

Vehicle Registration No. 車輛號碼: _____ Licence Expiry Date 牌費到期日: _____

Notes On Licence Renewal

Please kindly complete, sign (with company chop in case of a corporate registered owner) and return to us (address: **25th Floor, Two Exchange Square, 8 Connaught Place, Central, Hong Kong**) together with the following required documents for our handling of vehicle licence renewal with Transport Department (with sufficient postage if the documents are to be sent by mail and no erasable ball/ink pen should be used for filling the "Application for Renewal of Vehicle Licence (TD558)" and/or cheque issuance):

1. Completed Application for Renewal of Vehicle Licence (TD558) from the website of Transport Department;
2. Copy of Hong Kong Identity Card (in case of a private registered owner) or copy of Certificate of Incorporation (in case of a corporate registered owner);
3. Original/Copy of Insurance Policy or Cover Note (the insurance expiry period must be valid after the current licence expiry date);
4. A crossed cheque payable to "The Government of the Hong Kong Special Administrative Region" with the appropriate licence renewal fee (please refer to the Monthly Statement and/or the enclosed letter, whichever is applicable). Please write down your contact telephone number and the vehicle registration number on the back of the cheque;
5. Copy of a valid address proof (must be dated within 3 months from the vehicle licence application date, such as water/electricity/gas bill or bank statement/correspondence letter (applicable also for any change of your correspondence address with Transport Department); otherwise, Transport Department will suspend your application); and
6. Completed and signed "Renewed Licence Disc Delivery Instruction" (please see the table below);
7. Original Certificate of Fitness or Certificate of Roadworthiness (only applicable to commercial vehicle or private vehicle with the manufacturing year is at 7 years or above).

Please take action immediately as normally our company will take **at least 2 weeks** for the processing of the vehicle licence renewal. We are not accountable for any additional fees and/or penalty charges to Transport Department that to be caused by any of the following matters:

1. If any incomplete vehicle licence renewal document(s) or the signature/company chop of the registered owner on the renewal document(s) is not signed/chopped as the vehicle registration document or any unpaid penalty(ies) or any delay in the postal service or other event that is beyond our control.
2. For any consequence that arising from any mistake by our staff which is made onto the "Application for Renewal of Vehicle Licence (TD558)" on your behalf for any uncompleted information as required under the form.
3. If the licence fee is being revised by The Government of the HKSAR subsequent to the issuance of this notice.
4. For any lost or late delivery of licence disc if you have selected "Surface Mail" as the Delivery Method.

Important Notice:

- 1) **Starting from 1 April 2016, vehicle registration document without the signature of the registered owner (or authorized person with company chop in the case of a vehicle owned by a company) will not be accepted by Transport Department for the purpose of processing licensing applications. In such, please contact us for the document signing at our office if your vehicle registration document is not yet signed.**
- 2) **Your licence disc may not be released to you unless you have repaid all unpaid instalment(s)/rental payment(s) and/or overdue interest and/or other fees that maintained under your loan agreement(s) with our company.**
- 3) **A handling fee of HK\$300.00 will be charged by our company if the vehicle licence is to be renewed for 4 months (to be charged per renewal).**

Please contact our Business Operations Department at **2862 9143** or **2862 9256** if you have any enquiries.

Yours faithfully,
ORIX Asia Limited

Renewed Licence Disc Delivery Instruction

Please "✓" in the appropriate box

Delivery Method	Enclosed the following information/material for your handling	
<input type="checkbox"/> Come and Pick	Contact Person:	Telephone No.:
<input type="checkbox"/> Surface Mail*	A self-addressed envelope	
<input type="checkbox"/> Registered Mail	Handling Fee of \$50.00 (please issue a crossed cheque payable to "ORIX Asia Limited") and a self-addressed envelope	
<input type="checkbox"/> Courier (Not applicable to residential address)	Handling Fee of \$50.00 (please issue a crossed cheque payable to "ORIX Asia Limited") and a self-addressed envelope	
Returned address (if applicable)		

*I/We understand that your company shall not be responsible for any loss or late delivery of the licence disc if I/we have selected "Surface Mail" as the Delivery Method.

Signature of Borrower/Hirer/Lessee (with company chop, if applicable):
(signature must be same with loan agreement)

For Acknowledgement of Receipt Use Only (Come and Pick)

I/We acknowledge the receipt of the original licence disc and vehicle registration document copy of the above vehicle:

Acknowledgment Date: _____

Vehicle Registration No.車輛號碼: _____ Licence Expiry Date 牌費到期日: _____

續牌須知

請台端填寫及簽署(如登記車主是有限公司,請蓋上公司圖章)後,連同下列所須文件交回本公司(地址:香港中環交易廣場 2座 25樓)以便本公司代往運輸署換領車輛牌照(如果以郵寄發送文件,請支付足夠郵資及不可使用可擦寫之圓珠筆/墨水筆來填寫「續領車輛牌照申請書(TD558)」及/或簽發支票):

- 由運輸署網頁所提供,已填妥之續領車輛牌照申請書(TD558);
- 香港身份證副本(如車輛是私人為登記車主)或公司註冊證副本(如車輛是有限公司為登記車主);
- 保險單或臨時保單正本/副本(保險之有效期必須後於現時牌照之到期日);
- 「香港特別行政區政府」為收款人之劃線支票支付應繳之車輛牌照費用(請參閱賬戶通知書及/或附函,以適用者為準)。請在支票背面填上閣下之聯絡電話及車輛登記號碼;
- 有效地址之證明副本(必須在申請換領車輛牌照前三個月內發出,如水/電/煤氣單或銀行月結單/信件(並適用於如閣下申請更改在運輸署登記之通訊地址);否則,運輸署會暫停處理閣下之申請);及
- 已填寫及簽署之「領取新行車証指示」(請參見下列表格);
- 車輛檢驗及格證明書或檢驗汽車機械及格證明書正本(只適用於商用車輛或私家車輛之製造年份為7年或以上)。

請立即採取行動,因本公司一般需要至少兩星期來處理車輛牌照的續期。如因以下任何事項而需繳付任何額外收費及/或罰款予運輸處,本公司一概不負責任:

- 如換領車輛牌照之文件未有填妥或不齊全或換領車輛牌照文件上之簽署/公司圖章與車輛登記文件之簽署/公司圖章不符或有告票罰款未繳交或郵誤或其他本公司未能控制之事宜。
- 如因「續領車輛牌照申請書(TD558)」上有未填妥之必需資料而由本公司職員代閣下填報後所做成之任何錯誤或後果。
- 如在此通知書發出後而香港特區政府對車輛牌照費之調整。
- 如閣下選擇以“平郵寄回”之送遞方法寄回行車証而有郵誤或郵失上的任何後果。

重要通知:

- 由 2016 年 4 月 1 日起,若登記車主(如以公司為登記車主,則為該公司所指定的授權人士及蓋上公司圖章)未有在車輛登記文件上簽署,運輸署將不會處理有關車輛牌照的申請。這麼,如果閣下之車輛牌照尚未簽署,請聯絡我們以便安排閣下到本公司簽署車輛牌照。
- 本公司有可能不會發給閣下車輛之行車証,除非閣下已繳付閣下與本公司所訂立之貸款協議下所有已到期但未支付的供款/租金及/或逾期利息及/或其他費用。
- 如換領 4 個月之車輛牌照,本公司將收取港幣 300 元為手續費〔每續牌計〕。

如閣下有任何查詢,請致電 2862 9143 或 2862 9256 與本公司業務管理部聯絡。

歐力士(亞洲)有限公司 謹啟

領取新行車証指示請在適當的格上“√”

送遞方法	附上下列所需資料/文件以便貴公司辦理	
<input type="checkbox"/> 自行領取	聯絡人:	聯絡電話:
<input type="checkbox"/> 平郵寄回*	填妥地址之回郵信封	
<input type="checkbox"/> 掛號寄回	手續費\$50.00(以劃線支票抬頭為「歐力士(亞洲)有限公司」)及填妥地址之回郵信封	
<input type="checkbox"/> 速遞送回(不適用於住宅地址)	手續費\$50.00(以劃線支票抬頭為「歐力士(亞洲)有限公司」)及填妥地址之回郵信封	
回郵地址(如適用)		

*我/我們明白如我/我們選擇以“平郵寄回”之送遞方法寄回行車証,貴公司一概不會負責因在郵誤或郵失上所導致的任何損失及後果。

借款人/租用人/承租人簽署(請蓋上公司圖章,如適用):
(簽署須與貸款協議相同)

只供確認簽收使用(自行領取)

我/我們在此確認及簽署收到上述車輛之行車証正本及車輛登記文件之副本:

簽收日期: