

# Important Notice

## Verification of E-contact Means

In accordance with the law, applicants must provide either a Hong Kong mobile phone number through which they can be contacted by an SMS message or an email address through which they can be contacted by an electronic mail as the e-contact means when submitting driving or vehicle licensing applications. The e-contact means must be verified by one time password through the online licensing services or designated online platform of the Transport Department within three months before submitting an application. For details, please refer to [the website of the Transport Department](#) or scan this QR code.



Website of the  
Transport Department

## Legal Requirements of the Transfer of Ownership of a Vehicle (Except Taxi)

In accordance with the law, the registered owner (**the existing owner**) shall submit the **duplicate** of the "Notice of Transfer of Ownership of a Vehicle (Except Taxi)" (i.e. page 3 of the form TD25), completed and duly signed by the existing owner and the new owner, to the Vehicle Records Office of this Department within 72 hours after the transfer of the ownership of the vehicle. **The new owner** shall submit the **original** of the "Notice of Transfer of Ownership of a Vehicle (Except Taxi)" (i.e. page 1 of the form TD25), completed and duly signed by the existing owner and the new owner, to a Licensing Office of this Department, together with the required documents and fee within 72 hours after the transfer of the ownership of the vehicle, in order to complete the transfer of vehicle ownership procedures. The existing owner should ensure that the new owner submit the original "Notice of Transfer of Ownership of a Vehicle (Except Taxi)" to the Transport Department in order to complete the transfer of vehicle ownership procedures within 72 hours after the vehicle is transferred to the new owner, otherwise, the transfer of ownership is incomplete.

**Before the transfer of vehicle ownership procedures are completed, as the vehicle is still registered under the name of the existing owner, the existing owner needs to continue to take up all legal liabilities incurred by that vehicle. This Department recommends the existing owner and the new owner to visit a Licensing Office of the Transport Department together to complete the procedures for transfer of vehicle ownership.**

## Certificate of Clearance

Prospective vehicle purchasers may 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 for the relevant Certificate of Clearance at any licensing office. The Certificate remains valid for not more than 72 hours from the time of issue.

## Signature and Chop on Vehicle Registration Document (VRD)

The VRD **has to** contain signature of the registered vehicle owner, and the signature on the application form should match with that on the VRD when a relevant licensing application is submitted by the registered vehicle owner concerned. If the vehicle is owned by a company/organization, the VRD **has to contain** the signature of an authorized representative together with a company/organization chop and the chop on the application form **must be identical** with that on the VRD, otherwise this department will **not** process the licensing application.

## Requirement of Address Proof

The original or a copy of the proof of address issued within the last three months **has to** be produced when submitting a licensing application. In accordance with the relevant legislation, the Transport Department may suspend processing the application in the absence of address proof. [\[Please refer to the list of acceptable proof of address\]](#)

## Change of Address or E-contact Means

According to the law, driving licence holders or registered vehicle owners have to notify the Transport Department within 72 hours of their change of address or e-contact means. Any person without reasonable excuse contravenes such requirement commits an offence and is liable on conviction to a fine at level 1. You may notify the Transport Department of change in address with your proof of new address (if applicable) through [GovHK](#), by submitting [the specified form](#) ("Change of Personal Particulars or Vehicle Particulars") or in writing.

## Submission of Identity Document

For application submitted by post/ via drop-in box, please **do not** submit the **original** identity document.

*Applicants may choose to provide their completed application form and relevant documents to Licensing Office (LO) via email (vlapp@td.gov.hk) for preliminary vetting. Under normal circumstances, TD will provide a reply through email within 10 working days informing the applicant of the result of preliminary vetting, and advise the applicant to formally submit the original application form together with supporting documents and prescribed fee to an LO **through the submission means mentioned in the application form**. TD will only conduct preliminary vetting on applications submitted by email, and such applications will only be formally processed and approved after receiving the original application and supporting documents from applicant.*

If you are a registered elector and your residential address has changed, please notify the Registration and Electoral Office (REO) as early as possible. For enquiries, please call the REO hotline 2891 1001.

Support organ donation. Register online now!  
For enquiry, please contact Centralised Organ Donation Register Office of Department of Health on 2961 8441.



Website of  
Department of Health



運輸署

Transport Department



## 所需文件及費用 REQUIRED DOCUMENTS AND FEES

新車主通知書必須連同下列文件及費用一併遞交：——

- ☐ 車輛登記文件（文件正本並由登記車主簽署）；
- ☐ 有關的自訂登記號碼分配證明書正本（如該車輛是獲配予自訂登記號碼的車輛）；
- ☐ 凡登記車輛屬私人所有，請出示新車主的香港身份證正本，非香港居民，則出示護照正本；如車輛屬公司擁有，就該出示新車主的公司註冊證書／非香港公司註冊證明書／公司更改名稱證書／註冊非香港公司變更名稱註冊證明書（如屬首次登記為車主，須出示正本），在表格上蓋上公司印章及由公司指定或授權的人士簽署，並須寫下有關人士的全名；若過戶車輛為私家或公共巴士、私家或公共巴士，則須附上商業登記證；而申請人須首先前往位於香港牌照事務處的公共車輛組取得有關批准；
- ☐ 以新車主名義購得的第三者風險保險單或臨時保單（須於車輛過戶時生效）；
- ☐ 如登記車主已經去世，須出示遺囑檢認書或遺產管理證明書；
- ☐ 現時地址的證明（住址／公司地址及通訊地址）正本或副本，而該地址證明需發出距今不超過三個月（包括水電煤或電訊公司收費單、銀行、保險公司、政府部門、本地大學、國際或本地註冊的慈善機構發出的文件）。所有可接納的地址證明載列於本署網站 ([http://www.td.gov.hk/tc/public\\_services/licences\\_and\\_permits/proof\\_of\\_address/index.html](http://www.td.gov.hk/tc/public_services/licences_and_permits/proof_of_address/index.html))。如有查詢，可致電 2804 2600；及
- ☐ 應繳費用——如欲知最新費用，你可於本署各牌照事務處詢問處、或致電顧客服務熱線 2804 2600／1823 電話中心查詢、參閱牌照事務處的牌照費用表(TD341)或瀏覽運輸署網頁([www.td.gov.hk](http://www.td.gov.hk))。如以支票／銀行本票付款，請劃線並寫明「香港特別行政區政府」為收款人，並在支票／銀行本票背面寫上你的姓名，車輛登記號碼及日間聯絡電話號碼；請勿郵寄現款。

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

- ☐ the Vehicle Registration Document (the original document and signed by the registered owner);
- ☐ the original Certificate of Allocation of Personalized Registration Mark (if the vehicle is assigned with a personalized registration mark);
- ☐ in the case of a private owner, the new owner's Hong Kong Identity Card (original) or a Passport (original) for non-identity card holders; In the case of a company, the new owner's Certificate of Incorporation/Certificate of Registration of Non-Hong Kong Company/Certificate of Change of Name/Certificate of Registration of Alteration of Name of Registered Non-Hong Kong Company (original for the first registration of vehicle ownership), the application should be signed by a person nominated and authorized by the company together with his full name and company chop; In the case of transfer of Private or Public Light Bus, or transfer of Private or Public Bus, a Business Registration Certificate and the application must be submitted to the Public Vehicle Section at the Hong Kong Licensing Office for approval in advance;
- ☐ 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);
- ☐ where the registered owner has died, a probate or letter of administration must be produced;
- ☐ original or photocopy of proof of present address (residential address/company address and correspondence address) which is issued not more than 3 months from now (includes utility or telecommunication bills, documents issued by banks, insurance companies, government departments, local universities, international charitable organizations or charitable organizations registered in Hong Kong). The full list of acceptable proof of address is available at this Department's website ([http://www.td.gov.hk/en/public\\_services/licences\\_and\\_permits/proof\\_of\\_address/index.html](http://www.td.gov.hk/en/public_services/licences_and_permits/proof_of_address/index.html)). For enquiries, please call 2804 2600; and
- ☐ the appropriate fee — For enquiry about the updated application fee, you may make enquiries at the enquiry counters of Licensing Offices or from Customer Service Hotline 2804 2600/1823 Call Centre, refer to the licence fees table (TD341) from licensing offices, or visit Transport Department's website ([www.td.gov.hk](http://www.td.gov.hk)) for information. If pay by cheque/cashier order, please make cheque/cashier order payable to either “The Government of the Hong Kong Special Administrative Region” or “The Government of the HKSAR” and crossed. Please write down your name, vehicle registration mark and daytime contact telephone number on the back of the cheque/cashier order; cash should not be sent by post.

## 注意事項 NOTES FOR ATTENTION

- 電子聯絡方式 - 申請人遞交各項駕駛執照或車輛牌照服務申請時，必須提供一個可藉短訊方式聯絡申請人的香港流動電話號碼或藉電子郵件方式聯絡申請人的電郵地址，作為電子聯絡方式。有關電子聯絡方式必須於遞交申請前的三個月內經運輸署網頁核實，否則本署可暫停處理該申請，詳情請參閱運輸署網頁([www.td.gov.hk](http://www.td.gov.hk))。如你同時提供香港流動電話號碼及電郵地址，則優先以香港流動電話號碼作為電子聯絡方式。關於電子聯絡方式的收集目的和獲轉交資料的部門／人士，請參考「關於你個人資料的說明」。具體而言，運輸署、香港警務處、其他政府部門、決策局及隧道費服務商在有需要時可根據你所提供的電子聯絡方式，以手機短訊或電郵向你發出電子通知。舉例說，如你干犯《定額罰款（交通違例事項）條例》（第 237 章）下的交通違例事項或《定額罰款（刑事訴訟）條例》（第 240 章）下的交通罪行，香港警務處可透過電子聯絡方式向你發出電子定額罰款通知書及電子繳付定額罰款通知書；當你的車輛通過已實施不停車繳費系統的收費隧道時，若未能以自動繳款方式即時繳付有關隧道費，隧道費服務商可透過電子聯絡方式向你發出電子繳費通知。請注意，經非櫃位方式遞交的申請需時約十個工作天處理，相關系統將於完成處理申請後的一個曆日內按表格提供的資料作出記錄更新。
- 如任何駕駛執照持有人／登記車主曾向運輸署署長提供其姓名、地址、電子聯絡方式或身分證明文件有所改變，他／她須在改變出現後 72 小時內以書面通知運輸署署長，並需提交有關改變的證明。任何人無合理辯解而違反此規定，即屬犯罪，一經定罪，可處第 1 級罰款。如屬姓名的改變或身分證明文件的改變，他／她亦須將現時持有的駕駛執照、駕駛教師執照、車輛登記文件、車輛牌照及自訂登記號碼分配證明書的正本送交運輸署署長，以作修改。
- 如車輛登記文件及車輛牌照內記載的事項（例如顏色、引擎號碼等）有任何改變，登記車主須把已填妥的運輸署表格 TD559，連同表格內所註明的文件，將有關改變通知運輸署署長。如你的車輛牌照已遺失或損毀，登記車主可向運輸署遞交已填妥的運輸署表格 TD151 申請車輛牌照複本。登記車主須在車輛上展示新的車輛牌照並確保牌照有效，方可在道路上使用該車輛。
- 如你在此通知書內填報的地址及／或電子聯絡方式與本署以你的身分證明文件號碼／公司註冊證號碼／公司編號登記的車輛牌照或駕駛執照的記錄有所不同，本署會根據此申請書內填報的資料同時更改有關記錄，包括按《道路交通（車輛登記及領牌）規例》（第 374E 章）和《道路交通（駕駛執照）規例》（第 374B 章）備存的「電子聯絡方式」，及載於《道路交通（駕駛執照）規例》（第 374B 章）第 39 條下訂明的「駕駛執照及許可證的記錄」以及《道路交通（車輛登記及領牌）規例》（第 374E 章）第 4 條下訂明的「車輛登記冊」內的地址。
- 若填寫本通知書時有任何刪改，新車主及登記車主（舊車主）必須在旁加簽，否則申請不予接納。
- 有關車輛過戶申請，如登記車主（舊車主）曾以支票、支付未繳付的交通罰款，運輸署會在以支票付款日七個工作天後，才辦理有關申請。
- 在完成辦理你的申請後，你所提交的證明文件副本將會被銷毀。
- 如車主需申請車輛貼，可透過「易通行」網頁 ([hketoll.gov.hk](http://hketoll.gov.hk)) 或流動應用程式遞交申請，或親身前往「易通行」客戶服務中心或服務點辦理申請手續。每部車輛的首張車輛貼為免費，其後發出的每張車輛貼費用為 \$1。如該車輛已有車輛貼，新車主可沿用該車輛貼而無需重新申請。新車主須開立或登入現有的「易通行」戶口，並將車輛加入至其戶口，以確保隧道費能從其戶口中扣除。如車主在未有登記「易通行」戶口的情況下曾駛經政府收費隧道，請在每次使用隧道後的 14 個工作天內透過「易通行」網站或流動應用程式內選擇「補交隧道費（無易通行戶口）」繳付當時的隧道費。
- E-Contact Means - Applicants must provide either a Hong Kong mobile phone number through which they can be contacted by an SMS message or an email address through which they can be contacted by an electronic mail as the e-contact means when submitting driving or vehicle licensing applications. The e-contact means must be verified through the website of the Transport Department within three months before submitting an application, otherwise the processing of the application may be suspended. For details, please refer to the website of the Transport Department ([www.td.gov.hk](http://www.td.gov.hk)). If both Hong Kong mobile phone number and email address are provided, the Hong Kong mobile phone number would be given priority as the means for issuing electronic notification. Please refer to the “Notes About Your Personal Data” for the purposes of collecting e-contact means and the class of transferees. In particular, the Transport Department, Hong Kong Police Force, other Government departments, bureaux and Toll Service Provider may issue electronic notification to you through the e-contact means provided by you, either by SMS or email, as and when necessary. For instance, an Electronic Fixed Penalty Notice and Electronic Demand Notice may be issued by the Hong Kong Police Force to you through the e-contact means if you commit a traffic contravention under the Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237) or traffic offence under the Fixed Penalty (Criminal Proceedings) Ordinance (Cap. 240); a toll payment notification may be issued by the Toll Service Provider to you through the e-contact means when the toll cannot be successfully paid by automated payment means where your vehicle passes through a tunnel implemented with Free-Flow Tolling System. Please note that non-counter application takes about 10 working days for processing. The relevant systems would update your record according to the information provided in this form within one calendar day upon complete processing of the application.
- If a change occurs in the name, address, e-contact means or identity document of a driving licence holder/registered vehicle owner previously provided to the Commissioner for Transport, he or she shall, within 72 hours of the change, notify the Commissioner for Transport in writing with the proof of change. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable on conviction to a fine at level 1. For cases of change of name or change of identity document, he or she shall also deliver to the Commissioner for Transport the following documents for amendment, including original copy of the existing driving licence, driving instructor's licence, vehicle registration document, vehicle licence and Certificate of Allocation of Personalized Registration Mark, if applicable.
- If there is change of any entry in the registration document and vehicle licence relating to the vehicle (e.g. colour, engine no. etc.), the registered vehicle owner must submit a duly completed Transport Department Form TD559 together with the required documents stated in the form to notify the Commissioner for Transport of such change. If the vehicle licence is lost or defaced, the registered owner may submit a duly completed Transport Department Form TD151 to the Transport Department to apply for a duplicate vehicle licence. The registered owner must display the new vehicle licence on the vehicle and ensure the licence is valid for using the vehicle on road.
- If the address and/ or e-contact means provided in this notice is/ are different from the vehicle/driving licence records of the applicant under the same identity document no./ Certificate of Incorporation no./ Company Registration no. held by this Department, we will update all relevant information in our records accordingly, including the e-contact means provided to the Commissioner for Transport in accordance with the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374E) and the Road Traffic (Driving Licences) Regulations (Cap. 374B) as well as the address contained in the “Record of driving licences and permits” stipulated under regulation 39 of Road Traffic (Driving Licences) Regulations (Cap. 374B) and “Register of vehicles” stipulated under regulation 4 of Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374E).
- Any amendments in this notice must be signed by the new owner and the registered (old) vehicle owner. Otherwise, the application will not be accepted.
- If the registered (old) vehicle owner has used cheque to settle payment of outstanding traffic fine, application for transfer of vehicle ownership would only be processed after 7 working days from the date of cheque payment.
- Copy of your submitted supporting document(s) will be destroyed after processing your application.
- Vehicle owners may apply for a vehicle tag via HKeToll's webpage ([hketoll.gov.hk](http://hketoll.gov.hk)) or mobile application, or visit HKeToll's customer service centers or service outlets to submit the application. The first vehicle tag for each vehicle is free of charge. The fee for any subsequent vehicle tag issued is \$51. If the vehicle already has a vehicle tag, the new owners may continue to use the vehicle tag without submitting a new application. The new owners shall sign up for or log into an HKeToll account and add the vehicle to that account to ensure toll fees are deducted from it. After using the Government tolled tunnels, the vehicle owners who have not yet signed up for an HKeToll account should visit the HKeToll website or mobile application by selecting “Pay Toll (without HKeToll Account)” for completing the toll payment within 14 business days after passing through the tolled tunnels each time.

填妥後，請撕下此通知書送交予運輸署署長。

Please tear off here and send the notices to the Commissioner for Transport after they have been duly completed.





## 遞交通知書途徑 WAYS OF SUBMISSION OF NOTICE

不接受郵遞申請。填妥通知書後，可親自或由代理人交回下列地點（如果申請由代理人遞交，代理人必須出示其本人的身分證明文件正本，以作記錄）：——

- (1) 香港金鐘道95號統一中心3樓運輸署香港牌照事務處；或
- (2) 九龍長沙灣道303號長沙灣政府合署2樓運輸署九龍牌照事務處；或
- (3) 九龍觀塘鯉魚門道12號東九龍政府合署5樓運輸署觀塘牌照事務處；或
- (4) 新界沙田上禾輦路1號沙田政府合署2樓運輸署沙田牌照事務處。

請注意：如申請人擬親自或由代理人同時遞交「車輛過戶通知書（的士除外）」（TD25）及「轉移或保留車輛登記號碼申請書」（TD129）兩份申請，則必須前往香港金鐘道95號統一中心3樓運輸署香港牌照事務處或九龍長沙灣道303號長沙灣政府合署2樓運輸署九龍牌照事務處辦理。

如需查詢運輸署各牌照事務處服務時間，可致電 2804 2600 或瀏覽運輸署網站 [www.td.gov.hk](http://www.td.gov.hk)

No application by post will be accepted. You must submit your application in person or by agent to (if the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose):—

- (1) Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong, or
- (2) Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon, or
- (3) Transport Department Kwun Tong Licensing Office at 5/F., Kowloon East Government Offices, 12 Lei Yue Mun Road, or
- (4) Transport Department Sha Tin Licensing Office at 2/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories.

Attention: If the applicant wishes to submit your applications for “Notice of Transfer of Ownership of a Vehicle (Except Taxi)” (TD25) and “Application to Transfer or Retain a Vehicle Registration Mark” (TD129) in person or by agent at the same time, please go to Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong or Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon for process of both applications.

For enquiry on service hours of Transport Department licensing offices, please call 2804 2600 or visit our website [www.td.gov.hk](http://www.td.gov.hk)

## 車主姓名或名稱 NAME OF OWNER

新車主如屬公司，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及在通知書上蓋上公司印章。如果有關車輛由私人商號擁有，則應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 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 together with his full name and company chop. 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.

## 警告 WARNING

- (1) 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罰款記錄及無違例記錄證明書，以確定所有涉及該車的罰款已經繳清，而該車輛亦沒有「停牌」的可能。
- (2) 根據定額罰款（交通違例事項）條例（第 237 章），在運輸署將過戶事記錄在案之前，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。
- (3) 根據法例，登記車主（「舊車主」）須在車輛過戶後 72 小時內，向運輸署車輛記錄辦事處遞交已填妥、並由舊車主及新車主雙方已簽署的「車輛過戶通知書（的士除外）」的副本（即表格 TD25 第 3 頁）；而新車主則須在車輛過戶後 72 小時內，向運輸署牌照事務處遞交已填妥、並由舊車主及新車主雙方已簽署的「車輛過戶通知書（的士除外）」的正本（即表格 TD25 第 1 頁）及所需文件與費用，以完成車輛過戶程序。舊車主應確保新車主於車輛過戶後 72 小時內向運輸署遞交上述「車輛過戶通知書（的士除外）」的正本以完成辦理車輛過戶手續，否則車輛過戶手續並未完成。在運輸署完成辦理車輛過戶手續前，由於車輛仍在舊車主名下，舊車主仍須繼續承擔該車輛所招致的所有法律責任。違者可被判罰款 \$2,000。
- (4) 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。任何人（包括登記車主及司機）在道路上使用汽車，有責任確保有關汽車已購備有一份有效的第三者風險保險單。假如違反此規定，即屬犯罪，可被處罰款 \$10,000 及監禁 12 個月；而其持有或領取駕駛執照的資格亦會被取消（由 12 個月至 3 年不等）。運輸署署長可拒絕發出有關車輛牌照或取消該車輛牌照。
- (5) 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。
- (6) 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。
- (7) 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 TD468「批准汽車過戶售價申請書」申請，根據汽車（首次登記稅）條例（第 330 章），如不遵守上述規定，即屬違法，可被判罰款 \$500,000 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 Certificate of Clearance.
- (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) In accordance with the law, the registered owner (“the existing owner”) shall submit the duplicate of the “Notice of Transfer of Ownership of a Vehicle (Except Taxi)” (i.e. page 3 of the form TD25), completed and duly signed by the existing owner and the new owner, to the Vehicle Records Office of the Transport Department within 72 hours after the transfer of the ownership of the vehicle. The new owner shall submit the original of the “Notice of Transfer of Ownership of a Vehicle (Except Taxi)” (i.e. page 1 of the form TD25), completed and duly signed by the existing owner and the new owner, to a Licensing Office of the Transport Department, together with the required documents and fee within 72 hours after the transfer of the ownership of the vehicle, in order to complete the transfer of vehicle ownership procedures. The existing owner should ensure that the new owner submit the original “Notice of Transfer of Ownership of a Vehicle (Except Taxi)” to the Transport Department in order to complete the transfer of vehicle ownership procedures within 72 hours after the vehicle is transferred to the new owner, otherwise, the transfer of ownership is incomplete. Before the transfer of vehicle ownership procedures are completed, as the vehicle is still registered under the name of the existing owner, the existing owner needs to continue to take up all legal liabilities incurred by that vehicle. 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. Any person (including the registered vehicle owner and driver) has the responsibility of ensuring the presence of a valid third party risks insurance policy for the vehicle concerned whilst using it on roads. Person who contravenes such requirement commits an offence and is liable to a fine of \$10,000 and imprisonment for 12 months, and will also be disqualified from holding or obtaining a driving licence (for a period of 12 months to 3 years). The Commissioner for Transport may refuse to license the vehicle concerned or cancel the vehicle licence concerned.
- (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 vehicle owner must not sell as 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 TD468 “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.

## 關於你個人資料的說明 NOTES ABOUT YOUR PERSONAL DATA

### 收集目的

- 運輸署會使用透過本通知書所獲得的個人資料作下列用途：
  - 辦理有關審批你在本通知書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，保存一份車輛記錄，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記錄；  
(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；
  - 執行有關交通法例和規例的事宜，包括但不限於依照第 237 章《定額罰款（交通違例事項）條例》第 15 及 15AA 條、第 240 章《定額罰款（刑事訴訟）條例》第 3 及 3AA 條及第 374 章《道路交通條例》第 63 及 63A 條的規定，發出電子定額罰款通知書、電子繳付定額罰款通知書及要求提供司機身份詳情通知書；及
  - 方便就上述 (a) 至 (e) 項與你聯絡。
- 你必須提供本通知書所要求的個人資料。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

- 你透過本通知書所提供的個人資料會向下列人士／部門公開：
  - 香港特別行政區政府的決策局和其他政府部門及有關機構，包括香港警務處，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；
  - 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；及
  - 隧道費服務商（繳費貼代理），以便該機構辦理有關「車輛貼」的事宜、向你發出電子繳費通知以及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，你有權要求索閱及修正你的個人資料。你的索閱權包括獲取本通知書所提供的個人資料副本一份。

### 查詢

- 有關透過本通知書收集的個人資料的查詢，包括要求索閱及修正資料，應寄往：

香港  
金鐘道 95 號  
統一中心 3 樓  
運輸署牌照事務組  
行政主任／首次登記稅

### Purposes of Collection

- The personal data provided by means of this notice will be used by Transport Department for the following purposes:
  - activities relating to the processing of your application in this notice;
  - 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;
  - handling enforcement matters including but not limited to issuance of Electronic Fixed Penalty Notice, Electronic Demand Notice and Notice Requiring Identification of Driver under sections 15 & 15AA of Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237), sections 3 & 3AA of Fixed Penalty (Criminal Proceedings) Ordinance (Cap. 240) and sections 63 & 63A of Road Traffic Ordinance (Cap. 374); and
  - facilitating communication with you in relation to the matters in paragraphs (a) to (e) above.
- It is obligatory for you to supply the personal data as required by this notice. 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 notice may be disclosed to:
  - Policy bureaux and departments of the Government of the Hong Kong Special Administrative Region and, including Hong Kong Police Force, for the purposes mentioned in paragraph 1 above;
  - any person for the purpose mentioned in paragraph 1(b) above;
  - tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters; and
  - Toll Service Provider (Tag Agent) for processing of Vehicle Tag related matters, issuance of toll payment notification to you and execution of its statutory duties in traffic and transport matters.

### Access to Personal Data

- You have a right of access and correction with respect to your 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 notice.

### Enquiries

- Enquiries concerning the personal data collected by means of this notice, including making data access and corrections requests, should be addressed to:

Executive Officer/FRT,  
Licensing Section, Transport Department,  
3/F, United Centre,  
95 Queensway,  
Hong Kong.

對摺處  
FOLD HERE

郵票  
STAMP

運輸署車輛記錄辦事處  
香港金鐘道六十六號金鐘道政府合署低座閣樓  
Transport Department Vehicle Records Office  
M/F, Low Block, Queensway Government Offices,  
66 Queensway, Hong Kong.

對摺處  
FOLD HERE

對摺處  
FOLD HERE

注意：

NOTE:

車輛過戶七十二小時內，舊車主必須填妥本通知書副本，經上述地址寄交運輸署署長。

Within 72 hours after the transfer of ownership, the old owner must complete and deliver this duplicate copy to the Commissioner for Transport through the above address.

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 [ 請參閱香港郵政有關郵費的最新詳情 ]。本署不會接收郵資不足的郵件。若郵件郵資不足，有關郵件將由香港郵政處理，當中包括但不限於向有註明回郵地址的寄件人徵收附加費。

For proper delivery of your mail items to this department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage before posting [Please note the latest details about postage rates by Hongkong Post]. This department will not receive any underpaid mail items. Any underpaid mail items will be handled by the Hongkong Post, with actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address.