

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 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

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.

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](#) ("Change of Personal Particulars or Vehicle Particulars") or in writing.

Submission of Identity Document

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

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.

*Applicant may choose to provide his completed application form and relevant documents to Licensing Office (LO) via email (hklo_reg@td.gov.hk) for preliminary vetting. Under normal circumstances, TD will provide a reply through email within 10 working days informing the applicant of the result of preliminary vetting; and advise the applicant to formally submit the original application form together with supporting documents and prescribed fee to an LO **through the submission means mentioned in the application form**. TD will only conduct preliminary vetting on applications submitted by email, and such applications will only be formally processed and approved after receiving the original application and supporting documents from applicant.*

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.

Support organ donation. Register online now!
For enquiry, please contact Centralised Organ Donation Register Office of Department of Health on 2961 8441.



Website of
Department of Health



運輸署

Transport Department

貨車、特別用途車輛、巴士及小型巴士的附加項目

ADDITIONAL ITEMS FOR GOODS VEHICLES, SPECIAL PURPOSE VEHICLES, BUSES AND LIGHT BUSES

許可車輛總重

Permitted Gross Vehicle Weight:

公噸

tonnes

許可組合式車輛總重

Permitted Gross Combined Weight:

公噸 (祇適用於拖拉車)

tonnes (for tractors only)

車身尺寸

Overall Dimensions:

全長

Length

米

m.

全寬

Width

米

m.

全高

Height

米

m.

車軸重量 (以公噸為單位)

Axle Weights (in tonnes):

1.

2.

3.

4.

5.

6.

7.

巴士的另加項目

FURTHER ADDITIONAL ITEMS FOR BUSES:

類型評定編號

Type Approval No.

許可行李箱載重量

Permitted Luggage Compartment Weight

電動車輛的附加項目

ADDITIONAL ITEM FOR ELECTRICALLY POWERED VEHICLE

淨重量

Unladen Weight:

公噸

tonnes

有效第三者風險保險 (必須出示保單) VALID THIRD PARTY RISKS INSURANCE (Certificate must be produced)

(不適用於拖車 Not applicable to Trailer)

保險公司 (並非代理) 名稱

Name of Insurance Company (not agent)

保單/臨時保單號碼

Policy/Cover Note No.

保險單持有人姓名或名稱

Name of policy holder

有效日期

Effective Date

由

From

至

To

(保險單必須以車主的名義購備 The Policy must be registered in the name of the vehicle owner)

(保險單須在新車輛牌照生效當日有效 The Policy must be valid on the date when the new vehicle licence is to become effective)

(本欄不必填寫 FOR OFFICIAL USE ONLY)

☐ Hybrid Vehicle

車輛檢驗 VEHICLE EXAMINATION

現證實本人已檢驗上述車輛，該車一切均符合道路交通 (車輛構造及保養) 規例的規定。

I certify that I have examined this vehicle and that the vehicle complies with the provisions of the Road Traffic (Construction and Maintenance of Vehicles) Regulations.

日期 Date

驗車主任 Motor Vehicle Examiner

此車輛檢驗證明於車輛檢驗日期起四個月內有效。

For the purpose of registration, this certification is valid for 4 months from the date of examination.

聲明 DECLARATION

(由車主或其書面授權人填寫及簽署。如屬公司，則應由該公司指定和授權的人士簽署，並須寫下有關人士的全名及加蓋該公司印章。)

(To be completed and signed by the person in whose name the vehicle is to be registered, or his representative authorized by him in writing.

In the case of a 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 and stamp with the company's chop.)

現聲明本人為上述車輛的車主，已年滿 18 歲，本人現申請登記上述車輛和領取為期†

四個月

年

 的牌照。並謹此聲明，據本人所知，以上填報的一切資料均屬詳盡確實。本人明白，如故意在本申請表提供失實資料，根據香港法例第 374 章《道路交通條例》第 111 條第 (3) 款的規定，本人可被處第 2 級罰款及監禁 6 個月。此外，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」。

I hereby declare that I am the owner of the above vehicle and I am aged 18 years or above. I hereby apply to register the above vehicle and to license it for a period of †

Four months

One Year

. I declare that to the best of my knowledge and belief, the information given above is true and complete. I understand that, if I knowingly make any statement or provide any information in this application form which is false in any material particular, I shall render myself liable under section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine at level 2 and imprisonment for six months. I hereby declare that I have read through the content of this application form and understand the notes for attention.

申請人簽署

日期

† 請在適當方格內加上 ☒ 號 Please tick the appropriate box(es)

Signature of Applicant

Date

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注意：如需影印此申請表使用，必須將第一及第二頁作雙面影印

Note: If you would have to use photocopied application form, please ensure P. 1 and P. 2 are printed on the same sheet (i.e. double-sided printing).

顧客服務熱線 Customer Service Hotline: 2804 2600

路上零意外 香港人人愛 Zero Accidents on the Road, Hong Kong's Goal

車輛課稅 VEHICLE TAXATION

買車地點和日期 *
Place and Date of
Purchase of the Vehicle*
香港海關編號 *
Customs & Excise*
Reference Number

買車時的汽車售價／所付款額總數（見注意事項二 (2)）*
Selling Price/Full Price Paid for the Purchase
of the Vehicle (see Note 2(2))* HK\$
車身價值（祇適用於本地裝配的汽車）
Value of Vehicle Body HK\$
(to be completed only for a locally assembled vehicle)

項目 Item		公布零售價（見注意事項二 (3)） Published Retail Price (see Note 2(3)) (HK\$)
(i) 汽車（包括標準配件，製造商的保證及任何其他強制性保證） The motor vehicle (including standard accessories, manufacturer's warranty and other warranty that is mandatory)	第 (i) 項 Item (i)	*
(ii) 由註冊分銷商或聯繫人在首次登記時已經或將會在 首次登記後 6 個月內安裝在車上的可自選配件（見 注意事項二 (4)） Optional accessories fitted at the time of first registration or to be fitted to the vehicle within 6 months after the date of first registration by the registered distributor or an associated person (see Note 2(4))		
第 (ii) 項合共 Item (ii) Total		*
(iii) 汽車售賣時所附帶的任何不論是否即時生效的保證 （製造商的保證及任何其他強制性保證除外） Any warranty, other than a manufacturer's warranty and any other warranty that is mandatory, attaching to the sale of the motor vehicle irrespective of whether the warranty takes immediate effect	分銷商保證：有效期為 ____ 個月，生效日期為 ____ 年 ____ 月 ____ 日 Distributor's warranty: for a period of _____ months, with effect from _____	
	其他保證：（請註明）_____ 有效期為 ____ 個月，生效日期為 ____ 年 ____ 月 ____ 日 Other warranty (Please specify): _____ for a period of _____ months, with effect from _____	
第 (iii) 項合共 Item (iii) Total		*
總額 (i) + (ii) + (iii) Grand Total (i) + (ii) + (iii)		*

費用 FEES / 首次登記稅 FIRST REGISTRATION TAX (FRT)

項目 Item	費用／首次登記稅（港幣）* Fee/FRT (HK\$)
(i) 登記費 Registration Fee	
(ii) 交通意外傷亡援助基金徵款 Traffic Accident Victims Assistance Fund Levy	
(iii) 車輛牌照費用 Vehicle Licence Fee	
(iv) 首次登記稅 First Registration Tax	
合共 Total	

* Boxes must be completed
* 此欄必須填寫

聲 明 DECLARATION

1. （只適用於獲註冊分銷商授權的僱員或代理人）

本人 _____（姓名），香港身份證號碼 _____，獲註冊分銷商 _____（註冊分銷商名稱）根據第 330 章汽車（首次登記稅）條例第 4D(3) 條授權作出此聲明。

(Applicable to authorized employee or agent of registered distributor only).

I _____ (name), _____ (HKID Number), am authorized by _____ (name of the Registered Distributor), the Registered Distributor, under section 4D(3) of the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to make this Declaration.

2. 本人謹此聲明，據本人所知，以上填報的各項資料均屬詳盡確實。本人明白，如故意在本申請表提供失實或不詳盡的資料，根據第 330 章汽車（首次登記稅）條例，本人可被判罰款 50 萬元及監禁 12 個月。此外，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」。I hereby certify that to the best of my knowledge and belief, the information given in this part of this form is true. I understand that, if I knowingly make any statement or provide any information in this form which is false in any material particular or fail to include all of the particulars required, I shall render myself liable under the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to a fine of \$500,000 and imprisonment for 12 months. I hereby declare that I have read through the content of this application form and understand the notes for attention.

3. 本人 _____（代理人姓名），香港身份證號碼 _____，獲註冊分銷商／申請人 _____（註冊分銷商／申請人名稱）委託為代理人，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，獲註冊分銷商／申請人須在旁加簽作實。）

I _____ (name of agent), _____ (HKID Number), am appointed by _____ (name of Registered Distributor/Applicant) as the agent to submit and handle this application, including the collection of related licence, permit and/or other documents.

(Note: If the information provided in this application form is amended, the registered distributor/applicant shall sign next to the amended part for verification.)

註冊分銷商簽署

Signature of Registered Distributor

（須由註冊分銷商所指定的授權人士簽署及加蓋該公司印章。

It must be signed by a person authorized by Registered Distributor concerned and stamped with the company's chop.）

分銷商註冊號碼

Distributor Registration Number

日期 Date

申請人簽署

Signature of Applicant

（如以公司為車主，須由該公司所指定的授權人士簽署及加蓋該公司印章。

If the vehicle owner is a company, it must be signed by a person authorized by the company concerned and stamped with the company's chop.）

日期 Date

（本欄不必填寫 FOR OFFICIAL USE ONLY）

Registration approved by:

for Commissioner for Transport

Date

車輛登記及牌照申請表 注意事項

(一) 遞交申請表的地點及所需文件

申請表填妥後，可親自或由代理人交回香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處（電話：2804 2637）。申請表必須連同下列文件一併遞交（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，以作記錄）：—

- ☐ 凡車輛屬私人所有，請出示香港身份證，非香港居民，則出示護照（注意：私人車主在登記時必須年滿十八歲）；如車輛屬公司擁有，就該出示公司註冊證書／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（商業登記證不會被接納）；
- ☐ 有效的第三者保險單或臨時保險單的正本或副本；
- ☐ 商業登記證，如登記車輛為的士、私家或公共小巴、私家或公共巴士；
- ☐ 車輛製造商或分銷商的發票或付款收據；
- ☐ 有關車輛的正式買賣合約或購貨訂單；
- ☐ 由香港海關簽發的汽車暫定稅值通知書及／或其他可能需要的有關車輛課稅證明文件；
- ☐ 經香港海關核准的公布零售價目表（如適用）；
- ☐ 由運輸署簽發的車輛類型核准證明書或檢驗汽車機械合格證書；
- ☐ 保留車輛登記號碼證明書，或該登記號碼的拍賣款項收據及發售備忘錄，或登記號碼的分配通知信（如適用）；
- ☐ （須進行首次登記前檢驗的車輛適用）經車輛安全及標準部在進行車輛首次登記前檢驗時所檢視的文件。如車輛曾在香港以外地區登記，申請人／註冊分銷商須出示由外地獲授權機構發出的車輛登記簿／登記文件或取消車輛登記證明。如車輛未曾在香港以外地區登記，申請人／註冊分銷商須出示 (i) 由車輛出口地獲授權機構發出，說明車輛在當地並未登記的證明，(ii) 車輛是註冊分銷商／進口者直接從車輛製造商取得作銷售用途的證明文件，或 (iii) 由車輛進口者根據香港法例第 11 章《宣誓及聲明條例》作出的聲明，說明車輛未曾在香港以外地區登記。若上述文件以中、英文以外的文字寫成，則須連同由合資格人士翻譯的中文或英文譯本遞交；
- ☐ 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；
- ☐ 其他運輸署署長認為有關的文件；以及
- ☐ 應繳的稅款、費用及／或交通意外傷亡者援助徵款（如以支票／銀行本票付款，請劃線支付「香港特別行政區政府」，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）。

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。

(二) 車輛課稅

- (1) 登記的車輛如屬汽車（首次登記稅）條例（第 330 章）規定的應課稅車輛，車主必須填寫本表格「車輛課稅」部分。
- (2) 買車時的汽車售價／所付款總額數應包括買車時所有材料、工程的成本、配件及保證的價值，經紀／代理／手續費等，但不應包括首次登記稅。
- (3) 如果沒有公布的零售價目，應申報各項經香港海關評定的暫定稅值。
- (4) 在第 (ii) 項中申報的自選配件，指在該車輛供出售時不是安裝在該輛汽車上，但可因額外付款而安裝在該輛汽車上。
- (5) 聲明一欄須由下列人士簽署：
 - (a) 註冊分銷商或其委託人；以及
 - (b) 申請首次登記車輛的人士，即買車者或進口車輛人士（如非註冊進口商）。

(三) 第三者風險保險

任何人（包括登記車主及司機）在道路上使用汽車，有責任確保有關汽車已購備有一份有效的第三者風險保險單。假如有關人士違反此規定，即屬犯罪，可被處罰款 10,000 元及監禁 12 個月；而其持有或領取駕駛執照的資格亦會被取消（由 12 個月至 3 年不等）。運輸署署長可拒絕發出有關車輛牌照或取消該車輛牌照。

(四) 以支票支付未繳付的交通罰款

有關車輛牌照的申請，如申請人曾以支票支付未繳付的交通罰款，運輸署會在以支票付款日七個工作天後，才辦理有關申請。

(五) 法庭命令

若有法庭命令指示運輸署署長拒絕向你簽發車輛牌照，則運輸署署長無權向你簽發有關牌照。

(六) 更改個人或車輛資料

- (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、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，並須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，他／她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；
- (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；以及
- (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) 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。

(七) 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。

(八) 使用「易通行」

車主需開立或登入現有的「易通行」戶口，並將車輛加入至其戶口，以確保隧道費能從其戶口中扣除。如車主在未有登記「易通行」戶口的情况下曾駛經政府收費隧道，請在每次使用隧道後的 14 個工作天內透過「易通行」網站或流動應用程式內選擇「補交隧道費（無易通行戶口）」繳付當時的隧道費。

APPLICATION FOR REGISTRATION AND LICENSING OF A VEHICLE
NOTES FOR ATTENTION

1. PLACE OF SUBMISSION AND REQUIRED DOCUMENTS

All completed applications can be submitted either in person or by an agent to the **Transport Department Hong Kong Licensing Office at 3/F, United Centre, 95 Queensway, Hong Kong (Tel. 2804 2637)**. Each application must be accompanied by (if the application is submitted by an agent, the agent is required to produce his/her own original identity documents for record purpose):—

- ☐ your Hong Kong Identity Card or a passport for non-identity card holders in the case of a private owner (Note: A private owner must be aged 18 years or above); In the case of a company, 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 must be produced (Business Registration Certificate will not be accepted);
- ☐ Original or photocopy of valid Third Party Risks Insurance Policy or Cover Note;
- ☐ Business Registration Certificate for registration of a Taxi, Private or Public Light Bus, Private or Public Bus;
- ☐ invoice or payment receipt of vehicle manufacturer or car distributor;
- ☐ sales contract or purchase order of the vehicle concerned;
- ☐ Notification of Motor Vehicle Provisional Taxable Value issued by the Customs and Excise Department and/or other relevant documentary proof in connection with vehicle taxation which may be required;
- ☐ Published Retail Price List approved by the Customs & Excise Department, if applicable;
- ☐ Type Approval Certificate or Certificate of Roadworthiness issued by the Transport Department;
- ☐ Certificate of Retention of Registration Mark, or a receipt for payment of the auction price of the registration mark and memorandum of sale, or the notification letter of allocation of the registration mark, if applicable;
- ☐ (Applicable to vehicles which require pre-registration inspection) Documents inspected by the Vehicle Safety and Standards Division during the vehicle pre-registration inspection. If the vehicle has been registered outside Hong Kong, the applicant/registered distributor shall produce the vehicle log book/registration document or certification of vehicle de-registration issued by the overseas authorized organization. If the vehicle has never been registered outside Hong Kong, the applicant/registered distributor shall produce (i) certification issued by the authorized organization at the exporting place indicating that the vehicle has never been registered, (ii) supporting documents showing that the vehicle was directly acquired by the registered distributor/importer from the manufacturer for sale, or (iii) declaration made by the vehicle importer under the Oaths and Declarations Ordinance (Cap. 11) stating that the vehicle has never been registered outside Hong Kong. Where the above documents are in a language other than Chinese or English, a translation prepared by a qualified person is required;
- ☐ 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;
- ☐ such other relevant documents as may be required by the Commissioner for Transport; and
- ☐ the appropriate tax, fee and/or Traffic Accident Victims Assistance Scheme Levy (if pay by cheque/ cashier order, please make it 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, vehicle registration mark and daytime contact telephone number on the back of the cheque/ cashier order).

Copy of your submitted supporting document(s) will be destroyed after processing your application.

2. VEHICLE TAXATION

- (1) If the vehicle being registered is liable to tax in accordance with the provisions of the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330), the information required in the part ‘VEHICLE TAXATION’ of this form must be given.
- (2) The selling price/full price paid for the purchase of the motor vehicle should include the cost of all materials and works; value of accessories and warranty; and brokerage/agency/handling fee etc. in the purchase of the motor vehicle and exclude First Registration Tax.
- (3) Provisional Taxable Value assessed for any of the items by the Customs & Excise Department should be declared if there is no Published Retail Price.
- (4) Optional accessories declared under Item (ii) refer to those which are not fitted to a standard motor vehicle at the time when the vehicle is offered for sales; but which may be fitted to the vehicle for an additional payment.
- (5) The declaration should be signed by:
 - (a) the registered distributor or a person authorized by the former; and
 - (b) the person applying for first registration, being either the purchaser of the motor vehicle or the importer of the vehicle where he is not a registered importer.

3. THIRD PARTY RISKS INSURANCE POLICY

Any person (including the registered vehicle owner and driver) has the responsibility of ensuring the presence of a valid third party risks insurance policy for the vehicle concerned whilst using it on roads. Person who contravenes such requirement commits an offence and is liable to a fine of \$10,000 and imprisonment for 12 months, and will also be disqualified from holding or obtaining a driving licence (for a period of 12 months to 3 years). The Commissioner for Transport may refuse to license the vehicle concerned or cancel the vehicle licence concerned.

4. SETTLE OUTSTANDING TRAFFIC FINES BY CHEQUE

If applicant has used cheque to settle payment of outstanding traffic fines, application for licensing a vehicle would only be processed after 7 working days from the date of cheque payment.

5. OUTSTANDING COURT ORDERS

The Commissioner for Transport is not empowered to issue any vehicle licence to you if there are any outstanding Court orders directing the Commissioner for Transport to refuse to issue the said licence to you.

6. CHANGE OF PERSONAL OR VEHICLE PARTICULARS

- (1) 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 the change. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable on conviction 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;
- (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. Therefore, applicants please bring along proof of present address for presentation as and when requested by officers of licensing offices; and
- (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) 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 must 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.

7. 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.

8. USING HKeToll

The vehicle owners shall sign up for or log into an HKeToll account and add the vehicle to that account to ensure toll fees are deducted from it. After using the Government tolled tunnels, the vehicle owners who have not yet signed up for an HKeToll account should visit the HKeToll website or mobile application by selecting “Pay Toll (without HKeToll Account)” for completing the toll payment within 14 business days after passing through the tolled tunnels each time.

收集目的

- 運輸署會使用透過本申請表所獲得的個人資料作下列用途：
 - 辦理有關審批你在本申請表中所提出的申請的事務；
 - 依照道路交通（車輛登記及領牌）規例第 4(2) 條的規定，保存一份車輛記錄，讓市民索閱；
(只適用於與車輛有關的申請)
 - 依照道路交通（駕駛執照）規例第 39 條的規定，保存一份詳列駕駛執照上各細項的記錄；
(只適用於與駕駛執照有關的申請)
 - 辦理有關交通及運輸的事務；及
 - 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
 - 方便就上述 (a) 至 (e) 項與你聯絡。
- 你必須提供本申請表所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

獲轉交資料的部門／人士

- 你透過本申請表所提供的個人資料會向下列人士／部門公開：
 - 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（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

- 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 sections 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 (only applicable to registered vehicle owners and movement permit/trade licence holders).

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.