

須知事項 NOTES FOR ATTENTION

須辦事項 REQUIREMENTS

申請車輛登記文件複本時，請一併附上：——

- 如車輛屬私人所擁有，請出示你的香港身份證正本（如非香港居民，請出示護照正本）；
- 如車輛屬有限公司所擁有，請出示公司註冊證及由公司指定或授權的人士簽發的有效授權書；
- 損毀的車輛登記文件或警方發給的報失／毀壞證明文件；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）。

If you apply for a **duplicate vehicle registration document**, please also produce:—

- your **original** H.K. Identity Card or passport for non-identity card holders in the case of a private owner;
- in the case of a limited company, the Certificate of Incorporation together with an authorization letter issued and signed by a person nominated and authorized by the company;
- the defaced vehicle registration document or a Police certificate for the loss/destruction; and
- the appropriate fee. (Cheque should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed.)

申請車輛牌照複本時，請一併附上：——

- 你的香港身份證，如非香港居民，請出示護照（如車輛屬私人所擁有）；公司註冊證（如車輛屬有限公司所擁有）；
- 車輛登記文件；
- 破損的牌照（如適用的話）；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）。

If you apply for a **duplicate vehicle licence**, please also produce:—

- your H.K. Identity Card or passport for non-identity card holders in the case of a private owner; the Certificate of Incorporation in the case of a Limited Company;
- the vehicle registration document;
- the defaced licence (if applicable); and
- the appropriate fee. (Cheques should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed.)

交回表格地點 PLACE OF SUBMISSION

填妥申請表格後，可親自或由代理人交回下列地點（如果申請由代理人遞交，代理人必須出示其本人身分證明文件，以作紀錄）：——

- （一）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
- （二）九龍長沙灣道三〇三號長沙灣政府合署二樓運輸署九龍牌照事務處；或
- （三）九龍觀塘鯉魚門道十二號東九龍政府合署五字樓運輸署觀塘牌照事務處；或
- （四）新界沙田上禾輦路一號，沙田政府合署二樓運輸署沙田牌照事務處。

請注意以上四間牌照事務處的服務時間如下：

星期一至星期五

由上午九時至下午四時（午膳時間照常服務）

星期六

由上午九時至上午十一時三十分

星期日及公眾假期停止服務。

You can submit your application in Person or by agent to (if the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose):—

- (1) Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong; or
- (2) Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon; or
- (3) Transport Department Kwun Tong Licensing Office at 5/F., Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon; or
- (4) Transport Department Sha Tin Licensing Office at 2/F., Sha Tin Government Offices, No. 1 Sheung Wo Che Road, New Territories.

Please note that the above four Licensing offices' service hours are as follows:

Monday to Friday

From 9:00 a.m. to 4:00 p.m. (Open during lunch hours)

Saturday

From 9:00 a.m. to 11:30 a.m.

The offices will be closed on Sunday and Public Holiday.

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 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