

香港特別行政區政府
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
汽車（首次登記稅）條例（第 330 章）
Motor Vehicles (First Registration Tax) Ordinance, Chapter 330
汽車進口者／分銷商註冊
Registration as Motor Vehicle Importer/Distributor

致：運輸署署長
香港海關轉交
汽車評值課辦事處
香港北角渣華道 222 號
海關總部大樓 3 樓

To : Commissioner for Transport
c/o Customs and Excise Department
Office of Motor Vehicles Valuation Group,
3/F., Customs Headquarters Building,
222 Java Road, North Point, Hong Kong

**本署職員填寫
FOR OFFICIAL USE ONLY**

檔案編號： _____
File Ref. No. _____
申請號碼： _____
Application No. _____
註冊號碼： _____
Registration No. _____
繳費通知單： _____
Demand Note No. _____
註冊日期： _____
Date of Registration _____

**第一部 申請註冊
Part I Application for Registration**

- (a) 申請註冊類別： * 汽車進口者 / 汽車分銷商 / 汽車進口者及分銷商
Type of registration required * Motor Vehicle Importer / Motor Vehicle Distributor / Motor Vehicle Importer and Distributor
(見附註一 see Note 1)
- (b) 以往註冊： 註冊號碼： _____
Previous registration Registration No.
- (c) 現有註冊： 註冊號碼： _____
Registration held at present Registration No.

**第二部 公司資料 (見附註二)
Part II Particulars of Company (see Note 2)**

- (a) 公司名稱： _____
Company Name (英文 English) (中文 Chinese)
- (b) 地址： _____
Address
- 電話： _____ 傳真： _____ 網站： _____
Telephone Fax Website
- (c) 經營的業務： _____ 電郵： _____
Business being conducted Email
- (d) 商業登記證號碼： _____ 簽發日期： _____ 屆滿日期： _____
Business Registration Certificate No. (見附註三 see Note 3) Date of Commencement Date of Expiry
- (e) 公司註冊處登記編號： _____ 業務狀況： *獨資公司 / 合夥 / 法人團體
Company Registry No. Status of Business *Individual / Partnership / Body Corporate

(後頁再續)
(To be continued overleaf)

(f) 東主/合夥人/董事資料#[@]

Information of Sole Proprietor/Partner(s)/Individual Director(s)#[@]

姓名 (英文) : _____ (中文) : _____
Name (English) (請用正楷填寫, 先寫姓氏 in BLOCK letters, surname first) (Chinese)
*身份證/護照號碼 : _____ 性別 : _____ *男 / 女
*Identity Card/Passport No. (見附註三 see Note 3) Sex *Male / Female

(g) 法人團體董事資料#[@]

Information of Corporate Director#[@]

公司名稱 : _____
Company Name (英文 English) (中文 Chinese)
經營的業務 : _____ 商業登記證號碼 : _____ 屆滿日期 : _____
Business being conducted Business Registration Certificate No. Date of Expiry
公司註冊處登記編號 : _____ 成立日期 : _____
Company Registry No. Date of Incorporation
地址 : _____
Address

(h) 從事有關汽車業務的附屬/聯營公司名稱及地址# (見附註三)

Name and address of affiliated/associated company conducting business in relation to motor vehicles# (see Note 3)

公司名稱 : _____
Company Name (英文 English) (中文 Chinese)
地址 : _____
Address
聯絡人 (英文) : _____ (中文) : _____
Name (English) (請用正楷填寫, 先寫姓氏 in BLOCK letters, surname first) (Chinese)
電話: _____ 傳真 : _____ 電郵 : _____
Telephone Fax Email

(i) 總代理# %

Sole Agent# %

牌子 : _____
Brand
有效日期 : _____ 結束日期 : _____ / *直至另行通知
Start Date End Date /*Until Further Notice

(j) 核准類別# %

Type-Approval Certificate# %

核准類別編號 : _____
Type Approval Reference No.
品牌 : _____ 製造年份 : _____
Brand Manufacturing Year
開始日期 : _____ 結束日期 : _____ / *直至另行通知
Start Date End Date /*Until Further Notice
型號 : _____ 型號代碼 : _____
Model Name Model Code

(k) 存放汽車或底盤地點# (見附註三)

Location for keeping vehicles or vehicle chassis# (see Note 3)

地址 : _____
Address
物業資料 : _____ *自置 / 租用 (年期: _____ 年 _____ 月) 辦公室面積 : _____
Location Information *Self-owned / Rented for: years months Office Area
可存放汽車數量 : _____ 可存放底盤數量 : _____
No. of vehicles can keep No. of chassis can keep

(後頁再續)
(To be continued overleaf)

(l) 分行/工場/分銷處 (包括陳列室) 地址# (見附註三)

Address of branch office/workshop/sales office (including showroom) # (see Note 3)

地址: _____

Address _____

聯絡人 (英文): _____ (中文): _____

Name (English) (請用正楷填寫, 先寫姓氏 in BLOCK letters, surname first) (Chinese)

電話: _____ 傳真: _____ 電郵: _____

Telephone Fax Email

(m) 汽車類型#: _____
Usual Vehicle Type

(n) 引擎類型#: _____
Engine Type

(o) 汽車、配置及應課稅保證的銷售及購買記錄的存放地點# (見附註三)
Location of Keeping Records of Sales and Purchase of Motor Vehicles, Accessories and Taxable Warranties # (see Note 3)

地址: _____

Address _____

第三部 申請人資料

Part III Particulars of Applicant

(a) 姓名 (英文): _____ (中文): _____
Name (English) (請用正楷填寫, 先寫姓氏 in BLOCK letters, surname first) (Chinese)

(b) 出生日期: _____ (c) 性別: _____ *男 / 女
Date of birth Sex *Male / Female

(d) *身份證/護照號碼: _____ (e) 國籍: _____
*Identity Card/Passport No. (見附註三 see Note 3) Nationality (祇適用於護照 for Passport only)

(f) 擔任職位: _____
Position in company (見附註四 see Note 4)

(g) 居住地址: _____
Residential address

(h) 電話: _____
Telephone

第四部 申請人聲明

Part IV Declaration by Applicant

本人聲明上述資料由本人提供用作支持是份申請, 全部真確無訛。

I declare that the above particulars given by me in support of my application are true and correct.

(a) 簽名 Signature: _____

(b) 姓名 Name: _____

(c) 日期 Date: _____

公司印章 Company Chop

* 刪去不適用者

Delete as appropriate

如有需要, 可另外加頁

If necessary, more pages can be added

@ 如屬合夥人或法人團體, 必須填寫所有合夥人/董事的資料 (申請人除外)。

For partnership or body corporate, fill in the details for all the other partners/directors other than the applicant.

% 申請為總代理、運輸署的核准類別持有人, 及/或新汽車牌子進口商/分銷商, 必須具備由製造商發出的授權書/運輸署的核准類別文件。

For Sole Agent, Type Approval Holder, and/or New Make Importer/Distributor, copy of Authorisation Letter from Manufacturer and Registered Manufacturer for Type-Approval from Transport Department are required.

附註及指引

- (附註一) 註冊汽車分銷商須按香港海關的規定，以指定方式公布汽車零售價。
- (附註二) 如屬有限公司，必須附有公司條例指定有關公司註冊證明書及董事註冊證明文件副本。若非有限公司，必須附有公司條例指定有關公司註冊證明文件。
- (附註三) 必須具備商業登記證，身份證或護照副本及經營業務地址證明。
- (附註四) 申請人應屬公司東主或董事，如屬有限公司而申請人並非公司東主或董事，則應附上公司東主或董事授權書。
- (附註五) 在遞交申請表格時，須向海關人員出示文件的正本以作核實。
- (附註六) 本表格亦適用於註冊後申請更改資料。如屬這情況，申請人不須填寫第一部(a)及(b)，而附註二及附註三所指定的文件副本須否呈交，則視乎更改資料而定。
- (附註七) 申請人若提供失實資料或不完整聲明，香港海關可拒絕此項申請。
- (附註八) 此申請表應親身或由代理人或郵寄送遞香港海關汽車評值課，香港北角渣華道 222 號海關總部大樓 3 樓。如有任何查詢，請電 3759 2556。

Guidance Notes

- (Note1) Registered Motor Vehicle Distributor shall obtain permission from the Customs and Excise Department for the manner of the “Publication of Retail Price” for the motor vehicles to be sold.
- (Note2) For a limited company, copy of Certificate of Incorporation and document regarding the registration of directors under the Companies Ordinance should be attached. For an unlimited company, document regarding registration of company under the Companies Ordinance should be attached.
- (Note3) Copies of the Business Registration Certificate, Hong Kong Identity Card or passport of the applicant and proof of address are also required.
- (Note4) The applicant should hold the position of a proprietor or director. For a limited company, if the applicant is not holding the position of a proprietor or director, a written authorization from the proprietor, director or board of directors should be attached.
- (Note5) For the purpose of verification on application particulars, the applicant is required to present the original copies of supporting documents to the Customs and Excise Department.
- (Note6) This form is also used for change of particulars after registration. In this case, the applicant need not complete Part I(a) and (b), and copies of documents depicted in (Note 2 and 3) may be required depending on the nature of particulars to be changed.
- (Note7) An application containing any false particulars or incomplete declaration will be rejected by the Customs and Excise Department.
- (Note8) This application form should be submitted in person or by an agent or by post to the Customs and Excise Department, Office of Motor Vehicles Valuation Group, 3/F., Customs Headquarters Building, 222 Java Road, North Point, Hong Kong. For enquiry, please telephone 3759 2556.

有關收集個人資料的聲明 Personal Information Collection Statement

收集目的

1. 香港海關及運輸署會使用透過本表格所獲得的個人資料及其後的資料更新作下列用途：
 - (a) 處理有關你申請註冊為汽車進口者 / 分銷商的事宜；
 - (b) 處理與香港海關工作相關的服務事宜；及/或
 - (c) 方便香港海關及運輸署與你聯絡。
2. 為方便資料處理以達致上述目的，所收集的資料可能會根據個人資料(私隱)條例(條例)所訂進行核對程序。核對程序指香港海關會根據申請人提供的個人資料與本部門，其他政府部門及機構的資料(例如犯罪紀錄)核對，以確保申請人合乎資格。
3. 你必須提供本表格所要求的個人資料。假如你未能提供充分資料，我們可能無法處理你的申請。

資料轉介

4. 在本申請表填報的資料可能會交給其他政府部門及機構，以達致上文第 1 段所載的目的；或給予法例授權可接收的其他人士。

查閱個人資料

5. 根據個人資料(私隱)條例第 18 條、第 22 條及附表 1 內第 6 原則的規定，你有權查閱及更改你的個人資料。查閱的權利包括索取此表格內填報的個人資料的副本。

查詢

6. 如欲查詢本表格所收集的個人資料，包括查閱及更改資料，請聯絡：

香港北角渣華道 222 號

海關總部大樓 31 樓

香港海關內務行政科

內務秘書

電話：3759 3841 傳真：3108 2305

Purpose of Collection

1. The personal data provided by means of this form as well as any updates of them will be used by the Customs and Excise Department and the Transport Department for the following purposes:
 - (a) activities relating to the processing of your application for registration as Motor Vehicle Importer / Distributor;
 - (b) activities relating to services relevant to the duties performed by the Customs and Excise Department; and/or
 - (c) facilitating communication between the Customs and Excise Department, Transport Department and yourself.
2. Matching procedure within the meaning of the Personal Data (Privacy) Ordinance (the Ordinance) may be employed to facilitate the processing of the data for the above mentioned purposes. Matching procedure means the comparison of personal data provided by the applicant with the existing records (e.g. conviction record) kept by the Department, other departments/organisations to ensure that the applicant is satisfied with the requirements of the application.
3. It is obligatory for you to supply the personal data as required by this form. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

4. The personal data you provide by means of this form may be disclosed to other Government departments and agencies for the purposes mentioned in paragraph 1 above; or where such disclosure is authorized or required by law.

Access to Personal Data

5. 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 in this form.

Enquiries

6. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to :

Departmental Secretary

Office of Departmental Administration

Customs and Excise Department

31/F., Customs Headquarters Building,

222 Java Road,

North Point, Hong Kong

Telephone: 3759 3841 Fax: 3108 2305