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

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.

Mail Items with Insufficient Postage

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, which actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address.

Submission of Identity Document

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

Applicant may choose to provide his completed application form and relevant documents to Licensing Office (LO) via email (hklo_change@td.gov.hk) for preliminary vetting (application for change of address is excluded). 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.

運輸署
Transport Department

更改個人資料或車輛資料通知書
Notice of Change of Personal Particulars or Vehicle Particulars

（更改車輛類別除外）(Except Change of Vehicle Class)

所需文件　Required Documents

申請人須出示：

更改的資料	所需文件
（1）姓名	身分證明文件**正本**、改名契約或結婚證書等證明文件**正本及副本**、駕駛執照**正本**（如持有）、駕駛教師執照**正本**（如持有）、車輛登記文件**正本**（如持有）及自訂登記號碼分配證明書**正本**（如持有）。
（2）身份證／護照號碼	新身份證／新護照**正本及副本**、駕駛執照**正本**（如持有）、駕駛教師執照**正本**（如持有）、車輛登記文件**正本**（如持有）及自訂登記號碼分配證明書**正本**（如持有）。
（3）駕駛限制事項	身分證明文件的正本或副本（香港居民：香港身份證；非香港居民：護照或有效的旅遊證件）；及 醫生證明書**正本及副本**（只適用於刪除駕駛限制事項）、駕駛執照**正本**及駕駛教師執照**正本**（如持有）。
（4）住址／公司地址／通訊地址／電子聯絡方式	身分證明文件的正本或副本（香港居民：香港身份證；非香港居民：護照或有效的旅遊證件；公司／機構：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）；及 新地址的證明（住址／公司地址及通訊地址）正本或副本（只適用於更改地址），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)。如有查詢，可致電 2804 2600。
（5）引擎號碼	身分證明文件的**正本**或**副本**、由維修商發出的安裝引擎證明信件**正本**及車輛登記文件**正本**
（6）車身類型	身分證明文件的**正本**或**副本**、車輛登記文件**正本**。
（7）推動力	
（8）其他車輛資料	身分證明文件的**正本**或**副本**、車輛登記文件**正本**及車輛牌照**正本**。

Applicants should produce:

Particulars to be changed	Required documents
(1) Name	**Original** of identity document; **original and photocopy** of a deed poll or marriage certificate or other supporting document, **original** driving licence (if applicable), **original** driving instructor's licence (if applicable), **original** vehicle registration document (if applicable) and **original** Certificate of Allocation of Personalized Registration Mark (if applicable).
(2) HKID Card / Passport No.	**Original and photocopy** of new HKID Card/new Passport, **original** driving licence (if applicable), **original** driving instructor's licence (if applicable), **original** vehicle registration document (if applicable) and **original** Certificate of Allocation of Personalized Registration Mark (if applicable).
(3) Driving restriction	Original or photocopy of identity document (Hong Kong Identity Card for Hong Kong residents; passport or valid travel document for non Hong Kong residents); and **Original and photocopy** of medical certificate (applicable only to deletion of driving restriction(s)), **original** driving licence, and **original** driving instructor's licence (if applicable).

Particulars to be changed	Required documents
(4) Residential / Company / Correspondence address / E-contact means	Original or photocopy of identity document (Hong Kong Identity Card for Hong Kong residents; passport or valid travel document for non Hong Kong residents; 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 for companies/ organizations); and Original or photocopy of proof of new 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). For enquiries, please call 2804 2600.
(5) Engine No.	**Original or photocopy** of identity document, **original** vehicle registration document and **original** letter issued by the vehicle repairing company who installed the engine.
(6) Body type	**Original or photocopy** of identity document and **original** vehicle registration document.
(7) Propulsion	
(8) Other vehicle particulars	**Original or photocopy** of identity document, **original** vehicle registration document and **original** vehicle licence.

請用正楷填寫　Please use BLOCK LETTERS to complete the form
＊ 請將不適用的刪去。To be deleted as appropriate.

甲部　個人／登記車主資料
PART A Personal / Registered Owner Particulars

姓名／公司名稱 Name
先生／夫人／小姐／女士／公司＊ Mr. / Mrs. / Miss / Ms. / Co. ＊

身分證明文件號碼／公司註冊證號碼／公司編號
Identity Document No. / Certificate of Incorporation No. / Company Registration No.

聯絡電話號碼
Contact Telephone No.

如以公司登記為車主 If using company as registered vehicle owner -
公司聯絡人 Company Contact Person
先生／夫人／小姐／女士＊ Mr. / Mrs. / Miss / Ms. ＊

車輛登記號碼（*如適用*）
Vehicle Registration Mark (*if applicable*)

乙部　電子聯絡方式
PART B E-Contact Means

（必須於遞交申請前三個月內經運輸署網頁核實，否則本署可暫停處理該申請。）
(Must be verified through the website of Transport Department within 3 months before submitting an application. Otherwise, this Department may suspend the processing of the application.)

（只供登記車主或駕駛執照持有人／車輛行駛許可證／老爺車行駛許可證／試車牌照持有人填寫 For completion by registered vehicle owner or holders of driving licence, Movement Permit, Movement Permit for Classic Car and Trade Licence only)

香港流動電話號碼**或**電郵地址（以透過手機短訊**或**電郵接收通知）
Hong Kong Mobile Phone Number **or** Email Address (for receiving notification by SMS **or** Email)
請填寫 Please fill in

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)。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。

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). 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.

丙部　更改事項內容
PART C Details of the Changed Particulars

請在適當的方格內加上 ✓ 號，並填寫新資料。

Please enter ✓ in the appropriate box(es) and fill in the new particulars in the space provided.

（1）新個人／登記車主資料
New Personal / Registered Owner Particulars

☐ 新姓名／公司名稱 New Name
先生／夫人／小姐／女士／公司＊ Mr. /Mrs. /Miss /Ms. / Co.＊
（中文 Chinese）

（英文 English）

☐ 新中文商用電碼
New Chinese Commercial Code

☐ 新身分證明文件號碼／公司註冊證號碼／公司編號
New Identity Document No. / Certificate of Incorporation No. / Company Registration No.

_____

上次填報的身分證明文件號碼／公司編號
Previous Identity Document No. _____

☐ 新聯絡電話號碼
New Contact Telephone No. _____

☐ 新公司聯絡人（如以公司登記為車主）
New Company Contact Person (If using company as registered vehicle owner)
先生／夫人／小姐／女士＊ Mr. / Mrs. / Miss / Ms. ＊

_____

本欄不必填寫 FOR OFFICIAL USE ONLY

O	
P	

Receiving Officer's Signature _____

☐ 駕駛限制事項 —
Driving Restriction(s)—

	新增 Addition	刪除 Deletion
須戴眼鏡或矯正視力的鏡片 † To wear glasses or corrective lenses†	☐	☐
須戴助聽器 To wear hearing aids*	☐	☐
其他 Others	☐	☐

† 請參閱注意事項 (10) Please refer to Notes for Attention item (10)
* 請參閱注意事項 (11) Please refer to Notes for Attention item (11)
請同時填妥丁部 Please fill in Part D as well

☐ 新地址 New Address
住址／公司地址 Residential/Company Address

本署是以駕駛執照持有人／登記車主的住址／公司地址（如以公司登記為車主）為他／她於本署的登記地址，並以該地址與他／她聯絡和郵寄函件。因此，申請人必須在本通知書填寫其最新的住址。

The residential address/company address (if using company as registered vehicle owner) of a driving licence holder/registered vehicle owner is his/her/its registered address in this Department, and will be used for the purposes of contact with him/her/it and mailing correspondence. Thus, the applicant must fill in his/her/its updated address in this notice.

室 Flat/Room　樓 Floor　如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤　座 Block

大廈／屋苑名稱 Name of Building/Estate

門牌號數及街道（或鄉村）名稱 Number and Name of Street (or Village)

地區 District

☐ 香港 Hong Kong
☐ 九龍 Kowloon
☐ 新界 New Territories

通訊地址 Correspondence Address
如你以上所填報的住址／公司住址並不能用作聯絡和郵遞用途，請在以下填寫你的通訊地址。
If you cannot use the above residential address/Company address for the purposes of contact and mailing, please fill in below your correspondence address.

室 Flat/Room　樓 Floor　如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤　座 Block

大廈／屋苑名稱 Name of Building/Estate

門牌號數及街道（或鄉村）名稱 Number and Name of Street (or Village)

地區 District

☐ 香港 Hong Kong
☐ 九龍 Kowloon
☐ 新界 New Territories

車輛檢驗（職員專用） Vehicle Examination (For Official Use)

本人在車輛底盤上刻上下方註明的車輛識別號碼。*（如適用）*
I stamped on the vehicle chassis a vehicle identification number as specified below. *(if applicable)*

_____

本人證明上述已申報更改的車輛資料均屬正確。
I certify that the reported changes in vehicle particulars are correct.
驗車主任
Motor Vehicle Examiner _____
日期
Date _____

（2）新車輛資料 New Vehicle Particulars

☐ 新顏色 New Colour
新主色
New Primary Colour _____
新副色 *（如適用）*
New Secondary Colour *(if applicable)* _____

☐ 新引擎號碼
New Engine Number _____

☐ 新汽缸容量 立方厘米
New Cylinder Capacity _____ c.c.

☐ 新額定功率 千瓦
New Rated Power _____ kW

☐ 新車身類型
New Body Type _____

☐ 新車輛尺寸 New Overall Dimensions
新全長度 米
New Length _____ m
新全寬度 米
New Width _____ m
新全高度 米
New Height _____ m

☐ 新許可車輛總重 公噸
New Permitted Gross Vehicle Weight _____ Tonnes

☐ 新許可行李箱載重量 公噸
New Permitted Luggage Compartment Weight _____ Tonnes

☐ 新許可組合式車輛總重 公噸
New Permitted Gross Combined Weight _____ Tonnes

☐ 新座位限額（司機除外）
New Seating Capacity (excluding driver) _____ / _____
下層 LD　上層 UD

☐ 新企位限額
New Standing Capacity _____

☐ 新推動力 New Propulsion
☐ 汽油 Petrol　☐ 柴油 Diesel　☐ 電力 Electric
☐ 石油氣 LPG　☐「運高」式 Wankel
其他 Others _____
請同時填妥丁部 Please fill in Part D as well

丁部 申請人簽署 PART D Signature of Applicant

本人已細閱本申請表格的內容及明白有關「注意事項」。
I have read through the content of this application form and understand the notes for attention.
本人以上聲明均屬真確事實。本人明白如故意在本通知書填報失實資料，根據《道路交通條例》（第 374 章）第 111 條第 (3) 款的規定，本人可被處第 2 級罰款及監禁 6 個月。
My declarations above are true and correct. I understand that, if I knowingly make any statement or provide any information in this notice which is false in any material particular, I shall be liable under Section 111(3) of Road Traffic Ordinance (Cap. 374) to a fine at level 2 and imprisonment for 6 months.

本人委託_____（代理人姓名），即身分證明文件號碼_____的持有人為代理人，代表本人提交及處理本申請，包括領取相關牌照、許可證及／或其他文件。
（註：如申請表提供的資料曾作修改，申請人須在旁加簽作實。）

I hereby appoint_____ (name of agent), holder of identity document number_____ as the agent to submit and handle this application on my behalf, including the collection of related licence, permit and/or other documents.
(Note: If the information provided in this application form is amended, applicant shall sign next to the amended part for verification.)

申請人簽署 †
Signature of Applicant† _____
日期
Date _____

† *如屬公司申請人，須由該公司所指定的授權人士簽署及加蓋該公司印章。*
† *For company applicant, it must be signed by a person authorized by the company concerned and stamped with the company's chop.*

本欄不必填寫 For Official use only

郵遞申請，請寄往以下地址（請沿虛線剪下）

運輸署觀塘牌照事務處
東九龍郵政信箱 68115 號

注意事項　Notes for Attention

(1) 如要更改車輛類別，請填寫「車輛登記及牌照申請表」(TD22)；更改車身類型則填寫本通知書。

(2) 如任何駕駛執照持有人／登記車主／車輛行駛許可證持有人／老爺車行駛許可證持有人／試車牌照持有人曾向運輸署署長提供其姓名或名稱、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小時內以書面或遞交已填妥的本通知書，將有關改變通知運輸署署長。如申請人未能同時提交有效的地址證明，運輸署可給予他／她在自該項要求作出之日起計的14天內，提供有關改變的證明。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。如屬姓名或名稱的改變、地址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、車輛行駛許可證、老爺車行駛許可證、試車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。

(3) 如你在此申請書內填報的地址及／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紀錄，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紀錄」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。

(4) 上述地址更改只適用於本署牌照事務處「駕駛執照持有人及／或車輛登記車主」的紀錄。如須更改你在本署其他服務下的地址紀錄(包括「司機接載行動不便的殘疾人士泊車證明書」、「車牌拍賣申請人」及「限制區／禁區／巴士專線／封閉道路／通行許可證」等)，請另行通知相關分組或使用香港政府一站通地址更改服務進行更改。

(5) 如果在本地裝配的車輛的底盤上或駕駛室及底盤上附加物的類別有所更改，登記車主或需立即繳交附加的首次登記稅。如欲查詢有關更改是否需繳交附加的首次登記稅，請致電1823查詢。如需繳交附加的首次登記稅，登記車主在填妥本通知書後，需到香港牌照事務處辦理手續及繳交附加的稅款。其他無需繳交附加首次登記稅的更改通知，登記車主在填妥本通知書後，可到任何一間運輸署牌照事務處辦理有關手續。

(6) 若更改的登記細節涉及引擎、推動力、車身類型、汽缸容量、額定功率、車輛尺寸、座位限額、企位限額、許可車輛總重、許可行李箱載重量或許可組合式車輛總重，車輛便須接受檢驗。牌照事務處會發出轉介信給你，以便安排車輛檢驗日期。

(7) 如更改的登記細節涉及引擎推動力、汽缸容量、座位限額及許可車輛總重，則該車輛的牌照費可能需要調整。

(8) 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、身分證明文件號碼首4個字(包括英文字母及數字)、車輛登記號碼及日間聯絡電話。

(9) 若有法庭命令指示運輸署署長拒絕向你簽發駕駛執照或車輛牌照，則運輸署署長無權向你簽發有關牌照。

(10) 如欲向運輸署署長申請刪除在駕駛執照和駕駛教師駕駛執照內「須戴眼鏡或矯正視力的鏡片」的駕駛限制，申請人須遞交由註冊醫生或專業視光師發出的證明書(**正本及副本**)，並附上駕駛執照或駕駛教師駕駛執照**正本**(如持有)。

Application by post to the following address
(Please cut along the line)

Transport Department
Kwun Tong Licensing Office
P.O. Box 68115
Kowloon East Post Office

TD559

(11) 如須新增／刪除「須戴助聽器」駕駛限制事項，請先聯絡運輸署駕駛事務組(電話：2713 7262)進行聽力評估。

(12) 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。

(13) 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。

(14) 如登記車主需申請車輛貼，可透過「易通行」網頁(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。

(1) Please complete "Application for Registration and Licensing of a Vehicle" (TD 22) if you want to change the vehicle class; for the change of body type of a vehicle, please complete this notice.

(2) If a change occurs in the name, address, e-contact means or identity document of a driving licence holder/registered vehicle owner/ movement permit holder / movement permit for classic car holder / trade licence holder previously provided to the Commissioner for Transport, he or she shall, within 72 hours of the change, notify the Commissioner for Transport in writing or by completing this notice. If the applicant is unable to submit the valid proof of address, the Transport Department may require him/ her to provide the proof of the change within 14 days from the day on which the requirement is made. 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, change of address 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, movement permit, movement permit for classic car, trade licence and Certificate of Allocation of Personalized Registration Mark, if applicable.

(3) If the address and/ or e-contact means provided in this application form 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).

(4) The above address change is applicable to the records of "driving licence holders and/ or registered vehicle owners" of the Licensing Office of the Transport Department. Please notify the relevant team or use the Change of Address Service of GovHK if you need to change your address record for other services (including "Parking Certificate for Drivers Who Carry People with Mobility Disabilities", "Vehicle Registration Marks Auction Applicant" and "Various permits/closed road permits including Restricted Zone / Prohibited Zone / Bus Lane / Closed Road Permits" etc.).

(5) If the class of additions to the chassis or cab and chassis of a locally assembled vehicle is changed, the registered owner may be liable to pay immediately additional first registration tax (FRT). If you wish to know whether additional FRT is payable for the change of the class of additions, please make an enquiry at 1823. If additional FRT is payable, registered owner should complete this notice and approach the Hong Kong Licensing Office for the necessary procedures and payment of additional tax. For those changes without additional payable FRT, registered owner should complete this notice and then approach any of the Transport Department Licensing Offices for processing.

(6) If there is an amendment of registration particulars on engine, propulsion, body type, cylinder capacity, rated power, dimensions, seating capacity, standing capacity, permitted gross vehicle weight, permitted luggage compartment weight or permitted gross combined weight, vehicle inspection will be required. A referral letter will be issued to you by the Licensing Office for inspection appointment.

(7) Changes of engine propulsion, cylinder capacity, seating capacity and permitted gross vehicle weight may lead to adjustment of licence fees.

(8) If pay by cheque/cashier order, please make it 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, first four characters/digits of your identity document number, vehicle registration mark and daytime contact telephone number on the back of the cheque/cashier order.

(9) The Commissioner for Transport is not empowered to issue any driving licence or vehicle licence to you if there are any outstanding court orders directing the Commissioner for Transport to refuse to issue the said licence to you.

(10) If you wish to apply to the Commissioner for Transport for deletion of the driving restriction "To wear glasses or corrective lenses", please provide **original and copy** of medical certifcation or certificate, issued by Registered Medical Practitioner/Registered Optometrist and your **original** driving licence or your **original** driving instructor's licence (if applicable).

(11) For addition/deletion of driving restriction "To wear hearing aids", please approach Driving Services Section of Transport Department (Tel: 2713 7262) for audiological assessment.

(12) 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, which actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address.

(13) Copy of your submitted supporting document(s) will be destroyed after processing your application.

(14) Registered vehicle owners may apply for a vehicle tag via HKeToll's webpage (hketoll.gov.hk) or mobile application, or visit HKeToll's customer service centers or service outlets to submit the application.

交回表格地點　Place of Submission

請將填妥的通知書及所需文件以下列方式交回 —
Please return the completed notice and necessary documents by any of the following methods —

郵寄申請

請郵寄至
東九龍郵政信箱68115號，運輸署觀塘牌照事務處
(本署在收到已填妥的申請後，會在10個工作天內處理申請)
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。

親自或由代理人申請

(1) 香港金鐘道95號統一中心3樓運輸署香港牌照事務處；
(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；
(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；
(4) 新界沙田上禾輋路1號沙田政府合署2樓運輸署沙田牌照事務處。

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。

Application by post

Please send application by post to
Transport Department Kwun Tong Licensing Office
P.O. Box 68115, Kowloon East Post Office, Kowloon.
(Application will be processed within 10 working days upon receipt of a duly completed application)

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, which actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address.

Application in person or by agent

(1) Transport Department Hong Kong Licensing Office at 3/F, United Centre, 95 Queensway, Hong Kong;

(2) Transport Department Kowloon Licensing Office at 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon;

(3) Transport Department Kwun Tong Licensing Office at 5/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon;

(4) Transport Department Sha Tin Licensing Office at 2/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories.

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

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通知書所獲得的個人資料作以下用途：
   (a) 辦理有關審批你在本通知書中所提出的申請的事務；
   (b) 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）*
   (c) 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）*
   (d) 辦理有關交通及運輸的事務；
   (e) 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
   (f) 方便就上述(a)至(e)項與你聯絡。
2. 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

3. 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：
   (a) 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；
   (b) 任何人士，以作上述第1段(b)項所列的用途；
   (c) 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
   (d) 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（只適用於登記車主及車輛行駛許可證／試車牌照持有人）。

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，你有權要求索閱及修正你的個人資料。你的索閱權包括獲取本申請書所提供的個人資料副本一份。

查詢

5. 有關透過本申請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樓牌照事務組
行政主任／首次登記稅

Purposes of Collection

1. The personal data provided by means of this notice will be used by Transport Department for the following purposes:
   (a) activities relating to the processing of your application in this notice;
   (b) 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)*
   (c) 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)*
   (d) activities relating to traffic and transport matters;
   (e) 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
   (f) facilitating communication with you in relation to the matters in paragraphs (a) to (e) above.
2. 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

3. The personal data you provided by means of this notice may be disclosed to:
   (a) Policy bureaux and departments of the Government of the Hong Kong Special Administrative Region and relevant organisations, including Hong Kong Police Force, for the purposes mentioned in paragraph 1 above;
   (b) any person for the purpose mentioned in paragraph 1(b) above;
   (c) 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
   (d) 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 (only applicable to registered vehicle owners and movement permit/ trade licence holders).

Access to Personal Data

4. 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 form.

Enquiries

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

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

運輸署網站 Transport Department's website:
www.td.gov.hk

政府物流服務署印

運輸署
Transport Department

更改個人資料或車輛資料

通知書

（更改車輛類別除外）

NOTICE OF

CHANGE OF PERSONAL PARTICULARS OR VEHICLE PARTICULARS

(Except Change of Vehicle Class)

查詢熱線
Enquiry Hotline
1823

路上零意外 香港人人愛 Zero Accidents on the Road, Hong Kong's Goal