

重要事項 Important Notes

- (1) 你可將填妥的表格(連同證據)透過以下方式送交本署：
 - (i) 郵寄至九龍祥業街2號運輸署車輛檢驗辦事處；或
 - (ii) 傳真至2392 3408；或
 - (iii) 電郵至covis@td.gov.hk

You can submit the completed form (together with evidence) to this Department by the following means:

- (i) By post to Vehicle Inspection Office of Transport Department at 2 Cheung Yip Street, Kowloon; or
 - (ii) By fax to 2392 3408; or
 - (iii) By email to covis@td.gov.hk
- (2) 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或予以銷毀。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。
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 or disposed of 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.
 - (3) 假如你未能提供本表格內所須的資料，本署有可能未能處理你的舉報。
If you fail to supply the information as required by this form, this Department may not be able to process your report.
 - (4) 如有需要，本署會將你的舉報轉交予其他相關政府部門、決策局及有關機構跟進。
If necessary, this Department will refer your report to other Government departments, bureaux and relevant organizations for follow-up.
 - (5) 本署會在收到你的舉報當日起計的五個工作天向你發出認收書。
This Department will provide an acknowledgement within five working days on receipt of your report.
 - (6) 除非你要求本署通知你有關舉報的結果，否則你將不會收到本署的回覆。
No reply will be sent to you unless you have indicated that you would like to be informed of the outcome of the report.
 - (7) 你應保留一份已填妥的表格副本，以備參考。
You are advised to keep a copy of this completed form for reference.
 - (8) 如有查詢，請致電 2707 4188。
For enquiries, please call 2707 4188.

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下列用途：
 - (i) 跟進你的舉報；及
 - (ii) 方便運輸署與你聯絡。
- (2) 假如你未能提供本表格內所須的個人資料，你的舉報將不獲處理。

獲轉交資料的部門／人士

- (3) 透過本表格所提供的個人資料會向其他政府部門、決策局及有關機構公開，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，應寄往九龍祥業街2號運輸署車輛檢驗辦事處。

Purposes of Collection

- (1) The personal data you provided by means of this form will be used by the Transport Department for the following purposes:
 - (i) following up your report; and
 - (ii) facilitating communication between Transport Department and yourself.
- (2) If you fail to supply the personal data as required by this form, your report will not be pursued.

Classes of Transferees

- (3) 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.

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 Vehicle Inspection Office of Transport Department at 2 Cheung Yip Street, Kowloon.