

Documents required for application of Seating Capacity Adjustment for Private Cars

1. Applicant shall complete the “Notice of Change of Personal Particulars or Vehicle Particulars” (Form TD559), and fill up the details for New Seating Capacity (excluding driver).
2. Scenarios and documents required for application of Seating Capacity Adjustment for Private Cars:

Change	Descriptions	Documentary Proof				Remarks
		A	B	C	D	
Reduction	Removal of original seat(s), without change of seating arrangement of the remaining seat(s)			✓		Sealing of seat and seat belt anchorages are required
	Rearrangement of seating plan e.g. Removal of 3-seater bench seat and replaced by two individual seats	✓	✓	✓		Proper functioning of the Supplemental Restraint System (SRS) should be endorsed by RVM (if any)
Addition	Restore the original seating arrangement by installation of the removed seats		✓	✓		Proper functioning of the Supplemental Restraint System (SRS) should be endorsed by RVM (if any)
	Rearrangement of seating plan by addition of extra seat(s) (Normally unacceptable)	✓	✓	✓	✓	Normally unacceptable; RPE Testing Report shall be produced if quality assurance is adequately proven and compliance with manufacturer’s specifications

3. Documents required to support application:

A	Manufacturer’s Supporting Document, including but not limited to, Declaration Letter, Body Builder Guide, Seat installation Manual, Service Manual, etc.
B	Evidence for O.E.M. Parts, such as Invoice, Parts Catalogue, Parts Manual with indication of O.E.M. Parts Numbers, etc.
C	Declaration Letter issued by Registered Vehicle Mechanics (RVM) on compliance of Manufacturer’s recommended procedure and technical specifications.
D	Registered Professional Engineers (RPE) Testing Report on seat belt(s) and seat anchorages complying with Schedule 2 of Road Traffic (Safety Equipment) Regulations, Cap. 374F.

4. For inquiries, please feel free to contact To Kwa Wan Vehicle Examination Centre at Tel.: (852) 2364 7211 or 2333 3112.