

所需文件 Required Documents

- (1) 身分證明文件正本或副本 (香港居民: 香港身分證; 非香港居民: 護照; 有限公司: 公司註冊證; 其他公司 / 機構: 商業登記證); 及
- (2) 應繳費用 — 如以支票付款, 請劃線並寫明「香港特別行政區政府」為收款人。
- (1) Original or photocopy of identity document (Hong Kong Identity Card for Hong Kong residents; passport for non Hong Kong residents; Certificate of Incorporation for limited companies; Business Registration Certificate for other companies / organizations); and
- (2) The appropriate fee — if pay by cheque, please make cheque payable to “The Government of the Hong Kong Special Administrative Region” and crossed.

注意事項 Attention

- (1) 本署可於接到申請當日以電腦發出顯示即時車輛登記細節的證明書。如用郵寄申請, 本署會在收到申請後的十個工作天內將證明書以掛號信寄回給你。但如申請人需要指定日期及時間的車輛登記細節資料, 本署需要大約四星期翻查資料才可簽發證明書。
- (2) 申請人應將證明書提供的有關登記車主個人資料用作與交通及運輸事宜有關的事務上。
- (3) 如果申請由代理人遞交, 代理人必須同時出示其本人的身分證明文件正本, 以作紀錄。
- (4) 申請人必須填寫本表格的甲部、乙部的第一及第三項及丙部, 否則申請將不予受理。
- (1) A certificate showing the current vehicle particulars can be issued by the computer on the day when the application is received. If apply by post, the certificate will be posted to you by registered post within 10 working days upon receipt of application. If the vehicle particulars on a specified date and time is requested, it will take about four weeks' time for history finding before the certificate can be issued.
- (2) Applicant should only use personal data of the registered owner provided by the certificate for activities relating to traffic and transport matters.
- (3) If application is submitted by an agent, the agent is also required to produce his / her own original identity document for record purpose.
- (4) Applicant must complete Part A, items 1 and 3 of Part B and Part C of the form or else the application will not be processed.

交回表格地點 Place of Submission

請將填妥的申請表格及所需文件以下列方式交回 -

郵寄申請 (見「注意事項」(1))
請以掛號信寄
九龍觀塘郵政信箱 69511 號

親自或由代理人申請

- (1) 香港金鐘道九十五號統一中心三樓香港牌照事務處;
- (2) 九龍長沙灣道三零三號長沙灣政府合署二樓九龍牌照事務處;
- (3) 九龍觀塘鯉魚門道十二號東九龍政府合署五樓觀塘牌照事務處; 或
- (4) 新界沙田上禾輦路一號沙田政府合署二樓沙田牌照事務處。

牌照事務處服務時間

星期一至五: 上午九時至下午四時
(午膳時間照常服務)

星期六: 上午九時至上午十一時三十分

Please return the completed application form and necessary documents by any of the following methods -

Application by post (See item (1) in “Attention”)
Please send application by registered post to
P.O. Box 69511, Kwun Tong Post Office, Kowloon.

Application in person or by agent

- (1) Hong Kong Licensing Office at 3/F, United Centre, 95 Queensway, Hong Kong;
- (2) Kowloon Licensing Office at 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon;
- (3) Kwun Tong Licensing Office at 5/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon; or
- (4) Sha Tin Licensing Office at 2/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories.

Service hours of licensing offices

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.

個人資料的說明 Notes about Personal Data

收集目的

1. 運輸署會使用載在本表格內的個人資料, 以及該等資料日後的任何變更, 作以下用途:
 - (a) 辦理有關審批你在本表格中所提出的申請的事務;
 - (b) 方便運輸署與你聯絡;
 - (c) 行政上的用途, 如編制統計數字及從事研究工作; 及
 - (d) 將你的個人資料告訴有關登記車主。
2. 你必須提供本表格所要求的個人資料(乙部第二項除外)。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. 載在本表格內的個人資料, 以及該等資料日後的任何變更, 會向其他政府部門、決策局及有關機構公開, 以作上述第 1(a)段至 1(c)段所列的用途。
4. 如有關登記車主要求, 載在本表格內的個人資料, 以及該等資料日後的任何變更, 可能會向有關登記車主披露, 以作上述第 1(d)段所列的用途。

索閱個人資料

5. 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

6. 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:
香港金鐘道九十五號統一中心三樓牌照事務組
行政主任 / FRT 收

Purposes of Collection

1. The personal data contained in this form and any change to such data from time to time will be used by Transport Department for the following purposes:
 - (a) activities relating to the processing of your application in this form;
 - (b) facilitating communication between Transport Department and yourself;
 - (c) administrative purposes such as compiling statistics and conducting research; and
 - (d) for the information of the registered owner to whom your application relates.
2. It is obligatory for you to supply the personal data as required by this form (except for item 2 of Part B). If you fail to supply the required data, your application may be refused.

Classes of Transferees

3. The personal data contained in this form and any change to such data from time to time may be disclosed to other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 (a) to (c) above.
4. The personal data contained in this form and any change to such data from time to time may be disclosed to concerned registered owner if he requests so for the purpose mentioned in paragraph 1(d) above.

Access to Personal Data

5. 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

6. 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.