

**香港車主會會員尊享**  
**尊尚續領車輛牌照代辦服務**

尊貴的會員：

貴為香港車主會會員，我們深明您的需要，並特意為您提供續領車輛牌照代辦服務，免卻繁複的手續及輪候時間，讓您繼續無憂享受駕駛的樂趣！我們將在收妥文件後 14 個工作天內<sup>^</sup>，將成功續領的車輛牌照交付給閣下。（<sup>^</sup> 文件處理時間或有機會因應疫情關係而略為延長，實際情況因應運輸署運作流程為準。不便之處，敬請原諒。）

申請步驟：

1. 準備所需文件（請參閱附件 1）及
2. 填妥及簽署 附件 2：代辦申請授權書 及 附件 3：續領車輛牌照申請書 TD558
3. 將所有所需文件及支票置於公文袋內，並於信封面寫上：

寄：九龍灣啟祥道 20 號  
大昌行集團大廈 9 樓  
香港車主會收  
《REF: VRDRENEW》

4. 我們將有專人與您聯絡，並盡快安排快遞上門攬件。

如對此服務有任何疑問，請致電 **香港車主會 會員熱線 2216 8268** 或 **WhatsApp 9333 0780** 查詢。

香港車主會 謹啟

**Exclusive to Hong Kong Motor Club Members**  
**One-Stop Vehicle Licence Renewal Service**

Dear member,

As a prestige Hong Kong Motor Club member, we are pleased to provide you our “One-Stop Vehicle Licence Renewal Service”. Enjoy a hassle-free vehicle licence renewal experience, peace of mind and non-stop fun while driving your car with the support of Hong Kong Motor Club.

Simply submit all required documents to us and we will deliver the successful renewed vehicle licence to you within 14 working days<sup>^</sup> upon receiving your application. (<sup>^</sup>Due to the coronavirus situation, the processing time of the documents may take longer than usual, subject to the operation procedures of the Transport Department. Sorry for any inconvenience this may cause.)

**Application Procedure:**

1. Provide all required documents (Please refer to **Appendix I**); and
2. Complete and sign the enclosed **Authorization Letter** (**Appendix II**) and **Application for Renewal of Vehicle Licence TD558** (**Appendix III**)
3. Put all documents and cheques into an envelope, with following information on the cover:

**To: Hong Kong Motor Club,  
9/F, DCH Building, 20 Kai Cheung Road,  
Kowloon Bay, Kowloon  
“REF: VRDRENEW”**

4. Our staff will contact you and arrange courier service for document pick up.

For enquiry, please contact Hong Kong Motor Club hotline at 2216 8268 or 9333 0780 via WhatsApp.

Yours faithfully,

**Hong Kong Motor Club**

## 附件 1：換領車輛牌照所須文件

	文件	備註
□	1) 已簽妥之代辦申請授權書	如屬公司登記，須蓋上公司印章。
□	2) 已簽妥之續領車輛牌照申請書 TD558	須由車主於 <b>第一頁</b> 簽署，式樣必須與車輛登記文件相符。
□	3) 香港車輛登記文件(牌簿) <b>正本</b>	
□	4) 第三者風險保險單或臨時保單正本 / 影印本	以登記車主名義購備的第三者風險保險單或臨時保單
□	5) 手續費及繳付牌費之支票	<p><b>兩張劃線支票*：</b></p> <p>1) 申請費用港幣\$240 元正 並寫明「<u>合群汽車有限公司</u>」為收款人</p> <p>2) 車輛牌照費用 # (一年牌費用請參照 TD 558 第四頁) 並寫明「<u>香港特別行政區政府</u>」為收款人</p> <p># 車輛牌照費用或會更改，有關最新費用，以運輸署網頁 <a href="http://www.td.gov.hk">www.td.gov.hk</a> 為準。</p> <p>* 請在支票背面寫上您的<b>姓名、車輛登記號碼及聯絡電話</b>，期票概不接受。</p>
□	6) 登記車主之香港身份證影印本/公司註冊證書影印本	如車輛屬私人登記，請附上香港身份證影印本；如屬公司登記，則只須附上公司註冊證書影印本。
□	7) 地址證明 正本 / 影印本	必須附上最近 <u>三個月</u> 所發出的地址證明，如水/電/煤氣或銀行信件。
□	8) 驗車合格紙 <b>正本</b> (如需要)	凡車齡六年或以上的私家車，及每年均須接受檢驗的客貨車，在申請續領牌照時，必須附上驗車合格紙正本。 申請驗車合格紙，請致電 2216 8138 大昌貿易行汽車服務中心客戶熱線排期驗車。
□	9) 過期罰款收據 (如有)	必須先行繳清所有法庭命令的罰款，否則運輸處將不會接納該車輛之續牌申請。

## Appendix I: Documents Required for Vehicle Licence Renewal

	Document	Remarks
<input type="checkbox"/>	1) Completed Authorization Letter	For corporate registered owners, company stamp is required.
<input type="checkbox"/>	2) Completed Application for Renewal of Vehicle Licence TD558	To be completed and signed by the registered vehicle owner on "Page 1", signature must be the same as the one signed on the vehicle registration document.
<input type="checkbox"/>	3) <b>Original</b> of HK Vehicle Registration Document	
<input type="checkbox"/>	4) Original or photocopy of Third Party Risk Insurance Certificate or Cover Note	The Third Party Risk Insurance Certificate or Cover Note issued in the name of the registered owner (valid on the date when transfer of ownership is effected);
<input type="checkbox"/>	5) The Cheques for the Application fee and License fee	<p><b>Two crossed cheques *:</b></p> <p>1) Application fee of HK\$240, <b>payable to " RELIANCE MOTORS LTD ."</b>.</p> <p>2) Vehicle License Fee# (Please refer to Form TD 558 Page 4 for the annual fee, <b>payable to "The Government of the HKSAR"</b>.</p> <p># The vehicle licence fees may be subject to change. Please visit Transport Department's website <a href="http://www.td.gov.hk">www.td.gov.hk</a> for the most updated vehicle licence fees.</p> <p>* Please write down your <b>name, vehicle registration mark and your contact number</b> on the back of the cheques. Post-dated cheques will not be accepted.</p>
<input type="checkbox"/>	6) Photocopy of HK Identity Card/ Certificate of Incorporation	For Individual registered owner, please submit a photocopy of your HK Identity Card. For corporate registered owner, please submit a photocopy of the Certificate of Incorporation.
<input type="checkbox"/>	7) Original or photocopy of Address Proof	Address proof issued within the last 3 months, such as water/ electricity/ gas bill or bank statement.
<input type="checkbox"/>	8) <b>Original</b> of "Certificate of Fitness" or "Certificate of Roadworthiness" (if needed)	All private cars manufactured not less than 6 years and all goods vehicles are required to undergo annual vehicle examination and produce original "Certificate of Roadworthiness" or "Certificate of Fitness" for vehicle licence renewal. For enquiries, please contact Dah Chong Hong (Motor Service Centre) Ltd. Hotline at 2216 8138.
<input type="checkbox"/>	9) Outstanding fixed penalty receipts (if any)	Transport Department will reject application from vehicles with unsettled penalties.

附件 2 :

代辦續領車輛牌照 - 申請授權書

\*請刪去不適用者

1. \* 本人 / 本公司 \_\_\_\_\_ ( 香港身份證中文姓名 / 有限公司中文名 ) , \* 香港身份證 / 公司註冊證號碼 : \_\_\_\_\_ , 現授權香港車主會代辦續領車輛牌照服務。
  
2. 現附上兩張支票 :
  - i. 申請費港幣 \$240 , 支票號碼 : \_\_\_\_\_ , 收款人為「合群汽車有限公司」 ; 及
  - ii. 車輛牌照費用 (一年牌費) 港幣 \$ \_\_\_\_\_ , 支票號碼 : \_\_\_\_\_ , 收款人為「香港特別行政區政府」。
  
3. 請寄回續領的車輛牌照至此地址 :

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申請人簽署 / 公司之簽署及印章

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日期 (日/月/年)

Appendix II:

**Application for Renewal of Vehicle Licence - Authorization Letter**

\* delete where inappropriate

1. \* I/ Our Company, \_\_\_\_\_ (English name as on HKID / CI), \* HKID / CI number: \_\_\_\_\_, hereby authorize Hong Kong Motor Club to apply the Renewal of Vehicle Licence on behalf of myself/ our company.

2. Two cheques are enclosed:

i. Application fee of HK\$240, cheque number: \_\_\_\_\_, payable to "**RELIANCE MOTORS LTD** ."; and

ii. Annual vehicle licence fee of HK\$ \_\_\_\_\_, cheque number: \_\_\_\_\_, payable to "**The Government of the HKSAR**".

3. Please mail the renewed vehicle licence to the address stated below:

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\_\_\_\_\_  
Signature of Applicant / Company with stamp

\_\_\_\_\_  
Date ( DD/MM/YY )

附件 3 :

續領車輛牌照申請書 TD558

**Appendix III:**

**Application for Renewal of Vehicle Licence TD558**

# 重要通知

## 車輛(的士除外)過戶的法定要求

根據法例，登記車主（「舊車主」）須在車輛過戶後72小時內，向本署車輛記錄辦事處遞交已填妥、並由舊車主及新車主雙方已簽署的「車輛過戶通知書（的士除外）」的副本（即表格TD25第3頁）；而新車主則須在車輛過戶後72小時內，向本署牌照事務處遞交已填妥、並由舊車主及新車主雙方已簽署的「車輛過戶通知書(的士除外)」的**正本**（即表格TD25第1頁）及所需文件與費用，以完成車輛過戶程序。**舊車主應確保新車主於車輛過戶後72小時內向運輸署遞交上述「車輛過戶通知書(的士除外)」的正本以完成辦理車輛過戶手續，否則車輛過戶手續並未完成。在運輸署完成辦理車輛過戶手續前，由於車輛仍在舊車主名下，舊車主仍須繼續承擔該車輛所招致的所有法律責任。**

## 在車輛登記文件簽署及蓋印規定

車輛登記文件(以下簡稱為「牌簿」)上**必須**載有登記車主簽署，而當登記車主遞交有關的牌照申請時，申請表格上的簽署必須與牌簿上的簽署相符；如以公司/機構為登記車主，牌簿必須載有由該公司/機構所指定獲授權人士的簽署並加蓋該公司/機構的印章，而申請表格上的印章與牌簿上的印章**必須完全相同**，否則運輸署將**不會**處理有關的牌照申請。

## 地址證明要求

於遞交牌照服務申請時，**必須**連同最近三個月內發出的地址證明文件正本或副本，否則運輸署可以根據有關法例暫停處理有關申請。[\[請參閱可接納的地址證明\]](#)

## 更改地址

根據法例，駕駛執照持有人或登記車主的地址如有改變，須在72小時內通知運輸署。任何人無合理辯解而違反此規定，即屬犯罪，可處罰\$2,000。你可透過書面、[政府一站通](#)或遞交**表格**(「更改個人資料或車輛資料通知書」)連同新地址的證明文件通知運輸署有關地址的更改。

## 郵件貼上足夠郵資

若郵件郵資不足，香港郵政會收取欠資及相關費用。本署不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人(有回郵地址)或予以銷毀(沒有回郵地址)。為確保郵件能妥善送達本署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資及註明回郵地址。[\[請參閱郵費的詳情，並留意由2018年1月1日起生效的新郵費結構\]](#)

若你是已登記選民而你的住址有變更，請盡早通知選舉事務處。如有查詢，請致電選舉事務處熱線 2891 1001。

支持器官捐贈 立即上網登記！  
如有查詢，請致電2961 8441 與衛生署  
中央器官捐贈登記名冊管理主任聯絡。



運輸署

Transport Department

**續領車輛牌照申請書**

**APPLICATION FOR RENEWAL OF VEHICLE LICENCE**

(請閱讀於附頁的各項須知，並以正楷填寫各項資料。請在適當方格內加上✓號，並在標註\*號的地方將不適用之項目刪去。Please read the notes overleaf and complete all items in BLOCK LETTERS. Please enter ✓ in the appropriate box(es) and delete whichever is inapplicable for items marked with \*.)

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 <input type="checkbox"/> 十二個月 12 months <input type="checkbox"/> 四個月 4 months

本欄不必填寫

FOR OFFICIAL  
USE ONLY:

O	Tran.	VALID		Add.	R		COR	A. FEE
P	No.	RD		Proof	C			

Receiving Officer's Signature \_\_\_\_\_

**登記車主資料 PARTICULARS OF REGISTERED OWNER**

姓名/公司名稱 NAME:

* 先生 Mr.	1	英文姓名/公司名稱 (姓氏先行, 名字隨後) In English—Surname first, then Other Names
夫人 Mrs.	2	
小姐 Miss	3	
女士 Ms.	4	
公司 Co.	5	

中文姓名/公司名稱 In Chinese \_\_\_\_\_

公司註冊證號碼 Certificate of Incorporation Number /  
身分證文件號碼 Identity Document Number /  
公司編號 Company Registration Number \_\_\_\_\_

公司聯絡人 (如以公司登記為車主) Contact person of company (if using company as registered vehicle owner) \_\_\_\_\_

**電子聯絡方式 E-CONTACT MEANS**

香港流動電話號碼或電郵地址 (用作接收手機短訊或電郵) Hong Kong Mobile Phone Number or Email Address (For receiving SMS or Email) \_\_\_\_\_

**住址/公司地址 Residential/Company Address**

[注意: 本署是以駕駛執照持有人/登記車主的住址/公司地址 (如以公司登記為車主) 為他/她於本署的登記地址, 並以該地址與他/她聯絡和郵寄函件。因此, 申請人必須在本申請書填寫其最新的住址/公司地址。]

(Note: The residential address/company address (if using company as registered vehicle owner) of a driving licence holder/registered vehicle owner is his/her/its registered address in this Department, and will be used for the purposes of contact with him/her/it and mailing correspondence. Thus, the applicant must fill in his/her/its updated residential address/company address in this application form.)

室 Flat/Room    樓 Floor    座 Block/Tower

大廈/屋苑名稱 Name of Building/Estate \_\_\_\_\_

門牌號數及街道 (或鄉村) 名稱 Number and Name of Street (or Village) \_\_\_\_\_

地區 District    †  香港 Hong Kong     九龍 Kowloon     新界 New Territories

日間聯絡電話 Day Time Contact Tel No.: \_\_\_\_\_

**通訊地址 Correspondence Address**

[注意: 如你以上所填報的住址/公司地址 (如以公司登記為車主) 並不能用作聯絡和郵遞用途, 請在以下填寫你的通訊地址。]

(Note: If you cannot use the above residential/company address (if using company as registered vehicle owner) for the purposes of contact and mailing, please fill in below your correspondence address.)

†  香港 Hong Kong     九龍 Kowloon     新界 New Territories

**向隧道費服務供應商申請「車輛貼」 APPLICATION FOR VEHICLE TAG FROM TOLL SERVICE PROVIDER**

(每部車輛首張「車輛貼」為免費 Free of charge for the first vehicle tag issued in respect of a particular motor vehicle)

†  是 Yes (你的要求會轉交隧道費服務供應商 (繳費貼代理) 以作安排。Your request will be referred to Toll Service Provider (Tag Agent) for arrangement.)

**有效第三者風險保險 VALID THIRD PARTY RISKS INSURANCE**

(必須出示保單及不適用於拖車) (Certificate must be produced and not applicable to trailer)

保險公司 (並非代理) 名稱

Name of Insurance Company (not agent) \_\_\_\_\_

保單持有人姓名或名稱

Name of Policy holder \_\_\_\_\_

保單/臨時保單號碼

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

有效日期

由

至

Effective Date From

To

本人以上聲明均屬真確事實。本人明白如故意在本申請書填報失實資料, 根據《道路交通條例》(第 374 章) 第 111 條第 (3) 款的規定, 本人可被判罰款 \$5,000 及監禁 6 個月。此外, 現聲明本人已細閱本申請表格的內容及明白有關「注意事項」。

My declarations above are true and correct. I understand that, if I knowingly make any statement or provide any information in this application form which is false in any material particular, I shall be liable under Section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and imprisonment for six months. I hereby declare that I have read through the content of this application form and understand the notes for attention.

本人授權 \_\_\_\_\_ (獲授權人姓名), 即身分證文件號碼 \_\_\_\_\_ 的持有人, 代表本人提交及處理有關本申請的一切事宜, 包括領取相關牌照、許可證及/或其他文件。

I hereby authorise \_\_\_\_\_ (name of authorised person), holder of identity document number \_\_\_\_\_, to submit and handle all matters in relation to this application on my behalf, including the collection of related licence, permit and/or other documents.

登記車主 (或其書面授權人) 簽署 \*

Signature of Registered Vehicle Owner\* \_\_\_\_\_

(or a representative with written authorization)

日期 Date \_\_\_\_\_

\* 此簽署須與車輛登記文件的簽署相符; 如以公司為登記車主, 須由該公司所指定的授權人士簽署及加蓋該公司印章。

The signature should conform with that on the Vehicle Registration Document; if the registered vehicle owner is a company, it must be signed by a person authorized by the company concerned and stamped with the company's chop.

(如車輛牌照已屆滿, 而該車輛在牌照屆滿後不在道路上使用, 登記車主可以填寫「申請豁免車輛牌照過期後使用車輛附加費聲明」, 申請豁免附加費。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。)

(If the vehicle licence has expired, and the vehicle has not been used on a road after expiry of the vehicle licence, the registered vehicle owner may apply for waiving the additional fees by completing the "Declaration on Application for Waiving Additional Fees Incurred from Usage of Vehicle During the Unlicensed Period". Any amendments must be endorsed by the registered vehicle owner or else the application will not be accepted.)

申請豁免車輛牌照過期後使用車輛附加費聲明 (只供車輛牌照已過期的申請人填寫)

**Declaration of Application for Waiving Additional Fees Incurred from Usage of Vehicle During the Unlicensed Period**  
(for completion by applicants with vehicle licence expired only)

根據法例，除非該車輛有在適當地方展示有效的車輛牌照，否則不得在任何道路上出現或使用，違者即屬犯法，一經定罪，該車輛的登記車主及在該規定被違反當時的司機可處第1級罰款及監禁3個月。According to the law, unless a valid vehicle licence in respect of the motor vehicle is displayed, it shall not be upon or used on any road. The registered owner and the driver of the vehicle at the time of such contravention each commits an offence and is liable on conviction to a fine at level 1 and to imprisonment for 3 months.

本人謹此聲明在 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日至 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日期間，

上述車輛不在道路上使用。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 Registered Vehicle Owner\* \_\_\_\_\_

日期 Date \_\_\_\_\_

(or a representative with written authorization)

(\* 此簽署須與前頁的登記車主簽署相符。如以公司為登記車主，須由該公司所指定的授權人士簽署及加蓋該公司印章。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。The signature should conform with that on the signature of registered vehicle owner marked at previous page. If the registered vehicle owner is a company, it must be signed by a person authorized by the company concerned and stamped with the company's chop. Any amendments must be endorsed by the registered vehicle owner or else the application will not be accepted.)

**注意事項 NOTES FOR ATTENTION**

- 在填寫此申請書前，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張單或瀏覽運輸署互聯網站 [www.td.gov.hk](http://www.td.gov.hk)。
  - 如任何駕駛執照持有人/登記車主曾向運輸署署長提供其姓名、地址、電子聯絡方式或身分證文件有所改變，他/她須在改變出現後 72 小時內以書面通知運輸署署長，並需提交有關改變的證明。任何人無合理辯解而違反此規定，即屬犯罪，可處罰款 2,000 元。如屬姓名的改變或身分證文件的改變，他/她亦須將現時持有的駕駛執照、駕駛教師執照、車輛登記文件、車輛牌照及自訂登記號碼分配證明書的正本送交運輸署署長，以作修改。
  - 運輸署署長在處理牌照申請時，可要求申請人出示其現時地址的證明，以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同現時地址的證明，並在牌照事務處人員要求下，出示其地址證明。
  - 所有在本署以你的身分證文件號碼/公司註冊證號碼/公司編號登記的車輛牌照或駕駛執照的記錄，會根據你在此申請書內填報的地址而同時更改。
  - 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。
  - 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文件正本，以作記錄。
  - 除非你能提出充分證據，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。
  - 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。
  - 有關申領駕駛執照、車輛牌照或車輛過戶的申請，如申請人曾以支票支付未繳付的交通罰款，運輸署會在支票付款日七個工作天後，才辦理有關申請。
  - 任何人 (包括登記車主及司機) 在道路上使用汽車，有責任確保有關汽車已購備有一份有效的第三者風險保險單。假如有關人士違反此規定，即屬犯罪，可被處罰款 10,000 元及監禁 12 個月；而其持有或領取駕駛執照的資格亦會被取消 (由 12 個月至 3 年不等)。運輸署署長可拒絕發出有關車輛牌照或取消該車輛牌照。
  - 本署不會為已解散的公司辦理任何牌照申請。你可以在公司註冊處網上查冊中心 ([www.icris.cr.gov.hk](http://www.icris.cr.gov.hk)) 查閱已在香港註冊公司的現況，以確保有關公司仍在公司註冊處的公司登記冊上。
  - 若郵件郵資不足，香港郵政會收取欠資及相關費用。本署不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人 (有回郵地址) 或予以銷毀 (沒有回郵地址)。為確保郵件能妥善送達本署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資及註明回郵地址。[請參閱郵費的詳情，並留意由 2016 年 1 月 1 日起生效的新郵費結構 - <http://www.hongkongpost.hk/>]
  - 電子聯絡方式 - 登記車主遞交各項車輛牌照服務申請時，必須提供一個香港流動電話號碼或電郵地址，作為電子聯絡方式。如你同時提供香港流動電話號碼及電郵地址，則以電郵地址作為電子聯絡方式。關於電子聯絡方式的收集目的和獲轉交資料的部門/人士，請參考「關於你個人資料的說明」。具體而言，運輸署、其他政府部門、決策局及隧道費服務供應商在有需要時會根據你所提供的電子聯絡方式，以手機短訊或電郵向你發出電子通知 (舉例說，當你的車輛通過已實施不停車繳費系統的收費隧道時，若未能以自動繳款方式即時繳付有關隧道費，隧道費服務商會透過電子聯絡方式向你發出電子繳費通知)。
  - 在完成辦理你的申請後，你所提交的證明文件副本將會被銷毀。
- 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: [www.td.gov.hk](http://www.td.gov.hk).
  - If a change occurs in the **name, address, e-contact means or identity document** of a driving licence holder/registered vehicle owner previously provided to the Commissioner for Transport, he or she shall, within 72 hours of the change, notify the Commissioner for Transport in writing with the proof of change. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, he or she shall also deliver to the Commissioner for Transport the following documents for amendment, including original copy of the existing driving licence, driving instructor's licence, vehicle registration document, vehicle licence and Certificate of Allocation of Personalized Registration Mark, if applicable.
  - The Commissioner for Transport may, in processing licensing application, require the applicant to produce **proof of his/her present address**, and **may suspend the processing of the application** until the production of such proof. Applicants please bring along your proof of present address for presentation as and when requested by officers of licensing offices.
  - For any change of address notified in this application form, all vehicle/driving licence records of the applicant under the same identity document no./Certificate of Incorporation no./Company Registration no. held by this Department will also be changed.
  - 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.
  - If the application is submitted by an agent, the agent is also required to produce his/her own original identity document for record purpose.
  - 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.
  - 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.
  - If applicant has used cheque to settle payment of outstanding traffic fines, application for issue/renewal of driving/vehicle licence and/or transfer of vehicle ownership would only be processed after 7 working days from the date of cheque payment.
  - Any person (including the registered vehicle owner and driver) has the responsibility of ensuring the presence of a valid third party risks insurance policy for the vehicle concerned whilst using it on roads. Person who contravenes such requirement commits an offence and is liable to a fine of \$10,000 and imprisonment for 12 months, and will also be disqualified from holding or obtaining a driving licence (for a period of 12 months to 3 years). The Commissioner for Transport may refuse to license the vehicle concerned or cancel the vehicle licence concerned.
  - This Department shall not process any licensing application from a dissolved company. You may search for the status of a company that is registered in Hong Kong at the Companies Registry's Cyber Search Centre ([www.icris.cr.gov.hk](http://www.icris.cr.gov.hk)) to ensure that the related company is still on the register of companies of the Companies Registry.
  - Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to the department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [Please note details about postage and pay attention to the New Postage Structure effective from 1 January 2016 - <http://www.hongkongpost.hk/>]
  - E-Contact Means - Registered vehicle owners must provide either a Hong Kong mobile phone number or an email address as the e-contact means when submitting vehicle licensing applications. If both Hong Kong mobile phone number and email address are provided, the email address would be adopted as the e-contact means. Please refer to the "Notes About Your Personal Data" for the purposes of collecting e-contact means and the class of transferees. In particular, the Transport Department, other Government departments, bureaux and Toll Service Provider will issue electronic notification to you through the e-contact means provided by you, either by SMS or email, as and when necessary (e.g. a toll payment notification will be issued by the Toll Service Provider through the e-contact means when toll cannot be successfully made by automated payment where your vehicle passes through a tunnel implemented with Free-Flow Tolling System).
  - Copy of your submitted supporting document(s) will be destroyed after processing your application.

## 所需文件 REQUIRED DOCUMENTS

- (1) 身分證明文件的正本或副本(香港居民：香港身份證；非香港居民：護照；公司／機構：公司註冊證書／非香港公司註冊證明書／公司更改名稱證書／註冊非香港公司變更名稱證明書)；
- (2) 有效的第三者保險單或臨時保險單的正本或副本，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(不適用於拖車)；
- (3) 車輛登記文件正本；
- (4) 所有在發牌日期前六年或六年以上製造的私家車(如欲知現時需要接受檢查的私家車的出廠年份，你可致電顧客服務熱線 2804 2600 / 1823 電話中心或向本署各牌照事務處詢問查詢或瀏覽運輸署網頁(www.td.gov.hk))，所有貨車、的士、巴士、小型巴士、特別用途車輛及拖車，每年均須接受檢驗，並在續領牌照時，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)；
- (5) 應繳費用——如以支票／銀行本票付款，請劃線並寫明「香港特別行政區政府」為收款人，並在支票／銀行本票背面寫上你的姓名、車輛登記號碼及日間聯絡電話號碼；及
- (6) 現時地址的證明(住址／公司地址及通訊地址)正本或副本，而該地址證明需發出距今不超過三個月(包括水電煤或電訊公司收費單、銀行、保險公司、政府部門、本地大學、國際或本地註冊的慈善機構發出的文件)。所有可接納的地址證明載列於本署網站(http://www.td.gov.hk/tc/public\_services/licences\_and\_permits/proof\_of\_address/index.html)。如有查詢，可致電 2804 2600。

- (1) Original or photocopy of identity document (Hong Kong Identity Card for Hong Kong Residents; passport for non Hong Kong Residents; Certificate of Incorporation/Certificate of Registration of Non-Hong Kong Company/Certificate of Change of Name/Certificate of Registration of Alteration of Name of Registered Non-Hong Kong Company for companies/organizations);
- (2) Original or photocopy of valid Third Party Risks Insurance Policy or Cover Note, 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 (not applicable to trailer);
- (3) Original Vehicle Registration Document;
- (4) All private cars manufactured not less than 6 years before the date with effect from which the private cars are to be licensed (for enquiry about the year of manufacture of private cars which requires an examination at present, you may call the Customer Service Hotline 2804 2600/1823 Call Centre, approach the enquiry counters of the Licensing Offices, or visit Transport Department's website (www.td.gov.hk)), all goods vehicles, taxis, buses, light buses, special purpose vehicles and trailers are required to undergo annual vehicle examination and produce original "Certificate of Roadworthiness" or "Certificate of Fitness" for vehicle licence renewal (The certificate must be valid on the date when the new licence is to become operative);
- (5) The appropriate fee——if pay by cheque/cashier order, please make it payable to either "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" and crossed. Please write down your name, vehicle registration mark and daytime contact telephone number on the back of the cheque/cashier order; and
- (6) Original or photocopy of proof of present address (residential address/company address and correspondence address) which is issued not more than 3 months from now (includes utility or telecommunication bills, documents issued by banks, insurance companies, government departments, local universities, international charitable organizations or charitable organizations registered in Hong Kong.) The full list of acceptable proof of address is available at this Department's website (http://www.td.gov.hk/en/public\_services/licences\_and\_permits/proof\_of\_address/index.html). For enquiries, please call 2804 2600.

## 遞交申請書途徑 WAYS OF SUBMISSION OF APPLICATION

請將填妥的申請書及所需文件以下列方式交回

Please return the completed application form and necessary documents by any of the following methods

郵寄申請  
請郵寄至

沙田中央郵政信箱 79 號，運輸署《續領車輛牌照》

(本署收到申請後，會在 10 個工作天內將成功申請的牌照以掛號信寄回給你。如你在遞交申請後四個星期內仍未收到有關車輛牌照，請致電 2804 2600 與運輸署聯絡，以便作出跟進。)

郵資不足的信件將不獲接收。為使郵件能妥善送達本署，請確保郵件貼上足夠郵資及註明回郵地址。請參閱注意事項 (12)。

親自或由代理人申請

- (1) 香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處；
- (2) 九龍長沙灣道 303 號長沙灣政府合署 2 樓運輸署九龍牌照事務處；
- (3) 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
- (4) 新界沙田上禾輦路 1 號沙田政府合署 2 樓運輸署沙田牌照事務處。

預約續領車輛牌照

你可透過網上或電話預約續領車輛牌照。詳情請瀏覽以下網站：www.gov.hk/vabs 或致電 3763 8080。

如需查詢各牌照事務處服務時間，可致電 2804 2600 或瀏覽運輸署網站：www.td.gov.hk。

Application by post

Please send application by post to

Transport Department

《Renewal of Vehicle Licence》

P. O. Box No. 79, Shatin Central Post office

(Upon receipt of application, the successfully applied licence will be posted to you by registered post within 10 working days. If you have not received the vehicle licence 4 weeks from the date of submission, please contact Transport Department at 2804 2600 for follow up action.)

Underpaid mail items will be rejected. For proper delivery of your mail items to the department, please ensure your mail items bear sufficient postage with return address. Please refer to Notes for Attention (12).

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.

Appointment booking service for vehicle licence renewal

You can book an appointment for vehicle licence renewal. For details, please visit our website: www.gov.hk/vabs or call 3763 8080.

For enquiry on service hours of licensing offices, please call 2804 2600 or visit our website: www.td.gov.hk.

## 郵遞申請 APPLICATION BY POST

- (1) 請在支票／銀行本票背面寫上你的姓名、車輛登記號碼及日間聯絡電話號碼。  
Please write down your name, vehicle registration number and daytime contact telephone number on the back of the cheque/cashier order.
- (2) 請填上你的付款資料。Please fill in your remittance details.
- (3) 郵資不足的信件將不獲接收。為使郵件能妥善送達本署，請確保郵件貼上足夠郵資及註明回郵地址。請參閱注意事項 (12)。  
Underpaid mail items will be rejected. For proper delivery of your mail items to the department, please ensure your mail items bear sufficient postage with return address. Please refer to Notes for Attention (12).

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. \_\_\_\_\_

如郵遞申請，請寄往以下地址(請沿虛線剪下)

運輸署沙田牌照事務處  
沙田中央郵政信箱 79 號

姓名 Name: \_\_\_\_\_

住址／公司地址／通訊地址 Residential/Company/Correspondence Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TD558

**車輛牌照費 VEHICLE LICENCE FEES (包括交通意外傷亡援助基金徵款 Traffic Accident Victims Assistance Fund Levy included)**

車輛類別 Vehicle Class	一年牌費 Annual Fee (\$)	四個月牌費 4-month Fee (\$)
<b>私家車 (汽油) Private Car (Petrol)</b> 汽缸容量 Cylinder Capacity:— (a) 不超過 1,500c.c. not exceeding 1,500c.c. (b) 超過 1,500c.c. 但不超過 2,500c.c. exceeding 1,500c.c. but not exceeding 2,500c.c. (c) 超過 2,500c.c. 但不超過 3,500c.c. exceeding 2,500c.c. but not exceeding 3,500c.c. (d) 超過 3,500c.c. 但不超過 4,500c.c. exceeding 3,500c.c. but not exceeding 4,500c.c. (e) 超過 4,500c.c. exceeding 4,500c.c.	5,074 7,498 9,929 12,360 14,694	1,804 2,653 3,504 4,355 5,171
<b>私家車 (輕質柴油) Private Car (Diesel)</b> 汽缸容量 Cylinder Capacity:— (a) 不超過 1,500c.c. not exceeding 1,500c.c. (b) 超過 1,500c.c. 但不超過 2,500c.c. exceeding 1,500c.c. but not exceeding 2,500c.c. (c) 超過 2,500c.c. 但不超過 3,500c.c. exceeding 2,500c.c. but not exceeding 3,500c.c. (d) 超過 3,500c.c. 但不超過 4,500c.c. exceeding 3,500c.c. but not exceeding 4,500c.c. (e) 超過 4,500c.c. exceeding 4,500c.c.	6,972 9,396 11,827 14,258 16,592	2,469 3,317 4,168 5,019 5,836
<b>貨車及特別用途車輛 Goods Vehicle &amp; Special Purpose Vehicle</b> (客貨車除外 other than Van-Type Light Goods Vehicle) 許可車輛總重 Permitted Gross Vehicle Weight:— (a) 不超過 1.9 公噸 not exceeding 1.9 tonnes (b) 超過 1.9 公噸但不超過 5.5 公噸 exceeding 1.9 tonnes but not exceeding 5.5 tonnes (c) 超過 5.5 公噸 exceeding 5.5 tonnes	1,289 2,404 4,694	480 870 1,671
<b>客貨車 Van-Type Light Goods Vehicle</b> 許可車輛總重 Permitted Gross Vehicle Weight:— (a) 不超過 1.9 公噸 not exceeding 1.9 tonnes (b) 超過 1.9 公噸 exceeding 1.9 tonnes	2,229 4,254	809 1,517
<b>公共巴士 * Public Bus</b> (a) 司機；及 for the driver; and (b) 每一乘客座位另加 additional fee for each seat for a passenger	25 50	\$30+ 年費的 35% \$30+35% of Annual Rate
<b>私家巴士 * Private Bus</b> (a) 司機；及 for the driver; and (b) 每一乘客座位另加 additional fee for each seat for a passenger	25 45	\$30+ 年費的 35% \$30+35% of Annual Rate
<b>的士 Taxi</b>	3,159	1,134
<b>電單車及機動三輪車 Motor cycle and Motor Tricycle</b>	1,314	488
<b>公共小巴 Public Light Bus</b>	8,429	2,979
<b>私家小巴 Private Light Bus</b>	2,749	991
<b>電動客車 * Electrically Powered Passenger Vehicle</b> (a) 淨重不超過 1 公噸；及 not exceeding 1 tonne unladen weight; and (b) 每多 250 公斤淨重的附加費，不足 250 公斤亦當全數計算 an additional fee for each 250 kg unladen weight or part thereof	572 124	\$30+ 年費的 35% \$30+35% of Annual Rate
<b>拖車 Trailer</b> 每 250 公斤的許可車輛總重而收取的費用 (不足 250 公斤亦當全數計算)，不包括拖曳車輛所承擔該拖車的任何車輛總重。For each 250 kg permitted gross vehicle weight or part thereof, excluding any gross vehicle weight of the trailer imposed on the drawing vehicle.	30	年費的 35% 35% of Annual Rate

\* 每輛巴士或電動客車的交通意外傷亡援助基金一年及四個月的徵款分別為 \$114 及 \$38。  
Annual and 4-month TAVA Fund Levies per Bus or Electrically Powered Passenger Vehicle are \$114 and \$38 respectively.

上述車輛牌照費用或會更改。如欲查詢最新費用，可前往各牌照事務處的詢問處、致電顧客服務熱線 2804 2600/1823 電話中心、參閱牌照事務處的牌照費用表 (TD341)，或瀏覽運輸署網頁 (www.td.gov.hk)。

The above vehicle licence fees may be subject to change. For enquiry of the latest vehicle licence fees, please visit the enquiry counter of the licensing offices, call the Customer Service Hotline 2804 2600/1823 Call Centre, refer to the licence fees table (TD341) at the licensing offices, or visit Transport Department's website: www.td.gov.hk.

**收集目的**

- 運輸署會使用透過本申請書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，保存一份車輛記錄，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記錄；  
(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
  - 方便就上述 (a) 至 (d) 項與你聯絡。
- 你必須提供本申請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**

- 你透過本申請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；
  - 隧道公司、青馬管制區營運者及青沙管制區營運者，以便該等機構執行與交通及運輸有關的法定職責；及
  - 隧道費服務供應商（繳費貼代理），以便該機構辦理有關你在本申請表中提出申請「車輛貼」的事宜、向你發出電子繳費通知以及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申請書所提供的個人資料副本一份。

**查詢**

- 有關透過本申請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 95 號  
統一中心 3 樓  
運輸署牌照事務組  
行政主任／首次登記稅

**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 with you in relation to the matters in paragraphs (a) to (d) above.
- 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 relevant organizations for the purposes mentioned in paragraph 1 above;
  - any person for the purpose mentioned in paragraph 1(b) above;
  - tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters; and
  - Toll Service Provider (Tag Agent) for processing of your application for Vehicle Tag, issuance of toll payment notification to you and execution of its 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 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 Section, Transport Department  
3/F, United Centre,  
95 Queensway,  
Hong Kong

Application by post to the following address (Please cut along the line)

Transport Department  
Shatin Central Post Office  
P.O. Box No. 79