



# Change of Contact/Vehicle Details Form

- (1) To protect customers' personal information, the vehicle owner must present the Vehicle Registration Document (VRD) for verification.
- (2) Please return the completed form to Volkswagen Service Centre with a copy of your VRD, or email to Customer Relations Department at customer.relations@volkswagen-klm.com.hk or fax to 3996 7001.
- (3) Please fill in with block letters and tick the box when necessary.

Part 1 - General Vehicle Information		*Mandatory
Registered Vehicle License No.*	Chassis No.	

<input type="checkbox"/> <b>Change of Vehicle License Number</b> *Same as VRD		<input type="checkbox"/> Delete Vehicle Record
Old Vehicle License No.	New Vehicle License No.	Reason(s): Car Sold / Others: _____

<input type="checkbox"/> <b>Change of Vehicle Owner</b> *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"/> <b>Vehicle Registered by Individual</b>			
<input type="checkbox"/> Mr. Last Name*	First Name*	HKID/Passport No.	Date of Birth (YYYY-MM-DD)
<input type="checkbox"/> Ms.			
<input type="checkbox"/> Mrs.			

<input type="checkbox"/> <b>Vehicle Registered by Company</b>		
Company Name*	Contact Person Name*	Business Registration No.

<input type="checkbox"/> <b>Change of Vehicle Owner Contact Details</b> *Mandatory			
Email Address*	Mobile*	Office	Residential

<b>Correspondence Address*</b>				
Room/Flat	Floor	Block	Building	Estate
Street No. & Street Name		District	Area	The above address applies to <input type="checkbox"/> All my existing vehicles registered in Volkswagen <input type="checkbox"/> Only the specified vehicle(s): _____

<input type="checkbox"/> <b>Add Contact Person</b>			
Relationship with the owner	<input type="checkbox"/> Mr. Last Name* <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	First Name*	
<input type="checkbox"/> Common driver <input type="checkbox"/> Company driver <input type="checkbox"/> Other (please specify) _____			
Email Address*	Mobile*	Office	Residential

<input type="checkbox"/> <b>Update my Insurance Policy</b>
<input type="checkbox"/> Yes, I hope to update my policy through the Insurance Department of Kam Lung Motors Limited.

Part 2 - Important Notice on Use of Personal Data
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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.

**I object to the proposed use of my personal data in direct marketing as described above.**

Part 3 - Declaration and Signature(s)
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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 2 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 unsubscribe@kamlung.com

I have read, understand and agree to the above terms of this privacy statement.

X \_\_\_\_\_  
**Owner's Signature/Company Chop**

\_\_\_\_\_

**Date of Signature**

X \_\_\_\_\_  
**Authorized Person's Signature**

\_\_\_\_\_

**Authorized Person's Full Name**

\_\_\_\_\_

**Date of Signature**

Office Use

Volkswagen Service Centre

CRM

- Ap Lei Chau Service Centre
- Tsuen Wan Service Centre
- Yuen Long Service Centre
  
- Kowloon Bay Showroom

Sales Consultant/  
Service Advisor: \_\_\_\_\_

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



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01/01/2022