

更改車輛登記細節通知書

CHANGE OF VEHICLE REGISTRATION PARTICULARS

車輛登記(車牌)號碼
Vehicle Registration Mark

字首 Prefix	號碼 Number			字尾 Suffix	

請閱讀背頁的「須知事項」, 所需的各項資料均須以正楷填寫。
Please read the notes overleaf and complete all items in BLOCK LETTERS.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

Licence Fee \$ _____

Transaction No. _____

Receiving Officer's Signature _____

Checker's Signature _____

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P	

甲 部 PART A

登記車主現時的資料 PRESENT PARTICULARS OF REGISTERED OWNER

(你在本署電腦紀錄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(TD60/TD150))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 specified form (TD60/TD150)) 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, 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
- 夫人 Mrs. 2
- 小姐 Miss 3
- 女士 Ms. 4
- 有限公司 Ltd. Co. 5

_____	_____
英文姓名/公司名稱 (姓氏先行, 名字隨後) In English—Surname first, then Other Names	中文姓名/名稱 In Chinese

* 香港身分證/有限公司註冊證號碼 _____ ()
*H.K.I.D. No./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 showing your English address. (e.g. water bill, electricity bill, correspondences from banks etc.)

_____	_____	_____
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。

* 香港 H.K. 1
九龍 K.ln. 2
新界 N.T. 3

地區 District

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): _____

注意 IMPORTANT

由 1994 年 8 月 1 日開始, 根據汽車(首次登記稅)條例(第 330 章), 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, 則由更改當日起, 登記車主須立即繳付首次登記稅(扣除已繳的首次登記稅)。就遞交更改通知書和繳付有關稅款的事宜, 登記車主應分別利用本申請表格和表格 TD22 到運輸署香港牌照事務處辦理。

With effect from 1 August 1994, under Motor Vehicles (First Registration Tax) Ordinance (Chapter 330), if the class of additions to the chassis or cab and chassis of a locally assembled vehicle is changed, the registered owner of the vehicle, as from the date on which the change takes place, is liable to pay and shall immediately pay first registration tax (less any first registration tax previously paid). The notification of such a change and payment of tax should be made on this application form and TD 22 respectively at Hong Kong Licensing Office of the Transport Department.

若更改的登記細節關乎車輛類別、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, 以便安排檢驗日期。

Inspection is required if an amendment of registration particulars concerns the vehicle's class, engine, body type, cylinder capacity, seating capacity, standing capacity, permitted gross vehicle weight, permitted luggage compartment weight or permitted gross combined weight. A referral letter will be issued to you by the Licensing Office for inspection appointment.

更改車輛登記細節不須繳費, 但如所更改的事項關乎車輛類別、引擎動力、座位限額及許可車輛總重, 則該車的牌照費可能需要調整。

Fees are not payable for recording your change of vehicle registration particulars, but adjustment of licence fees may be required where changes affect class, engine power, seating capacity and permitted gross vehicle weight.

乙部 PART B**更改細節 PARTICULARS OF CHANGES**

只須填寫已更改的項目 Complete only items which have been changed:—

引擎號碼
Engine No. 車身類型
Body Type 請在適當之括號內加「√」號 [] 要求新底盤號碼 New Chassis Number Required
Please tick appropriate bracket [] 已裝替換車身底盤 Replacement Chassis Fitted

推動力：— * 汽油	Petrol	0
Propulsion 柴油	Diesel	1
「運高」式	Wankel	2
電力	Electric	3
其他	Other	4

(如果更改下列項目，在遞交此表格時必須出示車輛牌照(行車證)。

Your vehicle licence must be produced together with this form if you have changed the following items.)

顏色
Colour(s) /
主色(下半) Primary (lower) 副色(上半) Secondary (upper)許可車輛總重
Permitted Gross Vehicle Weight 公噸 tonnes類別
Class 許可行李箱載重量
Permitted Luggage Compartment Weight 公噸 tonnes汽缸容量
Cylinder Capacity 立方厘米 c.c.許可組合式車輛總重
Permitted Gross Combined Weight 公噸 tonnes座位限額(司機除外)
Seating Capacity (excluding driver) /
下層 LD 上層 UD車身大小
Overall Dimensions 全長 米 m. 全闊 米 m.企位限額
Standing Capacity 全高 米 m.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

車輛檢驗 VEHICLE EXAMINATION* 替換底盤號碼
Replacement Chassis Number * 刻於車上底盤號碼
Chassis Number Stamped on Vehicle

本人證明上述已更改的細節均屬正確。

I certify that the above changed particulars are correct.

驗車主任

日期

Motor Vehicle Examiner: Date:

丙部 PART C**聲明 DECLARATION**

現聲明據本人所知，以上填報的一切資料均屬詳盡確實，本人明白，如故意虛報資料，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，本人可被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 material particulars 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.

登記車主簽署

日期

Signature of Registered Owner: Date:

丁部 PART D**郵遞交回表格 SUBMISSION BY POST**

如果你以郵寄遞交此通知書，請填寫下列資料

PLEASE FILL IN THE FOLLOWING ITEMS IF YOU SUBMIT THIS NOTIFICATION BY POST

(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)

- (1) 如果登記車主需要就上方乙部內的更改項目繳付首次登記稅，或該車的牌照費需要調整，請連同支票遞交此通知書，並在支票背面寫上你的身分證號碼及聯絡電話。

If the registered owner is liable to pay first registration tax or adjustment of licence fees due to the change(s) in PART B above, please submit your this notification together with a cheque and write down your H.K.I.D. Card No. and Contact Telephone No. on the back of the cheque.

請填上你的付款資料。Please fill in your Remittance Details.

銀行名稱 Name of Bank: 付款總額 Amount Paid: 支票/銀行本票號碼
Cheque/Cashier Order No.:

- (2) 請在右頁提供的方格內填上你的姓名及回郵地址。(透過本申請書申請的牌照將會寄到這個地址。)

Please write your Name and Return Address in the space provided on the right page. (The licence applied by this form will be posted to the address specified.)



特別注意 WARNING

為你個人利益計，如有涉及你或你名下登記的任何車輛的任何罰款仍未繳交，須先行清繳。倘有法庭命令繳交的罰款尚未清付，則運輸署署長無權向你簽發牌照。

You are advised in your own interest to ensure that there are no outstanding penalties imposed on you or any vehicle registered under your name. If any court order issued for payment of a penalty remains unsettled, the Commissioner for Transport is not empowered to issue a licence to you.

所需文件 REQUIRED DOCUMENTS

遞交通知書時，請一併附上下列文件，並於空格內加上「√」號以作註明：——

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

- 身分證明文件；(如車輛屬私人所擁有，請出示香港身分證或護照；如車輛屬有限公司所擁有，請出示公司註冊證。) 如以掛號郵遞寄交本通知書，本署亦接受身分證明文件的影印副本作核對用，並將於處理你的申請後將副本銷毀；
identity document (in the case of a private owner, please produce your H.K. Identity Card or passport; in the case of a limited company, please produce the Certificate of Incorporation); for the purpose of verification, a photocopy of the identity document is acceptable for postal submission of this notification and will be destroyed after the processing of your application.
- 車輛登記文件正本；
the original Vehicle Registration Document;
- 車輛牌照(如更改車身顏色、汽缸容量、座位限額、企位限額、類別、許可車輛總重量、許可組合式車輛總重或車身大小)；及
the vehicle licence if the change is of colour, cylinder capacity, seating capacity, standing capacity, class, permitted gross vehicle weight, permitted luggage compartment weight, permitted gross combined weight or overall dimensions; and
- 如屬適用，應繳的稅款。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。(登記車主必須同時遞交運輸署表格 TD 22。)
the appropriate tax, if appropriate. Cheques should be made payable to the “Government of the Hong Kong Special Administrative Region” and crossed. Cash should not be sent by post. (The registered owner should also submit a form TD 22).

如更換引擎，則須一併出示來源證明文件。如引擎取自已經拆毀的車輛，則必須出示該車輛的登記號碼。如果引擎屬於不同類型，請事先致函香港灣仔告士打道7號入境事務大樓34樓，向高級驗車主任申請批准(電話：2829 5466)。

Any change of engine will require documentary proof of origin. The registration number of the scrapped vehicle from which the engines extracted must be shown. If the engine is of a different type, please apply in writing to Senior Motor Vehicle Examiner at 34/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong for prior approval (Tel.: 2829 5466).

索取表格地點及方法 OBTAINING THE FORMS

- (1) 運輸署各牌照事務處；或
Transport Department Licensing Offices; or
- (2) 運輸署牌照服務查詢熱線 2804 2600 提供的圖文傳真服務；或
Fax-on-demand service in the Transport Department Licensing Enquiry Hotline 2804 2600; or
- (3) 運輸署牌照服務互聯網頁 <http://www.info.gov.hk/td/index>；或
Transport Department Internet web site for licensing <http://www.info.gov.hk/td/index>; 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.

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(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：——
- (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) 九龍登打士街五十六號栢裕商業中心九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——由上午九時正至下午四時正(午膳時間照常辦公)

星期六——由上午九時正至上午十一時三十分

星期日及公眾假期停止辦公。

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:—
- (1) Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong; or
 - (2) Transport Department Kowloon Licensing Office at 9/F., Park-In Commercial Centre, 56 Dundas Street, 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 9:00a.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.

姓名 Name: _____

回郵地址 Return Address: _____

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.