

# 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 / vehicle licensing or relevant vehicle permit applications. The e-contact means must be verified by one time password through the online licensing services or designated online platform of the Transport Department within three months before submitting an application. For details, please refer to [the website of the Transport Department](#) or scan this QR code.



Website of the  
Transport Department

## 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 or relevant vehicle permit holders 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](#) (“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 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.

## Submission of Identity Document

For application submitted by post/ via drop-in box, please **do not** submit the **original** identity document.

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.



運輸署

Transport Department

**車輛行駛許可證申請表**  
**Application For A Movement Permit For A Vehicle**

填寫前請參閱後頁說明；所有資料須以正楷填寫。如填報失實，即屬違法，F欄為警察交通部專用。  
Please read the notes carefully before completing this form. All items should be completed in Block Letters. It is an offence to make any false statement. Part F is for use by Police Traffic Office.

**A 欄 Part A** **申請人資料 PARTICULARS OF APPLICANT**

英文姓名/公司名稱 \_\_\_\_\_ 中文姓名/公司名稱 (如適用) \_\_\_\_\_  
Name (In English) Name (In Chinese, if applicable)  
身分證文件號碼/公司註冊證號碼 \_\_\_\_\_ ( )  
Identity Document No./Certificate of Incorporation No.:

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 (你的地址將會列載在許可證上 Your address will be entered on the permit.)  
「注意：本署是以駕駛執照持有人/車主的住址/公司地址 (如以公司為車主) 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 vehicle owner) of a driving licence holder/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 address/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 \_\_\_\_\_ †  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/公司地址 (如以公司為車主) 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/company address (if using company as vehicle owner) for the purposes of contact and mailing, please fill in below your correspondence address.)

\_\_\_\_\_ †  香港 Hong Kong  九龍 Kowloon  新界 New Territories

日間聯絡電話 Day Time Contact Tel. No. \_\_\_\_\_ † 請於適當方格內加上「✓」號。 Please tick the appropriate box.

**B 欄 Part B** **車輛登記細節 (請將不適用的刪去)**  
**Particulars of Vehicle (delete whichever is inapplicable)**

- |  |  |
|--|--|
| 1. 廠名 _____<br>Make                                | 11. 許可車輛總重 _____ 公噸<br>Permitted Gross Vehicle Weight tonnes                                 |
| 2. *左/右/中舵駕駛<br>*Left Hand/Right Hand/Centre Drive | 12. 車軸負重量<br>Axle Weight   |
| 3. 出廠年份 _____<br>Year of Manufacture               | (i) 第一軸 _____ 公噸<br>Axle 1 tonnes  |
| 4. 原產國家/原產地 _____<br>Country/Place of Origin       | (ii) 第二軸 _____ 公噸<br>Axle 2 tonnes   |
| 5. 引擎號碼 _____<br>Engine No.                        | (iii) 第三軸 _____ 公噸<br>Axle 3 tonnes  |
| 6. 底盤/車身/號碼 _____<br>Chassis/Body/Serial No.       | (iv) 第四軸 _____ 公噸<br>Axle 4 tonnes   |
| 7. 汽缸容量 _____ 立方厘米<br>Cylinder Capacity c.c.       | 13. 各軸間最短距離 _____ 米<br>Minimum spacing between axles metres                                  |
| 8. 顏色 _____<br>Colour                              | 14. 最高車速：每小時 _____ 公里<br>Maximum speed of vehicle km.p.h.                                    |
| 9. 車身類型或型號 _____<br>Body Type/Model                | 15. *輪式車輛/帶式車輛<br>*Wheeled vehicle/Tracked vehicle   |
| 10. 車輛總體積<br>Overall Dimensions:                   | 16. 轉向裝置 *普通式/變速式/其他 (請加以說明)<br>Steering *Conventional/Transmission/Others (please describe) |
| (i) 長度 _____ 米<br>Length metres                    | 17. 制動系統 *所有車輪皆備/只有後輪裝設<br>Braking System *All wheels/back wheels only                       |
| (ii) 闊度 _____ 米<br>Width metres                    |  |
| (iii) 高度 _____ 米<br>Height metres                  |  |

注意：若上述第(12)項超過 8.4 公噸而第(13)項又少於 3 米的話，你必須遞交一式四份之申請表，每份附上車輛構造及車輪之間距離的說明圖樣，以備路政署考慮。

Note: If (12) above exceeds 8.4 tonnes and (13) is less than 3 metres, please submit your application in quadruplicate and attach a drawing of the vehicle showing configuration and spacing of wheels, to each copy. It is required to be considered in consultation with the Highways Department.

<b>C 欄 Part C</b>	<b>操作詳情 Particulars of Operation</b>
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1. 申請理由 \_\_\_\_\_  
Reasons of Application \_\_\_\_\_
2. 路線詳情：(請書面列明路線詳情。若有地點圖表而欠缺書面路線詳情，申請將不獲接納。)  
Details of Routes (Please state details of routes in writing. A plan to indicate the areas without written details of routes is not acceptable.)
- 由 \_\_\_\_\_ (起點)  
from \_\_\_\_\_ (starting point)  
至 \_\_\_\_\_ (終點)  
to \_\_\_\_\_ (end point)  
經 \_\_\_\_\_  
via \_\_\_\_\_
3. 來往日期 \_\_\_\_\_ 4. 來往時間 \_\_\_\_\_  
Date of Movement Time of Movement

- |                       |   |
|-----------------------|---|
| <b>D 欄<br/>Part D</b> | <b>有效的第三者意外風險保險 (必須出示保險單)<br/>Valid Third Party Risk Insurance (Certificate must be produced)</b> |
|-----------------------|---|
1. 保險公司名稱(並非代理商) \_\_\_\_\_  
Name of Insurance Company (not agent)
2. 保險單/臨時保單號碼 \_\_\_\_\_ 3. 屆滿日期 \_\_\_\_\_  
Policy/Cover Note No. Expiry Date

<b>E 欄 Part E</b>	<b>聲明 Declaration</b>
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本人經已詳讀並明白申請表內各項條款。本人聲明據本人所知，上述填報的資料均屬詳盡確實，且上述C欄的路線均有足夠通行高度/空間供該車輛通過。本人特此為上述行走C欄路線的車輛，申請車輛行駛許可證。

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，本人可被判處第2級罰款及監禁6個月。

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 have read and understood the conditions attached to this form, I declare that to the best of my knowledge and belief the information given above is true and complete and the routes in Part C above are of sufficient headroom/clearance for movement of the vehicle. I hereby apply for a movement permit for the above vehicle to be moved as described in Part C above.

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 at level 2 and imprisonment for 6 months.

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

<b>F 欄 Part F</b>	<b>建議書 (由*總警司(交通)/高級警司(交通)港島/九龍/新界填寫) Recommendations (by *CSP Traffic/SSP Traffic HKI/K/NT)</b>
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\*請予照准/不必照准該項申請，但須遵守下列條件(如屬適用) \_\_\_\_\_  
Applicant \*recommended/not recommended subject to (if any)

日期 \_\_\_\_\_  
Date \_\_\_\_\_  
(\*總警司(交通)/高級警司(交通)港島/九龍/新界代行)  
(for \*CSP Traffic/SSP Traffic HKI/K/NT)

\*請將不適用者刪去  
\* Delete where inappropriate

發證條件可包括但不限於以下條件：

1. 申請車輛行駛許可證的人士必須為該車車主。
2. 車輛如未領牌，且通常並非在道路上使用，而是僅為從某一地點前往另一地點的目的而在道路上行駛。
3. 車輛行駛許可證的有效期由運輸署署長決定，且只在該車可以行駛的指定時間內有效。
4. 當該車在道路行駛時，除該車輛通常運載的裝備、零件或燃料外，不得運載其他負載物。
5. 該車只准由該類車輛的有效駕駛執照的持有人在路上駕駛。
6. 該車(拖車除外)在道路行駛時，必須依照《汽車保險(第三者風險)條例》(第 272 章)之規定，預先投保，一如依照《道路交通條例》及根據該等法令訂立的任何規例的規定作登記及領牌的車輛一樣。
7. 該車在道路行駛時，應準備一輛可以隨時出動的搶救車輛。
8. 該車必須備有緊急警告標誌，在發生故障時一定要加以使用。
9. 許可證持有人在駕駛該車輛進入有管理機關或擁有人限制車輛進出的任何地方或私家路，必須取得管理機關或擁有人的預先批准。

Conditions of issue may include but not limited to the following:—

1. The applicant should be the owner of the vehicle to which a movement permit is sought.
2. A vehicle which is not licensed and which is not normally used on a road and is driven on a road only for the purpose of proceeding from one site to another.
3. A movement permit is issued shall be valid for the period as specified by the Commissioner for Transport and subject to such other conditions in regard to the time when the vehicle may be moved.
4. When the vehicle is being used on a road, no load is carried on the vehicle other than such equipment, spares or fuel normally carried on the vehicle.
5. The vehicle is to be driven on the road only by a person holding a valid driving licence authorizing him to drive a vehicle of that class.
6. When the vehicle (with the exception of a trailer) is driven on a road, it shall be covered by such insurance required by the Motor Vehicle Insurance (Third Party Risks) Ordinance (Cap. 272) as if it were a motor vehicle registered and licensed in accordance with the provisions of the Road Traffic Ordinance and the regulations made thereunder.
7. A recovery vehicle should be available all the time the vehicle is on the road.
8. Emergency warning signs must be carried and used in the event of a breakdown.
9. The permit holder shall seek the approval from the relevant authority prior to driving the vehicle in any area or private road of which the management authority or owner may restrict the access of the vehicle.

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或相關的車輛許可證申請時，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. 如任何車輛行駛許可證持有人曾向運輸署署長提供其姓名或名稱、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，可處第 1 級罰款。如屬姓名或名稱的改變或地址的改變，車輛行駛許可證持有人亦須將現時持有的車輛行駛許可證的正本送交運輸署署長，以作修改。
3. 運輸署署長在處理牌照申請時，可要求申請人出示其地址證明(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)，以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同其最近三個月內的地址證明，並在牌照事務處人員要求下，出示其地址證明。
4. 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。
5. 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。

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 / vehicle licensing or relevant vehicle permit 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 movement permit holder 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 the 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 address, he or she shall also deliver to the Commissioner for Transport the original copy of the existing movement permit for amendment, if applicable.
3. The Commissioner for Transport may, in processing licensing application, require the applicant to **produce proof of his/her 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 with address proof issued within the last three months for presentation as and when requested by officers of licensing office.
4. 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 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).
5. Copy of your submitted supporting document(s) will be destroyed after processing your application.

郵遞申請 APPLICATION BY POST

如果你以郵寄遞交申請表，請填寫下列資料 PLEASE FILL IN THE FOLLOWING ITEMS

1. 請在支票/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。  
Please write down your Name, Vehicle Registration Mark and Day Time Contact Telephone No. on the back of the cheque/cashier order.
3. 為方便本署郵寄本申請表所申請的許可證給你，請在以下填上你的姓名/公司名稱(如以公司為車主)及你於本申請表A欄所填寫的住址/公司地址/通訊地址。  
To facilitate us to mail the permit applied in this application form to you, please fill in below your name/company name (if using company as vehicle owner) and residential address/company address/correspondence address provided in Part A of this application form.

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. \_\_\_\_\_

姓名 Name: \_\_\_\_\_

住址/公司地址/通訊地址 Residential/Company/  
Correspondence Address: \_\_\_\_\_

## 遞交申請表 Submission of Application

請將該份申請表親自或由代理人遞交或郵寄至運輸署屬下任何一個牌照事務處。如需查詢各運輸署牌照事務處服務時間，可致電 2804 2600 或瀏覽本署網站 ([www.td.gov.hk](http://www.td.gov.hk))。

### 運輸署牌照事務處

1. 香港牌照事務處  
香港金鐘道 95 號統一中心 3 樓  
2804 2642
2. 九龍牌照事務處  
九龍長沙灣道 303 號長沙灣政府合署 2 樓  
2150 7714
3. 沙田牌照事務處  
新界沙田上禾輦路 1 號沙田政府合署 2 樓  
2606 1468
4. 觀塘牌照事務處  
九龍觀塘鯉魚門道 12 號東九龍政府合署 5 樓  
2775 6835

本署已就簽發車輛行駛許可證實施服務表現承諾，詳情請瀏覽本署網頁 ([https://www.td.gov.hk/tc/about\\_us/performance\\_pledge/index.html](https://www.td.gov.hk/tc/about_us/performance_pledge/index.html))。

Please submit the application in person or by agent or by post to any licensing office of Transport Department. For enquiry on service hours of Transport Department licensing offices, please call 2804 2600 or visit our website ([www.td.gov.hk](http://www.td.gov.hk)).

### Transport Department Licensing Offices

1. Hong Kong Licensing Office  
3/F., United Centre,  
95 Queensway,  
Hong Kong.  
2804 2642
2. Kowloon Licensing Office  
2/F., Cheung Sha Wan Government Offices,  
303 Cheung Sha Wan Road,  
Kowloon.  
2150 7714
3. Sha Tin Licensing Office  
2/F., Sha Tin Government Offices,  
1 Sheung Wo Che Road,  
Sha Tin,  
New Territories.  
2606 1468
4. Kwun Tong Licensing Office  
5/F., Kowloon East Government Offices,  
12 Lei Yue Mun Road,  
Kwun Tong,  
Kowloon.  
2775 6835

This department has implemented the performance pledge on the issuance of movement permit, please visit our website ([https://www.td.gov.hk/en/about\\_us/performance\\_pledge/index.html](https://www.td.gov.hk/en/about_us/performance_pledge/index.html)) for details.

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。

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 Fees

遞交申請表時請出示以下文件：

- †  車主的香港身份證或護照/公司註冊證 (商業登記證不會被接納)；而身分證明文件的影印本亦會被接納作核對用，本署會於辦理你的申請後將副本銷毀。
- 車輛的規格。
- 說明該車構造、車輪之間距離及車輛總體積的繪圖。
- 要求該車往來各地點的代理人所發出的委託書或書面證明。
- 以車主名義投保該車的第三者意外風險有效證明書。
- 該車的照片 (包括車身的前方、後方、左邊及右邊)。
- 現時的地址證明 (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帳單、政府部門、公共機構、銀行或本地大學/專上教育機構發出的信件等)。如有查詢，可致電 2804 2600。
- 其他有助申請的有關文件或資料 (本署可能要求申請人提交額外文件)；及
- 如欲知申請本許可證的最新費用，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](http://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、車輛登記號碼及日間聯絡電話號碼；請勿郵寄現款。

When you submit your application please also produce:—

- †  Hong Kong Identity Card or Passport/Certificate of Incorporation of a company. (Business Registration Certificate will not be accepted). Photocopy of the identity documents is acceptable and will be destroyed after the processing of your application.
- The specification of the vehicle.
- Drawing of the vehicle showing configuration, spacing of wheels and overall dimensions.
- Copy of assignment or written confirmation from the agent concerned requiring the movement of the vehicle.
- A valid Third Party Risk Insurance Certificate covering the use of the vehicle in the name of the owner.
- A photograph of the vehicle (including the front, back, left side and right side of the vehicle).
- 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, correspondence from government departments, public organisations, banks or local universities/tertiary education institutions etc.). For enquiries, please call 2804 2600.
- Other relevant documents/information in support of your application not mentioned above (this department may request the applicant to submit supplementary information); and
- For enquiry about the updated application fee for a movement permit, 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](http://www.td.gov.hk)) for information. If pay by cheque/cashier order, please make cheque/cashier order 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 telephone number on the back of the cheque/cashier order; cash should not be sent by post.

† 請於適當方格內加上「✓」號。Please tick the appropriate box.

**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；
  - (f) 方便就上述 (a) 至 (e) 項與你聯絡；及
  - (g) 根據道路交通(車輛登記及領牌)規例附表 9，許可證持有人的姓名或名稱將會列載在許可證上。
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**

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);
  - (f) facilitating communication with you in relation to the matters in paragraphs (a) to (e) above; and
  - (g) the name and address of the permit holder will be entered on the permit in accordance with Schedule 9 of the Road Traffic (Registration and Licensing of Vehicles) Regulations.
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 issuance of toll payment notification to you and execution of its statutory duties in traffic and transport matters.

**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.