

Important Notice

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

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. Any person without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. You may notify the Transport Department of change in address with your proof of new address in writing, through [GovHK](#) or by submitting [the specified form](#) ("Change of Personal Particulars or Vehicle Particulars").

Submission of Identity Document

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

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.



運輸署

Transport Department

遞交申請書

此申請書必須連同 TD469「首次登記後六個月內在已登記車輛上安裝配件及/或取得應課稅保證申報書」及下列文件一併遞交：—

- ☐ 由拆除被取代配件的人發出的證明書正本證明該配件過去是安裝在該輛汽車上並已被拆除（證明書必須註明該輛汽車的底盤號碼）；及
- ☐ 由註冊分銷商發出有關該被取代配件的價值的證明。

有關申請可於星期一至星期五，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）。（如果申請人由代理人遞交，代理人必須出示其本人的身分證明文件正本，以作記錄）。

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。

SUBMISSION OF APPLICATIONS

Completed application must be submitted together with TD469 “Declaration of fitting of accessories to and/or obtaining of taxable warranties for a registered motor vehicle within 6 months after first registration” and the following supporting documents :-

- ☐ A certificate issued by the person who remove the replaced accessory to certify that the accessory was fitted to the motor vehicle and has been removed (the chassis number of the motor vehicle must be stated in the certificate); and
- ☐ A certificate issued by a registered distributor to certify the value of the replaced accessory.

Application can be submitted either in person or by agent to the Transport Department Hong Kong Licensing Office (Tel. No. 2804 2637) at 3/F., United Centre, 95 Queensway, Hong Kong from Monday to Friday. (If the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose).

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

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

收集目的

1. 運輸署會使用透過本表格所獲得的個人資料作下列用途：
 - (a) 辦理有關審批你在本表格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；及
 - (e) 方便運輸署與你聯絡。
2. 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

3. 你透過本表格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；
 - (b) 任何人士，以作上述第 1 段(b)項所列的用途；及
 - (c) 隧道公司及青馬管理有限公司，以便該等機構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，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。

查詢

5. 有關透過本表格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
牌照事務組 行政主任/FRT 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) 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; and
 - (e) 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;
 - (b) any person for the purpose mentioned in paragraph 1(b) above; and
 - (c) tunnel companies and Tsing Ma Management Limited for execution of their statutory duties in traffic and transport matters.

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:
Executive Officer/FRT
Licensing Section,
3/F, United Centre,
95 Queensway, Hong Kong.