

Mitsubishi HC Capital (Hong Kong) Limited

Agreement No.:                      Registration Mark:

**Renewed Licence Disc:** Please tick the appropriate box

send to me / us by **surface mail**  
(If get lost in the post, \$60 application fee for the duplicate licence 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) Ltd." 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)

## LICENCE RENEWAL REMINDER 換領車輛牌照通知書

Kindly complete, sign and return the following documents to **our Licence Section** at:

16/F., Wai Fung Plaza, 664 Nathan Road, Mongkok, Kowloon                      Fax no.: 27899566

We will renew the licence for you with no additional service charge if the renewal is for 1 year. *If the renewal is for 4 months or request to take back the renewed licence disc 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.*

### DOCUMENTS REQUIRED FOR LICENCE RENEWAL:

1. **Licence Renewal Form (TD558)**

To be completed and signed by the registered vehicle owner on **Page 1** (signature **MUST** be same as to one signed on the vehicle registration document). For corporate registered owners, company chop is also required.

2. **A cheque or a cashier's order for the licence fee**

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 Identity Card/ for corporate registered owner, a copy of the Certificate of Incorporation**

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

We also accept direct fax from your insurance company. 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 or this letter. (Please complete the Part of "Residential/Company Address" of Licence Renewal 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 27999819 or 27518862

7. **Outstanding fixed penalty receipts**

Transport Department will reject application from vehicles with unsettled penalties.

**Attention!** Please refer to the "**Important Notice**" enclosed for the new requirement set by Transport Department in relations to the Signature and Chop on Vehicle Registration Document (VRD) and insufficient postage, etc. For more information about the licence renewal, please call the Transport Department's Customer Service Hotline at 2804 2600 (24-hour service) or visit the Transport Department website <http://www.td.gov.hk>.

Renewed licence disc 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 1:45 to 5:30pm, except Public Holiday)

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

FIND OUT MORE

FAQ

