:
 - 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;
 - any person for the purpose mentioned in paragraph 1(b) above;
 - tunnel companies, tunnel management, operation and maintenance contractors, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters; and
 - 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

- 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

- 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.