





## 所需文件及費用 REQUIRED DOCUMENTS AND FEE

- (1) 如車輛屬私人所擁有請出示你的香港身份證；如非香港居民，請出示護照；如車輛屬有限公司所擁有，請出示公司註冊證（商業登記證不會被接納）。上述文件的影印本亦可接受作核對用，並將於辦理你的申請後銷毀；若車輛類別為私家或公共巴士、私家或公共小巴、的士、獲發具有出租汽車許可證的私家車，申請人須先前往位於香港金鐘道 95 號統一中心 3 樓公共車輛分組取得有關批准，並連同其他於上述未提及而有關連的文件一併遞交。
  - (2) 有關車輛的登記文件正本及車輛牌照（行車證）正本；
  - (3) (如適用) 保留車輛登記號碼證明書，或該登記號碼的拍賣款項收據及發售備忘錄，或分配通知信；
  - (4) (如需交回自訂登記號碼) 自訂登記號碼分配證明書正本；
  - (5) 如果申請由代理人遞交，代理人必須出示其本人的身分證明文件正本，以作記錄；
  - (6) 如你欲以從拍賣中所投得或以特別費用獲分配的號碼登記有關車輛（即申請細節(甲)(二)或(甲)(三)項），你須繳付 \$83 登記費。有關費用或會更改。如欲知最新費用，你可於本署的詢問處查詢、致電顧客服務熱線 2804 2600/1823 電話中心查詢或瀏覽運輸署網頁 ([www.td.gov.hk](http://www.td.gov.hk))；及
  - (7) 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。
- (1) Your Hong Kong Identity Card in the case of a private owner, or a passport for non-identity card holders, or the Certificate of Incorporation in the case of a Limited Company (Business Registration Certificate will not be accepted). Photocopy of the identity document(s) will be accepted and will be destroyed after the processing of your application. **In the case of Private or Public Bus, Private or Public Light Bus, Taxi, Private Car with hire car permit, the application must be submitted together with other relevant documents not mentioned above to the Public Vehicles Unit at 3/F., United Centre, 95 Queensway, Hong Kong for approval in advance.**
  - (2) The relevant original Vehicle Registration Document(s) and the original Vehicle Licence(s);
  - (3) (If applicable) a certificate of retention of registration mark, or a receipt for payment of the auction price of the registration mark and a memorandum of sale, or the notification letter of allocation;
  - (4) (If the personalized registration mark is to be surrendered) the original Certificate of Allocation of Personalized Registration Mark;
  - (5) If the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose;
  - (6) If you wish to assign the vehicle concerned with a registration mark obtained by auction or allocated at a special fee, i.e.(A)(2) or (A)(3) of "Details of Application", you have to pay the registration fee of \$83. The registrar fee may be subject to change. For enquiry of updated fees, you may make enquiries at the enquiry counters of Licensing Offices or from Customer Service Hotline 2804 2600/1823 Call Centre or visit Transport Department's website: [www.td.gov.hk](http://www.td.gov.hk) for information; and
  - (7) 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.

## 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、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；或
- (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。

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](http://www.td.gov.hk)。

### Application by post, in person or by agent

- (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.

For enquiry on service hours of Licensing Offices, please call 2804 2600 or visit our website [www.td.gov.hk](http://www.td.gov.hk).

## 郵遞申請 APPLICATION BY POST

如果你以郵寄遞交申請書，請填寫下列資料 PLEASE FILL IN THE FOLLOWING ITEMS IF APPLY 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 mark 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.

為方便本署郵寄本申請書所申請的相關文件給你，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 relevant documents applied under this application form to you, please fill in below your name/company name (if using company as registered vehicle owner) and residential address/company address/correspondence address provided in this application form.

銀行名稱 Name of Bank: \_\_\_\_\_

姓名 Name: \_\_\_\_\_

付款總額 Amount Paid: \_\_\_\_\_

住址／公司地址／通訊地址 Residential/Company/Correspondence Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

支票／銀行本票號碼  
Cheque/Cashier Order No. \_\_\_\_\_

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

### 收集目的

- 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：
  - 辦理有關審批你在本申請書中所提出的申請的事務；
  - 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)
  - 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)
  - 辦理有關交通及運輸的事務；及
  - 方便運輸署與你聯絡。
- 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

- 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：
  - 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；
  - 任何人士，以作上述第 1 段 (b) 項所列的用途；及
  - 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

- 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申請書所提供的個人資料副本一份。

### 查詢

- 有關透過本申請書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 收啟

### 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(2) of the Road Traffic (Registration and Licensing of Vehicles) 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;  
(applicable to driving licence-related applications only)
  - activities relating to traffic and transport matters; and
  - facilitating communication between Transport Department and yourself.
- 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:
  - other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;
  - any person for the purpose mentioned in paragraph 1(b) above; and
  - 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

- 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

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