

**Submission of Application**  
**Registration of Manufacturer for Type Approval**

'Registration of Manufacturer for Type Approval' must be applied by a vehicle manufacturer or a local representative/dealer authorized by a vehicle manufacturer (the authorized local representative). Application forms (STA and STA000) should be submitted together with following supporting documents to the department:

1. Company history;
2. Company organisation chart;
3. Products range (including Right Hand Drive/Left Hand Drive models), their production volume and countries to deliver;
4. Conformity assurance certificate of the manufacturer (eg. IATF 16949, ISO 9001, etc.), the conformation assurance procedures and arrangement;
5. Related third party certificates for the safety compliance on the vehicles and components (such as EC whole vehicle type approval, CCC, etc.) and the applicable standards;
6. Recall system and arrangement for local recall service;
7. Information of local workshop (such as address, floor area, no. of engineers, technicians, registered mechanics, machineries, service hours, etc.);
8. Confirmation from the vehicle manufacturer that she is satisfied with the capability of the authorized local representative to deliver the after sales services in Hong Kong, including recall, servicing and repairs;
9. Copy of "Record of Registration" stamped by Customs & Excise Department for importing/distributing motor vehicles of the authorized local representative according to Motor Vehicles (First Registration Tax) Ordinance, Cap 330;
10. Copy of dealership agreement between the manufacturer and authorized local representative in Hong Kong; and
11. Confirmation from the manufacturer that applicant is the only authorized local representative. If there is more than one, the manufacturer shall clearly state the duty and responsibility of each authorized local representative.

Remarks:

- The purpose of registration as a chassis/vehicle supplier is to register a local representative being authorized by a vehicle/chassis manufacturer to be their representative in Hong Kong. The vehicle/chassis manufacturer should demonstrate their manufactured vehicles in the compliance with a whole vehicle type approval system of countries like Japan, European Union and China. Otherwise, an applicant should consider individual type approval application.
  
- After registration, the authorized local representative represents the vehicle manufacturer to submit the form TA001 to Transport Department for type approval applications and handle recall. In addition to the compliance with the laws of Hong Kong, the vehicles supplied to Hong Kong should have quality and safety not inferior to the vehicles type approved in these countries.

- Transport Department is not an authority to approve vehicle production or manufacturing in Hong Kong.

#### Vehicle Body Builder

- The purpose of registration as a vehicle body builder in Transport Department is to register a vehicle body builder being authorized by a vehicle manufacturer/an authorized local representative. During type approval applications, a vehicle body builder submits the form TA001 with chassis information signed by the chassis manufacturer/the authorized local representative. A vehicle body builder is responsible for body building work on the chassis and to fill in the details of the body information in the form TA001.
- Having said that the vehicle body builders should be responsible for the body building work, including related local recall. The vehicle manufacturer/the authorized local representative as a supplier of the chassis should be responsible for giving a vehicle body builder guideline to their authorized vehicle body builders what can be done and what cannot be done on the vehicle/chassis. The chassis manufacturer/the authorized local representative should provide adequate technical supports to the body builder.
- A vehicle body builder should follow the body builder guideline and law of Hong Kong to build the body and equipment on the chassis. If any construction is deviated from or not covered in the body builder guideline, the vehicle body builder should seek consensus from the chassis manufacturer/the authorized local representative.

Transport Department  
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