



# Change of Contact/Vehicle Details Form

## 更改聯絡/車輛資料表格

To: Customer Relationship Department 致: 客戶關係部  
(email: [cs@volkswagen.com.hk](mailto:cs@volkswagen.com.hk) fax: 3698 9862)

Please complete in BLOCK letters and tick where appropriate. 請以正楷填寫, 並在適當位置上加別號。

<b>1 General Information of Vehicle &amp; Owner 登記車輛及車主一般資料</b>					
Registered Vehicle License No./Model 登記車牌號碼/車輛型號			VIN/ Chassis No. 車身號碼		
<input type="checkbox"/> <b>Vehicle(s) Registered by Individual 車輛以私人名義登記</b>					
<input type="checkbox"/> Mr. Surname <input type="checkbox"/> Miss 姓 <input type="checkbox"/> Mrs.		Other Names 名		HKID/Passport No. 香港身份証/護照號碼	
<input type="checkbox"/> <b>Vehicle(s) Registered by Limited Company 車輛以有限公司名義登記</b>					
Company Name 公司名稱		Name of Contact Person 聯絡人姓名		Cert. of Inc. No. 公司註冊証號碼	
<b>2 Change of Contact Details 更改聯絡資料</b>					
Email Address 電郵地址					
Contact Numbers 聯絡電話	Residential 住宅	Office 辦公室	Mobile 流動電話	Pager 傳呼機	Fax 傳真
Correspondence Address 通訊地址		Room/Flat 室	Floor 樓	Block 座	
Name of Building 大廈名稱			Name of Estate 屋苑名稱		
Street No./Street Name 街道號碼/街道名稱			District/Postal Code 區域/郵寄代碼		
<input type="checkbox"/> Hong Kong 香港	<input type="checkbox"/> Kowloon 九龍	<input type="checkbox"/> New Territories 新界			
<input type="checkbox"/> Other countries (Please specify): 其他國家(請註明): .....					
The above address <u>applies to</u> 以上所修改的地址將應用於:					
<input type="checkbox"/> <b>ALL</b> my existing vehicles registered in VWHK 本人所有現時登記於大眾汽車香港有限公司的車輛					
<input type="checkbox"/> <b>Only the specified</b> vehicle(s) below 只有下列登記車輛: .....					
<b>3 Change of Vehicle Information 更改車輛資料</b>					
<input type="checkbox"/> <b>Change of License No. 更改車牌號碼*</b> <span style="float: right;">(* Please submit a copy of the new VRD 請附上新牌簿副本乙份)</span>					
FROM 由 Old Vehicle License No. & Model 舊車牌號碼及車輛型號			TO 至 New Vehicle License No. & Model 新車牌號碼及車輛型號		
<input type="checkbox"/> <b>Delete Vehicle Record 取消車輛登記</b>					
Vehicle License No. & Model: 車牌號碼及車輛型號: .....					
Reason(s) 原因: Car Sold 賣車/ Others 其他.....					
<b>4 Change of Vehicle Owner &amp; Warranty Holder 更改登記車主及保用持有人</b>					
<input type="checkbox"/> <b>Change of Vehicle Owner &amp; Warranty Holder 更改登記車主及保用持有人**</b>					
** i) MUST submit a copy of the new VRD and the address proof (past three months) 必須提交新牌簿副本及地址證明(過去三個月內)乙份					
ii) MUST complete all Parts of this form (except Part 3) 必須填妥本表格內所有部份(除第3部份外)					
<b>5 Declaration and Signature(s) 聲明及簽署</b>					
The information provided in this form is collected to enable update of customer/vehicle information relating to all the existing products/services in Hong Kong provided by Volkswagen Hong Kong Limited. By writing to your Customer Relationship Department at 223-227, Wanchai Road, Wanchai, Hong Kong, I/we can have access to my/our personal/company data. It is <b>DECLARED, UNDERSTOOD AND AGREED</b> that all the information supplied in this form, and any future alternation of it, can be used or transferred in the same manner as those data supplied by me or my company in the previous Provisional Purchase Order, Sales Contract or any other data collection forms. 本表格所提供之資料乃供貴公司更新本人/本公司的客戶/車輛資料, 適用於本人/本公司現時持有並由大眾汽車香港有限公司於香港所提供的產品/服務上(除本人/本公司就更改通訊地址作出特別指示外)。本人/本公司可致函香港灣仔灣仔道223-227號客戶關係部, 查閱本人/本公司的個人/公司資料。 本人/本公司 <b>聲明、明白及同意</b> 貴公司可以遵照以往之臨時購車合約, 銷售合約或其他數據收集表格所列明的處理方式, 使用或轉移本表格內提供之所有資料及任何將來更改的資料。					
X Authorized Signature/Company Chop 車主或授權人簽署/公司蓋印			Date Signed 簽署日期		



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#### 6 Disclaimer 聲明

1. Volkswagen Hong Kong Limited is not liable to notify third party entities regarding changes in personal information such as financial and insurance providers. Such changes will be the sole responsibility by the vehicle owners.
  2. Occurring changes are subject to the vehicle owners' responsibility and need to be communicated to the Transport Department within 72 hours using form No. TD559.
  3. If any data (e.g. registered owner name) appears to be different from the ones listed on the Vehicle Registration Document, further supporting document and letter of authorisation should be presented for verification.
1. 大眾汽車香港有限公司並無責任通知有關機構(例如: 財務公司/保險公司)更新以上的資料。車主或授權人應自行與有關方面辦理。
  2. 任何有關姓名、地址或身份證明文件的變更, 車主必須在變更出現後72小時內以書面或遞交已填妥的運輸署表格(TD559), 將有關變更通知運輸署署長。
  3. 如有任何資料(例如: 登記車主姓名)與車輛登記文件上的資料不相符, 敬請出示有關文件及授權書以作核實。

#### 7 Submission 遞交

Please return your completed form by email to [cs@volkswagen.com.hk](mailto:cs@volkswagen.com.hk) or via **Fax No. 3698 9862** or by mail to Customer Relationship Department, Volkswagen Hong Kong Limited, 223-227 Wanchai Road, Wanchai, Hong Kong. If you have any questions, please contact your Service Advisor or contact our Enquiry Hotline at 3698 9688.

請將填妥的表格電郵至 [cs@volkswagen.com.hk](mailto:cs@volkswagen.com.hk) 或 **傳真至3698 9862** 或寄往香港灣仔灣仔道223-227號大眾汽車香港有限公司客戶關係部。閣下如有任何查詢, 請聯絡閣下之維修顧問或致電本公司查詢熱線3698 9688。

The Chinese version of this form is for reference only. In the event of any inconsistency between the Chinese version and the English versions, the English version shall prevail.  
此表格之中文譯本只供參考之用, 若與英文本有任何歧異, 一概以英文本為準。