

## Checklist of Supporting Documents for Vehicles Imported for Personal Use

This document sets out the requirements of supporting documents for filing Import Return and applying for Notifications of Provisional Taxable Value for the following vehicles:

- (a) vehicle imported for personal use; and
- (b) vehicle which has been used in Hong Kong and which First Registration Tax was not paid and is for use in Hong Kong.

### 1. First Submission of Import Return

Supporting documents	Self imported vehicle from foreign country	Public bus	Forklift truck bought from local seller	Vehicle bought through Government Logistics Department auction
Sales invoice or payment receipt*	√	√	√	√
Bill of lading/ Airway bill, Arrival notice or Hong Kong Import Manifest	√	√		
Vehicle registration certificate in foreign country* (for used car) or Certificate of Conformity (for new car)	√			
Applicant's HKID Card/ Passport/ Consular Corps Identity Card; or Business Registration Certificate and Certificate of Incorporation (for Limited Company); or Business Registration Certificate and Form of Ownership (i.e. Form 1(a) for Sole Proprietorship/ 1(b) for Corporation/ 1(c) for Partnership (for Unlimited Company)	√	√	√	√
Exemption Letter from Protocol Division Government Secretariat (for consulate)	√			
Auction List issued by Government Logistics Department				√
Departmental Combined Requisition & Issue Voucher issued by Government Department				√
Release Note issued by Government Logistics Department				√
Invoice for freight		If applicable		
Invoice for insurance charge		If applicable		
Invoice for brokerage fee		If applicable		
Invoice for agency fee		If applicable		
Invoice for handling fee		If applicable		
Invoice for other incidental charges (e.g. car repair and modification)		If applicable		
Authorization letter		If applicable		
Explanation letter for late submission of import return		If applicable		

## 2. Application for Notification of Provisional Taxable Value

Supporting documents	Self imported vehicle from foreign country	Public bus	Forklift truck bought from local seller	Vehicle bought through Government Logistics Department auction
Application for Registration and Licensing of a Vehicle certified by Transport Department Motor Vehicle Examiner (TD22)*	√	√	√	√
Motor Vehicle Certificate of Roadworthiness (TD89)* issued by Transport Department (for Private Car Only)	√			√
Letter of “Vehicle Exhaust and Noise Emission Compliance” or “Exemption under the Air Pollution Control (Vehicle Design Standards)(Emission) Regulations and Noise Control (Motor Vehicles) Regulation” issued by Environmental Protection Department	√			√
Bus Type Approval Form		√		
Motor Vehicle Certificate of Fitness (TD90)* issued by Environmental Protection Department		√		
Vehicle Exhaust Emission Type Approval issued by Environment Protection Department		√		
Motor Vehicle Noise Emission Approval for Type Approval from Environment Protection Department		√		
Approval Letter for Application for Registration and Licensing of Forklift Truck issued by Transport Department			√	
Approval Letter for Installation of an Amber Flashing Lamp on Forklift Truck issued by Transport Department			√	
Documentary proof of chassis number, engine number, engine size, manufacturing year, model name and model code (e.g. photo or product catalogue)			√	

\* Applicant will be required to produce the true copy of the required document for verification at the Motor Vehicle Valuation Group Office (Address: 3/F, Customs Headquarters Building, 222 Java Road, North Point) upon notification by the Motor Vehicle Valuation Group.

### **Important Note:**

1. Notwithstanding that the documents and information on required have been furnished, applicants may still be required to submit further supporting documents and information in connection with the application(s) when necessary.
2. Where a document is not in Chinese or English, it must be accompanied by a Chinese or English translation prepared by a consulate.