

Mitsubishi HC Capital (Hong Kong) Limited

Registration Mark:

Renewed Vehicle Licence: Please tick the appropriate box

send to me / us by **surface mail**

(If get lost in the post, \$60 application fee for the duplicate will be levied)

or

send to me / us by **registered mail**

(Please pay \$20 for the registered postage fee by a cheque payable to "Mitsubishi HC Capital (Hong Kong) Limited" and mark your vehicle number and your contact telephone number at the back of the cheque.)

(If you do not pay sufficient postage fee, it will be sent by surface mail)

VEHICLE LICENCE RENEWAL REMINDER 換領車輛牌照 (行車證) 通知書

Vehicle registered owner can apply self-online licence renewal who has already signed up for the account of "iAM Smart+" with digital signing function via "Govhk". For details, please refer to the information and how to do from GovHK website OR kindly complete to sign and post return the following documents to **our Licence Section** at: 16/F., Wai Fung Plaza, 664 Nathan Road, Mongkok, Kowloon.

We will renew the licence for you with no additional service charge if the renewal is for one (1) year. *If the renewal is for 4 months or request to take back the renewed vehicle licence less than the required processing time, service charge will be levied. Please be noted that at least 7 working days are required for the process (Since November 18, 2024, the registered owner must hold a valid E-contact Means that has been applied for and validated via Transport Department's website in three (3) months prior to the licence renewal).*

DOCUMENTS REQUIRED FOR LICENCE RENEWAL:

1. **Licence Renewal Form (TD558) and a valid E-contact Means confirmation copy (validated in three (3) months prior to the licence renewal)**

To be completed and signed by the registered vehicle owner on **Page 1** (Specimen signature or company chop **MUST** be same as to one signed on the vehicle registration document).

2. **A cheque or a cashier's order for the licence fee <CASH IS NOT ACCEPTABLE>**

Payable to "**The Government of the HKSAR**". Post-dated cheque will not be accepted. Please mark your vehicle number and your contact telephone number at the back of the cheque.

3. **A copy of your HK ID Card/A copy of the Certificate of Incorporation (Corporate owner)**

4. **A copy of valid comprehensive insurance policy or cover note**

We also accept direct fax from your insurance company (fax no. 2789 9566). Insurance policy or cover note shall be valid on the date when the new licence is to become operative.

5. **Address Proof**

Present address proof issued not more than 3 months from now e.g. water/electricity/gas bill. (Please sign for amendment & add Co's chop (if corporate owner) on Part of "Residential/Company Address" of pre-printed Form)

6. **"Certificate of Fitness" or "Certificate of Roadworthiness"**

Vehicle examination and **Original** "Certificate of Fitness" or "Certificate of Roadworthiness" must be obtained for the following types of vehicles: - *All light, medium and heavy goods vehicles. & - Private car aged 6 years or above (From Year of Manufacture)*
For enquiries, you may contact New Kowloon Bay Vehicle Examination Centre at 2751 8862.

Attention!

- Please refer to the enclosed "Important Notice" for the new requirement set by Transport Department in relations to the Signature and Chop on Vehicle Registration Document (VRD), etc. Transport Department will reject application from vehicles with unsettled penalties and those without confirmation of E-contact Means.
- Counter services for licence renewal are only accepted to make prior appointment through booking.mitsubishi-hc-capital.com.hk
Sorry for any inconvenience caused.
- Our company will not be liable for any delay or lost in mail transit.

Renewed vehicle licence will be sent to you according to your instruction of the superscript. For enquiries, please contact our Licence Section at 2398 4512 / 2398 4549. (Our office hours: Monday to Friday, 9:00am to 12:45pm and 1:45pm to 5:30pm, except Public Holiday)

FIND OUT MORE

This is a computer generated advice, no signature is required.

Please disregard this reminder if the Original Vehicle Registration Document has been redeemed under custody.

ON-LINE BOOKING



SERVICE CHARGE

