

# 3 *Points to Note at Various Stages from Submission of Application to Auction*

## Stage 1: Submission of Application

### 1.1 Application Period

- Transport Department accept applications for allocation of personalized vehicle registration marks upon sale by auction every January, May and September. For up-to-date details including the number of applications to be considered in the exercise, please visit Transport Department website ([www.td.gov.hk](http://www.td.gov.hk)).

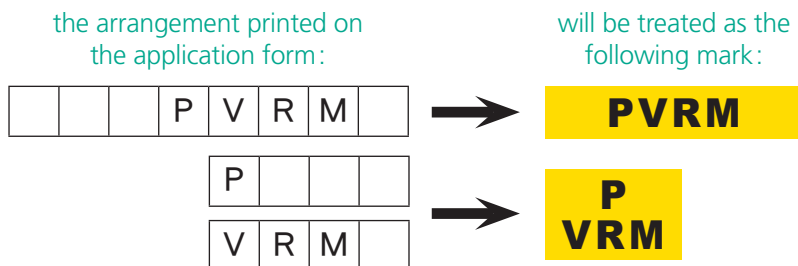
### 1.2 Complete the Application Form

- The applicant should complete Application Form (TD569) or complete online application form available at the GovHK website ([www.gov.hk](http://www.gov.hk)). All items on the application form should be duly completed, otherwise the application may not be entertained.
- Use block capitals to complete Application Form (TD569).
- Application Form (TD569) is available at:
  - Transport Department website ([www.td.gov.hk](http://www.td.gov.hk))
  - Licensing Offices of Transport Department

Licensing Office Address
<b>Hong Kong</b> 3/F, United Centre, 95 Queensway, Hong Kong
<b>Kowloon</b> 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon
<b>Kwun Tong</b> 5/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon
<b>Sha Tin</b> 2/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories

- For submission of online application, use of valid personal or organizational digital certificate issued by recognized Certification Authorities is required for authentication.
- Applications can be made in the name of individuals or limited companies. If an application is made in the name of an individual, the applicant should have reached the age of 18 by the closing date for application.
- The applicant should print the proposed personalized vehicle registration mark clearly in designated boxes on the Application Form. Only 1 letter or numeral should be written in each box, or the box may be left blank to indicate a blank space between 2 letters and/or numerals.
- **No alteration, addition or deletion** to the combination and arrangements of the personalized vehicle registration mark printed on the application form will be allowed after submission of application. If the arrangement in two rows is not provided, accordingly no display of the registration mark in two rows will be allowed if the application is accepted.

- If the display of the personalized vehicle registration mark in two rows is specified, its sequence of arrangement of the letters and numerals shall be the same as in a single row, otherwise the application will not be entertained.
- When processing the application, Transport Department ignore any blank boxes at the beginning and end of each row and place the personalized vehicle registration mark in the middle. For instance,



*The requirements on the display of personalized vehicle registration marks stipulated in Schedule 4 to the Road Traffic (Registration and Licensing of Vehicles) Regulations shall prevail.*

- For the purpose of processing application, letters "I" and "O" comprised in the proposed personalized vehicle registration mark printed on the application form will be treated as numerals "1" and "0" respectively. For instance,



*The requirements on the display of personalized vehicle registration marks stipulated in Schedule 4 to the Road Traffic (Registration and Licensing of Vehicles) Regulations shall prevail.*

- The personalized vehicle registration mark combinations shall comply with the requirements set out in the Road Traffic (Registration and Licensing of Vehicles) Regulations, Cap. 374E. Details are at Annexes 1 and 2. The applicant should take note of these requirements first lest the application may not be considered even though the lot falls on it.
- Schedule 4 to the Road Traffic (Registration and Licensing of Vehicles) Regulations stipulates in detail the requirements on the display of a personalized vehicle registration mark. Moreover, the size of the number plate to be installed on different models of motor vehicles varies. Before deciding on the personalized vehicle registration mark combination, the applicant should first have an understanding of these requirements and consider the size of the number plate of his/her vehicle to see whether it can accommodate the proposed personalized vehicle registration mark.
- Before submitting the application, the applicant may visit the GovHK website ([www.gov.hk](http://www.gov.hk)) to enquire whether the personalized vehicle registration mark combination that he/she has interest to apply can comply with the basic combination requirements set out at Annex 1. The applicant may also call the Enquiry Hotline at 2804 2600.

### 1.3 Submission of Application

- Each applicant can only submit **ONE application** in each exercise. If more than one application is submitted by an applicant, all of his/her applications will not be processed.
- Applications can be submitted by:
  - putting in the drop-in box at any of the Licensing Offices of Transport Department;
  - posting to Vehicle Registration Marks Unit, Transport Department, Room 506-508, 5/F, Harcourt House, 39 Gloucester Road, Wan Chai, Hong Kong; or
  - using the online application service available at the GovHK website ([www.gov.hk](http://www.gov.hk)).
- Applications should be submitted during the application period. Applications outside application period will not be entertained. Applications received by mail will be dated by the postmark.
- No withdrawal of an application after submission will be allowed.
- No payment of deposit is required at this stage.

### 1.4 Acknowledgement of receipt of application

- For applicants who submit the applications by postal or drop-in box, Transport Department will, upon receipt of an application, send an acknowledgement of receipt bearing an application number to the applicant by ordinary post. For those applicants who have not received the acknowledgement letter within 2 weeks after submission of their applications, they should call the Enquiry Hotline at 2804 2600 immediately.

- For applicants who make use of the online application service, they will receive an acknowledgement bearing an application number immediately upon completion of the necessary procedures.
- Only applications that have been acknowledged receipt will be processed.

## **Stage 2: Selection of Applications by Lot**

- If the number of applications received exceeds the number for consideration specified in the Gazette Notice, Transport Department shall cause the applications to be selected by lot.
- The application numbers selected by lot will be published in Transport Department website ([www.td.gov.hk](http://www.td.gov.hk)) and the applicants will also be notified of the ballot results by post.

## **Stage 3: Checking against Basic Combination Requirements**

- The selected personalized vehicle registration marks will only be further processed if they meet the basic combination requirements as specified in Annex 1.
- If more than one selected application for the same proposed personalized vehicle registration mark (taking into account only the sequence of arrangement of the letters and numerals) is so selected, only the one on which the lot falls first out of those applications will be further processed.
- Selected applicants will be notified of the checking results by post.

## Stage 4: Payment of Deposit

- If a selected application meets the basic combination requirements, Transport Department will send a notice in writing to the applicant, requiring him/her to pay a deposit of \$5,000 within the period specified in the notice.
- If an applicant fails to pay the deposit within the specified period, his/her application will be deemed to have been withdrawn and will not be processed further.

## Stage 5: Vetting

- In accordance with Regulation 12F of the Road Traffic (Registration and Licensing of Vehicles) Regulations, Cap. 374E, upon receipt of the deposit, the Commissioner for Transport will, in his discretion, decide whether to accept the application, and will refuse the application in accordance with the vetting criteria set out at Annex 3.
- Transport Department will inform the applicant whether his/her application is accepted or refused by post.
- For an application which is refused, the deposit paid by the applicant will be refunded to him/her via the Treasury.

## Stage 6: Auction

- The approved personalized vehicle registration mark will be offered for sale by auction at a reserve price of \$5,000. Transport Department will inform the applicant of the auction date and details by post. Please refer to another pamphlet on auction of personalized vehicle registration marks for more details.
- Where necessary, the Commissioner for Transport may reverse his original decision to accept the application before the auction, and will inform the applicant in writing

and refund the deposit paid to him/her via the Treasury. The personalized vehicle registration mark concerned will be removed from the auction list.

- If a personalized vehicle registration mark proposed by an applicant is approved to be offered for sale by auction but remains unsold at the auction, it will be allocated, at a special fee of \$5,000, to the applicant, and the deposit paid by the applicant shall be taken as payment of the special fee. As such, the deposit paid by the applicant will not be refunded to him/her. The applicant will be notified of the allocation after the auction by post. Please note that the personalized vehicle registration mark can only be assigned to a vehicle registered in the name of the applicant under such circumstances.
- If the applicant is not successful in bidding for his/her proposed personalized vehicle registration mark, the deposit paid will be refunded to him/her via the Treasury.
- The purchaser shall, within 12 months after the date of auction, apply to the Commissioner for Transport for the personalized vehicle registration mark to be assigned to a motor vehicle registered in the name of the purchaser. If the purchaser fails to assign the registration mark within 12 months, the Commissioner may, without prior notice to the purchaser, cancel that allocation and reallocate the registration mark.
- The Commissioner for Transport may, in his discretion, cancel the allocation of the personalized vehicle registration mark at any time after the auction if he is satisfied that the personalized vehicle registration mark is not or is no longer appropriate for allocation. In such circumstances, the personalized vehicle registration mark holder shall return the documents specified. Upon receipt of the documents, Transport Department will refund to the holder an amount equal to the auction price or the special fee at which the personalized vehicle registration mark was sold.