



# Change of Contact/Vehicle Details Form

To: Volkswagen Customer Relations Department

- (1) To protect customer personal information, the vehicle owner must present the Vehicle Registration Document (VRD) for verification.
- (2) Please return the completed form to Volkswagen Service Department with a copy of your VRD, by email to [customer.relations@volkswagen-klm.com.hk](mailto:customer.relations@volkswagen-klm.com.hk).
- (3) Please fill in with block letters and tick the box when necessary.

Part 1 - General Vehicle Information					*Mandatory
Registered Vehicle License No./Model*			VIN/ Chassis No.		
<input type="checkbox"/> Change of Vehicle License Number					*Same as VRD
Old Vehicle License No.		New Vehicle License No.		<input type="checkbox"/> Delete Vehicle Record	
Reason(s): Car Sold / Others: .....					
<input type="checkbox"/> Change of Vehicle Owner					*Same as VRD
* Change request is restricted to the Vehicle Registered Owner only, a copy of the new VRD (front and back) and a copy of registered owner's ID/ BR are required * All parts of this form must be completed (Vehicle & Owner related fields)					
<input type="checkbox"/> Vehicle Registered by Individual					
<input type="checkbox"/> Mr. Last Name*		First Name / Other Name		HKID/Passport No.	Date of Birth (YYYY-MM-DD)
<input type="checkbox"/> Miss					
<input type="checkbox"/> Mrs.					
<input type="checkbox"/> Vehicle Registered by Company					
Company Name			Contact Person Name		BR No.
<input type="checkbox"/> Change of Vehicle Owner Contact Details					*Mandatory
Email Address*			Mobile*	Office	Residential
Correspondence Address*					
Room/Flat	Floor	Block	Name of Building		Name of Estate
Street No./Street Name		<input type="checkbox"/> Hong Kong <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories <input type="checkbox"/> Other countries: .....		The above address applies to <input type="checkbox"/> All my existing vehicles registered in Volkswagen <input type="checkbox"/> Only the specified vehicle(s) as in Part 1.	
<input type="checkbox"/> Add Contact Person					
Relationship with the owner		<input type="checkbox"/> Mr. Last Name*		First Name / Other Name	
<input type="checkbox"/> Common driver		<input type="checkbox"/> Miss			
<input type="checkbox"/> Company driver		<input type="checkbox"/> Mrs.			
<input type="checkbox"/> Other (please specify) .....					
Email Address*			Mobile*	Office	Residential
Part 2 - Important Notice on Use of Personal Data					
Kam Lung Motors Limited and Kam Lung Motor Group intend to use your personal data (including your name, contact details and other information) for direct marketing of our services and goods that may be of your interest. Your personal data held by us will be kept confidential, but we may use or process your personal data, or disclose or transfer your personal data to any of our affiliates, any third party financial institutions, insurers, researching service providers, marketing event contractors and external service providers under reasonable situations, for the purpose of direct marketing, including but not limited to:					
(i) giving notification of new products, car accessories and upcoming services; (ii) sending corporate newsletter and updates; (iii) giving reminder for service maintenance, annual licensing and insurance renewal; (iv) giving invitation to events and notification of special promotional offers; and (v) conducting market, services or products analysis, or researching, developing or improving motor services or related products.					
Should you find the proposed use of your personal data in direct marketing as described above not acceptable, please indicate your objection by ticking the corresponding box below.					
<input type="checkbox"/> I object to the proposed use of my personal data in direct marketing as described above.					
Part 3 - Declaration and Signature(s)					
1. Kam Lung Motors Limited and Kam Lung Motor Group are not responsible 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 and data subjects. 2. Occurring changes are the vehicle owners' and/or data subject's 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. 4. In the event that the required personal data is not provided, we may be unable to complete the new owner registration procedures in our computer system and thus cannot provide you with the products or services mentioned in Part 3 above. 5. You may at any time withdraw your permission to us for the use of your personal data for direct marketing, free of charge. If, subsequent to giving the above consent, you wish to withdraw your consent to the use of your personal data for direct marketing, please write to our Customer Relations Department, Kam Lung Motor Group at Room 708, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Hong Kong or send an email to <a href="mailto:unsubscribe@kamlung.com">unsubscribe@kamlung.com</a>					
I have read, understand and agree to the above terms of this privacy statement.					
X _____			X _____		
Owner's Signature/Company Chop			Authorized Person's Signature		
_____			_____		
			Authorized Person's Full Name		
_____			_____		
Date of Signature			Date of Signature		

Ap Lei Chau Service Center      Salesman/  
Center      Service Advisor : -----

Tsuen Wan Service Center

Tuen Mun Service Center

Date of Receive : -----

Change of Ownership/License No.

- Complete all parts of this form
- Receive a VRD copy
- Verify the owner's ID copy (with signature)

Additional document for

Authorized person:

- Receive Authorization Letter
- Receive the ID card copy of the Authorized Person

Verified by : -----

Date : -----

Member of Kam Lung Motor Group



KLMCRMVE2007  
Jul-20