

已在本港登記車輛改配登記號碼申請書  
APPLICATION FOR ASSIGNING A REGISTRATION MARK  
TO A VEHICLE ALREADY REGISTERED  
IN HONG KONG

本署於星期六不提供此項服務。  
This service is not available on Saturdays.

車輛登記(車牌)號碼  
Vehicle Registration Mark

字首 Prefix	號碼 Number				字尾 Suffix

請閱讀於背頁的「須知事項」，並以正楷填寫各項資料。  
Please read the notes overleaf and complete all items in BLOCK LETTERS.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

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P	

Vehicle re-registered with

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Transaction No. \_\_\_\_\_

Receiving Officer's signature \_\_\_\_\_

Checker's Signature \_\_\_\_\_

登記車主現時的資料 PRESENT PARTICULARS OF REGISTERED OWNER

法律規定，個人資料如姓名、地址、身分證明文件等；或車輛登記細節，若有任何更改，必須以書面（或填妥更改有關資料的表格（TD559））通知運輸署署長。個人資料的更改，須於七十二小時內通知，否則可被罰款二千元。車輛登記文件，以及車輛牌照(如屬需要)亦須交出，以作修改。所有在本署以你的身份證/護照/有限公司註冊證號碼登記的車輛牌照或駕駛執照的紀錄，會根據你在此表格內填報的地址而同時更改。

You are required by law to notify the Commissioner for Transport in writing (or by completing a specified form (TD559)) of any change in respect of personal particulars such as name, address, identity document, etc.; or vehicle registration particulars. The change of personal particulars must be reported within 72 hours, otherwise you are liable to a fine of \$2,000. You should also submit your vehicle registration document and where appropriate the vehicle licence for amendment. For any change of address notified under this application form, all vehicle/driving licence records of the applicant under the same ID Card, passport, or Certificate of Incorporation for Limited Co. held by the Department will also be changed.

姓名/公司名稱 Name

*先生 Mr.	1	英文姓名/公司名稱(姓氏先行, 名字隨後) In English—Surname first, then Other Names	*香港身份證/有限公司註冊證號碼	_____ ( )
夫人 Mrs.	2			
小姐 Miss	3			
女士 Ms.	4			
有限公司 Ltd. Co.	5			

\* H.K.I.D. No./ Limited Company Certificate of Incorporation No. \_\_\_\_\_

住址/公司地址 RESIDENTIAL/COMPANY ADDRESS

為方便資料輸入，請盡量用英文填寫地址，並在遞交表格時出示附有英文地址的文件。(例如水費單、電費單、銀行信等)

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		
_____		
地區 District		
_____		

樓字層數請依升降機所用編號，或以西式計算。

\* 香港 H.K. 1  
九龍 Kln. 2  
新界 N.T. 3

通訊地址 (如與上方所填寫的不同): \_\_\_\_\_  
CORRESPONDENCE ADDRESS (if different from that above): \_\_\_\_\_

日間聯絡電話: \_\_\_\_\_  
DAY TIME CONTACT TEL. NO.: \_\_\_\_\_

## 車輛登記細節 PARTICULARS OF VEHICLE

類別 CLASS: \_\_\_\_\_

廠名 MAKE: \_\_\_\_\_

底盤號碼／車輛識別號碼

CHASIS NO./VI. No.: \_\_\_\_\_

## 申請細節 DETAILS OF APPLICATION

(由登記車主或其書面授權人填寫。如屬有限公司，則應由該公司所指定及授權的人士簽署，並寫下該人士的全名。)

(To be completed by the registered owner or his representative authorized by him in writing. 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 signatures.)

+  (甲) 現申請將現行編配的車牌號碼取消及將前述車輛重行登記，新號碼為

字首 Prefix				號碼 Number		字尾 Suffix	

 which

(A) I hereby apply to have the present assigned vehicle registration mark cancelled and the aforesaid vehicle re-registered under the new registration mark

(一) 本人所保留者 (請附上保留車輛登記號碼證明書)。

(1) I have retained (please attach certificate of retention of registration mark).

(二) 本人從拍賣中所投得者 (請附上該號碼的競投款項收據及發售備忘錄)。

(2) I have obtained by auction (please attach receipt for payment for the number and memorandum of sale).

(乙) 現申請在今天該車輛過戶前，取消該車輛的登記，並將其特別登記號碼交回運輸署。

(B) I hereby apply for the above vehicle's registration to be cancelled and its special registration mark surrendered to the Transport Department prior to transfer of vehicle ownership to-day.

+ 請在適當的方格內加「✓」號 Tick appropriate box(es).

## 聲明 DECLARATION

現聲明，據本人所知，以上所填報的一切資料均屬詳盡確實。本人明白，如故意供給失實資料，根據香港法例第三七四章道路交通條例第一百一十一條第(三)款的規定，本人可被判罰款五千元及監禁六個月。

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 which is false in a material particular 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.

登記車主簽署  
*Signature of Registered Owner*

日期  
*Date*

## 須知事項 NOTES FOR ATTENTION

### 遞交申請書辦法 SUBMISSION OF APPLICATIONS

你填妥申請書後，可於星期一至星期五(上午九時至下午四時)親自或由代理人交回香港金鐘道九十五號統一中心三樓運輸署香港牌照事務處或九龍長沙灣道三〇三號長沙灣政府合署二字樓運輸署九龍牌照事務處。(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正本，以作紀錄)申請書必須連同下列文件及費用一併遞交：—

- 如車輛屬私人所擁有請出示你的香港身份證；如非香港居民，請出示護照；如車輛屬有限公司所擁有或公司註冊證(商業登記證不會被接納)。上述文件的影印本亦可接受作核對用，並將於辦理你的申請後銷毀；若車輛類別為私家或公共巴士、私家或公共小巴、的士、獲發具有出租汽車許可證的私家車，申請人須先前往位於香港牌照事務處的公共車輛組取得有關批准，並連同其他於上述未提及而有關連的文件一併遞交。
- 有關車輛的登記文件正本及車輛牌照(行車證)正本；
- 保留車輛登記號碼證明書，或該登記號碼的競投款項收據及發售備忘錄；及
- 應繳的費用。(如用支票繳費，請劃線並寫明「香港特別行政區政府」為收款人；有關現行的收費資料，請參考牌照費用資料單張或致電 2804 2600 查詢。)

All completed application can be submitted either in person or by agent to the **Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queenway, Hong Kong or Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon from Monday to Friday (From 9:00 a.m. to 4:00 p.m.).** (If the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose.) Applications must be accompanied by:-

- your Hong Kong Identity Card in the case of a private owner or, a passport for non-identity card holders, or the Certificate of Incorporation in the case of a Limited Company; (Business Registration Certificate will not be accepted). Photocopy of the identity document(s) will be accepted and will be destroyed after the processing of your application; **In the case of Private or Public Bus, Private or Public Light Bus, Taxi, Private Car with hire car permit, the application must be submitted together with other relevant documents not mentioned above to the Public Vehicles Section at the Hong Kong Licensing Office for approval in advance.**
- the relevant original Vehicle Registration Document(s) and the original Vehicle Licence(s);
- a certificate of retention of registration mark, or a receipt for payment for the number and a memorandum of sale; and
- the appropriate fee. (Cheques should be made payable to "the Government of the Hong Kong Special Administrative Region" and crossed. For information about current licence fees, please refer to the leaflet licence fee or dial 2804 2600.)

## 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
  - 方便運輸署與你聯絡。
- 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：
  - 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；
  - 任何人士，以作上述第 1 段 (b) 項所列的用途；及
  - 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

- 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

- 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 收啓

## 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
  - facilitating communication between Transport Department and yourself.
- 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 :
  - other Government departments, bureaux and related organizations departments for the purposes mentioned in paragraph 1 above;
  - any person for the purpose mentioned in paragraph 1(b) above; and
  - tunnel companies and Tsing Ma Management Limited for execution of their statutory duties in traffic and transport matters.

## Access to Personal Data

- 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

- 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