

Guidance Notes on the Applications for a Certificate of Particulars of Vehicle

I. Purpose

This document provides guidance for the public on the application for a Certificate of Particulars of Vehicle (“Certificate”).

II. Background

2. All types of vehicles used on the roads of Hong Kong, except otherwise stated in the Road Traffic Ordinance (Cap. 374), have to be registered and licensed. Regulation 4(1) of the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374E) (“the Regulations”) provides that the Commissioner for Transport (“the Commissioner”) shall maintain a register of vehicles (“the Register”) containing the particulars of the vehicles as specified in Schedule 1 to the Regulations.

3. The particulars in the Register are protected by the Basic Law, the Hong Kong Bill of Rights Ordinance (Cap. 383) and the Personal Data (Privacy) Ordinance (Cap. 486). It is the duty of the Commissioner to manage the particulars kept in the Register and adopt appropriate measures to protect the privacy of registered vehicle owners and prevent abuse of such particulars. As such, the Transport Department (“TD”) must ensure that the purpose of application conforms with the purposes of the Register and should require an applicant to provide information including the applicant’s own identification details and the purpose and reason of application for considering whether to issue the Certificate or not. Application procedures and guidelines stipulated by TD are set out in this document.

III. Purposes of the Register

4. The Register is established for the following purposes:

- (1) regulating the use of vehicles;

- (2) enabling the law enforcement agencies to discharge their responsibilities; and
- (3) providing relevant information to persons directly affected by the ownership or use of a vehicle who as a result need to ascertain the particulars of that vehicle.

IV. Conditions of Application for a Certificate and How to Apply

Conditions of application for a Certificate

5. In accordance with the purposes for which the Register is established as mentioned in paragraph 4 above, the Certificate will only be issued under the following conditions:

- (1) The applicant is the registered owner of the vehicle; or
- (2) The applicant declares to the Commissioner that he has obtained the written consent of the registered vehicle owner concerned (specimen at **Annex A**) to acquire the relevant Certificate, and that such information would only be used for purpose(s) as specified in the written consent of the registered vehicle owner concerned. The applicant must also state to TD the identity document number (if the registered vehicle owner is an individual), or Certificate of Incorporation Number or Company Registration Number (if the registered vehicle owner is a body corporate) of the vehicle owner, and such information provided should conform with the records maintained by TD; or
- (3) The applicant declares to the Commissioner that his (or his principal¹'s) interests are directly affected by the ownership or use of the vehicle, and therefore needs to ascertain the particulars of that vehicle, and that such information would only be used for

¹ In the context of applications for the Certificate, a principal refers to the person authorising the applicant to act on his behalf.

the following specified purpose(s) (may state more than one):

- (a) sale and purchase of vehicle;
- (b) insurance claims;
- (c) compensation/claims;
- (d) rectification of improper presence of the vehicle;
- (e) recovery of fees/fines/charges and payment of loan involving a vehicle;
- (f) legal proceedings involving the vehicle; and
- (g) safety recalls.

6. The interpretation and examples of the specified purposes under items (3) (a) to (g) of paragraph 5 are set out at **Annex B**.

7. With respect to all applications, if the Commissioner reasonably believes that approving a particular application would be contrary to the interests of national security, or is likely to threaten public safety or prejudice the maintenance of public order, it would be rejected.

How to apply

A. Online application

8. Applications made under the conditions in paragraph 5 can be submitted via the GovHK website (<https://www.gov.hk/en/residents/transport/vehicle/certofparticulars.htm>). Upon the due completion of the online form and payment of the appropriate fee, an electronic form of the Certificate will be issued to the applicant. To apply online, an applicant should be a holder of an “iAM Smart+” account with digital signing function or a valid personal or organisational digital certificate issued by recognised Certification Authorities.

9. Online application is not applicable if the specified date and time of the Certificate being applied for is over 5 years before the date of the application. In such case, applications must be submitted over the counter, via drop-in boxes or by post.

B. Over the counter

10. Applications meeting the conditions in paragraph 5 can also be submitted by filling in the “Application for a Certificate of Particulars of Vehicle” (Form TD318: https://www.td.gov.hk/filemanager/common/td318_202401_eng.pdf). Applicants can submit the duly completed Form TD318, together with the required documents² and the appropriate fee³, in person or by agent to any Licensing Offices. If an application is approved, TD will issue the Certificate to the applicant on the same day on receipt of the application⁴. The addresses of Licensing Offices are as follows:

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

² Original or photocopy of identity document (Hong Kong Identity Card for Hong Kong residents; passport 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; Business Registration Certificate for other companies/organisations).

³ The appropriate fee refers to the fee prescribed in Schedule 2 to the Regulations: \$45. Such fee may be subject to change. For enquiry about the updated application fee, you may make enquires at the enquiry counters of Licensing Offices or from 1823 Call Centre, refer to the licence fees table (TD341) from Licensing Offices, or visit TD’s website (www.td.gov.hk). 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, registration mark of the vehicle concerned and day time contact telephone number on the back of the cheque/cashier order. Cash should not be sent by post.

⁴ If you apply for a Certificate showing vehicle particulars of a specified date and time over 5 years before the application date, TD will send the Certificate to you by registered post within 10 working days upon receipt of the application.

11. If the application is submitted by an agent, the agent is also required to produce his or her own original identity document for record purpose.

C. Via drop-in boxes or by post

12. Applicants can also submit a duly completed Form TD318, together with the required documents⁵ and the appropriate fee⁶, via drop-in boxes or by post for applications that meet the conditions specified in paragraph 5:

- (1) place in the drop-in box at any Licensing Offices; or
- (2) send by post to P.O. Box 68115, Kowloon East Post Office, Kowloon.

13. If an application is approved, TD will send the Certificate to the applicant by registered post within 10 working days upon receipt of the application via drop-in boxes or by post. If the applicant chooses to submit the application by post, please note that underpaid mail items will not be accepted. For proper delivery of your mail items to this Department, please ensure your mail items bear sufficient postage with return address.

14. Having regard to the considerations of protecting the vehicle owners' privacy and other relevant rights and freedom under the Basic Law, the Hong Kong Bill of Rights Ordinance (Cap. 383) and the Personal Data (Privacy) Ordinance (Cap. 486), TD will not approve applications that do not meet the conditions specified in items (1), (2) and (3)(a) to (g) of paragraph 5.

V. Applications under Exceptional Circumstances

15. In case the applicant considers that the application does not meet the conditions specified in paragraph 5 but there is a need to ascertain the registered particulars of a vehicle due to other circumstances that involve the ownership or uses of the vehicle and significant public interest, and wishes the Commissioner to give special consideration for issuance of the Certificate, the applicant may make an application under exceptional circumstances through a

⁵ Please refer to Footnote 2.

⁶ Please refer to Footnote 3.

written submission to the Commissioner. **The application under exceptional circumstances will only be approved if the Commissioner is satisfied that (1) the applicant's obtaining and disclosure of the vehicle particulars (or part of the particulars) to the applicant is lawful and legitimate; (2) the public interest in disclosing the vehicle particulars (or part thereof) to the applicant outweighs the registered owner's right to privacy, and the lawful rights and interests of other persons and society as a whole in the overall circumstances of the case; and (3) the concerned particulars will be used by the applicants solely for the stated purpose(s) without any misuse or abuse.**

16. In deciding whether to accept that the public interest in disclosure outweighs the registered owner's right to privacy and the lawful rights and interests of other persons and society as a whole, the Commissioner should take into account all relevant factors with regard to the specific circumstances of individual applications, including but not limited to:

- (i) the applicant's purpose(s) in obtaining the information;
- (ii) how the information will be used by the applicant to achieve the claimed purpose of serving the public interest (including whether the information will be disclosed to other persons; if so, the means and targets of disclosure);
- (iii) measures taken by the applicant or the institution/organisation he or she represents to protect the security of the information obtained and prevent misuse or abuse of such information;
- (iv) whether the applicant can obtain the information or achieve the claimed purpose of serving public interest through other reasonable and feasible ways;
- (v) whether refusal of disclosure to the applicant will prejudice the rights and interests of any persons or society; and
- (vi) the capacity in which the applicant obtains and uses the information; whether the use of the information for the claimed purpose of serving the public interest pertains to the trade or profession in which the applicant is engaging; and whether the applicant is subject to any

code of conduct of the trade or profession and regulation by the relevant regulatory body (if applicable).

17. In making an application under exceptional circumstances, applicants are required to provide in their written submissions adequate and detailed justifications (including but not limited to the aforesaid consideration factors) and relevant supporting documents if available. The Commissioner reserves all rights in deciding whether to provide the vehicle particulars concerned to the applicant after taking into account all relevant factors.

18. Under any circumstances, if the Commissioner reasonably believes that approving a particular application would be contrary to the interests of national security, or is likely to threaten public safety or prejudice the maintenance of public order, the application shall be rejected.

Submission of applications under exceptional circumstances

19. Form TD318 is not applicable to applications under exceptional circumstances referred to in paragraph 15. Instead, the applicant is required to make an application in writing, providing the applicant's particulars (including the applicant's name/company name, residential address/company address, and day time contact telephone number), photocopies of the applicant's identity document/Certificate of Incorporation/Business Registration Certificate, etc., a written submission with justifications and relevant supporting documents pertaining to the factors listed in paragraph 16 (see paragraph 17), together with a duly signed declaration (see **Annex C**). Such applications should be submitted by post to P.O. Box 79, Sha Tin Central Post Office, by email to vc@td.gov.hk, or via the enquiry counter/drop-in box at any Licensing Offices.

20. TD may consult other Government departments on the applications under exceptional circumstances, and may request applicants to provide supplementary information and proof (including those pertaining to factors other than the aforesaid consideration factors) for TD's consideration.

VI. Checking Mechanism

21. TD or the law enforcement agencies may conduct checks on applications as necessary. TD may also conduct random checks on applications within two years from the dates of issuance of the Certificates. Applicants are required to retain the relevant supporting documents/information for two years from the issue date of the Certificate and fully cooperate with TD or the law enforcement agencies during their checks.

VII. Personal Data Collection Statement

Purposes of collection

22. The personal data of the applicant or relevant persons contained in an application form or a written submission for an application under exceptional circumstances and any change to such data from time to time will be used by TD for the following purposes:

- (a) activities relating to the processing of the application in an application form or a written submission for an application under exceptional circumstances;
- (b) facilitating communication between TD and the applicant or relevant persons;
- (c) administrative purposes such as compiling statistics and conducting research; and
- (d) for the information of the registered vehicle owner to whom an application or a written submission for an application under exceptional circumstances relates.

23. It is obligatory for the applicants to supply the personal data as required by the application form or in paragraph 19. If the applicant fails to supply the required data, the application may be refused.

Classes of Transferees

24. The personal data contained in an application form or a written

submission for an application under exceptional circumstances and any change to such data from time to time may be disclosed to other Government departments, bureaux and relevant organisations for the purposes mentioned in paragraphs 22(a) to 22(c) above.

25. The personal data contained in an application form or a written submission for an application under exceptional circumstances and any change to such data from time to time may be disclosed to the registered vehicle owner concerned if he requests so for the purpose mentioned in paragraph 22(d) above.

Access to Personal Data

26. The applicant or relevant persons have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and data protection principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Such right of access includes the right to obtain a copy of the personal data provided by the application form or the written submission for an application under exceptional circumstances.

VIII. Enquiries

27. For enquiries on this Guidance Notes, please contact our staff at 2804 2600.

28. Enquiries concerning the personal data collected by means of an application form or a written submission, including the making of access and corrections, should be addressed to:

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

Transport Department
January 2024

如擬使用其他形式的書面同意書，請確保此範本所列的所有資料已獲涵蓋。
If written consent in other format is adopted, please ensure all the information contained in this sample is included.

書面同意書

Written Consent

Annex A

本人於下述指明日期及時間為以下車輛的登記車主，現確認本人同意 _____（申請人姓名），即身分證明文件號碼 / 公司註冊證號碼 / 商業登記證號碼 / 公司編號 * _____ 的持有人 / 公司，向運輸署申請該車輛的登記細節證明書作下述指明用途。

I am/was the registered owner of the following vehicle during the below specified date and time. I hereby consent to _____ (name of applicant), holder of Identity Document No./Certificate of Incorporation No./Business Registration Certificate No./Company Registration No.* _____ to acquire the certificate of particulars of that vehicle from the Transport Department for the purpose(s) specified below.

申請車輛登記細節證明書的相關資料

Information on the Application for the Certificate of Particulars of Vehicle

車輛登記號碼 Vehicle Registration Mark _____

指明日期及時間 Specified Date and Time _____

索取資料的用途

Purpose(s) of obtaining the information _____

登記車主資料 Particulars of Registered Vehicle Owner

姓名 / 名稱 Name _____

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.*

登記車主簽署** Signature of Registered Vehicle Owner**

**如屬公司 / 機構，請加蓋公司 / 機構印章。

For company / organisation applicant, please also stamp company's / organisation's chop.

日期 Date _____

*請將不適用的刪去 Delete whichever inappropriate

**Interpretation and Examples of Specified Purposes
under Items (3)(a) to (g) of paragraph 5**

(a) Sale and purchase of vehicle:

- Facilitating the identification of the registered vehicle owner for the sale and purchase of vehicle.
- Example:
 - ❖ Before making a payment to purchase the vehicle, the purchaser needs to identify the registered vehicle owner and confirm the seller's ownership of that vehicle.

(b) Insurance claims:

- Claiming insurance in respect of any casualty, loss or damage (including loss or damage to property) arising from traffic accident or incidents where criminal offence is committed or otherwise involving or caused by the use or presence of a particular vehicle.
- Examples:
 - ❖ Traffic accidents causing death of or injury to person and damage to property.
 - ❖ Car theft cases in which the insurance company needs to identify the registered owners.

(c) Compensation/claims:

- Seeking compensation or initiating or defending a claim for any casualty, labour dispute, loss or damage (including loss or damage to property) arising from traffic accident or otherwise involving or caused by the use or presence of a particular vehicle.
- Examples:
 - ❖ Exploring the possibility of mutual settlement by registered vehicle owners/drivers of the vehicle(s) involved in a traffic accident.
 - ❖ Claiming compensation or defending a claim where the vehicle in question is not covered by valid insurance policy.
 - ❖ Claiming compensation or defending a claim where the scope of insurance coverage of a vehicle does not cover the particular incident.
 - ❖ Claiming compensation by practitioners in the transport sector in

case of work injuries caused by the use of a particular vehicle.

- ❖ Claiming compensation by practitioners in the transport sector employed by a registered vehicle owner in case of labour disputes.

(d) Rectification of improper presence of vehicle:

- Rectifying the act of unauthorised entry or improper presence of a particular vehicle, without claiming insurance or compensation.
- Examples:
 - ❖ Landlords/tenants requesting the removal of vehicles found parking or trespassing in the private land/road.
 - ❖ Carpark management companies requesting the removal of vehicles parking in improper position causing obstruction.

(e) Recovery of fees/fines/charges and payment of loan involving a vehicle:

- Recovering the overdue fees, fines or charges for services provided to a particular vehicle and outstanding payment of loan involving a particular vehicle.
- Examples:
 - ❖ Carpark management companies requesting payment of outstanding fees and charges due to a vehicle parked and unattended in a carpark.
 - ❖ Tunnel/Bridge companies, its management contractors or the toll collection companies requesting settlement of outstanding tolls of the vehicle that crossed the tunnel/bridge without appropriate payment.
 - ❖ Recovering the charges incurred by the removal of a particular vehicle due to its improper presence.
 - ❖ Finance companies, banks and security holders requesting settlement of outstanding payment of loan involving a particular vehicle.

(f) Legal proceedings involving the vehicle:

- Instituting and conducting any civil and criminal proceedings (both intended and commenced) involving or arising from the use or presence of a particular vehicle; or
- Substantiating the identity of the registered owner of the vehicle involved in any civil or criminal proceedings.
- Examples:
 - ❖ Civil claims concerning injuries caused by the use of a particular

vehicle.

- ❖ Criminal proceedings arising from the use of a particular vehicle.
- ❖ Pursuant to a court order or as part of legal proceedings, solicitors seeking identification of the registered owner or particulars of the vehicle concerned.
- ❖ Producing the certificate as evidence in court to substantiate the identity of the registered owner of the vehicle concerned.

(g) Safety recalls:

- Facilitating the identification of the registered vehicle owners for recalls of vehicles with safety issues.
- Example:
 - ❖ Identifying the registered vehicle owners by vehicle manufacturers for issuing recalls of vehicles with safety issues.

申請車輛登記細節證明書聲明書（僅適用於例外情況申請）DECLARATION FOR APPLICATION FOR A CERTIFICATE OF PARTICULARS OF VEHICLE
(FOR APPLICATIONS UNDER EXCEPTIONAL CIRCUMSTANCES ONLY)

本人現作出以下聲明： I hereby make the following declaration:

1. 本人明白車輛登記冊是為以下目的而設立：

I understand that the register of vehicles is established for the following purposes:

- (i) 規管車輛的使用；
regulating the use of vehicles;
- (ii) 供執法機關履行職責；及
enabling the law enforcement agencies to discharge their responsibilities; and
- (iii) 向因受車輛的擁有權或車輛的使用直接影響，而需要確定該車輛資料的人士提供有關資料。
providing relevant information to persons directly affected by the ownership or use of a vehicle who as a result needs to ascertain the particulars of that vehicle.

2. 除非得到有關登記車主同意，本人透過是次例外情況申請所獲取的資料只會用於本申請所指明的目的及使用方法。

Unless with the consent of the registered vehicle owner, the information obtained from this application under exceptional circumstances will only be used for the purpose(s) and in the manner as specified in the application.

3. 本人明白運輸署署長有權要求本人提供額外資料及證明，以供署方考慮。

I understand that the Commissioner for Transport has the right to request me to provide supplementary information and proof for the Transport Department's consideration.

4. 本人明白運輸署署長只會在信納申請人獲得及向其披露該車輛登記細節（或部分細節）是合法及正當，及整體而言作出上述披露所涉及的公眾利益大於登記車主享有的私隱權及其他人和社會的合法權益，並且信納有關資料只會用於申請人所說明的目的及使用方法而不會被誤用或濫用，才會批准其例外情況申請。

I understand that the application under exceptional circumstances will only be approved if the Commissioner for Transport is satisfied that the applicant's obtaining and the disclosure by the Commissioner for Transport of the vehicle particulars (or part of the particulars) to the applicant is lawful and legitimate; the public interest in disclosing the vehicle particulars (or part thereof) outweighs the registered owner's right to privacy; and the lawful rights and interests of other persons and society as a whole in the overall circumstances of the case. The Commissioner for Transport must also be satisfied that the concerned particulars will be used by the applicants solely for the stated purpose(s) and in the stated manner without any misuse or abuse.

5. 本申請所填報的一切資料均屬詳盡確實。

The information provided in the application is complete and true.

6. 本人明白運輸署或執法機關會在有需要時對申請作出查核，運輸署並會於車輛登記細節證明書發出後兩年內以隨機抽樣形式對申請作出查核。本人明白本人必須在車輛登記細節證明書發出後兩年內保存所有相關證明文件 / 資料，並須全力配合運輸署或執法機關的查核，以證明本申請所填報的資料屬實。

I understand that the Transport Department or the law enforcement agencies may conduct checks on the application if needed, and the Transport Department may conduct random checks on applications for certificate of particulars of vehicle within two years from the date the certificates are issued. I understand that I shall retain all the relevant supporting documents / information for two years from the issue date of the certificate of particulars of vehicle and shall fully cooperate with the Transport Department or the law enforcement agencies in their enquiries, in order to substantiate the information provided for this application as true and correct.

7. 本人明白，根據《道路交通條例》（第374章）第111(3)條的規定，如本人為着取得車輛登記細節證明書，明知而作出在要項上虛假的陳述，即屬犯罪，可被判罰款\$5,000及監禁6個月。

I understand that if I knowingly make any statement which is false in any material particular for the purpose of obtaining a certificate of particulars of vehicle, I commit an offence under section 111(3) of the Road Traffic Ordinance (Cap. 374) and will be liable to a fine of \$5,000 and imprisonment for 6 months.

8. 本人明白《個人資料(私隱)條例》（第486章）的條文，適用於如何使用從車輛登記冊取得的個人資料。任何人使用個人資料時，如違反《個人資料(私隱)條例》的規定，可能遭受根據該條例而採取的執法行動，蒙受損害的資料當事人亦有權根據該條例就有關損害向資料使用者申索補償。

I understand the provisions of the Personal Data (Privacy) Ordinance (Cap. 486) ("PDPO") apply to the use of personal data obtained from the register of vehicles. Any person who uses personal data or in contravention of the requirements under the PDPO may be subject to enforcement action under the relevant Ordinance. The data subject who suffers damage by reason of the contravention shall also be entitled to compensation from the data user for that damage in accordance with the PDPO.

- ☐ 現聲明本人已細閱及明白《申請車輛登記細節證明書的指引》的內容，並作出上述第1至8項的聲明。

I hereby declare that I have read through and understand the content of the Guidance Notes on the Applications for a Certificate of Particulars of Vehicle, and make the declarations in items 1 to 8 above.

申請人簽署* Signature of Applicant*

**如屬公司 / 機構，請加蓋公司 / 機構印章。*

For company / organisation applicant, please also stamp company's / organisation's chop.

申請人姓名 / 名稱 Name of Applicant

身分證明文件號碼 / 公司註冊證號碼 / 商業登記證號碼 / 公司編號**

Identity Document No. / Certificate of Incorporation No. / Business Registration Certificate No. / Company Registration No. **

*** 請將不適用的刪去 Delete whichever inappropriate*

日期 Date