

須知事項 NOTES TO HELP YOU

所需文件 REQUIRED DOCUMENTS

新車主通知書，必須連同下列文件及費用一併遞交：——

- 車輛登記文件 (文件正本並由登記車主簽署)；
- 凡登記車輛屬私人所有，請出示香港身分證正本，非香港居民，則出示護照正本；如車輛屬有限公司擁有，就該出示公司註冊證 (如屬首次登記為車主，須出示正本)；若過戶車輛為私家或公共小巴、私家或公共巴士，則須附上商業登記證；而申請人須首先前往位於香港牌照事務處的公共車輛組取得有關批准。
- 以新車主名義購備的第三者風險保險單或臨時保單 (須於車輛過戶時生效)；及
- 應繳的費用。(如用支票繳費，請劃線支付「香港特別行政區政府」。)

The new owner's notice must be accompanied by the following:—

- the Vehicle Registration Document (the original document and signed by the registered owner);
- In the case of a private owner, the Hong Kong Identity Card (original) or a Passport (original) for non-identity card holders; In the case of a limited company, the Certificate of Incorporation (original for the first registration of vehicle ownership); In the case of transfer of Private or Public Light Bus, or transfer of Private or Public Bus, a Business Registration Certificate and the application must be submitted to the Public Vehicle Section at the Hong Kong Licensing Office for approval in advance.
- the Third Party Risk Insurance Certificate or Cover Note issued in the name of the new owner (valid on the date when transfer of ownership is effected); and
- the appropriate fee. (Cheques should be made payable to the Government of the Hong Kong Special Administrative Region and crossed.)

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

郵遞申請並不被接受。申請表填妥後，可親自或由代理人交回下列地點：——

- (一) 香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處；或
- (二) 九龍登打士街 56 號裕裕商業中心 9 樓運輸署九龍牌照事務處；
- (三) 九龍觀塘鯉魚門道 12 號東九龍政府合署 5 字樓運輸署觀塘牌照事務處；或
- (四) 新界沙田車站連城廣場 5 字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

由上午九時至上午十一時三十分

星期日及公眾假期停止辦公。

No application by post will be accepted. You must submit your application 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 Kowloon East Government Offices, 5/F, 12 Lei Yue Mun Road, or
- (4) Transport Department Sha Tin Licensing Office at Citylink Plaza, 5/F, Sha Tin Station, New Territories.

Please note that the above four Licensing Offices' services 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 to Sunday and Public Holiday.

車主姓名或名稱 NAME OF OWNER

新車主如屬有限公司，應填報其名稱及註冊辦事處地址，並應由該公司指定的人士簽署表格。如果有關車輛由私人商號擁有，則應該商號的東主或主要合夥人的姓名登記。未經註冊的商號或團體，其名稱不得用以登記車輛。

If the new owner is a Limited Company, the name and address of the registered office of the Company should be given and should be signed by a person nominated by the Company. If the vehicle is acquired by a private firm, the vehicle must be registered in the name of the proprietor or principal partner. Vehicles cannot be registered in the name of a firm or institution unless it is an incorporated body.

死亡 DEATH

如登記車主已經去世，須出示遺囑檢認書或遺產管理證明書。

Where the registered owner has died, a probate or letter of administration must be produced.

填妥後，請撕下此通知書送交予運輸署署長。

Please tear off here and send the notices to the Commissioner for Transport after they have been duly completed.



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

車輛過戶通知書 (的士除外)

NOTICE OF TRANSFER OF OWNERSHIP OF A VEHICLE (EXCEPT TAXI)
(副本 DUPLICATE)

(本欄不必填寫 FOR OFFICIAL USE ONLY)

請閱讀第二及第四頁的須知事項, 所需的各項資料均須以正楷填寫。

Please read the notes on page 2 and 4 and complete all items in BLOCK LETTERS.

Receiving Officer's Signature

Checker's Signature

注意: 遞交此通知書並不表示申請已獲批准, 車輛過戶的正式生效日期是以新車輛登記文件的發出日期為準。

Attention: Submission of this notice does NOT mean an approval of transfer of ownership of a vehicle. The effective date of transfer of ownership will be specified on the new vehicle registration document issued to the new registered owner.

登記車主(舊車主)必須填寫車輛登記號碼及此欄。

The registered (old) owner must fill in the vehicle registration mark and this part.

車輛登記(車牌)號碼
Vehicle Registration Mark

字首 Prefix	號碼 Number	字尾 Suffix
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登記車主的車輛過戶聲明 DECLARATION OF REGISTERED OWNER OF TRANSFER OF VEHICLE OWNERSHIP

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*

* 香港身分證/
有限公司註冊證號碼

*H.K. Identity Card/Limited Company Certificate of Incorporation No.

中文姓名 In Chinese

車輛登記細節 PARTICULARS OF VEHICLE

車輛類別 Class of Vehicle
底盤號碼/車輛識別號碼 Chassis No./V.I. No.

現聲明本人今天已出讓上述車輛, 並已把本通知書及車輛登記文件轉交新車主。本人聲明, 此車的售價為_____元。
I hereby declare that I have today relinquished ownership of this vehicle and I have delivered to the new owner this notice of transfer and the Vehicle Registration Document. I also declare that the selling price of the vehicle is \$_____.

† 登記車主簽署 Signature of Registered Owner _____ 日期 Date _____
(此簽署須與車輛登記文件的簽署相符。The signature should conform with that on the Vehicle Registration Document.)

新車主必須填寫此欄。

The new owner must complete this part.

新車主個人資料 PARTICULARS OF NEW OWNER

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*

* 香港身分證/
有限公司註冊證號碼

*H.K. Identity Card/Limited Company Certificate of Incorporation No.

中文姓名 In Chinese

出生日期 Date of Birth
日 D 月 M 年 Y

住址/公司地址 Residential/Company Address
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層數, 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): _____

有效第三者風險保險(必須出示以新車主義購備的保險單)

VALID THIRD PARTY RISK INSURANCE (Certificate issued in the name of the new owner MUST be produced)

(不適用於拖車 Not applicable to Trailer)

保險公司(並非代理)的名稱 Name of Insurance Company (not agent) _____
保單/臨時保單號碼 Policy/Cover Note No. _____ 屆滿日期 Expiry Date _____

新車主購入車輛聲明 DECLARATION OF NEW OWNER ACQUIRING THE VEHICLE

(由新車主填寫。如屬有限公司, 則應由該公司指定或授權的人士簽署, 並須寫下有關人士的全名。)
(To be completed by the new owner. In the case of a Limited Company, this should be signed by a person nominated and authorized by the Company. He should also put down his name in full under his signature.)

現聲明本人今天以_____元購入上述車輛。本人已年滿十八歲, 現證實本通知書內的資料及細節全屬真實無訛。本人明白, 如故意填報失實的重要資料, 根據道路交通條例(香港法例第374章)第111(3)條, 本人可被判罰款\$5,000及監禁六個月。

I hereby declare that I have today acquired the ownership of this vehicle and the price of purchase is \$_____. I also declare that I am not less than 18 years old and hereby verify the accuracy of the information and particulars contained in this notice. I understand that, if I knowingly make any statement which is false in 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 imprisonment for six months.

† 新車主簽署 Signature of New Owner _____ 日期 Date _____

警告 WARNING

- (一) 預備買車的人士須注意，車輛的登記車主不一定是合法車主，在達成購車協議之前，可向任何牌照事務處申請發給有關無欠繳罰款紀錄及無違例紀錄證明書，以確定所有涉及該車的罰款已經繳清，而該車輛又無「停牌」的可能。
 - (二) 根據定額罰款(交通違例事項)條例(香港法例第237章)，在運輸署將過戶事記錄在案之前，轉讓車輛的登記車主仍須負責繳付涉及有關車輛的罰款。登記車主為本身利益計，應確保過戶一事盡早正式記錄在案，因此登記車主應親自偕同新車主前往運輸署，以確保辦妥有關手續。
 - (三) 車輛過戶後72小時內，本通知書的正本須由新車主送交運輸署署長，舊車主亦須向運輸署署長交出副本，違者可被判罰款2,000元。
 - (四) 車輛過戶後，以前任車主名義購備的第三者風險保險單隨即失效。申請車輛過戶前，新車主必須以其本人名義為該車輛購備適當的保險。駕駛未購備適當保險的車輛乃屬違法。
 - (五) 如車輛的首次登記稅、登記費及牌費尚未清繳，車輛過戶時，新車主須繳付該等稅款及費用。獲豁免者不在此限。
 - (六) 除非事先經由運輸署署長批准，否則登記車主出售在1994年8月1日或以後於香港首次登記的汽車時，售價不得高於汽車應課稅值，免稅配件價值，免稅保養未滿期部分價值及已繳付首次登記稅的總和。
 - (七) 如要求批准以超過上文第(六)段的過戶售價限制出售汽車，可利用申請表格TD 468「批准汽車過戶售價申請書」申請，根據汽車(首次登記稅)條例(香港法例第330章)，如不遵守上述規定，即屬違法，可被判罰款50萬元及監禁12個月。
- (1) Prospective purchasers are reminded that the registered owner of a vehicle may not necessarily be the legal owner, and are advised to ascertain before an agreement for the acquisition of a vehicle is made, that there are no outstanding penalties/possible suspension of licence in respect of the vehicle by applying to any of the licensing offices for the relevant Certificate of Clearance.
 - (2) On transfer of vehicle ownership, the registered owner would still be liable under Fixed Penalty (Traffic Contravention) Ordinance, Cap. 237 until the transfer of ownership has been registered by the Transport Department. It is therefore in their own interest to ensure that the transfer is properly registered as early as possible and it is therefore advisable for them to accompany the new owner to the Transport Department to witness the completion of the procedure.
 - (3) Within 72 hours after the transfer of ownership, the new owner must deliver the original copy of this notice and the old owner must deliver the duplicable copy to the Commissioner for Transport. Failure to comply with this requirement is an offence liable to a fine of \$2,000.
 - (4) On transfer of ownership the third party risk insurance policy issued in the name of the previous owner will cease to be effective. The new owner must therefore obtain appropriate insurance cover in his own name for the vehicle before he applies for transfer of the vehicle's ownership. It is an offence to drive without proper insurance.
 - (5) If First Registration Tax, Registration and Licence Fees have not been paid on a particular vehicle, such tax and fees are chargeable on transfer of ownership of that vehicle unless remission is granted.
 - (6) A registered owner must not sell as motor vehicle which was first registered in Hong Kong on or after 1 August 1994 at a price greater than the taxable value of the motor vehicle, value of tax-exempt accessories, value of unexpired portion of tax-exempt warranty, plus the first registration tax paid without obtaining prior approval of the Commissioner for Transport.
 - (7) Application for approval of the selling price of a motor vehicle upon transfer of ownership as required in (6) above can be made on application form TD 468 "Application for Approval of the Selling Price of a Motor Vehicle upon Transfer of Ownership". Any person who fails to comply with the requirement commits an offence and is liable under the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to a fine of \$500,000 and imprisonment for 12 months.

注意 ATTENTION

法律規定，個人資料如姓名、地址、身分證明文件等；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, 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 HK\$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.

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收啓

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.

對摺處
FOLD HERE

郵票
STAMP

運輸署車輛紀錄辦事處
香港金鐘道六十六號金鐘政府合署低座閣樓
Transport Department Vehicle Records Office
M/F, Low Block, Queensway Government Offices,
66 Queensway, Hong Kong.

對摺處
FOLD HERE

對摺處
FOLD HERE

注意： 車輛過戶七十二小時內，舊車主必須填妥本通知書副本，經上述地址寄交運輸署署長。

NOTE: Within 72 hours after the transfer of ownership, the old owner must complete and deliver this duplicate copy to the Commissioner for Transport through the above address.