運輸署
Transport Department

無欠繳罰款或訴訟費記錄及無違例記錄證明書申請表
APPLICATION FOR CERTIFICATE OF CLEARANCE

香港法例第 237 章 定額罰款 (交通違例事項) 條例 (第 22(4A) 條)
FIXED PENALTY (TRAFFIC CONTRAVENTIONS) ORDINANCE, CAP. 237 (SECTION 22(4A))
香港法例第 240 章 定額罰款 (刑事訴訟) 條例 (第 10(3) 條)
FIXED PENALTY (CRIMINAL PROCEEDINGS) ORDINANCE, CAP. 240 (SECTION 10(3))
香港法例第 374 章 道路交通條例 (第 97(2) 條)
ROAD TRAFFIC ORDINANCE, CAP. 374 (SECTION 97(2))
香港法例第 283C章 房屋 (交通違例事項) (定額罰款) 附例 (第 20(6) 條)
HOUSING (TRAFFIC CONTRAVENTIONS) (FIXED PENALTY) BYLAW, CAP. 283C (SECTION 20(6))
香港法例第 368A章 行車隧道 (政府) 規例 (第 12AAM(6) 條)
ROAD TUNNELS (GOVERNMENT) REGULATIONS, CAP. 368A (SECTION 12AAM(6))
香港法例第 594B章 青沙管制區 (使用費、費用及收費) 規例 (第 4K(6) 條)
TSING SHA CONTROL AREA (TOLLS, FEES AND CHARGES) REGULATION, CAP. 594B (SECTION 4K(6))
香港法例第 374E 章 道路交通 (車輛登記及領牌) 規例 (第 60AA(8) 條)
ROAD TRAFFIC (REGISTRATION AND LICENSING OF VEHICLES) REGULATIONS, CAP. 374E (SECTION 60AA(8))

請閱讀背頁的「須知事項」，並以正楷填寫各項資料。
Please read the notes overleaf and complete all items in BLOCK LETTERS.

(本欄只供本署填寫 FOR OFFICIAL USE ONLY)

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P	

Identity Code ☐

簽發日期 _____
Issued on

證明書號碼：_____
Certificate No.

簽發人員 _____
by

致：運輸署署長

* 本人為 [本人有意成為] 登記號碼 (車牌) ..... 號汽車的新車主。現申請一份就該車輛根據以下法例發出的無欠繳罰款或訴訟費記錄及無違例記錄證明書：

(i) 《定額罰款 (交通違例事項) 條例》第 22(4A) 條；
(ii) 《定額罰款 (刑事訴訟) 條例》第 10(3) 條；
(iii) 《道路交通條例》第 97(2) 條；
(iv) 《房屋 (交通違例事項) (定額罰款) 附例》第 20(6) 條；
(v) 《行車隧道 (政府) 規例》第 12AAM(6) 條；
(vi) 《青沙管制區 (使用費、費用及收費) 規例》第 4K(6) 條；及
(vii) 《道路交通 (車輛登記及領牌) 規例》第 60AA(8) 條。

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。
(註 : 如申請表提供的資料曾作修改，申請人須在旁加簽作實。)

To: The Commissioner for Transport,

*I am [I intend to become] the owner of motor vehicle with registration mark ..... .
I am applying for a Certificate of Clearance in respect of the vehicle issued under:

(i) section 22(4A) of the Fixed Penalty (Traffic Contraventions) Ordinance;
(ii) section 10(3) of the Fixed Penalty (Criminal Proceedings) Ordinance;
(iii) section 97(2) of the Road Traffic Ordinance;
(iv) section 20(6) of the Housing (Traffic Contraventions) (Fixed Penalty) Bylaw;
(v) section 12AAM(6) of the Road Tunnels (Government) Regulation;
(vi) section 4K(6) of the Tsing Sha Control Area (Tolls, Fees and Charges) Regulation; and
(vii) section 60AA(8) of the Road Traffic (Registration and Licensing of Vehicles) Regulations.

I hereby appoint _____ (name of agent), holder of identity document number _____ as the agent to submit and handle this application on my behalf.
(Note: If the information provided in this application form is amended, applicant shall sign next to the amended part for verification.)

簽署： .....
Signature

姓名／公司名稱：.....
Name

日期.....
Date

身份證明文件／公司註冊證號碼／公司編號：.....
Identity Document / Certificate of Incorporation No. / Company Registration No.

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

* 請將不適用者刪去 Delete whichever is inapplicable.

須知事項 NOTES FOR ATTENTION

證明書有效時限 VALIDITY OF CERTIFICATE

本署發出之無欠繳罰款或訴訟費記錄及無違例記錄證明書只在由發出之時間起之七十二小時內有效。

The Certificate of Clearance issued by this Department remains valid for not more than seventy-two hours from the time of issue.

索取表格地點及方法 OBTAINING THE FORMS

(1) 運輸署牌照事務處；或
Transport Department Licensing Offices; or

(2) 運輸署顧客服務熱線 2804 2600 提供的圖文傳真服務；或
Fax-on-demand service in the Transport Department Customer Service Hotline 2804 2600; or

(3) 運輸署互聯網頁 http://www.td.gov.hk。
Transport Department Internet web site http://www.td.gov.hk.

交回表格地點 PLACE OF SUBMISSION

填妥申請表格後，可親自或由代理人交回下列地點（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正本，以作記錄）：——

(一) 香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處 (2804 2642)；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 (2150 7714)；或

(三) 九龍觀塘鯉魚門道 12 號東九龍政府合署 5 字樓運輸署觀塘牌照事務處 (2775 6835)；或

(四) 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 (2606 1468)。

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 http://www.td.gov.hk

You can submit your application either 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):—

(1) Transport Department Hong Kong Licensing Office, 3/F., United Centre, 95 Queensway, Hong Kong (2804 2642); or

(2) Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (2150 7714); or

(3) Transport Department Kwun Tong Licensing Office at 5/F., Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon (2775 6835); or

(4) Transport Department Sha Tin Licensing Office at 2/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories (2606 1468).

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

以支票支付未繳付的交通罰款 SETTLE OUTSTANDING TRAFFIC FINES BY CHEQUE

有關車輛牌照或車輛過戶的申請，如車主曾以支票支付未繳付的交通罰款，運輸署會在以支票付款日七個工作天後，才辦理有關申請。

If vehicle owner has used cheque to settle payment of outstanding traffic fines, application for licensing a vehicle and/or transfer of vehicle ownership would only be processed after 7 working days from the date of cheque payment.

個人資料的說明　NOTES ABOUT PERSONAL DATA

收集目的

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*) 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。

獲轉交資料的部門／人士

3. 你透過本表格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表格所提供的個人資料副本一份。

查詢

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／ FRT 收啓。

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; and
   (*e*) facilitating communication between Transport Department and yourself.

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*) 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 the Licensing Section, Transport Department, 3/F, United Centre, 95 Queensway, Hong Kong. (Attn.: Executive Officer/FRT)