

提交申請核對表

CHECKLIST FOR SUBMISSION OF APPLICATION

請先詳閱本申請表內「須知事項」有關申請特惠資助的詳細內容，包括申請資格、申請程序，以及環境保護署網頁(www.epd.gov.hk/epd/tc_chi/preEU4dcv)最新的登記拆車商名單。以下所有問題的答案均須為「是」才符合申請要求。如欲知道更多有關「淘汰歐盟四期以前柴油商業車輛特惠資助計劃」的詳情，請參閱環境保護署網頁(www.epd.gov.hk/epd/tc_chi/preEU4dcv)或致電 2651 1100 查詢。有關本表格的查詢，請致電運輸署顧客服務熱線 2804 2600。Please read carefully the “Notes for Attention” of this application form for details about application for ex-gratia payment, including the eligibility criteria, application procedures, and the latest list of registered vehicle scrapping companies in the website of Environmental Protection Department (EPD) (www.epd.gov.hk/epd/english/preEU4dcv). To meet the application requirements, **ALL** your answers to the following must be “YES”. For further details about the Ex-gratia Payment Scheme for Phasing Out Pre-Euro IV Diesel Commercial Vehicles, please refer to EPD’s website (www.epd.gov.hk/epd/english/preEU4dcv) or call 2651 1100. For enquiries about this application form, please call the customer service hotline of the Transport Department at 2804 2600.

- | | | | |
|----|---|--------------------------------------|-------------------------------------|
| 1 | 申請車輛是否一輛柴油商業車輛(即以柴油推動的貨車、小型巴士或非專利巴士)?
Is the vehicle under application a diesel commercial vehicle (i.e. a goods vehicle, light bus or non-franchised bus running on diesel)? | 是
YES
<input type="checkbox"/> | 否
NO
<input type="checkbox"/> |
| 2 | 申請車輛的首次登記日期是否在本申請表內表一所指明的日期內?
Does the first registration date of the vehicle under application fall within the dates specified in Table 1 of this application form? | 是
YES
<input type="checkbox"/> | 否
NO
<input type="checkbox"/> |
| 3 | 申請車輛在 2014 年 1 月 10 日當日，車輛登記是否有效或是否已申請重新登記?
As of 10 January 2014, has the vehicle under application got a valid vehicle registration or applied for re-registration? | 是
YES
<input type="checkbox"/> | 否
NO
<input type="checkbox"/> |
| 4 | 申請車輛是否從來沒有在先前自願性更換歐盟二期車輛資助計劃的特別安排下獲批保留領取資助?
Is it correct that the vehicle has never been approved to retain eligibility for the grant under the special arrangement for the incentive scheme for replacement of Euro II diesel commercial vehicles? | 是
YES
<input type="checkbox"/> | 否
NO
<input type="checkbox"/> |
| 5 | 申請車輛被送交拆車商拆毀當日，申請人所選用的拆車商是否在特惠資助計劃下的登記拆車商名單內?
Is the vehicle scrapping company you selected on the list of registered vehicle scrapping companies under the ex-gratia payment scheme on the date when the vehicle under application is delivered to the vehicle scrapping company for scrapping? | 是
YES
<input type="checkbox"/> | 否
NO
<input type="checkbox"/> |
| 6 | 申請車輛是否在 2014 年 3 月 1 日或以後由特惠資助計劃下的登記拆車商拆毀?
Is the vehicle under application scrapped on or after 1 March 2014 by a vehicle scrapping company registered under the ex-gratia payment scheme? | 是
YES
<input type="checkbox"/> | 否
NO
<input type="checkbox"/> |
| 7 | 申請人是否申請車輛在被拆毀時的登記車主?
Are you the registered owner of the vehicle under application when it is scrapped? | 是
YES
<input type="checkbox"/> | 否
NO
<input type="checkbox"/> |
| 8 | 申請人是否已在本申請表乙部貼上一張由登記拆車商在拆毀車輛前所拍攝、並清楚顯示車輛獨特底盤號碼的照片，並將本申請表的乙部和丙部交由登記拆車商填妥?
Have you affixed to Part B of this application form a photo clearly showing the vehicle’s unique chassis number taken by the registered vehicle scrapping company before the vehicle is scrapped, and had Part B and C of this application form duly completed by the registered vehicle scrapping company? | 是
YES
<input type="checkbox"/> | 否
NO
<input type="checkbox"/> |
| 9 | 申請車輛被拆毀後，申請人是否已將登記拆車商簽發的車輛拆毀證明書交給運輸署牌照事務處，及完成辦理取消車輛登記手續(請參閱本申請表內「須知事項」之「安排拆毀車輛前的注意事項」第四項)?
After the vehicle under application is scrapped, have you presented the Vehicle Scrapping Certificate issued by the registered vehicle scrapping company to one of the Licensing Offices of the Transport Department and completed the procedures for cancelling the registration of the vehicle (please refer to item (4) of the “Note for the attention before arranging the scrapping of vehicle” under the “Notes for Attention” of this application form)? | 是
YES
<input type="checkbox"/> | 否
NO
<input type="checkbox"/> |
| 10 | 運輸署取消申請車輛的車輛登記當日，該車車輛牌照是否仍然有效(請參閱本申請表內「須知事項」之「安排拆毀車輛前的注意事項」第四項)?
On the day when the registration of the vehicle under application is cancelled by the Transport Department, is the vehicle licence of the vehicle still valid (please refer to item (4) of the “Note for the attention before arranging the scrapping of vehicle” under the “Notes for Attention” of this application form)? | 是
YES
<input type="checkbox"/> | 否
NO
<input type="checkbox"/> |
| 11 | 申請人是否申請車輛取消車輛登記時的登記車主?
Are you the registered owner of the vehicle under application when its registration is cancelled? | 是
YES
<input type="checkbox"/> | 否
NO
<input type="checkbox"/> |
| 12 | 申請人是否(i)在拆毀申請車輛三個月內，及(ii)不遲於本申請表內表一所指明的申領特惠資助截止日期向運輸署提交本申請表?
Have you submitted this application form to the Transport Department (i) within three months after the vehicle under application is scrapped; and (ii) not later than the respective ex-gratia payment application deadline as specified in Table 1 of this application form? | 是
YES
<input type="checkbox"/> | 否
NO
<input type="checkbox"/> |

淘汰歐盟四期以前柴油商業車輛特惠資助計劃
特惠資助申請表
Ex-gratia Payment Scheme for Phasing Out Pre-Euro IV Diesel Commercial Vehicles
Application Form for Ex-gratia Payment

顧客服務熱線 Customer Service Hotline : 2804 2600

請閱讀夾附的「須知事項」，並以**正楷**填寫各項資料。

Please read the “Notes for Attention” attached to this application form and provide the required information in **BLOCK LETTERS**.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

申請編號	收表人簽署	日期
Application Number: _____	Receiving Officer's Signature: _____	Date: _____

甲部
PART A

申請者現時的個人資料
PRESENT PARTICULARS OF APPLICANT

姓名/公司名稱	NAME		
*先生	Mr.	1	
太太	Mrs.	2	英文姓名 (姓氏先行, 名字隨後) Name In English (Surname first, then given name)/公司名稱 Company name in English
小姐	Miss	3	
女士	Ms.	4	
公司	Co.	5	

	中文姓名/公司名稱 Name in Chinese
*身分證明文件號碼/公司註冊證號碼/公司編號	
*Identity Document No./ Certificate of Incorporation No./Company Registration No.:	()

住址/公司地址 Residential / Company Address

(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/company address in this application form.)

<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
室 Flat/Room	樓 Floor	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)	
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<input type="checkbox"/> 香港 Hong Kong
	<input type="checkbox"/> 九龍 Kowloon
地區 District	<input type="checkbox"/> 新界 New Territories

通訊地址 Correspondence Address

(注意: 如你不能用以上住址/公司地址作聯絡和郵遞用途, 請在以下填寫你的通訊地址。)

(Note: If you cannot use the above residential/company address for the purpose of contact and mailing, please fill in below your correspondence address.)

<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
室 Flat/Room	樓 Floor	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)	
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<input type="checkbox"/> 香港 Hong Kong
	<input type="checkbox"/> 九龍 Kowloon
地區 District	<input type="checkbox"/> 新界 New Territories

電話號碼	傳真機號碼 (如有)
Telephone No. _____	Fax No. (if any) _____

* 請刪去不適用者 Delete if inappropriate

本署會按本表內的資料更新申請人備存於本署的地址記錄, 如有需要, 亦會要求申請人提交以上登記地址及通訊地址的證明, 以完成地址更新手續。如申請獲批准, 特惠資助金會以劃線支票發給申請人(即有關車輛被拆毀及取消車輛登記時的登記車主), 並在完成地址更新手續後寄往車主在運輸署的登記地址/通訊地址。
Your address record in the Transport Department will be updated accordingly based on the information provided in this application form. You are also required to produce proof of the above registered and correspondence address, as necessary, for completion of the address updating process. If the application is approved, the ex-gratia payment will be made payable by crossed cheque to the applicant (i.e. the vehicle owner when the vehicle concerned was scrapped and when the registration was cancelled) for sending upon completion of the address updating process to his/her registered / correspondence address held by this Department.

乙部 申請詳情
PART B DETAILS OF THE APPLICATION

本人是下列一輛已拆毀及取消登記的歐盟四期以前柴油商業車輛的登記車主，現申請淘汰有關車輛的特惠資助金。

I am the registered owner of the following scrapped and de-registered pre-Euro IV diesel commercial vehicle. I hereby apply for the ex-gratia payment for phasing out the vehicle concerned.

已拆毀及取消登記的歐盟四期以前柴油商業車輛資料 Vehicle particulars of the scrapped and de-registered pre-Euro IV diesel commercial vehicle																									
車輛類別: Vehicle Class: _____																									
在取消登記前的車輛登記(車牌)號碼: Vehicle Registration Mark before Cancellation of Registration: <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> ()																									
車輛底盤號碼: Chassis No: _____																									
拆毀車輛地點: Location of Scrapping: _____	拆毀車輛日期: Date of Scrapping: <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>日</td><td>月</td><td>年</td><td colspan="5"></td></tr><tr><td>DD</td><td>MM</td><td>YYYY</td><td colspan="5"></td></tr></table>									日	月	年						DD	MM	YYYY					
日	月	年																							
DD	MM	YYYY																							
拆毀車輛的登記拆車商名稱: Name of the registered vehicle scrapping company which scrapped the vehicle : _____																									

在車輛拆毀前拍攝，清楚顯示車輛底盤上車輛獨特號碼的相片

Photo that shows the unique number on the chassis of the vehicle before it is scrapped

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丙部 **聲明及承諾**
PART C **DECLARATION AND UNDERTAKING**

(申請者聲明 Declaration by the applicant)

本人已閱讀及明白「淘汰歐盟四期以前柴油商業車輛特惠資助計劃」的條款及細則，並承諾及保證本人遵從在本申請表「須知事項」內列出的所有規定作此申請。本人謹此聲明：

I have read the terms and details of the Ex-gratia Payment Scheme for Phasing Out Pre-Euro IV Diesel Commercial Vehicles. I undertake and warrant that I shall comply with all requirements set out in the Notes for Attention of this application form in making this application. I hereby declare the following:

(一) 據本人所知及相信，在本申請表內填報的一切資料及本人的陳述和提交的證明文件均屬真實、完整和準確。

(1) To the best of my knowledge and belief, the information provided in this application form is true, complete and accurate.

(二) 本人承諾，如本人在本申請表內所申報的資料有不實陳述或遺漏，本人會即時將就本申請已領取的特惠資助金全數清還予政府，並會賠償政府一切有關損失，包括但不限於利息及有關處理這宗申請和追討賠償的費用。

(2) I undertake that if any statement made in this application is false or if there is any omission, I will repay immediately the whole amount of the ex-gratia payment given pursuant to this application and will compensate the Government for any loss arising from this application including but not limited to the loss of interest and any expenses incurred in relation to this application and claim for compensation.

(三) 本人承諾，今後無論何時，本人會就本申請表所引致或導致的一切責任、申索、索求、帳項、費用及開支，和一切法律行動、訴訟及法律程序，以及一切損失及賠償，對政府作出充分彌償。

(3) I undertake at all time hereinafter to fully indemnify the Government from and against all liabilities, claims, demands, account, costs and expenses and all actions, suits, and proceedings and all losses and damages whatsoever arising from or in connection with this application.

申請人簽署
(如屬公司，請加蓋公司印章)
Signature of applicant
(with company seal, for company)

日期
Date

簽署人姓名
Name of Signatory

(登記拆車商聲明 Declaration by the registered vehicle scrapping company)

本公司現聲明，據本公司所知及相信，在本申請表上乙部所提供的一切資料及相片均屬真實、完整和準確，當中指明的歐盟四期以前柴油商業車輛已經由本公司拆毀，不能再重新裝配為車輛在香港作任何用途。

We declare that to the best of my knowledge and belief, the information and photo given in Part B of this application form are true, complete and accurate, and the pre-Euro IV diesel commercial vehicle specified therein has been scrapped by this company and can no longer be re-assembled into a vehicle for use in Hong Kong for any purpose.

名稱:
Name:

特惠資助計劃下的登記拆車商編號:
Registered number under the ex-gratia
payment scheme:

登記地址:
Registered address:

商業登記證號碼:
Business Registration Certificate number:

電話號碼:
Telephone number:

拆車商代表簽署(加蓋公司印章):
Signature by representative of vehicle
scrapping company (with company chop):

申請資格

申請人及車輛**必須**符合以下要求：

- (一) 該車輛是柴油商業車輛(即以柴油推動的貨車、小型巴士或非專利巴士)，而其首次登記日期是在本申請表內表一所指明的日期內；
- (二) 該車輛在 2014 年 1 月 10 日當日已登記或已申請重新登記；
- (三) 該車輛是在 2014 年 3 月 1 日或以後由特惠資助計劃下的登記拆車商拆毀；
- (四) 該車輛的登記在被拆毀後已被取消；
- (五) 在取消車輛登記時，該車輛仍持有有效牌照；
- (六) 特惠資助的申請人須是車輛被拆毀及取消車輛登記時的登記車主；以及
- (七) 該車輛並沒有在先前自願性更換歐盟二期車輛資助計劃的特別安排下獲批保留領取資助。

申請程序

申請人須於 2014 年 3 月 1 日至本申請表內表一所指明的申領特惠資助截止日期期間(包括首尾兩天)，將其歐盟四期以前柴油商業車輛先交由登記拆車商拆毀，然後向運輸署提交由該登記拆車商簽發的車輛拆毀證明書，通知運輸署署長取消車輛登記。申請人須在拆毀車輛後三個月內及不遲於申領特惠資助截止日期向運輸署提交特惠資助申請。申請時須將登記拆車商在拆毀車輛前拍攝，可顯示車輛獨特底盤號碼的照片貼於本申請表乙部。

安排拆毀車輛前的注意事項

- (一) 如對拆車商的登記狀態有懷疑，請在拆毀車輛前與環境保護署聯絡，或參考載於環境保護署網頁 (www.epd.gov.hk/epd/tc_chi/preEU4dcv) 的登記拆車商名單。
- (二) 登記拆車商須在拆毀車輛前拍攝可清楚顯示將被拆毀的車輛的獨特底盤號碼每一個數字及字母的照片。如發現車輛底盤號碼已經破損，登記車主應在拆車前聯絡運輸署違例駕駛記分辦事處申請核實有關號碼。在完成核實過程後，方可安排登記拆車商拆毀有關車輛。
- (三) 申請人在拆毀車輛前須先了解有關申請特惠資助的詳細內容，包括申請資格、最新的登記拆車商名單和其他申請詳情。有關特惠資助計劃的其他詳情，請參閱環境保護署網頁(www.epd.gov.hk/epd/tc_chi/preEU4dcv) 或致電環境保護署熱線 2651 1100。
- (四) 在拆毀車輛後，若申請人親自或由代理人到運輸署牌照事務處櫃位辦理取消車輛登記手續並交齊所需文件，運輸署會在當天完成有關手續將該車輛的登記取消。若申請人選擇以投遞或郵寄方式辦理，應預留足夠時間寄出文件，運輸署一般會在收齊所需文件後十個工作天內完成取消車輛登記手續。所以，如有關車輛的車輛牌照有效期快將屆滿，申請人應親自或由代理人到運輸署牌照事務處櫃位辦理取消車輛登記手續，以確保在取消車輛登記時，有關車輛仍持有有效牌照。

遞交申請方法

- 遞交申請表方法：

申請者可將已填妥之申請表，連同上述證明文件，以下列一種方法遞交：

- 投放在設於運輸署各牌照事務處的投遞箱內
- 郵寄至運輸署香港牌照事務處 (地址：香港金鐘道 95 號統一中心 3 樓)
- 申請者或其代理人亦可於辦公時間內 (星期一至五：上午 9 時至下午 5 時)將申請表交往運輸署香港牌照事務處 1 號櫃台

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 2016 年 1 月 1 日起生效的新郵費結構 - <http://www.hongkongpost.hk/>]

- 遞交申請表時，需一併附上下列文件：

- 申請者的香港身份證或身分證明文件副本。如申請者屬公司，則需附上公司註冊證書／非香港公司註冊證明書／公司更改名稱證書／註冊非香港公司變更名稱註冊證明書副本。恕不接受商業登記證。
- 如申請人在本表格提供的地址與最後提供予運輸署的地址有所改變，需附上現時地址的證明 (住址／公司地址及通訊地址) 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。

郵遞申請 APPLICATION BY POST (此部份必須填寫 This part must be completed)

請在下方填寫你的姓名及回郵地址(必須與甲部所填寫的通訊地址相同，如沒有填寫通訊地址，回郵地址則為甲部所填寫的住址/公司地址)。本署會將有關本申請的信件寄往該地址。Please fill in your Name and Return Address (must be the same as correspondence address provided in Part A, if correspondence address is not provided, then the return address is the residential / company address provided in Part A) to which correspondence of this application will be sent.

姓名 Name: _____

回郵地址 Return Address: _____

香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處

Hong Kong Licensing Office, Transport Department
3/F, United Centre, 95 Queensway, Hong Kong

Eligibility Criteria

The vehicle under application and the applicant **must** meet the following requirements:

- (1) the vehicle is a diesel commercial vehicle (i.e. a goods vehicle, light bus or non-franchised bus running on diesel) with a first registration date that falls within the dates specified in Table 1 of this application form;
- (2) the vehicle is registered or has applied for re-registration as of 10 January 2014;
- (3) the vehicle is scrapped on or after 1 March 2014 by a vehicle scrapping company registered under the ex-gratia payment scheme;
- (4) the registration of the vehicle is cancelled after it is scrapped;
- (5) on the day when the registration is cancelled, the vehicle has a valid vehicle licence;
- (6) the applicant for the ex-gratia payment is the registered owner of the vehicle when it is scrapped and its registration is cancelled; and
- (7) the vehicle has not been approved to retain eligibility for the grant under the special arrangement for the incentive scheme for replacement of Euro II diesel commercial vehicles.

Application Procedures

The applicant needs to scrap his / her pre-Euro IV diesel commercial vehicle within the period between 1 March 2014 and the respective ex-gratia payment application deadline specified in Table 1 of this application form (both dates inclusive) by a vehicle scrapping company registered under the scheme, and then notify the Commissioner for Transport of such scrapping with a Vehicle Scrapping Certificate issued by the vehicle scrapping company for cancelling the vehicle's registration. Within three months after the vehicle is scrapped and NOT later than the respective application deadline, the applicant should submit an application for ex-gratia payment to the Transport Department and affix a photo showing the vehicle's unique chassis number taken by the vehicle scrapping company before the vehicle is scrapped to Part B of this application form.

Note for the attention before arranging the scrapping of vehicle

- (1) In case of doubt about the registration status of a vehicle scrapping company, you are advised to contact the Environmental Protection Department (EPD) or refer to the list of registered vehicle scrapping companies under the ex-gratia payment scheme accessible on EPD's website (<http://www.epd.gov.hk/epd/english/preEU4dcv>) **before scrapping the vehicle**.
- (2) The registered vehicle scrapping company must take before scrapping a photo of the vehicle to be scrapped that clearly shows each numeral and letter of the vehicle's unique chassis number. If the vehicle's unique chassis number is found damaged, you should before scrapping the vehicle approach the Driving Offence Point Office of the Transport Department (TD) for verification of the number. You should only arrange scrapping of the vehicle by a registered vehicle scrapping company upon completion of the verification process.
- (3) You should check the details about application for ex-gratia payment, including the eligibility criteria, the latest list of vehicle scrapping companies registered under the scheme and other application details **before scrapping your vehicles**. For other details of the ex-gratia payment scheme, please refer to EPD's website (<http://www.epd.gov.hk/epd/english/preEU4dcv>) or call EPD's hotline at 2651 1100.
- (4) If you apply for de-registration of the scrapped vehicle in person or by an agent at a service counter of TD's Licensing Offices, TD would complete the required procedures and cancel the registration of the vehicle on the same day provided that all the required documents have been submitted. If you apply for de-registration of the vehicle by post or by drop-in boxes, please allow sufficient time for TD to process the application, which would normally be completed within 10 working days upon receiving all the required documents. For that reason, in case the vehicle licence of the scrapped vehicle is near its expiry, you should apply for de-registration of the vehicle in person or by an agent at a service counter of TD's Licensing Offices so as to ensure that on the day when the registration is cancelled, the vehicle still has a valid vehicle licence.

Method of Application Submission

- Channels of Submission:

Applicant can submit the completed application forms, together with the documents mentioned above, by any one of the following means:

- By drop-in boxes located at the four licensing offices of the Transport Department;
- By post to Hong Kong Licensing Office, Transport Department (Address: 3/F United Centre, 95 Queensway, Hong Kong);
- In person or by agent to Counter Number 1 of Hong Kong Licensing Office, Transport Department during office hours. (Monday to Friday: 9am to 5pm)

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 Structure effective from 1 January 2016 - <http://www.hongkongpost.hk/>]

- When you submit the application form, please also produce the following documents:

- Photocopy of the applicant's H.K. Identity Card or passport for non-identity card holders in the case of a private owner; photocopy of the 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 in the case of a Company, Business Registration Certificate will not be accepted.
- If the address provided by the applicant in this application form is different from that last provided to the Transport Department, submission of the 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) is required. 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.

表一 區分不同申領特惠資助截止日期的歐盟四期以前柴油商業車輛的首次登記日期**

柴油商業車輛	許可車輛類型	歐盟前期 申領特惠資助截止日期為 2015年12月31日	首次登記日期		
			歐盟一期 申領特惠資助截止日期為 2016年12月31日	歐盟二期 申領特惠資助截止日期為 2017年12月31日	歐盟三期 申領特惠資助截止日期為 2019年12月31日
貨車	不超過1.7公噸	1995年4月1日至1998年9月30日	1995年4月1日至1998年9月30日	1998年10月1日至2000年12月31日	2001年1月1日至2005年12月31日
	超過1.7但不超過3.5公噸		1995年4月1日至1998年9月30日	1998年7月1日至2001年12月31日	2002年1月1日至2006年12月31日
	超過3.5但不超過4公噸		1995年4月1日至1998年9月30日	1998年10月1日至2001年9月30日	2001年10月1日至2006年9月30日
	超過4公噸		1995年4月1日至1997年3月31日	1997年4月1日至2001年9月30日	
小型巴士	不超過1.7公噸	1995年4月1日前	1995年4月1日至1998年9月30日	1998年10月1日至2000年12月31日	2001年1月1日至2005年12月31日
	超過1.7但不超過3.5公噸		1995年4月1日至1998年9月30日	1998年7月1日至2001年12月31日	2002年1月1日至2006年12月31日
	超過3.5但不超過4公噸		1995年4月1日至1998年9月30日	1998年10月1日至2003年7月31日	2003年8月1日至2006年9月30日
	超過4公噸		1995年4月1日至1997年3月31日	1997年4月1日至2001年9月30日	2001年10月1日至2006年9月30日
非專利巴士	不超過4公噸		1995年4月1日至1998年9月30日	1998年10月1日至2001年9月30日	2001年10月1日至2006年9月30日
	超過4公噸		1995年4月1日至1997年3月31日	1997年4月1日至2001年9月30日	2001年10月1日至2006年9月30日

* 有關車輛除將符合表格在申請時填寫的工作首次登記情況外，尚須於車輛的排放標準，否則政府會在申領特惠資助的截止日期後停止向它們發出車輛牌照。
對每輛車輛的申請日期以郵遞為準。來自提交的特惠資助申請須在申領特惠資助截止日期前最後一個工作天或之前交到運輸局的牌照事務處。

Table 1: First Registration Dates for Distinguishing Pre-Euro IV Diesel Commercial Vehicles with Different Ex-gratia Payment Application Deadlines**

Diesel Commercial Vehicles	Permitted Gross Vehicle Weight	First Registration Dates			
		Pre-Euro Vehicles Ex-gratia payment application deadline on 31 December 2015	Euro I Vehicles Ex-gratia payment application deadline on 31 December 2016	Euro II Vehicles Ex-gratia payment application deadline on 31 December 2017	Euro III Vehicles Ex-gratia payment application deadline on 31 December 2019
Goods Vehicles	Not more than 1.7 tonnes	Before 1 April 1995	1 April 1995 to 30 September 1998	1 October 1998 to 31 December 2000	1 January 2001 to 31 December 2005
	More than 1.7 but not more than 3.5 tonnes		1 April 1995 to 30 June 1999	1 July 1999 to 31 December 2001	1 January 2002 to 31 December 2006
	More than 3.5 but not more than 4 tonnes		1 April 1995 to 30 September 1998	1 October 1998 to 30 September 2001	1 October 2001 to 30 September 2006
	More than 4 tonnes		1 April 1995 to 31 March 1997	1 April 1997 to 30 September 2001	1 October 2001 to 30 September 2006
Light Buses	Not more than 1.7 tonnes	Before 1 April 1995	1 April 1995 to 30 September 1998	1 October 1998 to 31 December 2000	1 January 2001 to 31 December 2005
	More than 1.7 but not more than 3.5 tonnes		1 April 1995 to 30 June 1999	1 July 1999 to 31 December 2001	1 January 2002 to 31 December 2006
	More than 3.5 but not more than 4 tonnes		1 April 1995 to 30 September 1998	1 October 1998 to 31 July 2003	1 August 2003 to 30 September 2006
Non-franchised Buses	More than 4 tonnes		1 April 1995 to 31 March 1997	1 April 1997 to 30 September 2001	1 October 2001 to 30 September 2006
	Not more than 4 tonnes		1 April 1995 to 30 September 1998	1 October 1998 to 30 September 2001	1 October 2001 to 30 September 2006
	More than 4 tonnes		1 April 1995 to 31 March 1997	1 April 1997 to 30 September 2001	1 October 2001 to 30 September 2006

* Vehicle licences will not be issued after the respective ex-gratia payment application deadlines, unless the vehicles can comply with the emission standards applicable to them as if they were first registered on the date of the vehicle licence application.
For applications made by mail to TD, the date of application is determined by the postmark. For applications made in person, the applications must be made to a TD's licensing office on a working day on or before the deadline.

更改個人資料 Change of Personal Particulars

1. 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、地址或身分證明文件而有關資料有所改變，他／她須在改變出現後 72 小時內以書面或遞交已填妥的運輸署表格 TD559，將有關改變通知運輸署署長，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，可處罰款 2,000 元。如屬姓名的改變或身分證明文件的改變，駕駛執照持有人／登記車主亦須將現有的駕駛執照正本(如持有)、駕駛教師執照正本(如持有)、車輛登記文件正本(如持有)、車輛牌照(如持有)及自訂登記號碼分配證明書(如持有)送交運輸署署長，以作修改。
2. 運輸署署長在處理牌照申請時，可要求申請人出示其現時地址的證明，以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同現時地址的證明(需發出距今不超過三個月)，並在牌照事務處人員要求下，出示其地址證明。
1. If a **change occurs in the name, address or identity document** of a driving licence holder/registered vehicle owner previously provided by the driving licence holder/registered vehicle owner to the Commissioner for Transport, the driving licence holder/registered vehicle owner shall, within 72 hours of the change, notify the Commissioner for Transport in writing or by submitting the completed Transport Department Form TD559 with the proof of change. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, the driving licence holder/registered vehicle owner shall also deliver to the Commissioner for Transport the existing original driving licence (if applicable), original driving instructor's licence (if applicable), original vehicle registration document (if applicable), vehicle licence (if applicable) and Certificate of Allocation of Personalized Registration Mark (if applicable) for amendment;
2. The Commissioner for Transport may, in processing licensing application, require the applicant **to produce proof of his/her present address**, and may suspend the processing of the application until the production of such proof. Applicants please bring along your proof of present address (issued not more than 3 months from now) for presentation as and when requested by officers of licensing offices.

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申請表所獲得的個人資料作下列用途：
 - (a) 辦理有關審批你在本申請表中所提出的申請的事務；
 - (b) 辦理有關交通及運輸的事務；
 - (c) 統計及其他法定用途；及
 - (d) 方便運輸署與你聯絡。
2. 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

3. 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：
 - (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。

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申請表所提供的個人資料副本一份。

查詢

5. 有關透過本申請表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。

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) activities relating to traffic and transport matters;
 - (c) statistical and any other legitimate purposes; and
 - (d) 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.

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)