

更改 個人資料或 車輛資料 通知書

(更改車輛類別除外)

NOTICE OF
CHANGE OF PERSONAL PARTICULARS
OR VEHICLE PARTICULARS
(Except Change of Vehicle Class)

查詢熱線
Enquiry Hotline
1823

所需文件

申請人須出示：

- (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)；及
- (2) 下列文件正本(特別註明除外) —

更改的資料	所需文件
(1) 姓名	改名契約或結婚證書等證明文件正本及副本、駕駛執照(如持有)、車輛登記文件(如持有)及駕駛教師執照(如持有)。
(2) 身分證/護照號碼	新身分證/新護照正本及副本、駕駛執照(如持有)、車輛登記文件(如持有)及駕駛教師執照(如持有)。
(3) 駕駛限制事項	醫生證明書正本及副本(只適用於刪除駕駛限制事項)、駕駛執照及駕駛教師執照(如持有)。
(4) 住址/通訊地址	無
(5) 引擎號碼	改裝引擎/車身的維修商發出的證明信件或單據正本及車輛登記文件。
(6) 車身類型	
(7) 推動力	車輛登記文件。
(8) 其他車輛資料	車輛登記文件及車輛牌照。

Required Documents

Applicants should produce:

- (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); and
- (2) Original copy of documents listed below (unless otherwise specified) —

Particulars to be changed	Required documents
(1) Name	Original and photocopy of a deed poll or marriage certificate or other supporting document, driving licence (if applicable), vehicle registration document (if applicable), and driving instructor's licence (if applicable).
(2) HKID Card / Passport No.	Original and photocopy of new HKID Card / new Passport, driving licence (if applicable), vehicle registration document (if applicable), and driving instructor's licence (if applicable).
(3) Driving restriction	Original and photocopy of medical certificate (applicable only to deletion of driving restriction(s)), driving licence, and driving instructor's licence (if applicable).
(4) Residential / Correspondence address	Nil
(5) Engine No.	Vehicle registration document and letter or receipt issued by the vehicle repairer who installed the engine / vehicle body.
(6) Body type	
(7) Propulsion	Vehicle registration document.
(8) Other vehicle particulars	Vehicle registration document and vehicle licence.

本欄不必填寫 FOR OFFICIAL USE ONLY

O	
P	

Receiving Officer's Signature _____

更改個人資料或車輛資料通知書

NOTICE OF CHANGE OF PERSONAL PARTICULARS OR VEHICLE PARTICULARS
(更改車輛類別除外) (Except Change of Vehicle Class)

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

甲部 個人／登記車主資料

PART A Personal / Registered Owner Particulars

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. _____

車輛登記號碼 (如適用)

Vehicle Registration Mark (if applicable) _____

乙部 更改事項內容

PART B Details of the Changed Particulars

請在適當的方格內加上✓號，並填寫新資料。

Please enter ✓ in the appropriate box(es) and fill in the new particulars in the space provided.

(1) 新個人／登記車主資料

New Personal / Registered Owner Particulars

☐ 新姓名／公司名稱 New Name

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

☐ 新中文商用電碼

New Chinese Commercial Code _____

☐ 新身分證明文件號碼／公司註冊證號碼

New Identity Document No. / Certificate of Incorporation No.

上次填報的身分證明文件號碼

Previous Identity Document No. _____

☐ 新住址 New Residential Address

☐ 新通訊地址 New Correspondence Address

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

☐ 駕駛限制事項 —
Driving Restriction(s) —

新增
Addition

刪除
Deletion

須戴眼鏡 To wear corrective lenses

☐☐

須戴助聽器 To wear hearing aids

☐☐

其他 Others _____

☐☐

(2) 新車輛資料 New Vehicle Particulars

☐ 新顏色

New Colour

新主色

New Primary Colour _____

新副色 (如適用)

New Secondary Colour (if applicable) _____

☐ 新引擎號碼

New Engine Number _____

☐ 新汽缸容量

New Cylinder Capacity _____ 立方厘米

☐ 新車身類型

New Body Type _____

☐ 新車身大小

New Overall Dimensions

新全長

New Length _____ 米

新全闊

New Width _____ 米

新全高

New Height _____ 米

☐ 新許可車輛總重

New Permitted Gross Vehicle Weight _____ 公噸

☐ 新許可行李箱載重量

New Permitted Luggage Compartment Weight _____ 公噸

☐ 新許可組合式車輛總重

New Permitted Gross Combined Weight _____ 公噸

☐ 新座位限額 (司機除外)

New Seating Capacity (excluding driver) _____ / _____

下層 LD

上層 UD

☐ 新企位限額

New Standing Capacity _____

☐ 新推動力

New Propulsion ☐ 汽油 Petrol ☐ 柴油 Diesel ☐ 電力 Electric

☐ 石油氣 LPG ☐ 「運高」式 Wankel

其他 Others _____

車輛檢驗 (職員專用) Vehicle Examination (For Official Use)

本人在車輛底盤上刻上下方註明的車輛識別號碼。(如適用)

I stamped on the vehicle chassis a vehicle identification number as specified below. (if applicable)

本人證明上述已申報更改的車輛資料均屬正確。

I certify that the reported changes in vehicle particulars are correct.

驗車主任

Motor Vehicle Examiner _____

日期

Date _____

丙部

申請人簽署

PART C Signature of Applicant

申請人簽署†

Signature of Applicant† _____

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，請填寫丁部)

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

丁部 郵遞申請

PART D Application by Post

請在下方填寫你的姓名及回郵地址。本署會將更新的執照或車輛登記文件寄回該地址，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 licence or vehicle registration document will be posted. We will not amend our record on the basis of the information provided below.

姓名 Name: _____

回郵地址 Return Address: _____

注意事項

- (1) 如要更改車輛類別，請填寫「車輛登記及牌照申請書」(TD22)；更改車身類型則填寫本通知書。

- (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本通知書通知運輸署署長。

- (3) 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，登記車主必須立即繳交附加的首次登記稅。登記車主應填妥本通知書及申請表格TD22到運輸署香港牌照事務處辦理有關手續。

- (4) 若更改的登記細節涉及引擎、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，以便安排車輛檢驗日期。

- (5) 如更改的登記細節涉及引擎推動力、汽缸容量、座位限額及許可車輛總重，則該車輛的牌照費可能需要調整。

- (6) 如以支票繳付稅項或牌照費，請劃線並寫明「香港特別行政區政府」為收款人。

- (7) 所有在本署以同一身分證明文件或公司註冊證號碼登記的車輛牌照及／或駕駛執照的紀錄，會根據你在此通知書內所填報的新個人／登記車主資料一併更改。

- (8) 若有法庭命令指示運輸署署長拒絕向你簽發駕駛執照或車輛牌照，則運輸署署長無權向你簽發有關牌照。

- (9) 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，你可能被判罰款5,000元及監禁6個月。

Attention

- (1) Please complete "Application for Registration and Licensing of a Vehicle" (TD 22) if you want to change the vehicle class; for the change of body type of a vehicle, please complete this notice.

- (2) If there is any change in your name, address or identity document, you should notify the Commissioner for Transport in writing or by completing this notice within 72 hours.

- (3) If the class of additions to the chassis or cab and chassis of a locally assembled vehicle is changed, the registered owner is liable to pay immediately an additional first registration tax. Registered owner should complete this notice and application form TD22 and then approach Hong Kong Licensing Office for processing.

- (4) If there is an amendment of registration particulars on engine, body type, cylinder capacity, seating capacity, standing capacity, permitted gross vehicle weight, permitted luggage compartment weight or permitted gross combined weight, vehicle inspection will be required. A referral letter will be issued to you by the Licensing Office for inspection appointment.

- (5) Changes of engine propulsion, cylinder capacity, seating capacity and permitted gross vehicle weight may lead to adjustment of licence fees.

- (6) If pay by cheque for payment of tax or licence fees, please make cheque payable to "The Government of the Hong Kong Special Administrative Region" and crossed.

- (7) All vehicle and/or driving licence records of the applicant under the same identity document number or certificate of incorporation number held by the Department will be updated in accordance with the new personal/registered owner particulars reported under this notice.

- (8) The Commissioner for Transport is not empowered to issue any driving licence or 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.

- (9) 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.

交回表格地點 Place of Submission

請將填妥的通知書(即第2頁)及所需文件以下列方式交回 —
Please return the completed notice (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個工作天內處理申請)

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.

(Application will be processed within 10 working days upon receipt)

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

- 運輸署會使用透過本通知書所獲得的個人資料作以下用途：
 - 辦理有關審批你在本通知書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。
- 你必須提供本通知書所要求的個人資料。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

- 你透過本通知書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

- 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通知書所提供的個人資料副本一份。

查 詢

- 有關透過本通知書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

- The personal data provided by means of this notice will be used by Transport Department for the following purposes:
 - activities relating to the processing of your application in this notice;
 - 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 notice. 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 notice may be disclosed to:
 - other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;
 - any person for the purpose mentioned in paragraph 1(b) above; and
 - tunnel companies and Tsing Ma Management Limited for execution of their statutory duties in traffic and transport matters.

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 notice.

Enquiries

- Enquiries concerning the personal data collected by means of this notice, 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>