

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 through the website of the Transport Department within three months before submitting an application. For details, please refer to the website of the Transport Department (www.td.gov.hk) or scan this QR code.



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.

Before the transfer of vehicle ownership procedures are completed, as the vehicle is still registered under the name of the existing owner, the existing owner needs to continue to take up all legal liabilities incurred by that vehicle.

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](#) 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 the 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.

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.

Say Yes to Organ Donation. Register online!
For enquiry, please contact CODR System Administrator of Department of Health at 2961 8441.



運輸署

Transport Department

香港特別行政區政府運輸署
Transport Department of the Government of the Hong Kong Special Administrative Region

的士過戶通知書
NOTICE OF TRANSFER OF OWNERSHIP OF A TAXI
(正本 ORIGINAL)

請閱讀背頁的「須知事項」，所需的各項資料均須以正楷填寫。
Please read the notes overleaf and complete all items in BLOCK LETTERS.
如填報失實，即屬違法。It is an offence to make any false statement.

遞交此表並不表示申請已獲批准，車輛過戶的正式生效日期是以新車輛登記文件的核發日期為準。

Submission of this form does NOT mean an approval of transfer of ownership of a vehicle. The effective date of transfer of ownership will be specified on the new vehicle registration document issued to the new registered owner.

登記車主(舊車主)必須填寫車輛登記(車牌)號碼及此欄。
The registered (old) owner must fill in vehicle registration mark and this part.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

Receiving Officer's Signature

Checker's Signature

車輛登記(車牌)號碼
Vehicle Registration Mark

➔

_____ ()

登記車主的車輛過戶聲明 DECLARATION OF REGISTERED OWNER OF TRANSFER OF VEHICLE OWNERSHIP

姓名 Name: _____

* 先生 Mr. 1 _____

太太 Mrs. 2 _____

小姐 Miss 3 _____

女士 Ms. 4 _____

有限公司 Ltd. Co. 5 _____

英文姓名/公司名稱(姓氏先行, 名字隨後) In English—Surname first, then Other Names (中文姓名/公司名稱 In Chinese)

*H.K. Identity Card/or Limited Company Certificate of Incorporation No. _____ ()

* 香港身份證/有限公司註冊證號碼

的士類別: Type of Taxis: _____

* 市區、新界 H.K., Kln. & N.T. 1 _____

新界 N.T. 2 _____

大嶼山 Lantau 3 _____

車輛登記細節 PARTICULARS OF VEHICLE

底盤號碼/車輛識別號碼 Chassis No./VI. No. _____

現聲明本人今天已出讓上述車輛，並已把本通知書、車輛登記文件及自訂登記號碼分配證明書(如適用)轉交新車主。本人聲明，此車的售價為_____元。
I hereby declare that I have today relinquished ownership of this vehicle and I have delivered to the new owner this notice of transfer, the Vehicle Registration Document and the Certificate of Allocation of Personalized Registration Mark (if applicable). I also declare that the selling price of the vehicle is \$_____.

† 登記車主於公職人員前簽署 Signature of registered owner in the presence of a designated public officer _____ 日期 Date _____
(如車輛屬私人擁有，簽署須與車輛登記文件的簽署相符。)(In case of a private owner, the signature should conform with that on the Vehicle Registration Document)

見證登記車主簽署之公職人員簽署 Signature of the attesting designated public officer _____
(本欄不必填寫) (FOR OFFICIAL USE ONLY)

新車主必須填寫此欄
The new owner must complete this part

新車主個人資料 PARTICULARS OF NEW OWNER

姓名 Name: _____

* 先生 Mr. 1 _____

太太 Mrs. 2 _____

小姐 Miss 3 _____

女士 Ms. 4 _____

有限公司 Ltd. Co. 5 _____

英文姓名/公司名稱(姓氏先行, 名字隨後) In English—Surname first, then Other Names (中文姓名/公司名稱 In Chinese)

*H.K. Identity Card/or Limited Company Certificate of Incorporation No. _____ ()

* 香港身份證/有限公司註冊證號碼

出生日期 Date of Birth _____
日 D 月 M 年 Y

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/公司地址: Residential/Company Address

室 Flat/Room _____ 座 Block _____ 樓 Floor _____

大廈名稱/門牌號數及街道名稱/屋邨 Name of Building/Number and Name of Street/Estate _____

樓宇層數請依升降機所用層數，或以西式計算。

* 香港 H.K. 1
九龍 Kln. 2
新界 N.T. 3

地區 District _____

通訊地址(如與上方所填寫的不同): Correspondence Address (if different from that above): _____

聯絡電話: Contact Tel. No.: _____

有效第三者風險保險 (必須出示以新車主名義購備的保險單)
VALID THIRD PARTY RISK INSURANCE (Certificate issued in the name of the new owner MUST be produced)

(不適用於拖車 Not applicable to Trailer)

保險公司(並非代理)的名稱 Name of Insurance Company (not agent) _____

保險單持有人姓名或名稱 Name of policy holder _____

保險單/臨時保險單號碼 Policy/Cover Note No. _____ 屆滿日期 Expiry Date _____

新車主購入車輛聲明 DECLARATION OF NEW OWNER ACQUIRING THE VEHICLE

(由新車主填寫。如屬有限公司，則應由該公司指定或授權的人士簽署，並須寫下有關人士的全名。)
(To be completed by the new owner. In the case of a Limited Company, this should be signed by a person nominated and authorized by the Company. He should also put down his name in full under his signature.)

現聲明本人今天以_____元購入上述車輛。本人已年滿十八歲，現證實本通知書內的資料及細節全屬真實無訛。本人明白，如故意填報失實的重要資料，根據道路交通條例(香港法例第374章)第111(3)條，本人可被判罰款\$5,000元及監禁六個月。
I hereby declare that I have today acquired the ownership of this vehicle and the price of purchase is \$_____. I also declare that I am not less than 18 years old and hereby verify the accuracy of the information and particulars contained in this notice. I understand that, if I knowingly make any statement which is false in material particulars, 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.

† 新車主於公職人員前簽署 Signature of new owner in the presence of a designated public officer _____ 日期 Date _____

見證新車主簽署之公職人員簽署 Signature of the attesting designated public officer _____
(本欄不必填寫) (FOR OFFICIAL USE ONLY)

(甲) 證明文件

(一) 新車主通知書，必須連同下列文件及費用一併遞交：

- (a) 車輛登記文件 (登記文件須由登記車主簽署)；
- (b) 有關的自訂登記號碼分配證明書 (如該車輛是獲配予自訂登記號碼的車輛)；
- (c) 凡登記車輛屬私人所有，請出示香港身份證；非香港居民，則出示護照；如車輛屬有限公司擁有，請出示公司註冊證；
- (d) 商業登記證；
- (e) 以新車主名義購備的第三者風險保險單或臨時保險單 (須於車輛過戶的生效日期仍屬有效)；
- (f) 應繳的費用 (如用支票繳費，請劃線支付「香港特別行政區政府」)；及
- (g) 現時地址的證明 (住址／公司地址及通訊地址) 正本或副本，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。

(乙) 申請注意事項

(一) 根據香港法例第374E章道路交通 (車輛登記及領牌) 規例第 17(1)(b)(iii)條，在辦理的士過戶時，該的士的登記車主和新車主必須在已獲授權的公職人員面前簽署的士過戶通知書，證明通知書內的資料及詳情均屬準確。

(A) Supporting Documents

(1) The new owner's notice must be accompanied by the following:—

- (a) the Vehicle Registration Document (please ensure that the registered owner has signed the registration document);
- (b) the Certificate of Allocation of Personalized Registration Mark (if the vehicle is assigned with a personalized registration mark);
- (c) the Hong Kong Identity Card or a Passport for non-identity card holders in the case of a private owner and the Certificate of Incorporation in the case of a Limited Company;
- (d) the Business Registration Certificate;
- (e) the Third Party Risk Insurance Certificate or Cover Note issued in the name of the new owner (valid on the date when transfer of ownership is effected); and
- (f) the appropriate fee (Cheques should be made payable to the Government of the Hong Kong Special Administrative Region and crossed); and
- (g) original or 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). 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.

(B) Points to note in submitting application

- (1) Under Regulation 17(1)(b)(iii) of the Road Traffic (Registration and Licensing of Vehicles) Regulations, Cap. 374E, to effect a change in the record of ownership of a taxi, both the registered owner and the new owner of a taxi have to sign the Notice of Transfer in the presence of a designated public officer, certifying the accuracy of the information and particulars contained in the notice.

電話查詢 TELEPHONE ENQUIRIES

廿四小時查詢熱線： 1823 辦公時間： 2804 2576
24-hour Enquiry Hotline: 1823 Office Hour: 2804 2576

交回表格地點 PLACE OF SUBMISSION

申請表填妥後，必須親自交回香港金鐘道 95 號統一中心 3 樓運輸署公共車輛分組。

請注意服務時間如下：

星期一至星期五 星期六、日及公眾假期停止辦公。
由上午九時至下午一時
及下午二時至五時四十五分

You must submit your application in person to the Public Vehicles Unit, Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong. Please note that the service hours are as follows:—

Monday to Friday The Office will be closed on Saturday, Sunday and Public Holiday.
From 9:00 a.m. to 1:00 p.m.
and 2:00 p.m. to 5:45 p.m.

車主姓名或名稱 NAME OF OWNER

新車主如屬有限公司，應填報其名稱及註冊辦事處地址，並應由該公司指定的人士簽署表格。有關車輛如由私人商號擁有，則應該商號的東主或主要合夥人的姓名登記。未經註冊的商號或團體，其名稱不得用以登記車輛。

If the new owner is a Limited Company, the name and address of the registered office of the Company should be given and should be signed by a person nominated by the Company. If the vehicle is acquired by a private firm, the vehicle must be registered in the name of the proprietor or principal partner. Vehicles cannot be registered in the name of a firm or institution unless it is an incorporated body.

死亡 DEATH

如登記車主已經去世，須出示遺囑認證書或遺產管理證明書。

Where the registered owner has died, a probate or letter of administration must be produced.



香港特別行政區政府運輸署
Transport Department of the Government of the Hong Kong Special Administrative Region

的士過戶通知書
NOTICE OF TRANSFER OF OWNERSHIP OF A TAXI
(副本 DUPLICATE)

請閱讀背頁的「須知事項」，所需的各項資料均須以正楷填寫。
Please read the notes overleaf and complete all items in BLOCK LETTERS.
如填報失實，即屬違法。It is an offence to make any false statement.

遞交此表並不表示申請已獲批准，車輛過戶的正式生效日期是以新車輛登記文件的核發日期為準。

Submission of this form does NOT mean an approval of transfer of ownership of a vehicle. The effective date of transfer of ownership will be specified on the new vehicle registration document issued to the new registered owner.

登記車主(舊車主)必須填寫車輛登記(車牌)號碼及此欄。
The registered (old) owner must fill in vehicle registration mark and this part.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

Receiving Officer's Signature _____ Checker's Signature _____

車輛登記(車牌)號碼
Vehicle Registration Mark

➔

_____ ()

登記車主的車輛過戶聲明 DECLARATION OF REGISTERED OWNER OF TRANSFER OF VEHICLE OWNERSHIP

姓名 Name: _____

* 先生 Mr. 1 _____

太太 Mrs. 2 _____

小姐 Miss 3 _____

女士 Ms. 4 _____

有限公司 Ltd. Co. 5 _____

英文姓名/公司名稱(姓氏先行, 名字隨後) In English—Surname first, then Other Names (中文姓名/公司名稱 In Chinese)

*H.K. Identity Card/or Limited Company Certificate of Incorporation No. _____ ()

* 香港身份證/有限公司註冊證號碼

的士類別: Type of Taxis: _____

* 市區、新界 H.K., Kln. & N.T. 1 _____

新界 N.T. 2 _____

大嶼山 Lantau 3 _____

車輛登記細節 PARTICULARS OF VEHICLE

底盤號碼/車輛識別號碼 Chassis No./VI. No. _____

現聲明本人今天已出讓上述車輛，並已把本通知書、車輛登記文件及自訂登記號碼分配證明書(如適用)轉交新車主。本人聲明，此車的售價為_____元。
I hereby declare that I have today relinquished ownership of this vehicle and I have delivered to the new owner this notice of transfer, the Vehicle Registration Document and the Certificate of Allocation of Personalized Registration Mark (if applicable). I also declare that the selling price of the vehicle is \$_____.

† 登記車主於公職人員前簽署 Signature of registered owner in the presence of a designated public officer _____ 日期 Date _____
(如車輛屬私人擁有，簽署須與車輛登記文件的簽署相符。)(In case of a private owner, the signature should conform with that on the Vehicle Registration Document)

見證登記車主簽署之公職人員簽署 Signature of the attesting designated public officer _____
(本欄不必填寫) (FOR OFFICIAL USE ONLY)

新車主必須填寫此欄
The new owner must complete this part

新車主個人資料 PARTICULARS OF NEW OWNER

姓名 Name: _____

* 先生 Mr. 1 _____

太太 Mrs. 2 _____

小姐 Miss 3 _____

女士 Ms. 4 _____

有限公司 Ltd. Co. 5 _____

英文姓名/公司名稱(姓氏先行, 名字隨後) In English—Surname first, then Other Names (中文姓名/公司名稱 In Chinese)

*H.K. Identity Card/or Limited Company Certificate of Incorporation No. _____ ()

* 香港身份證/有限公司註冊證號碼

出生日期 Date of Birth _____
日 D 月 M 年 Y

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/公司地址: Residential/Company Address

室 Flat/Room _____ 座 Block _____ 樓 Floor _____

大廈名稱/門牌號數及街道名稱/屋邨 Name of Building/Number and Name of Street/Estate _____

樓宇層數請依升降機所用層數，或以西式計算。

* 香港 H.K. 1
九龍 Kln. 2
新界 N.T. 3

地區 District _____

通訊地址(如與上方所填寫的不同): Correspondence Address (if different from that above): _____

聯絡電話: Contact Tel. No.: _____

有效第三者風險保險 (必須出示以新車主名義購備的保險單)
VALID THIRD PARTY RISK INSURANCE (Certificate issued in the name of the new owner MUST be produced)

(不適用於拖車 Not applicable to Trailer)

保險公司(並非代理)的名稱 Name of Insurance Company (not agent) _____

保險單持有人姓名或名稱 Name of policy holder _____

保險單/臨時保險單號碼 Policy/Cover Note No. _____ 屆滿日期 Expiry Date _____

新車主購入車輛聲明 DECLARATION OF NEW OWNER ACQUIRING THE VEHICLE

(由新車主填寫。如屬有限公司，則應由該公司指定或授權的人士簽署，並須寫下有關人士的全名。)
(To be completed by the new owner. In the case of a Limited Company, this should be signed by a person nominated and authorized by the Company. He should also put down his name in full under his signature.)

現聲明本人今天以_____元購入上述車輛。本人已年滿十八歲，現證實本通知書內的資料及細節全屬真實無訛。本人明白，如故意填報失實的重要資料，根據道路交通條例(香港法例第374章)第111(3)條，本人可被判罰款\$5,000元及監禁六個月。
I hereby declare that I have today acquired the ownership of this vehicle and the price of purchase is \$_____. I also declare that I am not less than 18 years old and hereby verify the accuracy of the information and particulars contained in this notice. I understand that, if I knowingly make any statement which is false in material particulars, 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.

† 新車主於公職人員前簽署 Signature of new owner in the presence of a designated public officer _____ 日期 Date _____

見證新車主簽署之公職人員簽署 Signature of the attesting designated public officer _____
(本欄不必填寫) (FOR OFFICIAL USE ONLY)

警告 WARNING

- (一) 預備買車的人士須注意，車輛的登記車主不一定是合法車主，在達成購車協議之前，可向任何牌照事務處申請發給有關無欠繳款紀錄及無違例紀錄證明書，以確定所有涉及該車的罰款已經繳清，而該車輛又無「停牌」的可能。
- (二) 根據定額罰款（交通違例事項）條例（香港法例第237章），在運輸署將過戶一事記錄在案之前，轉讓車輛的登記車主仍須負責繳付涉及有關車輛的罰款。登記車主為本身利益計，應確保過戶一事盡早正式記錄在案，因此登記車主應親自偕同新車主前往運輸署，以確保辦妥有關手續。
- (三) 車輛過戶後72小時內，本通知書的正本須由新車主送交運輸署署長，舊車主亦須向運輸署署長交出副本，違者可處第1級罰款，在運輸署完成辦理車輛過戶手續前，由於車輛仍在舊車主名下，舊車主仍須繼續承擔該車輛所招致的所有法律責任。
- (四) 車輛過戶後，以前任車主名義購備的第三者風險保險單隨即失效。申請車輛過戶前，新車主必須以其本人名義為該車輛購備適當的保險。駕駛未購備適當保險的車輛乃屬違法。
- (五) 如車輛的首次登記稅、登記費及牌費尚未清繳，車輛過戶時，新車主須繳付該等稅款及費用。獲豁免者不在此限。
- (六) 除非事先經由運輸署署長批准，否則登記車主出售在1994年8月1日或以後於香港首次登記的汽車時，售價不得高於汽車應課稅值，免稅配件價值，免稅保養未滿期部分價值及已繳付首次登記稅的總和。
- (七) 如要求批准以超過上文第(六)段的過戶售價限制出售汽車，可利用申請表格TD 468號「批准汽車過戶售價申請書」申請，根據汽車（首次登記稅）條例（香港法例第330章），如不遵守上述規定，即屬違法，可被判罰款50萬元及監禁12個月。

- (1) Prospective purchasers are reminded that the registered owner of a vehicle may not necessarily be the legal owner, and are advised to ascertain before an agreement for the acquisition of a vehicle is made, that there are no outstanding penalties/possible suspension of licence in respect of the vehicle by applying to any of the licensing offices for the relevant Clearance Certificates.
- (2) On transfer of vehicle ownership, the registered owner would still be liable under Fixed Penalty (Traffic Contravention) Ordinance, Cap. 237 until the transfer of ownership has been registered by the Transport Department. It is therefore in their own interest to ensure that the transfer is properly registered as early as possible and it is therefore advisable for them to accompany the new owner to the Transport Department to witness the completion of the procedure.
- (3) Within 72 hours after the transfer of ownership, the new owner must deliver the original copy of this notice and the old owner must deliver the duplicable copy to the Commissioner for Transport. Failure to comply with this requirement is an offence liable to a fine at level 1. Before the transfer of vehicle ownership procedures are completed at the Transport Department, as the vehicle is still registered under the name of the existing owner, the existing owner needs to continue to take up all legal liabilities incurred by that vehicle.
- (4) On transfer of ownership the third party risk insurance policy issued in the name of the previous owner will cease to be effective. The new owner must therefore obtain appropriate insurance cover in his own name for the vehicle before he applies for transfer of the vehicle's ownership. It is an offence to drive without proper insurance.
- (5) If First Registration Tax, Registration and Licence Fees have not been paid on a particular vehicle, such tax and fees are chargeable on transfer of ownership of that vehicle unless remission is granted.
- (6) A registered owner must not sell a motor vehicle which was first registered in Hong Kong on or after 1 August 1994 at a price greater than the taxable value of the motor vehicle, value of tax-exempt accessories, value of unexpired portion of tax-exempt warranty, plus the first registration tax paid without obtaining prior approval of the Commissioner for Transport.
- (7) Application for approval of the selling price of a motor vehicle upon transfer of ownership as required in (6) above can be made on application form TD 468 "Application for Approval of the Selling Price of a Motor Vehicle upon Transfer of Ownership". Any person who fails to comply with the requirement commits an offence and is liable under the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to a fine of \$500,000 and imprisonment for 12 months.

注意 ATTENTION

(一) 更改個人或車輛資料

1. 你可瀏覽運輸署網站：
https://www.td.gov.hk/tc/public_services/licences_and_permits/vehicle_licences/how_to_apply_for_registering_and_licensing_a_vehicle/index.html，以查詢更多車輛登記及領取牌照的相關資訊；
2. 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；
3. 運輸署署長在處理車輛過戶通知書時，可要求新車主出示其現時地址的證明，以及在該新車主出示該等證明之前，暫停處理該申請。因此，請新車主帶同其現時地址的證明，並在牌照事務處人員要求下，出示其地址證明；
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；
5. 所有在本署以你的身分證文件號碼 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，會根據你在本申請表內填報的地址而同時更改；以及
6. 如車輛登記文件及車輛牌照內記載的事項，例如顏色、引擎號碼等，有任何改變，登記車主須把已填妥的運輸署表格 TD559，連同表格內所註明的文件，將有關改變通知運輸署署長。如你的車輛牌照已遺失或損毀，登記車主可向運輸署遞交已填妥的運輸署表格TD151申請車輛牌照複本。登記車主須在車輛上展示新的車輛牌照並確保牌照有效，方可在道路上使用該車輛。

(二) 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。

(三) 申請車輛貼

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) CHANGE OF PERSONAL OR VEHICLE PARTICULARS

- 1) You could visit the Transport Department's website:
https://www.td.gov.hk/en/public_services/licences_and_permits/vehicle_licences/how_to_apply_for_registering_and_licensing_a_vehicle/index.html
for more information related to registration and licensing of a vehicle;
- 2) 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);
- 3) 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. Therefore, applicants please bring along proof of present address for presentation as and when requested by officers of licensing offices;
- 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;
- 5) For any change of address and e-contact means notified in this application form, all vehicle/driving licence records of the applicant under the same identity document no./ Certificate of Incorporation no./ Company Registration no. held by this Department will also be changed; and
- 6) If there is change of any entry in the registration document and vehicle licence relating to the vehicle (e.g. colour, engine no. etc.), the registered vehicle owner shall submit a duly completed Transport Department Form TD559 together with the required documents stated in the form to notify the Commissioner for Transport of such change. If the vehicle licence is lost or defaced, the registered owner may submit a duly completed Transport Department Form TD151 to the Transport Department to apply for a duplicate vehicle licence. The registered owner must display the new vehicle licence on the vehicle and ensure the licence is valid for using the vehicle on road.

(2) 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.

(3) APPLICATION FOR VEHICLE TAG

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.

個人資料的說明 NOTES ABOUT PERSONAL DATA

收集目的

- 運輸署會使用透過本表格所獲得的個人資料作下列用途：
 - 辦理有關審批你在本表格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，保存一份車輛紀錄，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紀錄；(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
 - 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及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
 - 方便就上述(a)至(e)項與你聯絡。
- 你必須提供本表格所要求的個人資料。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

- 你透過本表格所提供的個人資料會向下列人士／部門公開：
 - 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；
 - 任何人士，以作上述第1段(b)項所列的用途；
 - 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
 - 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。

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

- 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

- 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
 - 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 section 63 & 63A of Road Traffic Ordinance (Cap. 374); and
 - facilitating communication with you in relation to the matters in paragraphs (a) to (e) above.
- 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:
 - 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;
 - any person for the purpose mentioned in paragraph 1(b) above;
 - 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
 - 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.

Access to Personal Data

- 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

- 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