

**取消車輛登記通知書**  
**NOTIFICATION FOR CANCELLATION OF VEHICLE REGISTRATION**

請閱讀附頁的資料，並以正楷填寫各項資料。  
Please read the notes overleaf and complete all items in BLOCK LETTERS.  
如果你以郵遞申請，請亦填寫於第二頁的丁部。  
If you submit your application by post, please also complete Part D on page 2.

車輛登記(車牌)號碼  
Vehicle Registration Mark

字首 Prefix	號碼 Number					字尾 Suffix	

(本欄不必填寫 FOR OFFICIAL USE ONLY)

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

O	
P	

Receiving Officer's Signature \_\_\_\_\_

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

**甲部 PART A**

**申請人現時的個人資料 PRESENT PARTICULARS OF APPLICANT**

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，若如有任何更改，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。所有在本署以你的身分證／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 (TD 60/ TD 150)) 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 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 NAME:

* 先生 Mr.	1	_____
夫人 Mrs.	2	
小姐 Miss	3	
女士 Ms.	4	
有限公司 Ltd. Co.	5	_____

英文姓名 (姓氏先行，名字隨後 In English—Surname first, then Other Names)

中文姓名 In Chinese \_\_\_\_\_

香港身分證／有限公司註冊證號碼

H.K. Identity Card / 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地址證明文件(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 K.ln. 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. \_\_\_\_\_

**乙部 PART B**

**車輛登記細節 PARTICULARS OF VEHICLE**

類別 Class	底盤號碼／車輛識別號碼 Chassis No./V.I. No.	_____
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**丙部 PART C**

**聲明 DECLARATION**

現通知將上述登記車輛的登記取消，該車輛已

I hereby give notice that, to have the registration of the above vehicle cancelled, the vehicle has already been:

(甲) 拆毀而車輛拆毀證明書亦附上。

(a) scrapped and the scrap certificate is attached.

(乙) 輸往外地而有關的運送文件亦附上。

(b) exported out of Hong Kong and the relevant shipping document is attached.

現聲明，據本人所知，以上填報的一切資料均屬詳盡確實。

I declare that to the best of my knowledge and belief the information given above is true and complete.

登記車主簽署  
Signature of Registered Owner \_\_\_\_\_

日期  
Date \_\_\_\_\_

## 所需文件 REQUIRED DOCUMENTS

遞交通知書時，請一併附上以下文件，及於空格內加上“√”號以作註明：——

When you submit your application, please also submit the following documents and put a “√” against the appropriate box(es):—

- 你的香港身分證 (如車輛屬私人所擁有，但倘若你仍未在入境事務處人事登記處辦理登記手續，可附上香港以外地區簽發的護照) 或公司註冊證 (如車輛屬有限公司所擁有)；(本署亦接受身分證文件的影印副本作核對用，並會將副本在處理你的申請後銷毀。) your H.K. Identity Card in the case of a private owner or, if you have not yet registered with the Registration of Persons Office, Immigration Department, a Passport outside Hong Kong, or the Certificate of Incorporation in the case of a limited company. (Photocopy of the identity document may be accepted and will be destroyed after the processing of your application.);
- 有關車輛的登記文件及車輛牌照正本 (若該牌照仍屬有效)；及 the relevant original Vehicle Registration Document and the Vehicle Licence (if the licence is still valid); and
- 車輛拆毀證明書正本 (如該車輛已拆毀) 或運送文件 (如該車輛已輸往外地)。 the scrap certificate (if the vehicle is scrapped) or shipping document (if the vehicle is exported out of Hong Kong).

## 交回表格地點 PLACE OF SUBMISSION

填妥申請表格後，可

- (甲) 以掛號信寄九龍觀塘郵政信箱六九五一一號，運輸署觀塘牌照事務處；或
- (乙) 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的身分證明文件正本，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) ~~新界沙田車站連城廣場五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。

沙田牌照事務處由2002年4月2日起遷往  
新界沙田上禾輦路一號沙田政府合署2樓。  
With effect from 2.4.2002, Sha Tin Licensing Office  
is relocated to 2/F., Sha Tin Government Offices,  
No.1 Sheung Wo Che Road, Sha Tin, New Territories.

You can submit your application either

- (A) By registered post to Transport Department Kwun Tong Licensing Office, P.O. Box 69511, Kwun Tong Post Office, Kowloon, or
- (B) 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 5/F., Citylink Plaza, Sha Tin Station, 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.

## 丁部 PART D

### 郵遞申請 APPLICATION BY POST

如果你以郵寄遞交申請書，請填寫下列資料 PLEASE FILL IN THE FOLLOWING ITEMS

(你在本署電腦紀錄中的個人資料將不會根據下列所填寫的而更改)

(Your particulars in our computer record will NOT be amended as hereunder)

請在右頁提供的方格內填上你的姓名及回郵地址。  
Please write your Name and Return Address in the space provided on the right page.



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## 退回有效車輛牌照費 REFUND OF UNUSED VEHICLE LICENCE FEE

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如你的車輛牌照於通知取消登記時距屆滿日期 60 日或以上者，按照香港法例第 374 章《道路交通(車輛登記及領牌)規例》第六附表，你可領回部份牌費。運輸署各牌照事務處均備有關的附表，以供查閱。本署於收到取消車輛登記的通知後，當作出安排，由庫務署通知你領回該款。

If on the date of notification, the unused part of your vehicle licence is 60 days or more, you are entitled to a refund of a portion of the licence fee in accordance with the Sixth Schedule to the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374). Copies of the Schedule are available for inspection upon request at each Transport Department's licensing office. Arrangement for the refund would be made on receipt of your notification of cancellation of the vehicle registration and you would be informed by the Treasury for that refund.

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### 通知 NOTIFICATION

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法律規定，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。

When your vehicle is broken up, destroyed, or sent permanently out of Hong Kong, you are required by law to notify within 15 days the Commissioner for Transport in writing of such breaking up, destruction or despatch.

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### 索取表格地點及方法 OBTAINING THE FORMS

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- (1) 運輸署各牌照事務處；或  
Transport Department Licensing Offices; or
- (2) 運輸署顧客服務熱線 2804 2600 提供的圖文傳真服務；或  
Fax-on-demand service in the Transport Department Customer Service Hotline 2804 2600; or
- (3) 運輸署牌照服務互聯網頁 <http://www.info.gov.hk/td>；或  
Transport Department Internet web site for licensing <http://www.info.gov.hk/td>; or
- (4) 各區民政事務處諮詢服務中心；或  
Home Affairs Department Public Enquiry Service Centres; or
- (5) 各區郵政局。  
Post Offices.

姓名 Name: \_\_\_\_\_

回郵地址 Return Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**收集目的**

1. 運輸署會使用透過本表格所獲得的個人資料作下列用途：
  - (a) 辦理有關審批你在本表格中所提出的申請的事務；
  - (b) 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)
  - (c) 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)
  - (d) 辦理有關交通及運輸的事務；及
  - (e) 方便運輸署與你聯絡。
2. 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**

3. 你透過本表格所提供的個人資料會向下列人士／部門公開：
  - (a) 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；
  - (b) 任何人士，以作上述第1段(b)項所列的用途；及
  - (c) 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**

4. 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**

5. 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收啓。

**Purposes of Collection**

1. The personal data provided by means of this form will be used by Transport Department for the following purposes:
  - (a) activities relating to the processing of your application in this form;
  - (b) 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)
  - (c) 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)
  - (d) activities relating to traffic and transport matters; and
  - (e) facilitating communication between Transport Department and yourself.
2. 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**

3. The personal data you provided by means of this form may be disclosed to:
  - (a) other Government departments, bureaux and related organizations for the purposes mentioned in paragraph 1 above;
  - (b) any person for the purpose mentioned in paragraph 1(b) above; and
  - (c) tunnel companies for investigation or prosecution of traffic offences committed in the tunnel areas.

**Access to Personal Data**

4. 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**

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Licensing Division, 3/F, United Centre, 95 Queensway, Hong Kong. (Attn.: Executive Officer/FRT)