

更改 個人資料或 車輛資料 通知書

(更改車輛類別除外)

NOTICE OF

CHANGE OF PERSONAL PARTICULARS OR VEHICLE PARTICULARS

(Except Change of Vehicle Class)

查詢熱線
Enquiry Hotline
1823

所需文件

申請人須出示：

- (1) 身分證明文件的正本或副本（香港居民：香港身分證；非香港居民：護照；公司／機構：公司註冊證）；及
- (2) 下列文件正本（特別註明除外）—

更改的資料	所需文件
(1) 姓名	改名契約或結婚證書等證明文件正本及副本、駕駛執照（如持有）、車輛登記文件（如持有）及駕駛教師執照（如持有）。
(2) 身分證／護照號碼	新身分證／新護照正本及副本、駕駛執照（如持有）、車輛登記文件（如持有）及駕駛教師執照（如持有）。
(3) 駕駛限制事項	醫生證明書正本及副本（只適用於刪除駕駛限制事項）、駕駛執照及駕駛教師執照（如持有）。
(4) 住址／通訊地址	無
(5) 引擎號碼	改裝引擎／車身的維修商發出的證明信件或單據正本及車輛登記文件。
(6) 車身類型	
(7) 推動力	車輛登記文件。
(8) 其他車輛資料	車輛登記文件及車輛牌照。

Required Documents

Applicants should produce:

- (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 companies / organizations); and
- (2) Original copy of documents listed below (unless otherwise specified) —

Particulars to be changed	Required documents
(1) Name	Original and photocopy of a deed poll or marriage certificate or other supporting document, driving licence (if applicable), vehicle registration document (if applicable), and driving instructor's licence (if applicable).
(2) HKID Card / Passport No.	Original and photocopy of new HKID Card / new Passport, driving licence (if applicable), vehicle registration document (if applicable), and driving instructor's licence (if applicable).
(3) Driving restriction	Original and photocopy of medical certificate (applicable only to deletion of driving restriction(s)), driving licence, and driving instructor's licence (if applicable).
(4) Residential / Correspondence address	Nil
(5) Engine No.	Vehicle registration document and letter or receipt issued by the vehicle repairer who installed the engine / vehicle body.
(6) Body type	
(7) Propulsion	Vehicle registration document.
(8) Other vehicle particulars	Vehicle registration document and vehicle licence.

注意事項

(1) 如要更改車輛類別，請填寫「車輛登記及牌照申請書」(TD22)；更改車身類型則填寫本通知書。

(2) 如你的姓名、地址或身分證明文件有變更，你須在 72 小時內以書面或填妥本通知書通知運輸署署長。

(3) 如果在本地裝配的車輛的底盤上或駕駛室及底盤上附加物的類別有所更改，登記車主必須立即繳交附加的首次登記稅。登記車主應填妥本通知書及申請表格 TD22 到運輸署香港牌照事務處辦理有關手續。

(4) 若更改的登記細節涉及引擎、車身類型、汽缸容量、座位限額、企位限額、許可車輛總重、許可行李箱載重量或許可組合式車輛總重，車輛便須接受檢驗。牌照事務處會發出轉介信給你，以便安排車輛檢驗日期。

(5) 如更改的登記細節涉及引擎推動力、汽缸容量，座位限額及許可車輛總重，則該車輛的牌照費可能需要調整。

(6) 如以支票繳付稅項或牌照費，請劃線並寫明「香港特別行政區政府」為收款人。

(7) 所有在本署以同一身分證明文件或公司註冊證號碼登記的車輛牌照及／或駕駛執照的紀錄，會根據你在此通知書內所填報的新個人／登記車主資料一併更改。

(8) 若有法庭命令指示運輸署署長拒絕向你簽發駕駛執照或車輛牌照，則運輸署署長無權向你簽發有關牌照。

(9) 如你故意填報失實資料，根據香港法例第 374 章《道路交通條例》第 111 條第(3)款的規定，你可被判罰款 5,000 元及監禁 6 個月。

Attention

(1) Please complete "Application for Registration and Licensing of a Vehicle" (TD22) if you want to change the vehicle class; for the change of body type of a vehicle, please complete this notice.

(2) If there is any change in your name, address or identity document, you should notify the Commissioner for Transport in writing or by completing this notice within 72 hours.

(3) If the class of additions to the chassis or cab and chassis of a locally assembled vehicle is changed, the registered owner is liable to pay immediately an additional first registration tax. Registered owner should complete this notice and application form TD22 and then approach Hong Kong Licensing Office for processing.

(4) If there is an amendment of registration particulars on engine, body type, cylinder capacity, seating capacity standing capacity, permitted gross vehicle weight, permitted luggage compartment weight or permitted gross combined weight, vehicle inspection will be required. A referral letter will be issued to you by the Licensing Office for inspection appointment.

(5) Changes of engine propulsion, cylinder capacity, seating capacity and permitted gross vehicle weight may lead to adjustment of licence fees.

(6) If pay by cheque for payment of tax or licence fees, please make cheque payable to "The Government of the Hong Kong Special Administrative Region" and crossed.

(7) All vehicle and / or driving licence records of the applicant under the same identity document number or certificate of incorporation number held by the Department will be updated in accordance with the new personal / registered owner particulars reported under this notice.

(8) The Commissioner for transport is not empowered to issue any driving licence or 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.

(9) If you knowingly make any statement which is false in a material particular, you will render yourself liable under Section 111(3) of the Road Traffic Ordinance (Cap.374) to a fine of \$5,000 and to imprisonment for six months.

交回表格地點 Place of Submission

請將填妥的申請表格(請不要撕開第 2 至 4 頁)及所需文件以下列方式交回 —

Please return the completed notice (page 2-4 should not be torn off) and necessary documents by any of the following methods —

郵寄申請

請以掛號信寄

九龍觀塘郵政信箱 69511 號，運輸署觀塘牌照事務處
(本署收到申請後，會在 10 個工作天內處理申請)

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

Application by post

Please send application by registered post to

Transport Department Kwun Tong Licensing Office, P.O. Box 69511, Kwun Tong Post Office, Kowloon.

(Application will be processed within 10 working days upon receipt)

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

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

個人資料的說明

收集目的

- 運輸署會使用透過本通知書所獲得的個人資料作下列用途：
 - 辦理有關審批你在本通知書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。
- 你必須提供本通知書所要求的個人資料。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

- 你透過本通知書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通知書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：
香港金鐘道九十五號統一中心三樓牌照事務組
行政主任／FRT 收

Notes about Personal Data

Purposes of Collection

- The personal data provided by means of this notice will be used by Transport Department for the following purposes :
 - activities relating to the processing of your application in this notice;
 - 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 notice. 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 notice may be disclosed to :
 - other Government departments, bureaux and relevant 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 notice.

Enquiries

- Enquiries concerning the personal data collected by means of this notice, including the making of access and corrections, should be addressed to:

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

運輸處網站 Transport Department's website:
<http://www.info.gov.hk/td>