

# 續領 車輛牌照 申請表格

## APPLICATION FOR RENEWAL OF VEHICLE LICENCE

查詢熱線  
Enquiry Hotline  
**1823**

### 注意事項

- (1) 在填寫此申請表格前，請你閱讀本署《怎樣申請車輛登記及領取牌照》資料單張。你可在運輸署各牌照事務處索取這單張或瀏覽運輸署互聯網站 <http://www.info.gov.hk/td>。
- (2) 如你的姓名、地址或身分證明文件有變更，你須在72小時內以書面或填妥表格(TD559)通知運輸署署長。如你的車輛資料有變更，則須填妥表格(TD559)通知運輸署署長。
- (3) 你可於現有的牌照屆滿日期前四個月內申請續領車輛牌照，新牌照將於現有牌照屆滿日期起生效。
- (4) 如果申請由代理人遞交，代理人必須同時出示其本人的身分證明文件正本，以作紀錄。
- (5) 除非你能提出充份證據，證明車輛在整段未領牌照的期間內未曾在道路上使用，否則由原有牌照屆滿日期起至新牌照生效日止的期間必須繳交附加費，按每日加收一年應付牌費百分之零點三三計算(不足一角，亦以一角計算)。繳交未續領車輛牌照期內的附加費，並不能視作該車已補領牌照，在此情況下發出的新牌照，將由簽發日起生效。
- (6) 若有法庭命令指示運輸署署長拒絕向你簽發車輛牌照，則運輸署署長無權向你簽發有關牌照。
- (7) 如你故意填報失實資料，根據香港法例第374章《道路交通條例》第111條第(3)款的規定，你可被判罰款5,000元及監禁6個月。

### Attention

- (1) You are advised to read the information leaflet "How to Apply for Registering and Licensing a Vehicle" before completion of this application form. You can obtain the information leaflet at all Licensing Offices or our website: <http://www.info.gov.hk/td>.
- (2) If there is any change in name, address or identity document, you should notify the Commissioner for Transport in writing or by completing form (TD559) within 72 hours. If there is any change in vehicle particulars, you should notify the Commissioner for Transport by completing form (TD559).
- (3) You may apply for renewal of a vehicle licence within four months prior to the expiry date of the current licence. The new licence will be valid from the expiry date of the current licence.
- (4) If the application is submitted by an agent, the agent is also required to produce his/her own original identity document for record purpose.
- (5) Additional fee will be payable at the rate of 0.33% of the appropriate annual rate for each day (round up to nearest 10 cents) of any period between the last expiry date and the date when the new licence commences, unless satisfactory proof is produced to the effect that the vehicle was put off the road during the entire unlicensed period. Please be advised that payment of additional fee does not mean that the vehicle will be licensed for the period for which such fee is charged and that any new licence granted under such circumstances will only start from the date of issue.
- (6) The Commissioner for Transport is not empowered to issue any vehicle licence to you if there are any outstanding court orders directing the Commissioner for Transport to refuse to issue the said licence to you.
- (7) If you knowingly make any statement which is false in a material particular, you will render yourself liable under Section 111(3) of the Road Traffic Ordinance (Cap.374) to a fine of \$5,000 and to imprisonment for six months.

## 所需文件 Required Documents

- (1) 身分證明文件的正本或副本(香港居民：香港身分證；非香港居民：護照；公司／機構：公司註冊證)；
- (2) 有效的第三者保險單或臨時保險單的正本或副本—不適用於拖車(該保險單必須以登記車主的名義購備，並須在新牌照生效當日仍屬有效)；
- (3) 車輛登記文件正本；
- (4) 如果車輛須要接受檢驗，請出示「車輛宜於道路上使用證明書」或「(車輛)檢驗及格證明書」正本(該證明書必須在新牌照生效當日仍屬有效)；及
- (5) 應繳費用——如以支票付款，請劃線並寫明「香港特別行政區政府」為收款人。

- (1) Original or photocopy of identity document (Hong Kong Identity Card for Hong Kong residents; passport for non Hong Kong residents; Certificate of Incorporation for companies / organizations);
- (2) Original or photocopy of valid Third Party Risks Insurance Policy or Cover Note — Not applicable to trailer (It must be registered in the name of the registered owner and shall be valid on the date when the new licence is to become operative);
- (3) Original Vehicle Registration Document;
- (4) In case the vehicle is subject to inspection, please produce original "Certificate of Roadworthiness" or "Certificate of Fitness" (The certificate must be valid on the date when the new licence is to become operative); and
- (5) The appropriate fee — if pay by cheque, please make cheque payable to "The Government of the Hong Kong Special Administrative Region" and crossed.

本欄不必填寫 FOR OFFICIAL USE ONLY	
O	Receiving Officer's Signature _____
P	

### 續領車輛牌照申請表格

### APPLICATION FOR RENEWAL OF VEHICLE LICENCE

請用正楷填寫 Please use BLOCK LETTERS to complete the form

#### 甲部 申請內容 PART A Details of Application

##### 車輛登記號碼

Vehicle Registration Mark \_\_\_\_\_

##### 所申請牌照的有效期 Licence Validity Period Applied for

請在適當方格內加上✓號 Please enter ✓ in the appropriate box

四個月 4 months       十二個月 12 months

#### ► 登記車主資料 Particulars of Registered Owner

姓名／公司名稱 Name

先生／夫人／小姐／女士／有限公司\* Mr. / Mrs. / Miss / Ms. / Ltd. Co. \*

身分證明文件號碼／公司註冊證號碼

Identity Document No. / Certificate of Incorporation No. \_\_\_\_\_

日間聯絡電話號碼

Daytime Contact Telephone No. \_\_\_\_\_

\*請將不適用的刪去。To be deleted as appropriate.

#### ► 車輛保險資料 Particulars of Vehicle Insurance Policy

保險公司名稱(並非代理) Name of Insurance Company (not agent)

保單／臨時保單編號

Policy / Cover Note No. \_\_\_\_\_

屆滿日期

Expiry Date \_\_\_\_\_

#### ► 登記車主簽署 Signature of Registered Owner

登記車主(或其書面授權人)簽署†

Signature of Applicant† \_\_\_\_\_

(or a representative with written authorization)

日期 Date \_\_\_\_\_

†如屬公司／機構申請人，請加蓋公司／機構印章。

† For company / organization applicant, please also stamp company's / organization's chop.

(登記車主如在車輛牌照過期後不會在道路上使用該車輛而欲申請豁免附加費，請填寫乙部。若填寫時有任何刪改，登記車主必須在旁加簽，否則申請不予接納。)

(Registered owner who has not used the vehicle on a road after expiry of the vehicle licence and would like to apply for waiving the additional fees shall complete Part B. Any amendments in Part B must be endorsed by the registered owner or else the application will not be accepted.)

乙部 申請豁免車輛牌照過期後使用車輛  
附加費聲明

#### PART B Declaration on Application for Waiving Additional Fees Incurred from Usage of Vehicle During the Unlicensed Period

本人謹此聲明在\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

至\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日期間，上述車輛不會在道路上使用。本人現申請豁免以上車輛在該段期間的附加費。本人並願意按運輸署署長的要求，提交文件以茲證明。

I declare that the above vehicle has not been used on a road

during the period from \_\_\_\_\_ to \_\_\_\_\_.

I hereby apply for the additional fee for the above period to be waived. I undertake to provide documentary evidence to support this declaration if so required by the Commissioner for Transport.

登記車主(或其書面授權人)簽署†

Signature of Applicant† \_\_\_\_\_

(or a representative with written authorization)

日期 Date \_\_\_\_\_

†如屬公司／機構申請人，請加蓋公司／機構印章。

† For company / organization applicant, please also stamp company's / organization's chop.

(如你以郵遞申請，請填寫內部)

(Please complete Part C if you wish to apply by post)

#### 丙部 郵遞申請 PART C Application by Post

(1) 請在支票背面寫上你的姓名及日間聯絡電話號碼。  
Please write down your name and daytime contact telephone number on the back of the cheque.

(2) 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. \_\_\_\_\_

請在下方填寫你的姓名及回郵地址。本署會將更新的車輛牌照寄回該地址，但不會就以下資料而更改本署紀錄。

Please fill in your name and return address to which the new vehicle licence will be posted. We will not amend our record on the basis of the information provided below.

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| 姓名 Name: \_\_\_\_\_

| 回郵地址 Return Address: \_\_\_\_\_

| \_\_\_\_\_

| \_\_\_\_\_

## 交回表格地點 Place of Submission

請將填妥的申請表格(即第2頁)及所需文件以下列方式交回—  
Please return the completed application form (i.e. page 2) and necessary documents by any of the following methods—

### 郵寄申請

#### 請以掛號信寄

九龍觀塘郵政信箱69511號

(本署收到申請後，會在10個工作天內將牌照以掛號信寄回給你)

### 親自或由代理人申請

- (1) 香港金鐘道九十五號統一中心三樓香港牌照事務處；
- (2) 九龍長沙灣道三零三號長沙灣政府合署二樓九龍牌照事務處；
- (3) 九龍觀塘鯉魚門道十二號東九龍政府合署五樓觀塘牌照事務處；或
- (4) 新界沙田上禾輦路一號沙田政府合署二樓沙田牌照事務處。

### 牌照事務處服務時間

星期一至五：上午九時至下午四時(午膳時間照常服務)

星期六： 上午九時至上午十一時三十分

### Application by post

#### Please send application by registered post to

P.O. Box 69511, Kwun Tong Post Office, Kowloon.

(Upon receipt of application, the licence will be posted to you by registered post within 10 working days)

### Application in person or by agent

- (1) Hong Kong Licensing Office at 3/F, United Centre, 95 Queensway, Hong Kong;
- (2) Kowloon Licensing Office at 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon;
- (3) Kwun Tong Licensing Office at 5/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon; or
- (4) Sha Tin Licensing Office at 2/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories.

### Service hours of licensing offices

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.

## 個人資料的說明

### 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以下用途：
  - (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) 隧道公司及青馬管理有限公司，以便該等機構執行與交通及運輸有關的法定職責。

### 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：

**香港金鐘道九十五號統一中心三樓牌照組**

**行政主任 / FRT 收**

## Notes about Personal Data

### 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 relevant 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 and Tsing Ma Management Limited for execution of their statutory duties in traffic and transport matters.

### 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:

**Executive Officer / FRT**  
**Licensing Section, 3/F, United Centre,**  
**95 Queensway, Hong Kong.**

運輸署網站 Transport Department's website:  
<http://www.info.gov.hk/td>