



## 聲 明 DECLARATION

現聲明本人的  
I hereby declare that my

†  駕駛執照  
driving licence

駕駛教師執照已  
driving instructor's licence is

- †  遺失；執照原本一旦尋回，本人保證退還給運輸署署長。  
lost; and I undertake to return to the Commissioner for Transport the original licence when found.
- 毀壞。  
destroyed.
- 破損；並附上已破損的執照。  
defaced; and I enclose the defaced licence.
- 其他。請註明  
others. Please Specify: \_\_\_\_\_

本人現申請領取執照複本。  
I now apply for the issue of a duplicate licence.

本人明白，如本人明知執照的原本並無遺失或毀壞而以該原本已遺失或毀壞為理由申請執照複本，根據道路交通（駕駛執照）規例第 46 條第 (1) 款的規定，可被判罰款 \$2,000。本人又聲明，本人現時所申請的執照種類，並沒有被當局暫時吊銷或註銷，又本人並未被取消持有或領取此執照的資格。本人以上聲明均屬真實事實。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。

I understand that, if I apply for a duplicate licence on the ground that the original licence is lost or destroyed knowing that such original licence has not been lost or destroyed, I shall render myself liable on summary conviction under Regulation 46(1) of the Road Traffic (Driving Licences) Regulations to a fine of \$2,000. I also declare that the licence that I am applying for has not been suspended or cancelled and that I am not disqualified from holding or obtaining such licence. 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 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 .....

† 請在適當的方格內加上「✓」號。Please tick the appropriate box.

## 注意事項 NOTES FOR ATTENTION

- (1) 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 元；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；
  - (2) 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(住址及通訊地址，例如水／電／煤氣／手提電話費單或銀行信件等，而該地址證明需距今不超過三個月)，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，需距今不超過三個月，並在牌照事務處人員要求下，出示該地址證明；及
  - (3) 所有在本署以你的身分證明文件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。
- (1) If a change occurs in the name, address or identity document of a driving licence holder/registered vehicle owner previously provided 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 for Allocation of Personalized Registration Mark (if applicable) for amendment;
  - (2) The Commissioner for Transport may, in processing licensing application, require the applicant to produce proof of his/her present address (residential 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 your proof of present address issued not more than 3 months from now for presentation as and when requested by officers of licensing offices.
  - (3) For any change of address notified in this application form, all vehicle/driving licence records of the applicant under the same identity document held by this Department will also be changed.

## 郵遞申請 APPLICATION BY POST

如果你以郵寄遞交申請表，請填寫下列資料 PLEASE FILL IN THE FOLLOWING ITEMS IF APPLY BY POST

- (1) 請在支票／銀行本票背面寫上你的姓名、身分證明文件號碼及日間聯絡電話。  
Please write down your name, identity document number and day time contact telephone no. on the back of the cheque/cashier order.
- (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. \_\_\_\_\_

- (3) 為方便本署郵寄本申請表所申請的執照給你，請在右方填上你的姓名及你於本申請表所填寫的住址／通訊地址。  
To facilitate us to mail the licence applied in this application form to you. Please fill in your name and residential/correspondence address in this application form at right hand side.



† 請在適當的方格內加上「✓」號。Please tick the appropriate box(es).

## 所需文件及費用 REQUIRED DOCUMENTS AND FEE

遞交申請表時，請一併附上以下文件：——

When you submit your application, please produce the following documents:—

- (1) 你的香港身份證，如非香港居民，請出示護照；(身分證明文件的影印副本亦會被接納作核對用，並將於處理你的申請後將副本銷毀)；  
your H.K. Identity Card, or a passport for non-identity card holders; (Photocopy of identity document is acceptable and will be destroyed after the processing of your application.)
- (2) 破損的執照；及  
the defaced licence; and
- (3) 應繳費用——駕駛執照複本／駕駛教師執照複本的申請費用為 \$110。有關申請費用或會更改。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)。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，身分證明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 Duplicate Driving Licence/Duplicate Driving Instructor's Licence are \$110. The application fees may be subject to change. For enquiry about the updated application fee, you may make enquiries 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) for information. If pay by cheque/cashier order, please make cheque/cashier order 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, identity document number and daytime contact telephone number on the back of the cheque/cashier order; cash should not be sent by post.

## 提前領牌 ADVANCED LICENSING

如已遺失／毀壞／破損的執照有效期不超過四個月，可申請換領執照 (視乎情況填寫 TD 557) 而毋須申領執照複本。

If the validity period of your lost/destroyed/defaced licence is not more than 4 months, you may apply for renewal of licence (by completing TD 557 as appropriate) instead of a duplicate licence.

## 索取表格地點及方法 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；或  
Transport Department Internet web site for licensing www.td.gov.hk; or
- (4) 民政事務處諮詢服務中心；或  
Home Affairs Department Public Enquiry Service Centres; or
- (5) 郵政局。  
Post Offices.

## 交回申請表地點 PLACE OF SUBMISSION

填妥申請表後，可

- (甲) 郵寄至東九龍郵政信箱 68115 號，運輸署觀塘牌照事務處 (本署收到申請後，會在 10 個工作天內將成功申請的執照以掛號信寄回給你)；或
- (乙) 親自或由代理人交回下列地點 (如果申請由代理人遞交，代理人必須出示其本人的身分證明文件正本，以作記錄)：——
  - (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；或
  - (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) 新界沙田上禾輦路 1 號沙田政府合署 2 樓運輸署沙田牌照事務處。

如需查詢運輸署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

You can submit your application either

- (A) **By post to Transport Department Kwun Tong Licensing Office, P.O. Box 68115, Kowloon East Post Office, Kowloon** (upon receipt of application, the successfully applied licence will be posted to you by registered post within 10 working days); or
- (B) 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):—
  - (1) Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong; or
  - (2) Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon; or
  - (3) Transport Department Kwun Tong Licensing Office at 5/F., Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon; or
  - (4) Transport Department Sha Tin Licensing Office at 2/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories.

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

郵遞申請，請寄往以下地址 (請沿虛線剪下)

姓名 Name: \_\_\_\_\_

住址／通訊地址  
Residential/Correspondence Address: \_\_\_\_\_

運輸署觀塘牌照事務處  
東九龍郵政信箱 68115 號

## 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營運者，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  
運輸署牌照事務組  
行政主任／FRT收啟

### 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 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:

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  
Kwun Tong Licensing Office  
P.O.Box 68115,  
Kowloon East Post Office, Kowloon