

## Notes to Application for Trade Licence

Under the Road Traffic (Registration and Licensing of Vehicles) Regulations, Cap.374E ['Regulations'], Trade Licence is issued solely to applicant who is a bona fide manufacturer or repairer of or dealer in vehicles. Attention is particularly drawn to that Trade Licence may be used **only** for driving (a) an unregistered vehicle in the course of delivery to a motor dealer or exhibitor; (b) a vehicle for the purpose of presale demonstration to a potential customer; or (c) a vehicle under mechanical test. Trade licence is not transferable. Besides the trade licence holder or a person bona fide in his employ and acting under his authority is present and in charge of the vehicle, the trade licence holder shall not allow or suffer the trade licence or trade plates to be used by any other person (including his contractor).

According to regulation 47(3) of the Regulations, unless used pursuant to a movement permit, a vehicle shall not be used under a trade licence if an application for registration and licensing of the vehicle under these regulations would be unsuccessful by virtue of failure to comply with the Road Traffic (Construction and Maintenance of Vehicles) Regulations (Cap.374A) or for any other reason. Please note that left-hand drive vehicle does not comply with the requirements in Cap.374A and a movement permit is therefore necessary for driving the left-hand drive vehicle. If any vehicle is upon or used on any road in contravention of the regulations of trade licence, the holder of the trade licence and the driver each commits an offence and is liable to a fine of \$2,000. The trade licence involved in the offence will also be cancelled.

Applicant should submit in writing the reason(s) and proposed use(s) of Trade Licence [please refer to the above limitations of use of Trade Licence] for the application, and a completed 'Application for Trade Licence' form (Appendix I) together with the following documents by post **or** by fax to the Driving-offence Points Office of the Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong (Fax No. 2143 6194):

- (a) If the applicant is an unlimited company, please provide:
  - (i) a copy of valid business registration certificate;
  - (ii) a copy of identity card(s) of the sole proprietor/**all** partners (in case of a partnership company, please indicate the proposed holder of the Trade Licence in the letter signed by all partners);
  - (iii) a recent certified true copy of IRBR 55/ 57 issued by the Business Registration Office, being a certified extracts of information on the business register which denotes name of sole proprietor/all partners of the company;
  - (iv) a copy of invoices/bill of lading/contract in a recent month (**with company stamp chop and the authorized signature**) ;
  - (v) a copy of the register of journeys under trade licence for a recent month (**with company stamp chop and the authorized signature**) (if applicable); and
  - (vi) a copy of address proof of your car showroom, carpark or garage used for operating your business, such as an utility bill, a bank statement or a rental agreement and the receipt issued within the recent 3 months.
- (b) If the applicant is a limited company, please provide:
  - (i) a copy of valid business registration certificate;
  - (ii) a copy of Certificate of Incorporation of the company;
  - (iii) a copy of invoices/bill of lading/contracts in a recent month (**with company stamp chop and the authorized signature**) ;
  - (iv) a copy of the register of journeys under trade licence for a recent month (**with company stamp chop and the authorized signature**) (if applicable); and
  - (v) a copy of address proof of your car showroom, carpark or garage used for operating your business, such as an utility bill, a bank statement or a rental agreement and the receipt issued within the recent 3 months.

Upon receipt of **all** required documents, the Transport Department will give a written reply to each of the successful and unsuccessful applicants within 14 working days after the receipt. To obtain a trade licence, successful applicant is required to complete the enclosed application form and approach counter 7 of the Hong Kong Licensing Office of this department at 3/F., United Centre., 95 Queensway, Hong Kong with the following:-

- (i) completed application form (TD24);
- (ii) original of the approval-in-principle letter issued by this department;
- (iii) original of your H.K. Identity Card / Certificate of Incorporation;
- (iv) a copy of your valid Business Registration Certificate;
- (v) a certificate of third party risk insurance covering the use of trade licence approved (you may use the file reference of the approval-in-principle letter to obtain cover note first for issue of Trade Licence); and
- (vi) a total of \$1,614 for payment of a deposit of \$1,000 for each set of trade plates, and the annual fee of \$500, plus \$114 as a contribution to the Traffic Accident Victims Assistance Scheme, for each licence.

For further enquiries, please contact the Driving-offence Points Office at 2804 2593 or 2804 2594.

(Please see the notes overleaf concerning the personal data provided in this form.)

**Important:** Under the Road Traffic (Registration and Licensing of Vehicles) Regulations, the Commissioner for Transport will issue trade licence solely to applicants who are bona fide manufacturers or repairers of or dealers in vehicles. A trade licence may be used only for driving—

- (a) an unregistered vehicle in the course of delivery to a motor dealer or exhibitor;
- (b) vehicle for the purpose of presale demonstration to a potential customer; or
- (c) a vehicle under mechanical test

- (1) Name of Applicant (Proprietor, Partner /Ltd Co.\*): \_\_\_\_\_
- (2) HK Identity Card/ Cert. Of Incorp No.\* : \_\_\_\_\_
- (3) (a) Name of Contact Person: \_\_\_\_\_ (b) Identity Card No. of Contact Person: \_\_\_\_\_
- (c) Relationship of Contact Person with the Applicant: \_\_\_\_\_
- (4) Nature of Business as shown in the Business Registration Certificate: \_\_\_\_\_
- (5) No. of trade licence being applied for: ( \_\_\_\_\_ ) (6) No. of trade licence being held : ( \_\_\_\_\_ )

# (7) Motor Vehicle Manufacturer

(a) The number of vehicles manufactured in the past 6 months:

Month/Year								Total/Average
Units								

- (b) Manufacturing Site: Location: \_\_\_\_\_ No. of vehicles it can accommodate: \_\_\_\_\_
- Carpark: Location: \_\_\_\_\_ No. of vehicles it can accommodate: \_\_\_\_\_

# (8) Motor Vehicle Dealer

(a) The number of vehicles bought and sold in the past 6 months:

Month/Year								Total/Average
Units								

- (b) Showroom:(i) Location : \_\_\_\_\_ No. of vehicles it can accommodate : \_\_\_\_\_
- (ii) Location: \_\_\_\_\_
- Carpark: Location : \_\_\_\_\_ No. of vehicles it can accommodate : \_\_\_\_\_

# (9) Motor Vehicle Repairer

- (a) No. of mechanics employed : ( \_\_\_\_\_ ) (b) No. of vehicles that can be repaired at any one time: ( \_\_\_\_\_ )

(c) No. of vehicles repaired in the past 6 months:

Month/Year								Total/Average
Units								

(d) No. of unlicensed vehicles repaired in the past 6 months:

Month/Year								Total/Average
Units								

- (e) Workshop: Location: \_\_\_\_\_ No. of vehicles it can accommodate : \_\_\_\_\_

(10) Extract from register of journeys in respect of the trade licence(s) numbers shown below in the past 6 months (add separate sheet if needed):

Trade Licence								Total	Average
T _____									
T _____									
Total									
Average									

I certify that the above information is correct.

\* Delete as appropriate.

# Please leave it blank if you do not involve in the business running.

^ Please endorse with a company chop if the applicant is a Ltd. Co.

^Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

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## NOTES ABOUT YOUR PERSONAL DATA

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### **Purposes of Collection**

1. The personal data provided by means of this form will be used by the Transport Department for the following purposes:
  - (a) processing of your application for trade licence;
  - (b) activities relating to traffic and transport matters; and
  - (c) 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.

### **Access to Personal Data**

3. 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**

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Driving-offence Points Office, 3/F, United Centre, 95 Queensway, Hong Kong. (Attn.: Executive Officer/Driving-offence Points System)
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**領取試車牌照申請表**  
**APPLICATION FOR ISSUE OF TRADE LICENCE**

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

**甲部 PART A 申請人現時的個人資料 PRESENT PARTICULARS OF APPLICANT**

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/公司名稱 In Chinese

公司註冊證號碼 Certificate of Incorporation Number /  
身分證明文件號碼 Identity Document Number

商業登記證屆滿日期 Expiry date of Business Registration Certificate \_\_\_\_\_ 公司聯絡人 Company Contact Person \_\_\_\_\_

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表填寫其最新的住址/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  
如以中文書寫地址, 必須清楚寫明樓層, 以免郵遞失誤

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)

香港 Hong Kong  九龍 Kowloon  新界 New Territories

地區 District

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.)

室 Flat/Room 樓 Floor 座 Block  
如以中文書寫地址, 必須清楚寫明樓層, 以免郵遞失誤

香港 Hong Kong  九龍 Kowloon  新界 New Territories

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

日間聯絡電話 Day Time Contact Tel. No. \_\_\_\_\_ 傳真號碼 Fax No. \_\_\_\_\_

**乙部 PART B 有效第三者風險保險 VALID THIRD PARTY RISK INSURANCE**  
**(必須出示保單) (Certificate must be produced)**

保險公司 (並非代理) 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 \_\_\_\_\_

**丙部 PART C 聲明 DECLARATION**

由申請人或其書面授權的代表填寫。如屬有限公司, 申請書應由該公司指定並授權的人士簽署。於空格 (□) 內加上 “✓” 號以作註明: To be completed by the applicant or his representative authorized by him in writing. In the case of a limited company, it should be signed by a person nominated and authorized by the company. Please put a “✓” against the appropriate box.(□)

(適用於領取新的試車牌照及試車字牌的申請)  
(Applicable to obtain a fresh new trade licence and a set of trade plates)

(適用於申請試車牌照及繼續使用運輸署編配的試車字牌)  
(Applicable to apply the trade licence under the same trade licence number)

本人現申請領取試車牌照, 並聲明如下: —  
I hereby apply for the issue of trade Licence and declare that:—

本人現申請領取試車牌照第 T \_\_\_\_\_ 號, 此試車牌照於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日屆滿, 現希望申請一年牌照, 並聲明如下: —  
I hereby apply for the issue of Trade Licence No. T \_\_\_\_\_ due to expire on \_\_\_\_\_ for a further period of one year and declare that:—

(a) 本人明白, 如要獲發試車牌照, 必須完全符合香港法例第 374 章道路交通 (車輛登記及領牌) 規例第 44 至 48; 57 及 60 條的規定, (規例第 44 至 48; 57 及 60 條已印在背面)。  
I understand that a Trade Licence is issued subject to full compliance with the provisions of Regulations 44 to 48, 57 and 60 of the Road Traffic (Regulation and Licensing of Vehicles) Regulations, Cap. 374, [Regulations 44 to 48, 57 and 60 are printed on the reverse side].

(b) 本人以上聲明均屬真確事實。本人明白如故意在本申請表填報失實資料, 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。  
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 6 months.

申請人簽署

Signature of Applicant \_\_\_\_\_

日期

Date \_\_\_\_\_

# 須知事項 NOTES FOR ATTENTION

## 法例 LEGISLATION

香港法例第 374 章道路交通(車輛登記及領牌)規例第四十四至四十八;五十七及六十條規定:—

Regulation 44 to 48, 57 and 60 of the Road Traffic (Registration and Licensing of Vehicles) Regulations stipulate that:—

### 第四十四條:

- (2) 每個試車字牌須為白底紅字,展示英文字母“T”,連同為此而分配的號碼或英文字母及號碼,格式由署長指明。
- (3) 就試車牌照發出的試車字牌,仍屬署長的財產,除署長可加以更改外,在發出後不得作任何更改。
- (4) 如試車牌照被取消或不獲續期,就該牌照獲發一套試車字牌的人須隨即將該套字牌交還署長。
- (5) 署長根據第(4)款獲交還該套試車字牌後,須退回就該套字牌所存交的按金,但可扣除署長認為因修補該等試車字牌的任何損壞所需的款額。

### Regulation 44:

- (2) Each trade plate shall display the letter “T” together with the number, or letters and number, allocated in respect thereof in red on a white background in a form specified by the Commissioner.
- (3) Trade plates issued in respect of a trade licence shall remain the property of the Commissioner and shall not be altered in any way after issue, except by the Commissioner.
- (4) When a trade licence is cancelled or is not renewed, the person to whom the set of trade plates relating to the licence were issued shall return the set forthwith to the Commissioner.
- (5) Upon return of the set of trade plates to him under subregulation (4), the Commissioner shall repay the deposit made in respect thereof less such amount as the Commissioner shall consider necessary to make good any damage to such trade plates.

### 第四十五條:

在根據試車牌照使用車輛時,試車牌照持有人須以第 8 條訂明有關展示登記號碼的方式,將其獲發附有試車牌照的試車字牌,展示在該車輛前面,而其獲發的另一試車字牌亦須以此方式展示在車尾。

### Regulation 45:

When a vehicle is in use under a trade licence, the holder of the trade licence shall display a trade plate issued to him with the trade licence attached thereto on the front of the vehicle, and the other trade plate issued to him shall be displayed on the back of the vehicle, in the manner prescribed in regulation 8 with respect to the display of registration marks.

### 第四十六條:

試車牌照不得由該試車牌照持有人以外的其他人使用,而試車牌照持有人不得容許或容受其獲發的試車牌照或試車字牌由任何其他人使用,但如試車牌照持有人,或真正由他僱用並根據其權限行事的人在場及掌管該車輛,或該車輛的構造僅供一人使用,並正由有意的買家為測試或試用的目的而使用,則並不違反本條的規定。

### Regulation 46:

A trade licence shall not be used by any person other than the holder of the trade licence and the holder of a trade licence shall not allow or suffer the trade licence or the trade plates issued to him to be used by any other person but this regulation shall not be contravened if the holder of a trade licence or a person bona fide in his employ and acting under his authority is present and in charge of the vehicle or if such vehicle is constructed for use by one person only and is being used by a prospective purchaser for the purpose of test or trial.

### 第四十七條:

- (1) 除試車牌照持有人在作為車輛製造、修理或經營者進行其業務過程中所管有的車輛外,試車牌照不得就任何其他車輛使用。
- (2) 試車牌照在任何時間,均不得就正為出租或取酬而運載乘客的車輛,或正在營商過程中運載貨物的車輛,或正在送遞或搬運貨物的車輛而使用。
- (3) 除非依據在第 53 條下發出的車輛行駛許可證而予以使用,否則車輛如由於未有符合《道路交通(車輛構造及保養)規例》(第 374 章,附屬法例)或其他理由,根據本規例將該車登記及領牌的申請將不會獲准時,該車輛不得根據試車牌照而予以使用。
- (4) 除第(1)及(2)款及第 46 條另有規定外,試車牌照僅可使用於駕駛——
  - (a) 在送交汽車經營者或展出者過程中的未登記車輛;
  - (b) 向有可能買車的人作出售前示範的車輛;或
  - (c) 正在進行機械測試的車輛。
- (5) 除憑藉本規例授權該車輛根據試車牌照使用的用途外,任何車輛不得根據該牌照而使用作其他用途。
- (6) 在根據試車牌照使用車輛時,在車內或車上運載的乘客不得超過 2 人,除非署長曾給予書面許可,准其運載超過 2 名乘客,而在此情況下,乘客的數目不得超過該項許可所指明的數目。

### Regulation 47:

- (1) A trade licence shall not be used in respect of any vehicle other than a vehicle which is in the possession of the holder of such trade licence in the course of his business as a manufacturer or repairer of or dealer in vehicles.
- (2) A trade licence shall not at any time be used in respect of a vehicle which is being used for the conveyance of passengers for hire or reward or in respect of a vehicle which is being used for the conveyance of goods in the course of trade or for the delivery or removal of goods.
- (3) Unless used pursuant to a movement permit issued under regulation 53, a vehicle shall not be used under a trade licence if an application for registration and licensing of the vehicle under these regulations would be unsuccessful by virtue of failure to comply with the Road Traffic (Construction and Maintenance of Vehicles) Regulations (Cap 374 sub. leg.) or for any other reason.
- (4) Subject to subregulations (1) and (2) and regulation 46, a trade licence may be used only for driving—
  - (a) an unregistered vehicle in the course of delivery to a motor dealer or exhibitor;
  - (b) a vehicle for the purpose of presale demonstration to a potential customer; or
  - (c) a vehicle under mechanical test.
- (5) No vehicle shall be used under a trade licence for any purpose other than a purpose for which such vehicle is authorized by these regulations to be used under such licence.
- (6) When a vehicle is being used under a trade licence, the number of passengers carried in or on the vehicle shall not exceed 2, except where the Commissioner has given permission in writing for the carrying of more than 2 passengers in which case the number of passengers shall not exceed the number specified in such permit.

### 第四十八條:

- (1) 每名試車牌照的持有人須就根據試車牌照而使用的車輛所行駛的全部路程,備存一本登記冊。(2) 根據第(1)款備存的登記冊須顯示每段路程的日期、時間及地點,以及車輛的登記號碼(如有的話)及一切其他有關車輛的詳情。(3) 如有任何警務人員或署長提出要求時,試車牌照的持有人須隨即交出根據第(1)款備存的登記冊,以供檢查。

### Regulation 48:

(1) Every holder of a trade licence shall maintain a register of all journeys made by vehicles in use under the trade licence. (2) A register maintained under subregulation (1) shall show the date, time and place of each journey and the registration mark (if any) and all other relevant particulars of the vehicle. (3) A holder of a trade licence shall forthwith produce the register maintained under subregulation (1) for inspection on request by any police officer or the Commissioner.

### 第五十七條:

- (1) 凡有人違反根據本部發出的試車牌照或許可證的任何條件,署長可按牌照或許可證內指明的地址,以書面通知名列牌照或許可證內的人(或如屬裝載貨物許可證、超額載客許可證、運載特長貨物許可證、運載特闊貨物許可證,則以書面通知獲發許可證的人),取消該試車牌照或許可證,不論是否有人根據第 60(1)條被檢控或將會被檢控。(1984 年第 262 號法律公告)
- (2) 如——(a) 試車牌照或許可證根據第(1)款被取消,根據該款獲通知的人須將試車牌照或許可證交還署長;或 (b) 試車牌照或許可證屆滿,獲發試車牌照或許可證的人須將試車牌照或許可證交還署長。
- (3) 任何警務人員或其他獲署長授權的人員,均有權檢取已屆滿或被取消的試車牌照及有關的試車字牌或根據本部發出的許可證,而為此目的有權從車輛上除下該牌照及字牌或許可證。

### Regulation 57:

- (1) Where any condition of a trade licence or permit issued under this Part is contravened, the Commissioner may, by giving notice in writing to the person named in the licence or permit at the address specified in the licence or permit (or in the case of a goods permit, excess passengers permit, long load permit or wide load permit by giving notice in writing to the person to whom it was issued), cancel the trade licence or permit, whether or not any person is or will be prosecuted for an offence under regulation 60(1). (L.N. 262 of 1984)
- (2) In the event of—(a) a cancellation under subregulation (1) of a trade licence or permit, the person to whom a notice under that subregulation is given; or (b) expiry of a trade licence or permit, the person to whom it was issued, shall return the trade licence or permit to the Commissioner.
- (3) Any police officer or other officer authorized by the Commissioner shall have power to seize an expired or cancelled trade licence and trade plates relating thereto or permit issued under this Part, and for that purpose to detach the licence and plates or permit from a vehicle.

### 第六十條:

- (1) 任何人無合理解釋而違反包括香港法例第 374 章《道路交通(車輛登記及領牌)規例》第 44(3)或(4)、48 或 57(2)條的任何條文,或違反根據該等條文的任何規定,即屬犯罪,可處罰款 \$2000。
- (5) 如任何車輛在違反香港法例第 374 章《道路交通(車輛登記及領牌)規例》第 45、46 或 47 條下位於道路上或在道路上使用,試車牌照的持有人及在該規定被違反當時的司機均屬犯罪,可處罰款 \$2000。

### Regulation 60:

- (1) Any person who without reasonable excuse contravenes any of the provisions of, or any requirement under regulation, inter alia, 44(3) or (4), 48 or 57(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations, Cap. 374E commits an offence and is liable to a fine of \$2000.
- (5) If any vehicle is upon or used on any road in contravention of regulation 45, 46 or 47 of the Road Traffic (Registration and Licensing of Vehicles) Regulations, Cap. 374E the holder of the trade licence and the driver of the vehicle at the time of such contravention each commits an offence and is liable to a fine of \$2000.



## 所需文件 REQUIRED DOCUMENTS

遞交申請書時，請一併附上以下文件，及於空格內加上“✓”號以作註明：——

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

- 填妥的表格 (TD24) ;  
a completed application form (TD24);
- 申請人身分證副本，如申請人為有限公司，請出示有限公司註冊證副本；  
a copy of applicant's H.K. Identity Card / Certificate of Incorporation;
- 有效的商業登記證副本；  
a copy of holder's valid Business Registration Certificate;
- 試車牌照的第三保險証書；  
a certificate of third party risk insurance covering the use of trade licence;
- 本署原則上批准簽發信 (適用於領取新的試車牌照及試車字牌的申請)；  
an original letter of the approval-in-principle issued by this department (Applicable to obtain a fresh new trade licence and trade plates);
- 最近三次使用試車牌照的行程紀錄副本 **附有公司印章及公司負責人簽署** (適用於申請試車牌照及繼續使用運輸署編配的試車字牌)；及  
a copy of the register covering the recent last 3 journeys for using the Trade Licence **with company stamp chop and the authorized signature** (Applicable to apply the trade licence under the same trade licence number); and
- 應繳費用 —— 申請領取新的試車牌照及試車字牌的費用為 \$1614，申請試車牌照及繼續使用運輸署編配的試車字牌的費用為 \$614 [有關申請費用或會更改。因此，如欲知最新費用，你可於本署各牌照事務處詢問處、或致電顧客服務熱線 2804 2600 / 1823 電話中心查詢、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](http://www.td.gov.hk))]。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，身分證文件號碼及日間聯絡電話號碼；請勿郵寄現款。  
the appropriate fee—the application fee for obtaining a fresh new trade licence and a set of trade plates is \$1614 and the applicaiton fee for applying the trade licence under the same trade licence number is \$614 [The application fee may be subject to change. For enquiry about the updated application fee, you may make enquires at the enquiry counters of Licensing Offices or from Customer Service Hotline 2804 2600/1823 Call Centre, refer to the licence fees table (TD341) from licensing offices, or visit Transport Department's website ([www.td.gov.hk](http://www.td.gov.hk)) for information]. If pay by cheque/cashier order, please make cheque/cashier order payable to “The Government of the Hong Kong Special Administrative Region” and crossed. Please write down your name, identity document number and daytime contact telephone number on the back of the cheque/cashier order; cash should not be sent by post.

## 注意事項 IMPORTANT NOTICE

- 試車牌照持有人需在試車牌照**有效日期屆滿當日或之前**，帶同以上所需文件到本署辦理申請繼續使用運輸署所編配的試車字牌手續，否則該試車牌照會在有效日期屆滿後取消。當取消該試車牌照後，你必須向本署重新提出申請試車牌照。  
The holder of trade licence has to produce the above mentioned documents to Transport Department for issuance of trade licence under the same trade licence number **on or before its expiry date**, otherwise the trade licence will be cancelled. Once a trade licence is cancelled, the applicant is required to submit a fresh application for a trade licence.
- 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、地址或身分證明文件**有所改變，他/她須在改變出現後 72 小時內以書面或遞交已填妥的運輸署表格 TD559，將有關改變通知運輸署署長，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。如屬姓名的改變或身分證明文件的改變，駕駛執照持有人/登記車主亦須將現有的駕駛執照正本 (如持有)、駕駛教師執照正本 (如持有)、車輛登記文件正本 (如持有)、車輛牌照 (如持有) 及自訂登記號碼分配證明書 (如持有) 送交運輸署署長，以作修改。  
If a change occurs in the **name, address or identity document** of a driving licence holder/registered vehicle owner previously provide by the driving licence holder/registered vehicle owner to the Commissioner for Transport, the driving licence holder/registered vehicle owner shall, within 72 hours of the change, notify the Commissioner for Transport in writing or by submitting the completed Transport Department Form TD559 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, the driving licence holder/registered vehicle owner shall also deliver to the Commissioner for Transport the existing original driving licence (if applicable), original driving instructor's licence (if applicable), original vehicle registration document (if applicable), vehicle licence (if applicable) and Certificate of Allocation of Personalized Registraton Mark (if applicable) for amendment.
- 運輸署署長在處理牌照申請時，可要求**申請人出示其地址證明** (住址/公司地址 (如以公司登記為車主) 及通訊地址，例如水/電/煤氣/手提電話費單或銀行信件等)，以及在申請人出示該等證明之前，**暫停處理該申請**。因此，請申請人士帶同其最近三個月內的地址證明，並在牌照事務處人員要求下，出示其地址證明。  
The Commissioner for Transport may, in processing licensing application, require the application to **produce proof of his/her address** (residential/company address (if using company as registered vehicle owner) and correspondence address (e.g. water/electricity/gas/mobile phone bill or bank correspondence) and **may suspend the processing of the application** until the production of such proof. Therefore, applicants please bring along with address proof issued within the last three months for presentation as and when requested by officers of Licensing Office.
- 所有在本署以你的身分證明文件/公司註冊證號碼登記的車輛牌照或駕駛執照的記錄，會根據你在本申請表內填報的地址而同時更改。  
For any change of address notified in this application form, all vehicle/driving licence records of the applicant under the same identity document/Certificate of Incorporation held by this Department will also be changed.
- 如試車牌照被取消或過期，該試車牌照的持有人須隨即將該套試車字牌交還本署。  
When a trade licence is cancelled or is expired, the holder of the trade licence shall return that set of trade plates to the Department.

## 索取申請表地點及方法 OBTAINING THE FORMS

- (1) 運輸署牌照事務處；或  
Transport Department Licensing Offices; or
- (2) 運輸署顧客服務熱線 2804 2600 提供的圖文傳真服務；或  
Fax-on-demand Service in the Transport Department Customer Service Hotline 2804 2600; or
- (3) 運輸署互聯網頁 [www.td.gov.hk](http://www.td.gov.hk)  
Transport Department Internet web site for licensing [www.td.gov.hk](http://www.td.gov.hk)

## 交回表格地點 PLACE OF SUBMISSION

填妥申請表格後，可親自或由代理人交回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 (如果申請由代理人遞交，代理人必須出示其本人身分證明文件正本，以作紀錄)。

如需查詢香港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](http://www.td.gov.hk)。

You can submit your application in person or by agent to (if the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose) the Transport Department Hong Kong Licensing Office at 3/F, United Centre, 95 Queensway, Hong Kong.

For enquiry on service hours of the Hong Kong licensing office, please call 2804 2600 or visit our website [www.td.gov.hk](http://www.td.gov.hk)

## 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申請表所獲得的個人資料作下列用途：
  - 辦理有關審批你在本申請表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。
- 你必須提供本申請表所要求的個人資料。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

- 你透過本申請表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、青馬管制區營運者及青沙管制區，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申請表所提供的個人資料副本一份。

### 查詢

- 有關透過本申請表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樓牌照事務組行政主任／FRT收啓。

### Purposes of Collection

- The personal data provided by means of this form will be used by the 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 other relevant organizations for the purposes mentioned in paragraph 1 above;
  - any person for the purpose mentioned in paragraph 1(b) above; and
  - tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator 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 form.

### Enquiries

- Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Licensing Section, 3/F, United Centre, 95 Queensway, Hong Kong. (Attn.: Executive Officer/FRT)