重要通知

核實「電子聯絡方式」

根據法例，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三個月內經運輸署網上牌照服務或指定網上平台，以一次性密碼核實，詳情請參閱運輸署網頁，或掃瞄此二維碼。

運輸署網頁

地址證明要求

於遞交牌照服務申請時，**必須**連同最近三個月內發出的地址證明文件正本或副本，否則運輸署可以根據有關法例暫停處理有關申請。[請參閱可接納的地址證明]

更改地址或電子聯絡方式

根據法例，駕駛執照持有人或登記車主的地址或電子聯絡方式如有改變，須在72小時內通知運輸署。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。你可透過政府一站通、遞交指明的表格（「更改個人資料或車輛資料通知書」）或以書面方式，連同新地址的證明文件（如適用）通知運輸署有關地址的更改。

郵件貼上足夠郵資

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。

提交身分證明文件

如以郵寄方式或經投遞箱遞交申請，**請勿**提交身分證明文件**正本**。

牌照事務處櫃位服務安排

如欲親自或授權代理人到牌照事務處櫃位提交申請，為節省輪候時間，你可先透過網上或電話預約櫃位服務（詳情請參閱香港政府一站通網頁）。未有有效預約的申請人，必須於現場取即日籌號才可使用櫃位服務（有關派籌輪候系統的詳情及即日籌數量請參閱本署網頁）。

若你是已登記選民而你的住址有變更，請盡早通知選舉事務處。如有查詢，請致電選舉事務處熱線 2891 1001。

運輸署
Transport Department

運輸署
Transport Department

駕駛執照複本／駕駛教師執照複本申請表
APPLICATION FOR A DUPLICATE DRIVING LICENCE / DRIVING INSTRUCTOR'S LICENCE

請閱讀背頁的各項須知，並以正楷填寫各項資料。請在適當方格加上✓號，並在標註*號的地方將不適用的項目刪去。 *Please read the notes overleaf and complete all items in BLOCK LETTERS. Please enter ✓ in the appropriate box(es) and delete whichever is inapplicable for items marked with *.*

身分證明文件號碼
IDENTITY DOCUMENT NO. _____ ( )

你上次填報的駕駛執照號碼如與右上角填報的不同，則請在此處填寫上次所報的號碼。
YOUR LAST DRIVING LICENCE NO. IS TO BE ENTERED HERE IF IT DIFFERS FROM THAT ABOVE. _____ ( )

(本欄不必填寫 FOR OFFICIAL USE ONLY)

O	
P	

Restrictions _____

..... *Receiving Officer's Signature*

申請人現時的資料 PRESENT PARTICULARS OF APPLICANT

(你在本署電腦記錄中的個人資料將根據下列所填報的而更改)
(Your particulars in our computer record will be amended as hereunder)

姓名 NAME:

* 先生 Mr. 1
夫人 Mrs. 2
小姐 Miss 3
女士 Ms. 4

_____
英文姓名 (姓氏先行，名字隨後) In English—*Surname first, then Other Names*

_____
中文姓名 In Chinese

電子聯絡方式 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.)
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 _____

住址 Residential Address

「注意：本署是以駕駛執照持有人／登記車主的住址為他／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，申請人必須在本申請表填寫其最新的住址。」
(Note: The residential address of a driving licence holder/registered vehicle owner is his/her registered address in this Department, and will be used for the purposes of contact with him/her and mailing correspondence. Thus, the applicant must fill in his/her updated residential address in this application form.)

_____ 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/Tower

_____
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

「注意：如你以上所填報的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。」
(Note: If you cannot use the above residential 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/Tower

_____
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

日間聯絡電話 Day Time Contact Tel. No. _____

* 請將不適用的刪去。Delete whichever is inapplicable.　† 請於適當方格內加上「✓」號。Please tick the appropriate box.

聲　明 DECLARATION

現聲明本人的
I hereby declare that my

† ☐ 駕駛執照 driving licence　　☐ 駕駛教師執照已 driving instructor's licence is

† ☐ 遺失；執照原本一旦尋回，本人保證退還給運輸署署長。
lost; and I undertake to return to the Commissioner for Transport the original licence when found.

☐ 毀壞。
destroyed.

☐ 破損；並附上已破損的執照。
defaced; and I enclose the defaced licence.

本人現申請領取執照複本。
I now apply for the issue of a duplicate licence.

本人明白，如本人明知執照的原本並無遺失或毀壞而以該原本已遺失或毀壞為理由申請執照複本，根據道路交通（駕駛執照）規例第 46 條第 (1) 款的規定，可被判罰款 $2,000。本人又聲明，本人現時所申請的執照種類，並沒有被當局暫時吊銷或註銷，又本人並未被取消持有或領取此執照的資格。現聲明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《道路交通條例》（第 374 章）第 111 條第 (3) 款的規定，本人可被判罰款 $5,000 及監禁 6 個月。

I understand that, if I apply for a duplicate licence on the ground that the original licence is lost or destroyed knowing that such original licence has not been lost or destroyed, I shall render myself liable on summary conviction under Regulation 46(1) of the Road Traffic (Driving Licences) Regulations to a fine of $2,000. I also declare that the licence that I am applying for has not been suspended or cancelled and that I am not disqualified from holding or obtaining such licence. I hereby declare that 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 be liable under Section 111(3) of Road Traffic Ordinance (Cap. 374) to a fine of $5,000 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　　日期
Signature of Applicant .....　　*Date* .....
（不接受電子／打印簽署 Digital/printed signature is not accepted）

† 請在適當的方格內加上「✓」號。Please tick the appropriate box.

注意事項 NOTES FOR ATTENTION

(1) 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。

(2) 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，駕駛執照持有人／登記車主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。

(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) 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。

(1) 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.

(2) 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 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.

(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) 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.

所需文件及費用 REQUIRED DOCUMENTS AND FEE

遞交申請表時，請一併附上以下文件：——

When you submit your application, please produce the following documents:—

†☐ 你的香港身份證，如非香港居民，請出示護照；
your H.K. Identity Card, or a passport for non-identity card holders;

☐ 破損的執照；及
the defaced licence; and

☐ 應繳費用——駕駛執照複本／駕駛教師執照複本的申請費用為 $110。有關申請費用或會更改。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)。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，身分證明文件號碼及日間聯絡電話號碼；請勿郵寄或投遞現款及身份證明文件正本。

the appropriate fee — the application fee for Duplicate Driving Licence/Duplicate Driving Instructor's Licence are $110. The application fees may be subject to change. 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) 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, identity document number and daytime contact telephone number on the back of the cheque/cashier order; cash and original identity document should not be sent by post or via drop-in box.

† 請在適當的方格內加上「✓」號。Please tick the appropriate box(es).

提前領牌 ADVANCED LICENSING

如已遺失／毀壞／破損的執照有效期不超過四個月，可申請換領執照 (視乎情況填寫 TD 557) 而毋須申領執照複本。

If the validity period of your lost/destroyed/defaced licence is not more than 4 months, you may apply for renewal of licence (by completing TD 557 as appropriate) instead of a duplicate licence.

郵遞／投遞箱申請 APPLICATION BY POST/DROP-IN BOX

如果你以郵遞／投遞箱遞交申請表，請填寫下列資料 PLEASE FILL IN THE FOLLOWING ITEMS IF APPLY BY POST/DROP-IN BOX

(1) 請在支票／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) 及日間聯絡電話。

Please write down your name, first four characters/digits of your identity document number and day time contact telephone no. on the back of the cheque/cashier order.

(2) 請填上你的付款資料。

Please fill in your Remittance Details.

銀行名稱 Name of Bank: _____

付款總額 Amount Paid: _____

支票／銀行本票號碼

Cheque/Cashier Order No. _____

(3) 為方便本署郵寄本申請表所申請的執照給你，請在下方填上你的姓名及你於本申請表所填寫的住址／通訊地址。

To facilitate us to mail the licence applied in this application form to you, please fill in your name and residential/correspondence address in this application form below.

(4) 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。請勿郵寄／投遞現款及身份證明文件正本。

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. Cash and original identity document should not be sent by post or via drop-in box.

交回申請表地點 PLACE OF SUBMISSION

你可將填妥的申請表及所需文件及費用以下列方式提交：

(甲) 郵寄或使用投遞箱：—

郵寄至東九龍郵政信箱 68115 號運輸署觀塘牌照事務處 (請參閱注意事項 (4))，或使用設於運輸署各牌照事務處的投遞箱遞交申請 (經投遞箱遞交的申請無須貼上郵票)。本署在收到已填妥的申請後，會在 10 個工作天內將成功獲發的執照以掛號郵件方式寄給你。如你在遞交申請後四個星期內未收到有關執照，請致電 2804 2600 與運輸署聯絡，以便作出跟進；或

(乙) 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)：—

(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 樓運輸署觀塘牌照事務處；或

(四) 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。

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

Please return the completed application form and necessary documents and fees by any of the following methods —

(A) By post or via drop-in boxes

Please send the application form and the required documents by post to: Transport Department Kwun Tong Licensing Office, P.O. Box 68115, Kowloon East Post Office (please refer to Notes for Attention (4)). You may also submit your application via drop-in boxes in any of the Transport Department Licensing Offices (no postage is needed for application via drop-in boxes). Upon receipt of a duly completed application, the successfully applied licence will be posted to you by registered post within 10 working days. If you have not received the licence 4 weeks from the date of submission, please contact Transport Department at 2804 2600 for follow up action; or

(B) 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, 1 Sheung Wo Che Road, Sha Tin, New Territories

Copy of your submitted supporting document(s) will be destroyed after processing your application. For enquiry on service hours of Transport Department licensing offices, please call 2804 2600 or visit our website www.td.gov.hk

郵遞申請，請寄往以下地址 (請沿虛線剪下)

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。

姓名 Name: _____

住址／通訊地址
Residential/Correspondence Address: _____

_____

_____

運輸署觀塘牌照事務處

東九龍郵政信箱 68115 號

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

收集目的

1. 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：
   (*a*) 辦理有關審批你在本申請表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

3. 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：
   (*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
   運輸署牌照事務組
   行政主任／首次登記稅

Purposes of Collection

1. The personal data provided by means of this form will be used by Transport Department for the following purposes:
   (*a*) activities relating to the processing of your application in this form;
   (*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 form. 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 form 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, Transport Department,
   3/F, United Centre, 95 Queensway,
   Hong Kong.

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

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.

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