

香港特別行政區政府運輸署
 Transport Department of the Government of the Hong Kong Special Administrative Region
 查詢熱線 Enquiry Hotline: 2804 2600

轉移或保留車輛登記號碼申請書
APPLICATION TO TRANSFER OR RETAIN
A VEHICLE REGISTRATION MARK

車輛登記(車牌)號碼
 Vehicle Registration Mark

字首 Prefix	號碼 Number	字尾 Suffix	

請閱讀附頁的「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)

Vehicle re-registered with

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O	
P	

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 (TD 60 / TD 150)）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。如更改地址，你所有以同一身分證號碼／有限公司註冊證號碼登記的車輛牌照／駕駛執照紀錄亦會同時更改。

You are required by law to notify the Commissioner for Transport in writing (or by completing a specified form (TD60/TD150)) of any change in respect of personal particulars such as name, address or 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, all vehicle/driving licence records under the same I.D. Card No./Limited Co. Certificate of Incorporation No. 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
夫人	Mrs.	2	
小姐	Miss	3	
女士	Ms.	4	
有限公司	Ltd. Co.	5	

* 香港身分證 / 有限公司的註冊證號碼 _____ ()

* H.K. Identity Card/or 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，如用中文填寫，請你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）
 For ease of data input, please complete the address in English as far as possible. If you intend to complete it in Chinese, please submit the application form together with document with your English address (e.g. water bill, electricity bill, correspondences from banks, etc.).

_____ 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		

樓宇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

聯絡電話

CONTACT TEL. NO.: _____

通訊地址（如與上方所填寫的不同）：

CORRESPONDENCE ADDRESS (if different from that above): _____

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 CHASSIS No.: / V.I. NO. _____

* 請將不適用的刪去。 Delete whichever is inapplicable.

聲明 DECLARATION

(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 authorised by him in writing. In the case of a Limited Company, this should be signed by a person nominated and authorised by the Company. He should also put down his name in full under his signature.)

該車
The vehicle itself

- † 將重行以新的登記號碼登記
will be re-registered under a new registration mark.
- 將重行登記，該登記號碼為
will be re-registered under the registration mark
- | | | |
|-----------|-----------|-----------|
| 字首 Prefix | 號碼 Number | 字尾 Suffix |
|-----------|-----------|-----------|
- ，並為 which
- (一)本人所保留者 (請附上保留登記號碼證)。
(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).
- 已毀棄而車輛毀棄證明書亦已隨本申請書附上。
has been scrapped and the scrap certificate is herewith attached.
- 已輸往外地而有關的運送文件亦已隨本申請書附上。
has been exported and the shipping document is herewith attached.
- 失車。
missing vehicle.
- 其他 請註明：
other Please specify _____

現申請將前述車輛登記號碼暫予保留，本人將於本申請書日期起計的十二個月內，申請將該登記號碼轉用於本人的另一車輛，倘在該期間內未有進行申請，運輸署可毋須通知本人而取銷該登記號碼。

I hereby apply to have the aforesaid vehicle registration mark held in abeyance for a period not exceeding 12 months from the date of this application, within which period I shall apply for this registration mark to be assigned to another vehicle of mine. In this connection I fully understand that if I fail to make such application within this period, this registration mark will be cancelled without notice to me.

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 374 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 under Section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and imprisonment for six months.

申請人簽署
Signature of Applicant

日期
Date

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) 親自或由代辦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 (電話：2804 2642) 或九龍長沙灣道 303 號，長沙灣政府合署 2 字樓運輸署九龍牌照事務處 (電話：2150 7714)。(如果申請由代理人遞交，代理人必須出示其本人的身份證明文件正本，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，請出示你的香港身分證，如非香港居民請出示護照。如車輛屬有限公司所擁有，則須出示公司註冊證 (商業登記證不會被接納)。上述文件的影印副本亦可接受作核對用，並將於辦理你的申請後銷毀；
- 有關車輛的登記文件及車輛牌照；
- 如該車輛已毀棄或輸往外地，則須早交有關的毀棄證明書或運送文件；及
- 應繳的費用。(可用支票/銀行本票繳費，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 applications can be submitted either in person or by agent to the Transport Department Hong Kong Licensing Office at 3/F, United Centre, 95 Queensway, Hong Kong (Tel. 2804 2642) or Transport Department Kowloon Licensing Office at 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (Tel. 2150 7714) 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 H.K. Identity Card, or a passport for non-identity card holders in the case of a private owner, 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;
- the relevant Vehicle Registration Document(s) and the Vehicle Licence(s);
- the scrap certificate or shipping document of the vehicle if the vehicle is scrapped or exported out of Hong Kong; and
- the appropriate fee. (Cheque/Cashier Order is accepted and 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 fees or dial 2804 2600.)

通知 NOTIFICATION

你的車輛如經拆毀或毀棄或永久性輸往香港以外地區，須於十五日內以書面通知運輸署署長，並須一併附上車輛的登記文件及牌照 (若該牌照仍屬有效)。
When your vehicle is broken up, destroyed, or sent permanently out of Hong Kong, you are also required by law to notify within 15 days the Commissioner for Transport in writing of such breaking up, destruction or despatch. Your notification should be accompanied by your Vehicle Registration Document and the Vehicle Licence (if the licence is still valid).

† 請於適當方格內加上「√」號。 Please tick the appropriate box(es).

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

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，以對發生在隧道範圍內的交通罪行進行調查或提出檢控。

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
牌照部
行政主任／FRT 收啟

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 for investigation or prosecution of traffic offences committed in the tunnel areas.

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 Division,
3/F, United Centre,
95 Queensway,
Hong Kong.