

續領 車輛牌照 申請表格

APPLICATION FOR RENEWAL OF VEHICLE LICENCE

查詢熱線
Enquiry Hotline
1823

續領車輛牌照申請表格

APPLICATION FOR RENEWAL OF VEHICLE LICENCE

所需文件 Required Documents

- (1) 身分證明文件的正本或副本 (香港居民：香港身份證；非香港居民：護照；公司 / 機構：公司註冊證)；
 - (2) 有效的第三者保險單或臨時保險單的正本或副本，該保險單必須以登記車主的名義購備，並須在新牌照生效當日仍屬有效(不適用於拖車)；
 - (3) 車輛登記文件正本；
 - (4) 如果車輛須要接受檢驗，請出示「車輛宜於道路上使用證明書」或「(車輛)檢驗及格證明書」正本 (該證明書必須在新牌照生效當日仍屬有效)；
 - (5) 應繳費用 - 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；及
 - (6) 最近三個月發出的地址證明(住址/公司地址(如以公司登記為車主)及通訊地址)正本或副本(例如水/電/煤氣費單和銀行信件等)。
- (1) Original or photocopy of identity document (Hong Kong Identity Card for Hong Kong residents; passport for non Hong Kong residents; Certificate of Incorporation for companies / organizations);
 - (2) Original or photocopy of valid Third Party Risks Insurance Policy or Cover Note, it must be registered in the name of the registered owner and shall be valid on the date when the new licence is to become operative (not applicable to trailer);
 - (3) Original Vehicle Registration Document;
 - (4) In case the vehicle is subject to inspection, please produce original "Certificate of Roadworthiness" or "Certificate of Fitness" (The certificate must be valid on the date when the new licence is to become operative);
 - (5) 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; and
 - (6) Original or photocopy of address proof (residential/company address (if using company as registered vehicle owner) and correspondence address) issued within the last 3 months (e.g. water/electricity/gas bill and bank correspondence).

本欄不必填寫 For Official use only			
Valid Tran. No.	RD Tran. No.	O	
		P	
Receiving officer's signature			

請用正楷填寫 Please use BLOCK LETTERS to complete the form

甲部 申請內容	PART A Details of Application
車輛登記號碼 Vehicle Registration Mark _____	
所申請牌照的有效期 Licence Validity Period Applied for 請在適當方格內加上 ✓ 號 Please enter ✓ in the appropriate box	
<input type="checkbox"/> 四個月 4 months	<input type="checkbox"/> 十二個月 12 months

登記車主資料 Particulars of Registered Owner

姓名/公司名稱 Name
先生/夫人/小姐/女士/有限公司* Mr. / Mrs. / Miss / Ms. / Ltd. Co.*

身分證明文件號碼 / 公司註冊證號碼
Identity Document No. / Certificate of Incorporation No.

公司聯絡人(如以公司登記為車主)
Company Contact Person (if using company as registered vehicle owner)

日間聯絡電話號碼
Daytime Contact Telephone No. _____

**請將不適用的刪去。 To be deleted as appropriate.*

住址/公司地址 Residential /Company Address

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。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 under this application form.

室 Flat/Room	樓 Floor	座 Block

樓宇層數請依升降機所用編號，或以西式計算。

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

<input type="checkbox"/> 香港 Hong Kong	<input type="checkbox"/> 九龍 Kowloon
<input type="checkbox"/> 新界 New Territories	

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乙部 申請豁免車輛牌照過期後使用車輛附加費聲明
PART B Declaration on Application for Waiving Additional Fees Incurred from Usage of Vehicle During the Unlicensed Period

本人謹此聲明在_____年_____月_____日至_____年_____月_____日期間，上述車輛不會在道路上使用。本人現申請豁免以上車輛在該段期間的附加費。本人並願意按運輸署署長的要求，提交文件以茲証明。

I declare that the above vehicle has not been used on a road during the period from_____ to _____. I hereby apply for the additional fee for the above period to be waived. I undertake to provide documentary evidence to support this declaration if so required by the Commissioner for Transport.

登記車主 (或其書面授權人) 簽署✦
Signature of Registered Owner✦_____

(or a representative with written authorization)

日期 Date _____

(✦此簽署須與甲部的登記車主簽署相符。

The signature should conform with that on the signature of registered owner marked at Part A)

通訊地址 Correspondence Address

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。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.

室 Flat/Room _____ 樓 Floor _____ 座 Block _____

樓宇層數請依升降機所用編號，或以西式計算。

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

車輛保險資料 Particulars of Vehicle Insurance Policy

保險公司名稱 (並非代理) Name of Insurance Company (not agent)

保單 / 臨時保單編號

Policy / Cover Note No. _____

屆滿日期

Expiry Date _____

登記車主 (或其書面授權人)簽署†

Signature of Registered Owner†_____

(or a representative with written authorization)

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.

(登記車主如在車輛牌照過期後不會在道路上使用該車輛而欲申請豁免附加費，請填寫乙部。若填寫時有任何刪改，登記車主必須在旁加簽，否則申請不予接納。)

(Registered owner who has not used the vehicle on a road after expiry of the vehicle licence and would like to apply for waiving the additional fees shall complete Part B. Any amendments in Part B must be endorsed by the registered owner or else the application will not be accepted.)

(如你以郵遞申請，請填寫丙部)

(Please complete Part C if apply by post)

丙部 郵遞申請 PART C 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.

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. _____

為方便本署郵寄本申請表所申請的牌照給你，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 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.

姓名 Name: _____

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

✂郵遞申請，請寄往以下地址 (請沿虛線剪下)

運輸署沙田牌照事務處
沙田中央郵政信箱 79 號

TD558

注意事項 Attention

- (1) 在填寫此申請表格前，請你閱讀本署《怎樣申請車輛登記及領取牌照》資料單張。你可在運輸署各牌照事務處索取這單張或瀏覽運輸署網站 <http://www.td.gov.hk>。
- (2) 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。
- (3) 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。
- (4) 所有在本署以你的身分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。
- (5) 你可於現有的牌照屆滿日期前四個月內申請續領車輛牌照，新牌照將於現有牌照屆滿日期起生效。
- (6) 如果申請由代理人遞交，代理人必須同時出示其本人的身份證明文件正本，以作記錄。
- (7) 除非你能提出充分證據，證明車輛在整段未領牌照的期間內未曾在道路上使用，否則由原有牌照屆滿日期起至新牌照生效日止的期間必須繳交附加費，按每日加收一年應付牌費百分之零點三三計算(不足一角，亦以一角計算)。繳交未續領車輛牌照期內的附加費，並不能視作該車已補領牌照，在此情況下發出的新牌照，將由簽發日起生效。
- (8) 若有法庭命令指示運輸署署長拒絕向你簽發車輛牌照，則運輸署署長無權向你簽發有關牌照。
- (9) 如你故意填報失實資料，根據香港法例第 374 章《道路交通條例》第 111 條第(3)款的規定，你可被判罰款 5,000 元及監禁 6 個月。
- (10) 有關申領駕駛執照、車輛牌照或車輛過戶的申請，如申請人曾以支票支付未繳付的交通罰款，運輸署會在支票付款日七個工作天後，才辦理有關申請。
- (11) 有關各類車輛執照的費用，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。

(1) You are advised to read the information leaflet "How to Apply for Registering and Licensing a Vehicle" before completion of this application form. You can obtain the information leaflet at all Licensing Offices or our website <http://www.td.gov.hk>.

(2) 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 Certificate of Allocation of Personalized Registration Mark (if applicable) for amendment.

- (3) The Commissioner for Transport may, in processing licensing application, require the applicant to produce proof of his/her address (residential/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.
- (4) 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.

✂ Application by post to the following address (Please cut along the line)

Transport Department
Shatin Licensing Office
Shatin Central Post Office P.O. Box 79 TD558

TD558 (Rev.8/2008) 續領車輛牌照申請表格

Application for Renewal of Vehicle Licence

- (5) You may apply for renewal of a vehicle licence within four months prior to the expiry date of the current licence. The new licence will be valid from the expiry date of the current licence.
- (6) If the application is submitted by an agent, the agent is also required to produce his / her own original identity document for record purpose.
- (7) Additional fee will be payable at the rate of 0.33% of the appropriate annual rate for each day (round up to nearest 10 cents) of any period between the last expiry date and the date when the new licence commences, unless satisfactory proof is produced to the effect that the vehicle was put off the road during the entire unlicensed period. Please be advised that payment of additional fee does not mean that the vehicle will be licensed for the period for which such fee is charged and that any new licence granted under such circumstances will only start from the date of issue.
- (8) The Commissioner for Transport is not empowered to issue any vehicle licence to you if there are any outstanding court orders directing the Commissioner for Transport to refuse to issue the said licence to you.

(9) If you knowingly make any statement which is false in a material particular, you will render yourself liable under Section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and to imprisonment for 6 months.

- (10) If applicant has used cheque to settle payment of outstanding traffic fines, application for issue/renewal of driving/vehicle licence and/or transfer of vehicle ownership would only be processed after 7 working days from the date of cheque payment.
- (11) 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.

交回表格地點 Place of Submission

請將填妥的申請表格及所需文件以下列方式交回 — (請不要撕開本申請表格)

Please return the completed application form and necessary documents by any of the following methods — (Please do not tear this application form)

郵寄申請

請郵寄至

運輸署沙田牌照事務處

沙田中央郵政信箱 79 號《續領車輛牌照》

(本署收到申請後，會在 10 個工作天內將牌照以掛號信寄回給你)

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；
- (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；
- (3) 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；或
- (4) 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 <http://www.td.gov.hk>。

Application by post

Please send application by post to

Transport Department Shatin Licensing Office

P.O. Box 79, Shatin Central Post office 《Renewal of Vehicle Licence》

(Upon receipt of application, the licence will be posted to you by registered post within 10 working days)

Application in person or by agent

- (1) Transport Department Hong Kong Licensing Office at 3/F, United Centre, 95 Queensway, Hong Kong;
- (2) Transport Department Kowloon Licensing Office at 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon;
- (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, Sha Tin, New Territories.

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

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以下用途：
 - (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

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 matter.

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.

運輸署網站 Transport Department's website:

<http://www.td.gov.hk>