

# 重要通知

## 郵件貼上足夠郵資

若郵件郵資不足，香港郵政會收取欠資及相關費用。本署不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人(有回郵地址)或予以銷毀(沒有回郵地址)。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及註明回郵地址。[\[請參閱郵費的詳情，並留意由 2026年4月13日起生效的新郵費結構\]](#)

## Important Notice

## Mail items with insufficient postage

Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to the department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [\[Please note details about postage and pay attention to the new postage effective from 13 April 2026\]](#)



運輸署

Transport Department



## 聲明 DECLARATION

現聲明本人的自訂登記號碼分配證明書已 –

I hereby declare that my Certificate of Allocation of Personalized Registration Mark is –

† ☐ 遺失 lost

如日後尋回分配證明書的原本，本人保證將其交回運輸署署長。現附上遺失證明文件（例如：警方發給的報失證明文件）。

I undertake to return to the Commissioner for Transport the original certificate of allocation when found. I enclose the documentary proof for the loss (e.g. Certificate furnished by the Police for the loss).

☐ 毀滅 destroyed

現附上毀壞報告證明文件（例如：警方發給的毀壞報告證明文件）。

I enclose the documentary proof for the destruction (e.g. Certificate furnished by the Police for the destruction.)

☐ 損毀 defaced

現附上該損毀的自訂登記號碼分配證明書。

I enclose the defaced Certificate of Allocation of Personalized Registration Mark.

本人現申請自訂登記號碼分配證明書複本。

I now apply for the issue of a duplicate Certificate of Allocation of Personalized Registration Mark.

本人明白，如明知自訂登記號碼分配證明書的原本並無遺失或毀滅而以該原本已遺失或毀滅為理由申請自訂登記號碼分配證明書複本，根據香港法例第 374E 章道路交通(車輛登記及領牌)規例第 60 條的規定，本人可被罰款\$2000。

本人已細閱本申請表格的內容及明白有關「注意事項」。

本人以上聲明均屬真確事實。本人明白如故意在本申請表填報失實資料，根據香港法例第 374 章道路交通條例第 111 條第(3)款的規定，本人可被判罰款\$5000 及監禁 6 個月。

I understand that, if I apply for a duplicate Certificate of Allocation of Personalized Registration Mark on the ground that the original Certificate of Allocation of Personalized Registration Mark is lost or destroyed knowing that such original certificate of allocation has not been lost or destroyed, I shall render myself liable under Regulation 60 of the Road Traffic (Registration and Licensing of Vehicle) Regulations (Cap.374E) to a fine of \$2,000.

I have read through the content of this application form and understand the “NOTES FOR ATTENTION”.

My declarations above are true and correct. I understand that, if I knowingly make any statement or provide any information in this application form which is false in any material particular, I shall render myself liable under Section 111(3) of the Road Traffic Ordinance (Cap.374) to a fine of \$5,000 and imprisonment for six months.

自訂登記號碼持有人簽署

Signature of Personalized Registration Mark Holder

日期

Date

(如持有人是有限公司，請由授權人士簽署及加蓋公司印章。)

(If the holder is a Limited Company, please sign by an authorized person and stamp company's chop.)

## 注意事項 NOTES FOR ATTENTION

- (1) 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運輸署表格 TD559，將有關改變通知運輸署署長，並需提交有關改變的證明。任何人無合理解釋而違反此規定，即屬犯罪，可處罰款\$2,000。如屬姓名的改變或身分證明文件的改變，駕駛執照持有人／登記車主亦須將現有的駕駛執照正本(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)、車輛牌照(如持有)及自訂登記號碼分配證明書(如持有)送交運輸署署長，以作修改。
- (2) 運輸署署長在處理牌照申請時，可要求**申請人出示其現時地址的證明**(住址／公司地址(如以公司登記為車主)及通訊地址，例如水／電／煤氣／手提電話費單或銀行信件等，而該地址證明需距今不超過三個月)，以及可在申請人出示該等證明之前，**暫停處理該申請**。因此，請申請人士帶同現時地址的證明，並在牌照事務處人員要求下，出示其地址證明。
- (3) 所有在本署以你的身分證明文件／公司註冊證號碼登記的車輛牌照或駕駛執照的記錄，會根據你在本申請書內填報的地址而同時更改。
- (1) If a change occurs in the **name, address or identity document** of a driving licence holder/registered vehicle owner previously provided by the driving licence holder/registered vehicle owner to the Commissioner for Transport, the driving licence holder/registered vehicle owner shall, within 72 hours of the change, notify the Commissioner for Transport in writing or by submitting the completed Transport Department Form TD559 with the proof of change. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, the driving licence holder/registered vehicle owner shall also deliver to the Commissioner for Transport the existing original driving licence (if applicable), original driving instructors licence (if applicable), original vehicle registration document (if applicable), vehicle licence (if applicable) and Certificate of Allocation of Personalized Registration Mark (if applicable) for amendment.
- (2) The Commissioner for Transport may, in processing licensing application, require the applicant to **produce proof of his/her present address** (residential/company address (if using company as registered vehicle owner) and correspondence address (e.g. water/electricity/gas/mobile phone bill or bank correspondence) and may suspend the processing of the application until the production of such proof. Therefore, applicants please bring along proof of present address which is issued not more than 3 months from now for presentation as and when requested by officers of Licensing Office.
- (3) For any change of address notified in this application form, all vehicle/driving licence records of the applicant under the same identity document/Certificate of Incorporation held by this Department will also be changed.

## 所需文件 REQUIRED DOCUMENTS

申請**自訂登記號碼分配證明書**複本時，請一併附上：--

- ☐ 你的香港身份證，如非香港居民，請出示護照；如自訂登記號碼持有人為有限公司，請出示公司註冊證及由公司指定或授權的人士簽發的有效授權書；
- ☐ 損毀的自訂登記號碼分配證明書或遺失／毀壞證明文件；及
- ☐ 應繳的費用：申請費用為\$60，有關費用或會更改。如欲知最新費用，你可於本署各牌照事務處或致電顧客服務熱線 2804 2600／1823 電話中心查詢。  
(如用支票／銀行本票繳費，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)

If you apply for a **duplicate Certificate of Allocation of Personalized Registration Mark**, please also produce: --

- ☐ your H.K. Identity Card or passport for non-identity card holders; if the personalized registration mark holder is a Limited Company, the Certificate of Incorporation together with an authorization letter issued and signed by a person nominated or authorized by the company;
- ☐ the defaced Certificate of Allocation of Personalized Registration Mark or a documentary proof for the loss/destruction; and
- ☐ the appropriate fee: application fee is \$60. The fee may be subject to change. For the updated application fee, you may enquire at the enquiry counters of Licensing Offices or through Customer Service Hotline 2804 2600/1823 Call Centre. (Cheque/Cashier order should be made payable to '**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 phone number on the back of the Cheque/Cashier order.)

## 遞交申請表途徑 WAYS OF SUBMISSION OF APPLICATION

(甲) 填妥申請表後，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身份證明文件，以作記錄）：——

- (一) 香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處；或
- (二) 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
- (三) 九龍觀塘鯉魚門道 12 號東九龍政府合署 5 字樓運輸署觀塘牌照事務處；或
- (四) 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。

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)

(乙) 你亦可以將已填妥的申請表格及所需文件(申請費用除外)，經電郵([vrmu@td.gov.hk](mailto:vrmu@td.gov.hk))送交**運輸署車輛登記號碼分組**作審閱。本署會在10個工作天內以電郵形式作出回覆，告知你審閱的結果及有關繳費方法，並於確認收到申請費用後以掛號郵件方式向申請人寄出**自訂登記號碼證明書**複本。

(A) You can 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, Kowloon; or
- (4) Transport Department Sha Tin Licensing Office at 2/F, Sha Tin Government Offices, No.1 Sheung Wo Che Road, Sha Tin, New Territories.

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

(B) You may also submit the completed application form and relevant documents (except application fee) to the **Vehicle Registration Marks Unit of Transport Department** via email ([vrmu@td.gov.hk](mailto:vrmu@td.gov.hk)) for vetting. Under normal circumstances, the Transport Department will provide a reply through email within 10 working days informing the result of vetting and advise the payment means; and upon receipt of the application fee, send the **duplicate Certificate of Allocation of Personalized Registration Mark** to the applicant by registered post.

### 收集目的

- 運輸署會使用透過本申請表所獲得的個人資料作下列用途：
  - 辦理有關審批你在本申請表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；及
  - 方便運輸署與你聯絡。
- 你必須提供本申請表所要求的個人資料。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

- 你透過本申請表所提供的個人資料會向下列人士／部門公開：
  - 其他政府部門、決策局及有關機構，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；及
  - 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。

### 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，你有權索閱及修正你的個人資料。你的索閱權包括獲取本申請表所提供的個人資料副本一份。

### 查詢

- 有關透過本申請表收集的個人資料的查詢，包括索閱及修正資料，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／FRT 收啓

### Purposes of Collection

- The personal data provided by means of this form will be used by Transport Department for the following purposes :
  - activities relating to the processing of your application in this form;
  - 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; and
  - facilitating communication between Transport Department and yourself.
- It is obligatory for you to supply the personal data as required by this form. 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 form may be disclosed to :
  - other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;
  - any person for the purpose mentioned in paragraph 1(b) above; and
  - tunnel companies, Tsing Ma Control Area Operator and Tsing Sha Control Area Operator for execution of their statutory duties in traffic and transport matters.

### Access to Personal Data

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

- Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:  
Executive Officer/FRT  
Licensing Section  
3/F, United Centre  
95 Queensway  
Hong Kong