

駕駛執照複本／駕駛教師執照複本申請書

APPLICATION FOR A DUPLICATE DRIVING LICENCE/
DRIVING INSTRUCTOR'S LICENCE香港身分證號碼。(如
無香港身分證，請填寫
護照號碼。)

H.K.I.D. No.

(Passport No. for non-

H.K.I.D. Card holder)

請閱讀背頁的「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.

你上次填報的駕駛執照號碼如與右上角填報的不同，則請在此處填寫上次所報的號碼。

YOUR LAST DRIVING LICENCE NO. IS TO BE ENTERED HERE IF IT DIFFERS FROM THAT ABOVE.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

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P	

Restrictions

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Receiving Officer's Signature

申請人時時的資料 PRESENT PARTICULARS OF APPLICANT

(你在本署電腦紀錄中的個人資料將根據下列所填報的而更改)

(Your particulars in our computer record will be amended as hereunder)

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 (TD559)）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 (TD559)) of any change in respect of personal particulars such as name, address, 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

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

住址 RESIDENTIAL 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載有英文地址的證明文件（例如水費單、電費單、銀行信等）。

室 Flat/Room

座 Block

樓 Floor

樓宇層數請依升降機所用
編號，或以西式計算。

大廈名稱／門牌號數及街道名稱／屋 Name of Building/Number and Name of Street / Estate

地區 District

* 香港 H.K. 1
九龍 Kln. 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.: _____

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

聲 明 DECLARATION

現聲明本人的
I hereby declare that my

† 駕駛執照
driving licence

駕駛教師執照已
driving instructor's licence is

† 遺失；執照原本一旦尋回，本人保證退還給運輸署署長。
Lost; and I undertake to return to the Commissioner for Transport the original licence when found.

毀壞。
destroyed.

破損；並附上已破損的執照。
defaced; and I enclose the defaced licence.

其他。請註明
others. Please Specify: _____

本人現申請領取執照複本。

I now apply for the issue of a duplicate licence.

本人明白，如本人明知執照的原本並無遺失或毀壞而以該原本已遺失或毀壞為理由申請執照複本，根據道路交通（駕駛執照）規例第四十六條第（1）款的規定，可被判罰款二千元。本人又聲明，本人現時所申請的執照種類，並沒有被當局暫時吊銷或註銷，又本人並未被取消持有或領取此執照的資格。本人明白，如故意填報失實，根據香港法例第三七四章道路交通條例第一百一十一條第（3）款的規定，一經簡易程序審訊定罪，可被判罰款五千元及監禁六個月。

I understand that, if I apply for a duplicate licence on the ground that the original licence is lost or destroyed knowing that such original licence has not been lost or destroyed, I shall render myself liable on summary conviction under Regulation 46(1) of the Road Traffic (Driving Licences) Regulations to a fine of \$2,000. I also declare that the licence that I am applying for has not been suspended or cancelled and that I am not disqualified from holding or obtaining such licence. I understand that, if I knowingly make any statement which is false in a material particular, I shall render myself liable under Section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and to imprisonment for six months.

申請人簽署
Signature of Applicant

日期
Date

須知事項 NOTES TO HELP YOU

所需文件 REQUIRED DOCUMENTS

遞交申請書時，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 produce the following documents and put a “✓” against the appropriate box(es):——

- 你的香港身分證，如非香港居民，請出示護照；身分證明文件的影印副本亦會被接納作核對用，並將於處理你的申請後將副本銷毀；
your H.K. Identity Card, or a passport for non-identity card holders; (Photocopy of identity document is acceptable and will be destroyed after the processing of your application.)
- 破損的執照；及
the defaced licence; and
- 應繳的費用（如用支票繳費，支票必須劃線並寫明「香港特別行政區政府」為收款人。請勿郵寄現款。）
the appropriate fee (Cheques should be made payable to “the Government of the Hong Kong Special Administrative Region” and crossed. Cash should not be sent by post.)

提前領牌 ADVANCED LICENSING

如已遺失／毀壞／破損的執照有效期不超過四個月，可申請換領執照（視乎情況填寫 TD557）而毋須申領執照複本。

If the validity period of your lost/destroyed/defaced licence is not more than 4 months, you may apply for renewal of licence (by completing TD 557 as appropriate) instead of a duplicate licence.

索取表格地點及方法 OBTAINING THE FORMS

- (1) 運輸署牌照事務處；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) 民政事務處諮詢服務中心；或
Home Affairs Department Public Enquiry Service Centers; or
- (5) 郵政局。
Post Offices.

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——號，運輸署觀塘牌照事務處（本署會於十個工作天內將有關牌照寄回給你）；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。

請注意以上四個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 either

(A) **By registered post to Transport Department Kwun Tong Licensing Office, P.O. Box 69511, Kwun Tong Post Office, Kowloon** (the licence will be posted to you within 10 working days); 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 2/F, Sha Tin Government Offices, No. 1 Sheung Wo Che Road, Sha Tin, New Territories.

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

- | | | |
|--|----|--|
| Monday to Friday | —— | From 9:00a.m. to 4:00p.m.(open during lunch hours) |
| Saturday | —— | From 9:00a.m. to 11:30a.m. |
| The offices will be closed on Sunday and Public Holiday. | | |