

Filming Involving Use of Movement Permit

Permit Name: Movement Permit
Licensing Authority: Licensing Unit, Transport Department
Inquiry Contact: Tel: 2804 2642
Fax: 2804 2652 Email: tdenq@td.gov.hk

The Regulations:

Regulation 53 of the Road Traffic (Registration and Licensing of Vehicles) Regulations, Chapter 374E of the Laws of Hong Kong

● **Control Subject Matter**

- A movement permit will only be issued to a vehicle that is (a) not licensed; (b) not normally used on a road from design and construction perspective; and (c) driven on a road only for the purpose of proceeding from one site to another.

● **Conditions of the Permit**

- The vehicle is to be driven on the road by a person holding a valid driving licence of the relevant vehicle class;
- The vehicle is to be moved during the time and route(s) specified in the permit, and at a speed not exceeding the speed limit specified in the permit; ;
- When the vehicle is used on a road, it shall be covered by a valid third party risks insurance required by the Motor Vehicles Insurance (Third Party Risks) Ordinance (Cap. 272) as if it were a motor vehicle registered and licensed in accordance with the provisions of the Road Traffic Ordinance (Cap. 374) and the regulations made thereunder, and
- Other conditions as imposed by the Commission for Transport.

How to Apply:

- The vehicle owner should submit a duly completed application form “Application for a Movement Permit for a Vehicle” (TD 298) at least one month in advance with the following information:
 - (a) specifications of the vehicle;
 - (b) drawings of the vehicle showing configuration, spacing of wheels and overall dimensions;
 - (c) photographs of the vehicle (front view, back view and side view); and
 - (d) copy of assignment or written confirmation from the agent concerned requiring the movement of the vehicle (if applicable).
- The following documents should be produced upon issuance of the permit –
 - (a) identity document of the vehicle owner;
 - (b) a valid third party risks insurance covering the use of the vehicle in the name of the owner; and
 - (c) proof of present address (residential address/company address and correspondence address) which is issued not more than three months from the date of permit issued.

- Application form and the required documents should be sent to any of the following offices:
 - Hong Kong Licensing Office (3/F, United Centre, 95 Queensway, Hong Kong)
 - Kowloon Licensing Office (2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon)
 - Kwun Tong Licensing Office (5/F, Kowloon East Government Office, 12 Lei Yue Mun Road, Kowloon)
 - Shatin Licensing Office (2/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories)
- (Service Hours: Monday to Friday (except Public Holidays) 9:00am to 5:00pm)

Permit Fee:

- \$820

Validity of Permit:

- Not more than 12 months

Form Required:

- Application forms and guidelines are available at the Resource Centre and website of the Film Services Office and at the Licensing Offices and website of Transport Department (http://www.td.gov.hk/en/public_forms/td_forms/permit).

(本欄不必填寫 FOR OFFICIAL USE ONLY)	O	
	P	
Receiving Officer's Signature _____		
Recommended/Not Recommended _____		
Approved/Not Approved _____		
Permit No. _____		
Permit Fee Received _____		

車輛行駛許可證申請表
Application For A Movement Permit For A Vehicle

填寫前請參閱後頁說明；所有資料須以正楷填寫。如填報失實，即屬違法，F 欄為警察交通部專用。
Please read the notes carefully before completing this form. All items should be completed in Block Letters. It is an offence to make any false statement. Part F is for use by Police Traffic Office.

A 欄 Part A	申請人資料 PARTICULARS OF APPLICANT
英文姓名／公司名稱 Name (In English)	中文姓名／公司名稱 (如適用) Name (In Chinese, if applicable)
身分證文件號碼／公司註冊證號碼 Identity Document No./Certificate of Incorporation No.:	()
住址／公司地址 Residential/Company Address (你的地址將會列載在許可證上 Your address will be entered on the permit.)	
「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 <u>must</u> fill in his/her/its updated residential address/company address in this application form.)	
室 Flat/Room	樓 Floor
如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤	
座 Block	
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)	
† <input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 九龍 Kowloon <input type="checkbox"/> 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 address/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
如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤	
座 Block	
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)	
† <input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 九龍 Kowloon <input type="checkbox"/> 新界 New Territories	
地區 District	
日間聯絡電話 DAY TIME CONTACT TEL. NO. _____	
† 請於適當方格內加上「✓」號。 Please tick the appropriate box.	

B 欄 Part B	車輛登記細節 (請將不適用的刪去) Particulars of Vehicle (delete whichever is inapplicable)
1. 廠名 Make	11. 許可車輛總重 _____ 公噸 Permitted Gross Vehicle Weight tonnes
2. * 左／右／中舵駕駛 Left Hand/Right Hand/Centre Drive	12. 車軸負重量 Axle Weight
3. 出廠年份 Year of Manufacture	(i) 第一軸 _____ 公噸 Axle 1 tonnes
4. 原產國家 Country of Origin	(ii) 第二軸 _____ 公噸 Axle 2 tonnes
5. 引擎號碼 Engine No.	(iii) 第三軸 _____ 公噸 Axle 3 tonnes
6. 底盤／車身／號碼 Chassis/Body/Serial No.	(iv) 第四軸 _____ 公噸 Axle 4 tonnes
7. 汽缸容量 _____ 立方厘米 Cylinder Capacity c.c.	13. 各軸間最短距離 _____ 米 Minimum spacing between axles metres
8. 顏色 Colour	14. 最高車速：每小時 _____ 公里 Maximum speed of vehicle km.p.h.
9. 車身類型或型號 Body Type/Model	15. * 輪式車輛／帶式車輛 * Wheeled vehicle/Tracked vehicle
10. 車輛總體積 Overall Dimensions:	16. 轉向裝置 Steering
(i) 長度 _____ 米 Length metres	* 普通式／變速式／其他 (請加以說明) * Conventional/Transmission/Others (please describe if otherwise)
(ii) 闊度 _____ 米 Width metres	
(iii) 高度 _____ 米 Height metres	17. 制動系統 * 所有車輛皆備／只有後輪裝設 Braking System: * All wheels/back wheels only
注意：若上述第 (12) 項超過 8.4 公噸而第 (13) 項又少於 3 米的話，你必須遞交一式四份之申請表，每份附上車輛構造及車輪之間距離的說明圖樣，以備路政署考慮。 Note: If (12) above exceeds 8.4 tonnes and (13) is less than 3 metres, please submit your application in quadruplicate and attach a drawing of the vehicle showing configuration and spacing of wheels, to each copy. It is required to be considered in consultation with the Highways Department.	

C 欄 Part C	操作詳情 Particulars of Operation
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1. 申請理由 _____
Reasons of Application _____

2. 路線詳情：(請書面列明路線詳情。若有工作地盤地點圖表而欠缺書面路線詳情，申請將不獲接納。)
Details of Routes (Please state details of routes in writing. A plan to indicate the working site areas without written details of routes is not acceptable.)

由 _____ (地盤地址)
from _____ (site address)
至 _____ (地盤地址)
to _____ (site address)
經 _____
via _____

3. 來往日期 _____ 4. 來往時間 _____
Date of Movement Time of Movement

D 欄 Part D	有效的第三者意外風險保險 (必須出示保險單) Valid Third Party Risk Insurance (Certificate must be produced)
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1. 保險公司名稱 (並非代理商) _____
Name of Insurance Company (not agent)

2. 保險單/臨時保單號碼 _____ 3. 屆滿日期 _____
Policy/Cover Note No. Expiry Date

E 欄 Part E	聲明 Declaration
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本人經已詳讀並明白申請表內各項條款。本人聲明據本人所知，上述填報的資料均屬詳盡確實，且上述 C 欄的路線均有足夠通行高度/空間供該車輛通過。本人特此為上述行走 C 欄路線的車輛，申請車輛行駛許可證。

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。

I have read and understood the conditions attached to this form, I declare that to the best of my knowledge and belief the information given above is true and complete and the routes in Part C above are of sufficient headroom/clearance for movement of the vehicle. I hereby apply for a movement permit for the above vehicle to be moved as described in Part C above.

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 _____ 日期 _____
Signature of Applicant Date

F 欄 Part F	建議書 (由 * 總警司 (交通)/高級警司 (交通) 港島/九龍/新界填寫) Recommendations (by *CSP Traffic/SSP Traffic HK/I/K/NT)
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* 請予照准/不必照准該項申請，但須遵守下列條件 (如屬適用) _____
Applicant *recommended/not recommended subject to (if any)

日期 _____
Date

(* 總警司 (交通)/高級警司 (交通) 港島/九龍/新界代行)
(for *CSP Traffic/SSP Traffic HK/I/K/NT)

* 請將不適用者刪去
* Delete where inappropriate

發證條件 Conditions of Issue

1. 申請車輛行駛許可證的人士必須為該車車主。
 2. 申請許可證的車輛除了由一個地點前往另一地點時，可在道路行駛外，其餘時間，一律禁止在道路行駛。
 3. 車輛行駛許可證的有效期由運輸署署長決定，且只在該車可以行駛的指定時間內有效。
 4. 當該車在道路行駛時，除該車輛通常運載的裝備、零件或燃料外，不得運載其他負載物。
 5. 該車只准由該類車輛的有效駕駛執照的持有人在路上駕駛。
 6. 該車(拖車除外)在道路行駛時，必須依照汽車保險(第三者風險)條例之規定，預先投保，一如依照道路交通條例及規例的規定作登記及領牌的車輛一樣。
 7. 車輛在路上行駛時，必須有一輛護送車領前，另一輛護送車跟後(如適用)。
 8. 該車在道路行駛時，應準備一輛可以隨時出動的搶救車輛。
 9. 該車必須備有緊急警告標誌，在發生故障時一定要加以使用。
 10. 該車發生故障時，必須通知警方。
 11. 車上必須展示一個 24 小時適用的電話號碼，以便警方與該車車主或其代表聯絡。
 12. 許可證必須展示在車頭擋風玻璃的左面，使別人能在車輛前面清楚看到。
 13. 許可證在取消後，必須歸還運輸署署長。
 14. 該車的操作受警方/路政署提出的附加條件限制。該等條件附於許可證上。
 15. 如有違反任何發證條件，許可證可能會被取消並罰款 \$2,000。
 16. 許可證持有人在駕駛該車輛進入有管理機關或擁有人限制車輛進出的任何地方或私家路，必須取得管理機關或擁有人的預先批准。
1. The applicant should be the owner of the vehicle to which a movement permit is sought.
 2. The vehicle under application must not be normally used on a road and is driven only for the purpose of proceeding from one site to another.
 3. A movement permit is issued shall be valid for the period as specified by the Commissioner for Transport and subject to such other conditions in regard to the time when the vehicle may be moved.
 4. When the vehicle is being used on a road, no load is carried on the vehicle other than such equipment, spares or fuel normally carried on the vehicle.
 5. The vehicle is to be driven on the road only by a person holding a valid driving licence authorizing him to drive a vehicle of that class.
 6. When the vehicle (with the exception of a trailer) is driven on a road, it shall be covered by such insurance required by the Motor Vehicle Insurance (Third Party Risks) Ordinance as if it were a motor vehicle registered and licensed in accordance with the provisions of the Road Traffic Ordinance and the regulations made thereunder.
 7. When the vehicle is driven on a road, it must be accompanied by an escort vehicle in the front and another at the rear (if applicable).
 8. A recovery vehicle should be available all the time the vehicle is on the road.
 9. Emergency warning signs must be carried and used in the event of a breakdown.
 10. Police should be informed when a breakdown occurs.
 11. A telephone number is to be displayed on the vehicle which will provide Police with 24 hours access to the owner or his representative.
 12. The permit shall be displayed on the front of the vehicle left hand side of the front windscreen of the vehicle in such a manner that it is clearly visible from the front of the vehicle.
 13. The permit must be returned to the Commissioner for Transport in case of cancellation.
 14. Operation of the vehicle is subject to additional conditions recommended by the Police/Highways Department which are attached to the permit issued.
 15. Contravention of any of the permit conditions may render the permit liable to cancellation and a fine of \$2,000.
 16. The permit holder shall seek the approval from the relevant authority prior to driving the vehicle in any area or private road of which the management authority or owner may restrict the access of the vehicle.

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。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。
 3. 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。
1. If a change occurs in the **name, address or identity document of a driving licence holder/registered owner** previously provided by the driving licence holder/registered 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 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 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.
 3. 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.

遞交申請表 Submission of Application

請將該份申請表親自或由代理人遞交或郵寄至運輸署屬下任何一個牌照事務處，由於申請必須諮詢警察交通部／路政署，請儘早提交申請。

運輸署牌照事務處

1. 香港牌照事務處
香港金鐘道 95 號統一中心 3 樓
2804 2642

2. 九龍牌照事務處
九龍長沙灣道 303 號長沙灣政府合署 2 樓
2150 7714

3. 沙田牌照事務處
新界沙田上禾輦路 1 號沙田政府合署 2 樓
2606 1468

4. 觀塘牌照事務處
九龍觀塘鯉魚門道 12 號東九龍政府合署 5 字樓
2775 6835

如需查詢各運輸署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

Please submit the application in person or by agent or by post to any licensing office of Transport Department. Since applications will be considered in consultation with the Traffic Police/Highway Office, please submit the application as early as possible.

Transport Department Licensing Offices

1. Hong Kong Licensing Office
3/F., United Centre,
95 Queensway,
Hong Kong.
2804 2642

2. Kowloon Licensing Office
2/F., Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road,
Kowloon.
2150 7714

3. Sha Tin Licensing Office
2/F., Sha Tin Government Offices,
1 Sheung Wo Che Road,
Sha Tin,
New Territories.
2606 1468

4. Kwun Tong Licensing Office
5/F., Kowloon East Government Offices
12 Lei Yue Mun Road,
Kwun Tong,
Kowloon.
2775 6835

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

所需文件及費用 Required Documents and Fees

遞交申請表時請出示以下文件：

- 車主的香港身份證或護照／公司註冊證（商業登記證不會被接納）；而身分證明文件的影印本亦會被接納作核對用，本署會於辦理你的申請後將副本銷毀。
- 說明該車構造、車輪之間距離及車輛總體積的繪圖。
- 要求該車往來各地點的代理人所發出的委託書或書面證明。
- 以車主名義投保該車的第三者意外風險有效證明書。
- 該車的照片一幅。
- 應繳費用——本許可證的申請費用為 \$560 [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、車輛登記號碼及日間聯絡電話號碼；請勿郵寄現款。

When you submit your application please also produce:—

- Hong Kong Identity Card or Passport/Certificate of Incorporation of a company. (Business Registration Certificate will not be accepted). Photocopy of the identity documents is acceptable and will be destroyed after the processing of your application.
- Drawing of the vehicle showing configuration, spacing of wheels and overall dimensions.
- Copy of assignment or written confirmation from the agent concerned requiring the movement of the vehicle.
- A valid Third Party Risk Insurance Certificate covering the use of the vehicle in the name of the owner.
- A photograph of the vehicle.
- The appropriate fee—the application fee for this permit is \$560 [The application fee 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 "The Government of the Hong Kong Special Administrative Region" and crossed. Please write down your name, vehicle registration mark and daytime contact telephone number on the back of the cheque/cashier order; cash should not be sent by post.

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

- 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。
Please write down your Name, Vehicle Registration Mark and Day Time Contact Telephone No. on the back of the cheque/cashier order.
- 請填上你的付款資料。
Please fill in your Remittance Details.
- 為方便本署郵寄本申請表所申請的許可證給你，請在以下填上你的姓名／公司名稱（如以公司登記為車主）及你於本申請表 A 欄所填寫的住址／公司地址／通訊地址。
To facilitate us to mail the permit applied in this application form to you, please fill in below your name/company name (if using company as registered vehicle owner) and residential address/company address/correspondence address provided in Part A of this application form.

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. _____

姓名 Name: _____

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

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；
 - 方便運輸署與你聯絡；及
 - 根據道路交通(車輛登記及領牌)規例附表P，許可證持有人的姓名和地址將會列載在許可證上。
- 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
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 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;
 - facilitating communication between Transport Department and yourself; and
 - the name and address of the permit holder will be entered on the permit in accordance with Schedule P of the Road Traffic (Registration and Licensing of Vehicles) Regulations.
- 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 organization 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,
3/F, United Centre,
95 Queensway,
Hong Kong.