

Important Notice

e-Submission and e-Notification for Ex-gratia Payment Applications

**DO NOT FILL
IF e-NOTIFICATION
IS NOT REQUIRED**

Applicants can now opt to submit their applications for ex-gratia payment and receive notifications of its status/results by email.

- **For e-submission:** please fill in and duly sign the application form TD605B^{Note 1} and submit it by email to epu@td.gov.hk. Preliminary vetting^{Note 2} of the application will be conducted upon receipt of the application. For applications which were submitted by email, the default notification channel for application status/results will remain as mail, unless the applicant opted for e-notification.
- **For e-notification:** please provide your email address^{Note 3} to the Ex-gratia Payment Unit of Transport Department by using the reply slip below.

Note 1: The e-fillable form of TD605B is available at the Transport Department's website. All applications submitted, whether by email, mail or dropbox or in person, must be duly signed by the applicant and by the relevant registered vehicle scrapping company (for companies, the company chops are also required).

Note 2: Approval-in-principle will be granted if the application is eligible and in order. Payment of the ex-gratia payment will be granted after the applicant or his/her representative submits the original application form to the Transport Department for verification.

Note 3: If an email is not provided, it will be assumed that the applicant chooses to receive the notifications of the application status/results by mail, and no e-notification will be sent.

重要通知

以電子形式提交特惠資助申請及接收通知

**如不需要電子通知
無須填寫**

申請人現可選擇透過電子郵件提交特惠資助申請及接收有關其狀態/結果的通知。

- **以電子形式提交申請：**請填妥並簽署申請表 TD605B^{註1}，電郵至 epu@td.gov.hk。本署收到申請後會進行初步審核^{註2}。對於通過電子郵件提交的申請，除非申請人選擇了以電子形式接收通知，否則其接收申請狀態/結果通知的渠道將保持為郵件。
- **以電子形式接收通知：**請使用以下回條將你的電郵地址^{註3}提供給運輸署特惠資助組。

註 1：TD605B 的電子表格可在運輸署網站下載。所有提交的申請，無論是通過電子郵件、郵寄或投遞箱或親自提交，都必須由申請人和相關登記拆車商正式簽署（公司須加蓋上公司印章）。

註 2：若申請符合資格和規定，本署將給予原則上的批准。特惠資助金將於申請人或其代表把申請表格正本交給運輸署核實後發放。

註 3：如申請人未有提供電子郵件，本署將假定申請人選擇通過郵件接收申請狀態/結果通知，而不會以電子形式發送通知。

*** DO NOT FILL IF e-NOTIFICATION IS NOT REQUIRED 如不需要電子通知無須填寫 ***

Ex-gratia Payment Scheme - Requesting e-Notification Service Reply Slip

特惠資助計劃 - 要求以電子形式接收通知的回條

To: Ex-gratia Payment Unit of Transport Department

致: 運輸署特惠資助計劃分組

I wish to receive notifications (acknowledgement, approval and/or rejection) related to my application for ex-gratia payment by email (e-notification). Please send the notification(s) to the email below:

我希望通過電子郵件收取有關我的特惠資助申請的通知（確認收到、批准或拒絕）。請將通知發去以下電子郵件：

Email 電子郵件：_____

Signature of applicant #
(with company seal, for company)
申請人簽署 #

Name of applicant 申請人姓名：_____（如屬公司，須加蓋公司印章）：_____

Chassis No. 車輛底盤號碼：_____ Date 日期：_____

#: Signature/company chop must match with that on page 3 of application form TD605B

#：簽署/公司印章必須與申請表 TD605B 第 3 頁上的簽署/公司印章相符

淘汰歐盟四期柴油商業車輛特惠資助計劃

特惠資助申請表

Ex-gratia Payment Scheme for Phasing Out Euro IV Diesel Commercial Vehicles

Application Form for Ex-gratia Payment

提交申請核對表

CHECKLIST FOR SUBMISSION OF APPLICATION

申請人須先詳閱本申請表內「須知事項」有關申請特惠資助的詳細內容，包括申請資格、申請程序，以及環境保護署網頁 (www.epd.gov.hk) 最新的登記拆車商名單。對下列**所有**問題的答案均須為「是」才符合申請要求和申請程序。如欲知道更多有關「淘汰歐盟四期柴油商業車輛特惠資助計劃」的詳情，請參閱環境保護署網頁(www.epd.gov.hk)或致電 2651 1100 查詢。有關本表格的查詢，請致電運輸署顧客服務熱線 2804 2600。Applicants should read carefully the “Notes for Attention” of this application form for details about application for ex-gratia payment, including the eligibility criteria, application procedures, and the latest list of registered vehicle scrapping companies in the website of Environmental Protection Department (EPD) (www.epd.gov.hk). To meet the application requirements and application procedures, **ALL** answers to the following must be “YES”. For further details about the Ex-gratia Payment Scheme for Phasing Out Euro IV Diesel Commercial Vehicles, please refer to EPD’s website (www.epd.gov.hk) or call 2651 1100. For enquiries about this application form, please call the customer service hotline of the Transport Department at 2804 2600.

- | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1 | 申請車輛在 2020 年 1 月 1 日當日，是否已登記為一輛柴油商業車輛或已申請重新登記為一輛柴油商業車輛？
As of 1 January 2020, had the vehicle under application got a valid vehicle registration as a DCV or applied for re-registration as a DCV? | 是
YES | 否
NO |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | 申請車輛的首次登記日期是否在本申請表內表一所指明的日期內*？
Does the first registration date of the vehicle under application fall within the dates specified in Table 1 of this application form*? | 是
YES | 否
NO |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | 申請車輛是否在 2020 年 1 月 1 日或以後曾持有有效車輛牌照？
Has the vehicle under application had a valid vehicle licence on or after 1 January 2020? | 是
YES | 否
NO |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | 申請車輛是否在 2020 年 10 月 19 日或以後被拆毀？
Was the vehicle under application scrapped on or after 19 October 2020? | 是
YES | 否
NO |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | 你所選用的拆車商，在申請車輛被拆毀當日，是否列於特惠資助計劃下的登記拆車商名單內？
Was the vehicle scrapping company selected by you on the list of registered vehicle scrapping companies under the ex-gratia payment scheme on the date when the vehicle under application was scrapped? | 是
YES | 否
NO |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | 申請車輛被拆毀後，你是否已將登記拆車商簽發的車輛拆毀證明書交給運輸署牌照事務處，及於本申請表內表二所指明的取消車輛登記期限或之前完成辦理取消車輛登記手續(請參閱本申請表內「須知事項」之「安排拆毀車輛前的注意事項」第四項)？
After the vehicle under application is scrapped, have you presented the Vehicle Scrapping Certificate issued by the registered vehicle scrapping company to one of the Licensing Offices of the Transport Department and completed the procedures for cancelling the registration of the vehicle on or before its respective deadline for cancelling the vehicle registration as specified in Table 2 of this application form (please refer to item (4) of the “Notes for the attention before arranging the scrapping of vehicle” under the “Notes for Attention” of this application form)? | 是
YES | 否
NO |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | 在取消車輛登記時，申請車輛是否一輛柴油商業車輛(即以柴油推動的貨車、小型巴士或非專利巴士)？
Was the vehicle under application a diesel commercial vehicle (DCV) (i.e. a goods vehicle, light bus or non-franchised bus running on diesel) on the day when its registration was cancelled? | 是
YES | 否
NO |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | 你是否申請車輛取消車輛登記時的登記車主？
Were you the registered owner of the vehicle under application when its registration was cancelled? | 是
YES | 否
NO |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | 你是否已在本申請表乙部貼上一張由登記拆車商在拆毀車輛前所拍攝、並清楚顯示車輛獨特底盤號碼的照片，並將本申請表的乙部和丙部交由登記拆車商填妥？
Have you affixed to Part B of this application form a photo clearly showing the vehicle’s unique chassis number taken by the registered vehicle scrapping company before the vehicle is scrapped, and had Part B and C of this application form duly completed by the registered vehicle scrapping company? | 是
YES | 否
NO |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | 你是否在取消申請車輛的車輛登記三個月內向運輸署提交本申請表？
Do you submit this application form to the Transport Department within three months after the registration of the vehicle under application is cancelled? | 是
YES | 否
NO |
| | | <input type="checkbox"/> | <input type="checkbox"/> |

*請參閱「須知事項」申請資格第(一)項。Please refer to Item (1) of Eligibility Criteria under “Notes for Attention”.

淘汰歐盟四期柴油商業車輛特惠資助計劃

特惠資助申請表

Ex-gratia Payment Scheme for Phasing Out Euro IV Diesel Commercial Vehicles
Application Form for Ex-gratia Payment

顧客服務熱線 Customer Service Hotline : 2804 2600

請閱讀夾附的「須知事項」，並使用黑色或藍色原子筆（不可使用可擦拭原子筆）以正楷填寫各項資料。

Please read the "Notes for Attention" attached to this application form and provide the required information in **BLOCK LETTERS** with black or blue ball pen (erasable ball pen should not be used).

(本欄不必填寫 FOR OFFICIAL USE ONLY)

申請編號 _____ 收表人簽署 _____ 日期 _____
Application Number: _____ Receiving Officer's Signature: _____ Date: _____

甲部 申請者現時的個人資料
PART A PRESENT PARTICULARS OF APPLICANT

姓名/公司名稱	NAME	
*先生	Mr.	1
太太	Mrs.	2
小姐	Miss	3
女士	Ms.	4
公司	Co.	5

英文姓名 (姓氏先行, 名字隨後) Name in English (Surname first, then given name)/公司名稱 Company name in English

中文姓名/公司名稱 Name in Chinese

*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.: _____ ()

住址/公司地址 Residential / Company Address φ
(注意: 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, 申請人必須在本申請表填寫其最新的住址/公司地址。)
(Note: 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 residential/company address in this application form.)

室 Flat/Room	樓 Floor	座 Block
如以中文書寫地址, 必須清楚寫明樓層, 以免郵遞失誤		
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	<input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 九龍 Kowloon <input type="checkbox"/> 新界 New Territories	

通訊地址 Correspondence Address φ
(注意: 如你不能用以上住址/公司地址作聯絡和郵遞用途, 請在以下填寫你的通訊地址。)
(Note: If you cannot use the above residential/company address for the purpose of contact and mailing, please fill in below your correspondence address.)

室 Flat/Room	樓 Floor	座 Block
如以中文書寫地址, 必須清楚寫明樓層, 以免郵遞失誤		
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	<input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 九龍 Kowloon <input type="checkbox"/> 新界 New Territories	
電話號碼	傳真機號碼 (如有)	
Telephone No. _____	Fax No. (if any) _____	

* 請刪去不適用者 Delete if inappropriate
本署會按本表內的資料更新申請人備存於本署的地址記錄, 如有需要, 亦會要求申請人提交以上登記地址及通訊地址的證明, 以完成地址更新手續。如申請獲批准, 特惠資助金會以劃線支票發給申請人(即有關車輛被取消車輛登記時的登記車主), 並在完成地址更新手續後寄往車主在運輸署的登記地址/通訊地址。 **Your address record in the Transport Department will be updated accordingly based on the information provided in this application form.** You are also required to produce proof of the above registered and correspondence address, if necessary, for completion of the address updating process. If the application is approved, the ex-gratia payment will be made payable by crossed cheque to the applicant (i.e. the registered vehicle owner of the vehicle when its registration was cancelled) by post upon completion of the address updating process to his/her registered / correspondence address held by this Department.

(申請者聲明 Declaration by the applicant)

本人已閱讀及明白「淘汰歐盟四期柴油商業車輛特惠資助計劃」的條款及細則，並承諾及保證本人遵從在本申請表「須知事項」內列出的所有規定作此申請。本人謹此聲明：

I have read the terms and details of the Ex-gratia Payment Scheme for Phasing Out Euro IV Diesel Commercial Vehicles. I undertake and warrant that I shall comply with all requirements set out in the Notes for Attention of this application form in making this application. I hereby declare the following:

(一) 據本人所知及相信，在本申請表內填報的一切資料及本人的陳述和提交的證明文件均屬真實、完整和準確。

(1) To the best of my knowledge and belief, the information provided in this application form is true, complete and accurate.

(二) 本人承諾，如本人在本申請表內所申報的資料有不實陳述或遺漏，本人會即時將就本申請已領取的特惠資助金全數清還予政府，並會賠償政府一切有關損失，包括但不限於利息及有關處理這宗申請和追討賠償的費用。

(2) I undertake that if any statement made in this application is false or if there is any omission, I will repay immediately the whole amount of the ex-gratia payment given pursuant to this application and will compensate the Government for any loss arising from this application including but not limited to the loss of interest and any expenses incurred in relation to this application and claim for compensation.

(三) 本人承諾，今後無論何時，本人會就本申請表所引致或導致的一切責任、申索、索求、帳項、費用及開支，和一切法律行動、訴訟及法律程序，以及一切損失及賠償，對政府作出充分彌償。

(3) I undertake at all time hereinafter to fully indemnify the Government from and against all liabilities, claims, demands, account, costs and expenses and all actions, suits, and proceedings and all losses and damages whatsoever arising from or in connection with this application.

申請人簽署
(如屬公司，請加蓋公司印章)
Signature of applicant
(with company seal, for company)

日期
Date

簽署人姓名
Name of Signatory

(登記拆車商聲明 Declaration by the registered vehicle scrapping company)

本公司現聲明，據本公司所知及相信，在本申請表上乙部所提供的一切資料及相片均屬真實、完整和準確，當中指明的歐盟四期柴油商業車輛已經由本公司拆毀，不能再重新裝配為車輛在香港作任何用途。

We declare that to the best of my knowledge and belief, the information and photo given in Part B of this application form are true, complete and accurate, and the Euro IV diesel commercial vehicle specified therein has been scrapped by this company and can no longer be re-assembled into a vehicle for use in Hong Kong for any purpose.

名稱:
Name:

特惠資助計劃下的登記拆車商編號:
Registered number under the ex-gratia
payment scheme:

登記地址:
Registered address:

電話號碼:
Telephone number:

拆車商代表簽署(加蓋公司印章):
Signature by representative of vehicle
scrapping company (with company chop):

須知事項

申請資格

申請人及車輛必須符合以下要求：

- (一) 該車輛的首次登記日期是在本申請表內表一所指明的日期內*；
- (二) 該車輛在2020年1月1日當日是已登記的柴油商業車輛(即以柴油推動的貨車、小型巴士或非專利巴士)或已申請重新登記為柴油商業車輛；
- (三) 該車輛在2020年1月1日當日或之後曾持有有效車輛牌照；
- (四) 該車輛在取消車輛登記當日是柴油商業車輛；
- (五) 該車輛在2020年10月19日當日或之後由特惠資助計劃下的登記拆車商拆毀；
- (六) 該車輛的登記在被拆毀後已被取消；以及
- (七) 特惠資助的申請人是取消車輛登記時的登記車主。

*原設計為歐盟四期，但在本申請表內表一所指明的日期後作首次登記的柴油商業車輛，亦可在本申請表內表二所指明的最後取消車輛登記期限(即2027年12月31日)或之前申請特惠資助。申請人須提交文件以證明有關車輛原設計為歐盟四期柴油商業車輛。如有查詢，請致電環境保護署熱線2651 1100。

申請程序

申請人須於2020年10月19日至本申請表內表二所指明的取消車輛登記期限期間(包括首尾兩天)，將其歐盟四期柴油商業車輛先交由登記拆車商拆毀，然後向運輸署提交由該登記拆車商簽發的車輛拆毀證明書，通知運輸署署長取消車輛登記。申請人須在取消車輛登記後三個月內向運輸署提交特惠資助申請，而申請時須將登記拆車商在拆毀車輛前拍攝，可顯示車輛獨特底盤號碼的照片貼於本申請表乙部。

安排拆毀車輛前的注意事項

- (一) 如對拆車商的登記狀態有懷疑，請在拆毀車輛前與環境保護署聯絡，或參考載於環境保護署網頁(www.epd.gov.hk)的登記拆車商名單。
- (二) 登記拆車商須在拆毀車輛前拍攝可清楚顯示將被拆毀的車輛的獨特底盤號碼每一個數字及字母的照片。如發現車輛底盤號碼已經破損，登記車主應在拆車前聯絡運輸署駕駛執照記錄辦事處申請核實有關號碼。在完成核實過程後，方可安排登記拆車商拆毀有關車輛。
- (三) 申請人在拆毀車輛前須先了解有關申請特惠資助的詳細內容，包括申請資格、最新的登記拆車商名單和其他申請詳情。有關特惠資助計劃的其他詳情，請參閱環境保護署網頁(www.epd.gov.hk)或致電環境保護署熱線 2651 1100。
- (四) 在拆毀車輛後，若申請人親自或由代理人到運輸署牌照事務處櫃位辦理取消車輛登記手續並交齊所需文件，運輸署會在當天完成有關手續將該車輛的登記取消。若申請人選擇以投遞或郵寄方式辦理，應預留足夠時間寄出文件，運輸署一般會在收齊所需文件後十個工作天內完成取消車輛登記手續。

遞交申請方法

遞交申請表方法：

申請者可將已填妥之申請表，連同上述證明文件，以下列一種方法遞交：

- 投放在設於運輸署各牌照事務處的投遞箱內
- 郵寄至運輸署香港牌照事務處(地址：香港金鐘道95號統一中心3樓)
- 申請者或其代理人亦可於辦公時間內(星期一至五：上午9時至下午5時)將申請表交往運輸署香港牌照事務處1號櫃台

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。

遞交申請表時，需一併附上下列文件：

- 申請者的香港身份證或身份證明文件副本。如申請者屬公司，則需附上公司註冊證書 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副本。恕不接受商業登記證。
- 如申請人在本表格提供的地址與最後提供予運輸署的地址有所改變，需附上現時地址的證明(住址 公司地址及通訊地址)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)。如有查詢，可致電2804 2600。

對申請的要求

政府保留權利以申請人曾經參與、正在參與或有理由相信申請人曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，拒絕有關申請人的申請。

郵遞申請 APPLICATION BY POST (此部份必須填寫 This part must be completed)

請在下方填寫你的姓名及回郵地址(必須與甲部所填寫的通訊地址相同，如沒有填寫通訊地址，回郵地址則為甲部所填寫的住址/公司地址)。本署會將有關本申請的信件寄往該地址。Please fill in your Name and Return Address (must be the same as correspondence address provided in Part A, if correspondence address is not provided, then the return address is the residential / company address provided in Part A) to which correspondence of this application will be sent.

姓名 Name: _____

回郵地址 Return Address: _____

✕
香港金鐘道95號統一中心3樓運輸署香港牌照事務處
Hong Kong Licensing Office, Transport Department
3/F, United Centre, 95 Queensway, Hong Kong

Notes for Attention

Eligibility Criteria

The vehicle under application and the applicant **must** meet the following requirements:

- (1) the first registration date of the vehicle shall fall within the dates specified in Table 1 of this application form*;
- (2) the vehicle is registered as a Diesel Commercial Vehicle (DCV) or has applied for re-registration as a DCV (i.e. goods vehicle, light bus or non-franchised bus running on diesel) as of 1 January 2020;
- (3) the vehicle has had a valid vehicle licence on or after 1 January 2020;
- (4) the vehicle is a DCV on the day of cancellation of its registration;
- (5) the vehicle is scrapped on or after 19 October 2020 by a vehicle scrapping company registered under the ex-gratia payment scheme;
- (6) the registration of the vehicle is cancelled after it has been scrapped; and
- (7) the applicant for the ex-gratia payment is the registered owner of the vehicle when its registration is cancelled.

* Vehicles originally designed as Euro IV DCVs but first registered after the dates specified in Table 1 of this application form can apply for the ex-gratia payment on or before the last deadline for cancelling the vehicle registration (i.e. 31 December 2027) specified in Table 2 of this application form. Applicants shall provide documents for supporting that the vehicle concerned was originally designed as a Euro IV DCV. For enquiry, please call the Environmental Protection Department hotline at 2651 1100.

Application Procedures

The applicant needs to scrap and cancel the vehicle's registration of his / her Euro IV DCV within the period between 19 October 2020 and the respective deadline for cancelling the vehicle registration (both dates inclusive) at Table 2 of this application form. The applicant should arrange for his / her Euro IV DCV to be scrapped by a vehicle scrapping company registered under the scheme, and then notify the Commissioner for Transport of such scrapping with a Vehicle Scrapping Certificate issued by the registered vehicle scrapping company for cancelling the vehicle's registration. Within three months after the vehicle's registration is cancelled, the applicant should submit an application for ex-gratia payment to the Transport Department and affix a photo showing the vehicle's unique chassis number taken by the registered vehicle scrapping company before the vehicle is scrapped to Part B of this application form.

Notes for the attention before arranging the scrapping of vehicle

- (1) In case of doubt about the registration status of a vehicle scrapping company, you are advised to contact the Environmental Protection Department (EPD) or refer to the list of registered vehicle scrapping companies under the ex-gratia payment scheme accessible on EPD's website (<http://www.epd.gov.hk>) **before scrapping the vehicle**.
- (2) The registered vehicle scrapping company must take before scrapping a photo of the vehicle to be scrapped that clearly shows each numeral and letter of the vehicle's unique chassis number. If the vehicle's unique chassis number is found damaged, you should before scrapping the vehicle approach the Driving Licence Records Office of the Transport Department (TD) for verification of the number. You should only arrange scrapping of the vehicle by a registered vehicle scrapping company upon completion of the verification process.
- (3) You should check the details about application for ex-gratia payment, including the eligibility criteria, the latest list of vehicle scrapping companies registered under the scheme and other application details **before scrapping your vehicle(s)**. For other details of the ex-gratia payment scheme, please refer to EPD's website (<http://www.epd.gov.hk>) or call EPD's hotline at 2651 1100.
- (4) If you apply for de-registration of the scrapped vehicle in person or by an agent at a service counter of TD's Licensing Offices, TD would complete the required procedures and cancel the registration of the vehicle on the same day provided that all the required documents have been submitted. If you apply for de-registration of the vehicle by post or by drop-in boxes, please allow sufficient time for TD to process the application, which would normally be completed within 10 working days upon receiving all the required documents.

Method of Application Submission

- Channels of Submission:

Applicant can submit the completed application forms, together with the documents mentioned above, by any one of the following means:

- By drop-in boxes located at the four licensing offices of the Transport Department;
- By post to Hong Kong Licensing Office, Transport Department (Address: 3/F United Centre, 95 Queensway, Hong Kong);
- In person or by agent to Counter Number 1 of Hong Kong Licensing Office, Transport Department during office hours.
(Monday to Friday: 9am to 5pm)

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.

- When you submit the application form, please also produce the following documents:

- Photocopy of the applicant's H.K. Identity Card or passport for non-identity card holders in the case of a private owner; photocopy of the 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 in the case of a Company, Business Registration Certificate will not be accepted.
- If the address provided by the applicant in this application form is different from that last provided to the Transport Department, submission of the 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) is required. 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.

Requirements of Application

The Government reserves the right to reject an application on the grounds that the applicant has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

表一 符合淘汰歐盟四期柴油商業車輛特惠資助計劃申請資格的首次登記日期

柴油商業車輛	許可車輛總重	首次登記日期
貨車	不超過 1.7 公噸	2006 年 1 月 1 日至 2012 年 12 月 30 日
	超過 1.7 但不超過 3.5 公噸	2007 年 1 月 1 日至 2012 年 12 月 30 日
	超過 3.5 公噸	2006 年 10 月 1 日至 2012 年 5 月 31 日
小型巴士	不超過 1.7 公噸	2006 年 1 月 1 日至 2012 年 5 月 31 日
	超過 1.7 但不超過 3.5 公噸	2007 年 1 月 1 日至 2012 年 5 月 31 日
	超過 3.5 公噸	2006 年 10 月 1 日至 2012 年 5 月 31 日
非專利巴士	超過 3.5 公噸	2006 年 10 月 1 日至 2012 年 5 月 31 日

Table 1 The First Registration Dates Entitled for Applying for the Ex-gratia Payment Scheme for Phasing Out Euro IV DCVs

DCVs	Permitted Gross Vehicle Weight	First Registration Dates
Goods Vehicles	Not more than 1.7 tonnes	1 January 2006 to 30 December 2012
	More than 1.7 but not more than 3.5 tonnes	1 January 2007 to 30 December 2012
	More than 3.5 tonnes	1 October 2006 to 31 May 2012
Light Buses	Not more than 1.7 tonnes	1 January 2006 to 31 May 2012
	More than 1.7 but not more than 3.5 tonnes	1 January 2007 to 31 May 2012
	More than 3.5 tonnes	1 October 2006 to 31 May 2012
Non-franchised Buses	More than 3.5 tonnes	1 October 2006 to 31 May 2012

表二 歐盟四期柴油商業車輛申請特惠資助的取消車輛登記期限

柴油商業車輛的首次登記年份	2006年	2007年	2008年	2009年	2010年	2011年	2012年
取消車輛登記期限	2021年 12月31日	2023年 12月31日 [#]	2024年 12月31日 [#]	2024年 12月31日	2025年 12月31日	2026年 12月31日	2027年 12月31日

[#]環境保護署已公布2007年及2008年首次登記的歐盟四期柴油商業車輛申請特惠資助的截止日期分別延至2023年12月31日及2024年12月31日。

Table 2 Deadlines for Cancelling the Vehicle Registration of Euro IV DCVs for participating in the Ex-gratia Payment Scheme

First Registration Year of DCVs	2006	2007	2008	2009	2010	2011	2012
Deadline for Cancelling the Vehicle Registration	31 December 2021	31 December 2023 [#]	31 December 2024 [#]	31 December 2024	31 December 2025	31 December 2026	31 December 2027

[#]The Environmental Protection Department has announced the extension of the ex-gratia payment application deadline for phasing out Euro IV DCVs first registered in 2007 and 2008 to 31 December 2023 and 31 December 2024 respectively.

更改個人資料 Change of Personal Particulars

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而有關資料有所改變，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。任何人無合理辯解而違反此規定，即屬犯罪，可處罰款 2,000 元。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，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(需發出距今不超過三個月)，並在牌照事務處人員要求下，出示其地址證明。
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 instructor's 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**, and may suspend the processing of the application until the production of such proof. Applicants please bring along your proof of present address (issued not more than 3 months from now) for presentation as and when requested by officers of licensing offices.

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提出的申請的事務；
 - (b) 辦理有關交通及運輸的事務；
 - (c) 統計及其他法定用途；及
 - (d) 方便運輸署與你聯絡。
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) 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。

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

5. 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 樓運輸署牌照事務組行政主任/首次登記稅收啟。

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) activities relating to traffic and transport matters;
 - (c) statistical and any other legitimate purposes; and
 - (d) facilitating communication between Transport Department and yourself.
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) other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above.

Access to Personal Data

4. 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

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