

填表須知 NOTES TO ATTENTION

所需文件 REQUIRED DOCUMENTS

新車主通知書，必須連同下列文件及費用一併遞交：——

- (一) 車輛登記文件 (登記文件須由登記車主簽署)；
- (二) 有關的自訂登記號碼分配證明書 (如該車輛是獲配予自訂登記號碼的車輛)；
- (三) 凡登記車輛屬私人所有，請出示香港身份證；非香港居民，則出示護照；如車輛屬有限公司擁有，請出示公司註冊證；
- (四) 商業登記證；
- (五) 以新車主名義購備的第三者風險保險單或臨時保險單 (須於車輛過戶的生效日期仍屬有效)；及
- (六) 應繳的費用 (如用支票繳費，請劃線支付「香港特別行政區政府」)。

The new owner's notice must be accompanied by the following:—

- (1) the Vehicle Registration Document (please ensure that the registered owner has signed the registration document);
- (2) the Certificate of Allocation of Personalized Registration Mark (if the vehicle is assigned with a personalized registration mark);
- (3) the Hong Kong Identity Card or a Passport for non-identity card holders in the case of a private owner and the Certificate of Incorporation in the case of a Limited Company;
- (4) the Business Registration Certificate;
- (5) the Third Party Risk Insurance Certificate or Cover Note issued in the name of the new owner (valid on the date when transfer of ownership is effected); and
- (6) the appropriate fee. (Cheques should be made payable to the Government of the Hong Kong Special Administrative Region and crossed.)

電話查詢 TELEPHONE ENQUIRIES

廿四小時查詢熱線：	1823	辦公時間：	2804 2576
24-hour Enquiry Hotline:	1823	Office Hour:	2804 2576

交回表格地點 PLACE OF SUBMISSION

申請表填妥後，必須親自交回香港金鐘道 95 號統一中心 3 樓運輸署公共車輛分組。

請注意服務時間如下：

星期一至星期五	星期六、日及公眾假期停止辦公。
由上午九時至下午一時	
及下午二時至五時四十五分	

You must submit your application in person to the Public Vehicles Unit, Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong. Please note that the service hours are as follows:—

Monday to Friday	The Office will be closed on Saturday, Sunday and Public Holiday.
From 9:00 a.m. to 1:00 p.m.	
and 2:00 p.m. to 5:45 p.m.	

車主姓名或名稱 NAME OF OWNER

新車主如屬有限公司，應填報其名稱及註冊辦事處地址，並應由該公司指定的人士簽署表格。有關車輛如由私人商號擁有，則應以該商號的東主或主要合夥人的姓名登記。未經註冊的商號或團體，其名稱不得用以登記車輛。

If the new owner is a Limited Company, the name and address of the registered office of the Company should be given and should be signed by a person nominated by the Company. If the vehicle is acquired by a private firm, the vehicle must be registered in the name of the proprietor or principal partner. Vehicles cannot be registered in the name of a firm or institution unless it is an incorporated body.

死亡 DEATH

如登記車主已經去世，須出示遺囑認證書或遺產管理證明書。

Where the registered owner has died, a probate or letter of administration must be produced.



警告 WARNING

- (一) 預備買車的人士須注意，車輛的登記車主不一定是合法車主，在達成購車協議之前，可向任何牌照事務處申請發給有關無欠繳款紀錄及無違例紀錄證明書，以確定所有涉及該車的罰款已經繳清，而該車輛又無「停牌」的可能。
- (二) 根據定額罰款 (交通違例事項) 條例 (香港法例第 237 章)，在運輸署將過戶一事記錄在案之前，轉讓車輛的登記車主仍須負責繳付涉及有關車輛的罰款。登記車主為本身利益計，應確保過戶一事盡早正式記錄在案，因此登記車主應親自偕同新車主前往運輸署，以確保辦妥有關手續。
- (三) 車輛過戶後 72 小時內，本通知書的正本須由新車主送交運輸署署長，舊車主亦須向運輸署署長交出副本，違者可被判罰款 2,000 元。
- (四) 車輛過戶後，以前任車主名義購備的第三者風險保險單隨即失效。申請車輛過戶前，新車主必須以其本人名義為該車輛購備適當的保險。駕駛未購備適當保險的車輛乃屬違法。
- (五) 如車輛的首次登記稅、登記費及牌費尚未清繳，車輛過戶時，新車主須繳付該等稅款及費用。獲豁免者不在此限。
- (六) 除非事先經由運輸署署長批准，否則登記車主出售在 1994 年 8 月 1 日或以後於香港首次登記的汽車時，售價不得高於汽車應課稅值，免稅配件價值，免稅保養未滿期部分價值及已繳付首次登記稅的總和。
- (七) 如要求批准以超過上文第 (六) 段的過戶售價限制出售汽車，可利用申請表格 TD 468 號「批准汽車過戶售價申請書」申請，根據汽車 (首次登記稅) 條例 (香港法例第 330 章)，如不遵守上述規定，即屬違法，可被判罰款 50 萬元及監禁 12 個月。

- (1) Prospective purchasers are reminded that the registered owner of a vehicle may not necessarily be the legal owner, and are advised to ascertain before an agreement for the acquisition of a vehicle is made, that there are no outstanding penalties/possible suspension of licence in respect of the vehicle by applying to any of the licensing offices for the relevant Clearance Certificates.
- (2) On transfer of vehicle ownership, the registered owner would still be liable under Fixed Penalty (Traffic Contravention) Ordinance, Cap. 237 until the transfer of ownership has been registered by the Transport Department. It is therefore in their own interest to ensure that the transfer is properly registered as early as possible and it is therefore advisable for them to accompany the new owner to the Transport Department to witness the completion of the procedure.
- (3) Within 72 hours after the transfer of ownership, the new owner must deliver the original copy of this notice and the old owner must deliver the duplicable copy to the Commissioner for Transport. Failure to comply with this requirement is an offence liable to a fine of \$2,000.
- (4) On transfer of ownership the third party risk insurance policy issued in the name of the previous owner will cease to be effective. The new owner must therefore obtain appropriate insurance cover in his own name for the vehicle before he applies for transfer of the vehicle's ownership. It is an offence to drive without proper insurance.
- (5) If First Registration Tax, Registration and Licence Fees have not been paid on a particular vehicle, such tax and fees are chargeable on transfer of ownership of that vehicle unless remission is granted.
- (6) A registered owner must not sell a motor vehicle which was first registered in Hong Kong on or after 1 August 1994 at a price greater than the taxable value of the motor vehicle, value of tax-exempt accessories, value of unexpired portion of tax-exempt warranty, plus the first registration tax paid without obtaining prior approval of the Commissioner for Transport.
- (7) Application for approval of the selling price of a motor vehicle upon transfer of ownership as required in (6) above can be made on application form TD 468 "Application for Approval of the Selling Price of a Motor Vehicle upon Transfer of Ownership". Any person who fails to comply with the requirement commits an offence and is liable under the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to a fine of \$500,000 and imprisonment for 12 months.

注意 ATTENTION

法律規定，個人資料如姓名、地址、身份證明文件等，或車輛登記細節，若有任何更改，必須以書面 (或填妥更改有關資料的表格 **TD559**) 通知運輸署署長。個人資料的更改，須於七十二小時內通知，否則可被罰款二千元。車輛登記文件、車輛牌照及自訂登記號碼分配證明書 (如屬需要) 亦須交出，以作修改。如更改地址，你所有以同一身份證／護照／有限公司註冊證號碼登記的車輛牌照／駕駛執照紀錄亦會同時更改。

You are required by law to notify the Commissioner for Transport in writing (or by completing a specified form TD559) of any change in respect of personal particulars such as name, address, identity document, etc.; or vehicle registration particulars. The change of personal particulars must be reported within 72 hours, otherwise you are liable to a fine of HK\$2,000. You should also submit your vehicle registration document and where appropriate the vehicle licence and the Certificate of Allocation of Personalized Registration Mark for amendment.

For any change of address, all vehicle/driving licence records under the same I.D. Card No. / passport No. / Limited Co. Certificate of Incorporation No. will also be changed.

收集目的

- 運輸署會使用透過本表格所獲得的個人資料作下列用途：
 - 辦理有關審批你在本表格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，保存一份車輛紀錄，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紀錄；
(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

- 你透過本表格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表格所提供的個人資料副本一份。

查詢

- 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 樓牌照事務組行政主任／FRT 收啓。

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