

(由登記車主或其書面授權人填寫。如屬有限公司，則應由該公司所指定及授權的人士簽署，並寫下該人士的全名。)

(To be completed by the registered owner or his representative authorised by him in writing. In the case of a Limited Company, this should be signed by a person nominated and authorised by the Company. He should also put down his name in full under his signatures.)

該車
The vehicle itself

- 將重行以新的登記號碼登記
will be re-registered under a new registration mark.
- 將重行登記，該登記號碼為 _____ () 並為
will be re-registered under the registration mark _____ which
- (一) 本人所保留者 (請附上保留登記號碼證)。
(1) I have retained (please attach certificate of retention of registration mark).
- (二) 本人從拍賣中所投得者 (請附上該號碼的競投款項收據及發售備忘錄)。
(2) I have obtained by auction (please attach receipt for payment for the number and memorandum of sale).
- 已毀棄而車輛毀棄證明書亦已隨本申請書附上。
has been scrapped and the scrap certificate is herewith attached.
- 已輸往外地而有關於運輸文件亦已隨本申請書附上。
has been exported and the shipping document is herewith attached.
- 失車。
missing vehicle.
- 其他 請註明：
other Please specify: _____

現申請將前述車輛登記號碼暫予保留，本人將於本申請書日期起計的十二個月內，申請將該登記號碼轉用於本人的另一車輛，倘在該期間內未有進行申請，運輸署可毋須通知本人而取消該登記號碼。

I hereby apply to have the aforesaid vehicle registration mark held in abeyance for a period not exceeding 12 months from the date of this application, within which period I shall apply for this registration mark to be assigned to another vehicle of mine. In this connection, I fully understand that if I fail to make such application within this period, this registration mark will be cancelled without notice to me.

現聲明，據本人所知，以上所填報的一切資料均屬詳盡確實。本人明白，如故意提供失實資料，根據香港法例第 374 章道路交通條例第 111 條第 (3) 款的規定，本人可被判罰款 5,000 元及監禁 6 個月。

I declare that to the best of my knowledge and belief, the information given above is true and complete. I understand that, if I knowingly make any statement which is false in a material particular, I shall render myself liable under Section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and imprisonment for 6 months.

申請人簽署
Signature of Applicant

日期
Date

此簽署須與登記文件的簽署相符；如屬公司/機構申請人，請加蓋公司/機構印章。

The signature should conform with that on the Vehicle Registration Document; for company/organization applicant, please also stamp company's/ organization's chop.

通知 NOTIFICATION

你的車輛如經拆毀或毀棄或永久性輸往香港以外地區，須於十五日內以書面通知運輸署署長，並須一併附上車輛的登記文件及牌照 (若該牌照仍屬有效)。如該車輛是獲配予自訂登記號碼，除非上述的登記號碼在署長取消該車輛的登記之前已轉移或保留備用，否則有關的分配證明書亦須同時交還。

When your vehicle is broken up, destroyed, or sent permanently out of Hong Kong, you are required by law to notify within 15 days the Commissioner for Transport in writing of such breaking up, destruction or dispatch. Your notification should be accompanied by your Vehicle Registration Document and the Vehicle Licence (if the licence is still valid). If the vehicle is assigned with a Personalized Registration Mark, the Certificate of Allocation concerned should also be returned at the same time, unless the registration mark assigned to the vehicle is transferred or held in abeyance before the Commissioner cancels the registration of the vehicle.

遞交申請書辦法 SUBMISSION OF APPLICATIONS

你填妥申請書後，可親自或由代理人或郵寄交回寄港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處或九龍長沙灣道 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。)

申請書必須連同下列文件及費用一併遞交：—

- + 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，則須出示公司註冊證（商業登記證不會被接納）。上述文件的影印副本亦可接受作核對用，並將於辦理你的申請後銷毀；
- 有關車輛的登記文件正本及車輛牌照（行車證）正本；
- 如該車輛已毀棄或輸往外地，則須呈交有關的毀棄證明書或運送文件，及配予該車輛的自訂登記號碼的分配證明書正本(如適用)；及
- 應繳的費用 — 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。有關各類車輛牌照的費用，你可於本署各牌照事務處的詢問處查詢或索取印有各類牌照費用的單張(TD341)、瀏覽運輸署網頁 (<http://www.td.gov.hk>)或致電政府熱線 1823 查詢。

若車輛類別為私家/公共巴士、私家/公共小巴、的士或獲發具有出租汽車許可證的私家車，申請人須要先前往位於香港牌照事務處的公共車輛組取得有關批准，並連同其他於上述未提及而有關連的文件一併遞交。

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>。

Completed applications can be submitted either by post or in person or by agent to the Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong or Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon. (If the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose.)

Applications must be accompanied by: —

- + your H.K. Identity Card, or a passport for non-identity card holders in the case of a private owner, 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;
- the relevant original Vehicle Registration Document(s) and the original Vehicle Licence(s);
- the scrap certificate or shipping document of the vehicle, and the original Certificate of Allocation of the Personalized Registration Mark assigned to the vehicle (if applicable) if the vehicle is scrapped or exported out of Hong Kong; and
- the appropriate fee — if pay by cheque/cashier order, please make it payable to “the Government of the Hong Kong Special Administrative Region” and crossed. Please write down your name, vehicle registration mark and daytime contact telephone number on the back of the cheque/cashier order. For enquiry of vehicle licence fees, you may enquire at the enquiry counters of Licensing Offices, obtain TD341 containing various licence fees, visit Transport Department’s website (<http://www.td.gov.hk>) or call Citizen’s Easylink at 1823.

In the case of Private/Public Bus, Private/Public Light Bus, Taxi or Private Car with hire car permit, the application must be submitted together with other relevant documents not mentioned above to the Public Vehicles Section at the Hong Kong Licensing Office for approval in advance.

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

注意事項 NOTES FOR ATTENTION

- (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地址證明(住址/公司地址(如以公司登記為車主)及通訊地址，例如水/電/煤氣費單和銀行信件等)，以及在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同其最近三個月內的地址證明，並在牌照事務處人員要求下，出示其地址證明；及
 - (3) 所有在本署以你的身份證明文件號碼登記的車輛牌照或駕駛執照的記錄，會根據你在此表格內填報的地址而同時更改。
- (1) If a change occurs in the name, address or identity document of a driving licence holder/registered owner previously provided by the driving licence holder/registered owner to the Commissioner for Transport, the driving licence holder/registered 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 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 Certification 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 address (residential address/company address (if using company as registered vehicle owner) and correspondence address, e.g. water/electricity/gas bill and bank correspondence), and may suspend the processing of the application until the production of such proof. Therefore, applicants please bring along with address proof issued within the last three months for presentation as and when requested by officers of Licensing Office; and
 - (3) For any change of address notified under this application form, all vehicle/driving licence records of the applicant under the same identity document held by this Department will also be changed.

郵遞申請 APPLICATION 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。
Please write down your name, vehicle registration mark and daytime contact telephone no. on 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表所申請的車輛登記文件及牌照給你，請在以下填上你的姓名/公司名稱(如以公司登記為車主)及你於本申請表甲部所填寫的住址/公司地址/通訊地址。To facilitate us to mail the vehicle registration document and licence 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 Part A of this application form.

銀行名稱 Name of Bank: _____

付款總額 Amount Paid: _____

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

姓名 Name : _____

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

+請於適當的方格內加「✓」號。Please tick the appropriate box(es).

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:

Executive Officer/FRT
Licensing Section, Transport Department
3/F, United Centre
95 Queensway
Hong Kong