



Guidance Notes

APPLICATION FOR MOTOR VEHICLE EXHAUST AND NOISE EMISSIONS TYPE APPROVAL

(For motor vehicle with 2 or 3 wheels)

1. Application Form

The application form consists of two parts, PART I and PART II. PART I is the applicant's information and PART II is information of the motorcycle / motor tricycle model for which type approval is sought. Please note that both exhaust and noise emissions type approval for pure electric motorcycles is not required. You should complete relevant items and provide all necessary information in supporting your application. TWO copies are required if you apply for both motorcycle exhaust and noise emissions type approval.

2. Authorized Signature

The application form and the CDs or DVDs must have authorized signatures of the vehicle manufacturer to certify that the information of the vehicle model under application is correct and complete.

3. Checklist

The information in the checklist is essential for your application. You may provide supplementary information to support your application.

4. Important Notes

Applicant should note whether the application is approved or not is at the discretion of the Environmental Protection Department (EPD). Supplementary information may be necessary and requested by EPD to consider the application for approval of emissions compliances. It is the responsibility of the applicant to submit adequate documents to demonstrate that the concerned vehicle has fulfilled all the application requirements.

Applicant should bear in mind that the application must demonstrate emissions compliances before the concerned vehicle(s) can be registered in Hong Kong. Therefore, applicants are advised to obtain prior approval from EPD before the logistic and commercial arrangements (e.g. shipping their vehicles into Hong Kong; scheduling vehicles for examination; sale of vehicles...etc.). Any loss incurred as a result of the application being declined will be totally at applicant's own risk. Applicants need to be aware that the following reasons are not generally acceptable for requesting priority processing or early issuance of approval letters:

- (1) the vehicle has to be registered ahead of normal schedule due to customer's request; or
- (2) the applicant has scheduled the vehicle examination before the issuance of approval letter.

5. Submission of Application

For application via the One-Stop Shop System (applicable to all vehicle classes except Bus and Special Purpose Vehicle (SPV))

The completed application form together with all supporting documents saved in two CDs or DVDs (please refer to the checklist on page 3 for details of supporting documents) should be sent to the Transport Department via the One-Stop-Shop System. The delivery address is Transport Department, Vehicle Safety and Standards Division located at 10/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

For application directly submitted to EPD (applicable to Bus and SPV)

If applicant only applies for emission certificate from EPD, the applicant should submit the completed application form via the Environmental Protection Interactive Centre (EPIC) ([link](#)). Subsequently, all the supporting documents (please refer to the checklist on page 3) stored in two CDs or DVDs should be submitted to EPD by post or in person within 2 working days. The delivery address is as follows:-

Service Counter of Environmental Protection Department,
34/F, Revenue Tower,
5 Gloucester Road,
Wan Chai,
Hong Kong
[Attn: Vehicle Programme Section (1), Mobile Source Group of Air Policy Division]

Enquiry:

	Exhaust emission	Noise emission
E-mail address:	msg.ta@epd.gov.hk	epdnpg@epd.gov.hk
Telephone No.:	(852) 2594 6392	(852) 2411 9689
Fax No.:	(852) 2824 9361	(852) 2413 3358

ENVIRONMENTAL PROTECTION DEPARTMENT

APPLICATION FOR MOTOR VEHICLE EXHAUST AND NOISE EMISSIONS TYPE APPROVAL

(For motor vehicle with 2 or 3 wheels)

Exhaust and noise emissions type approval for pure electric motorcycles is not required

Make^{G1} (0.1. of TA001) : _____
Commercial Name or Model Name
or Sale Designation^{G1} (0.2.1. of TA001) : _____
Class of vehicle (0.4. of TA001): _____

PART I

A. Applicant's Information

Company: _____
Address: _____
Business Registration Certificate No.: _____
Telephone No.: _____ Fax No.: _____
Name (Contact Person) : _____
Telephone No. (Contact Person) : _____
E-mail Address (Contact Person) : _____

Signature (Applicant): _____
Name: _____ Date: _____
Position: _____
E-mail Address: _____

<i>Company chop</i>

Checklist

Please tick the relevant boxes

Two CD or DVDs containing this application form, third party certificates, third party test reports and related information such as STA001 & TA001 forms of TD, VECA form of EPD together with drawing folder if necessary, vehicle dimension drawing, maintenance schedule, model code breakdown (type, variant and version explanation) and vehicle identification number (VIN) explanation for the vehicle model.

Certification issued by the Ministry of Land, Infrastructure and Transport, Japan if necessary.

Supplementary supporting documents, please specify _____

^{G1} This will appear in the EPD's approval letter

B. Declaration by Vehicle Manufacturer

I certify that

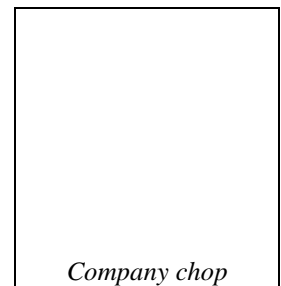
- (a) the information in PART II – Information of the Motor Vehicle Model for Type Approval is the correct description of the vehicle or engine model under application;
- (b) the vehicle / engine type described in Part A, Part B and Part C complies with the vehicle exhaust emission standards and the noise emission standards as laid down in the Air Pollution Control (Vehicle Design Standards) (Emission) Regulations (Cap. 311J) and Noise Control (Motor Vehicles) Regulation (Cap. 400I) respectively;
- (c) adequate arrangements and prepared documented quality control plans with certification to international standard such as EN ISO 9002 – 1994, or EN ISO 9001 – 2000 or an equivalent standard accepted by the Environmental Protection Department has been set up to ensure all vehicles and engines produced and offered for sale in Hong Kong comply with the exhaust emission standards as laid down in the Air Pollution Control (Vehicle Design Standards) (Emission) Regulations;
- (d) at least 1% (or % as agreed with the Environmental Protection Department) of the total sales of the motor vehicles or engines of the model for which emission type approval is sought, and destined for Hong Kong will be sampled randomly for exhaust emission test to confirm the vehicle model complies with the emission requirements in the Air Pollution Control (Vehicle Design Standards) (Emission) Regulations; and
- (e) an annual report will be submitted to the Environmental Protection Department for the approved vehicle model or engine model substantiating the fulfillment of the conformity of production requirements in the approved conformity production plan.

Authorized Homologation Staff Signature: _____

Name: _____ Date: _____

Position: _____

Company: _____



PART II INFORMATION OF THE MOTOR VEHICLE MODEL FOR TYPE APPROVAL

Please list out the corresponding supporting documents for Parts II.A, B & C		
Documents	Document name (e.g. ABC.pdf)	Total pages
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
(11)		
(12)		
(13)		
(14)		
(15)		
(16)		
(17)		
(18)		
(19)		
(20)		

II.A. Details of the Motor Vehicle, Engine, Air-Intake and Exhaust Control Systems

A.1) Description of Motor Vehicle

Vehicle Make (0.1. of TA001)	:	
Vehicle Type (0.2. of TA001)	:	
Variant (0.2. of TA001)	:	
Version (0.2. of TA001)	:	
Model Code (0.2. of TA001)	:	
Commercial Name or Model Name or Sale Designation (0.2.1. of TA001)	:	
Class of Vehicle (0.4. of TA001)	:	
Category of Vehicle ^{G2} (e.g. L3)	:	
Name and Address of Manufacturer (0.5. of TA001)	:	
Name and Address of Manufacturer's Local Authorized Representative and his C&E ID, if any (0.5a of TA001)	:	
Vehicle Identification Number	:	
Design Weight (kg) ^{G3}	:	[page __ of Doc ()]
Unladen Mass of Vehicle (kg)	:	[page __ of Doc ()]
Reference Mass of Vehicle (kg) ^{G4}	:	[page __ of Doc ()]
Technically Permissible Maximum Laden Mass (kg) ^{G5}	:	[page __ of Doc ()]
Seating Capacity (including driver)	:	[page __ of Doc ()]
Gearbox (Make)	:	
Gearbox Type	:	
		[page ____ of Doc ()]
Gearbox (Model No.)	:	
Number of gears	:	Forward: Reverse:

^{G2} As defined in the Consolidated Resolution on the Construction of Vehicles (R.E.3.), document ECE/TRANS/WP.29/78

^{G3} Maximum design loaded vehicle weight as recommended by the manufacture of a motor vehicle

^{G4} Mass of vehicle in running order less the uniform mass of the driver of 75kg and increased by a uniform mass of 100kg (Article 3 of Regulation (EC) No. 715/2007)

^{G5} "Technically permissible maximum laden mass" means the maximum mass of the vehicle based on its construction and performance, stated by the manufacturer

Gear ratios:

[page ____ of Doc ()]

<i>Transmission</i>	<i>Internal gearbox ratios</i>				<i>Final drive ratio(s)</i>
	1		7		
	2		8		
	3		9		
	4		10		
	5		11		
	6		12		
	Reverse:				
CVT ^{G6}	Max:		Min:		
	Reverse:				

Maximum Vehicle Speed (km/h) : [page ____ of Doc ()]

Tyre Specifications [page ____ of Doc ()]

- Front Axle :

- Rear Axle :

Tyre/Wheel Combination(s): [page ____ of Doc ()]

- Front Axle :

- Rear Axle :

A.2) Description of Engine and Electric Motor [page ____ of Doc ()]

Engine Manufacturer (Make) (3.1. of TA001) :

Electric Motor Manufacturer (Make) :

Engine Code Marked (Type) (3.1.1. of TA001) :

Electric Motor Marked (Type) :

Cycle : Others _____

Ignition System :

Number and Arrangement of Cylinders :

Bore (mm) :

Stroke (mm) :

Firing Order of Cylinders :

Engine Capacity (c.c.) (3.2.1.3. of TA001) :

Volumetric Compression Ratio :

Low (Normal) Idle Engine Speed (rpm) : _____ + _____ / - _____

Rated Maximum Power Output of Engine : _____ kW at _____ - _____ rpm

Rated Maximum Torque Output of Engine : _____ Nm at _____ - _____ rpm

Rated Maximum Power Output of Electric : _____ kW at _____ - _____ rpm

Motor

Maximum Hourly Output of Electric Motor : _____ kW

Fuel Used : : _____

^{G6} Maximum and minimum ratios for CVT

Vehicle Fuel Type :
 Maximum Amount of Biofuel Acceptable : _____ % by volume
 Fuel Supply System : [page ____ of Doc ()]
 Fuel Injection Manufacturer :
 Fuel Injection Type :
 Ignition Type :
 Ignition Timing :
 Lubricant Make :
 Lubricant Type :
 Spark Plug Make :
 Spark Plug Type :
 Spark Plug Gap (mm) :
 Cooling System :
 Method of Aspiration :
 Other _____

Hybrid Electric Vehicle : [page __ of Doc ()]
 (If YES, Pure Electric Range: _____ km)
 (If YES, Battery Capacity:
 _____ Ah@ _____ V= _____ kWh)

Category of Hybrid Electric Vehicle^{G7} : Non-plug-in Hybrid (Not Off Vehicle
 [page __ of Doc ()]

Operating Mode Switch :
 Start-Stop System :

OBD Stage : [page __ of Doc ()]
 Access to Vehicle OBD and Vehicle : [page ____ of Doc ()]
 Repair and Maintenance Information

Environmental Step (e.g. Euro 4) : [page __ of Doc ()]

^{G7} Plug-in hybrid allows off-vehicle charging by plugging it into an external source of electric power

A.3) Description and Drawings of the Air-intake and Exhaust Control System

1. **Air-Intake System:** [page ____ of Doc ()]
Description and drawings (showing in a plan view and a lateral view) of the air-intake system indicating the location of the intake silencer(s) and the air filter(s):

(i) **Air Filter, drawings number:** [page __ of Doc ()]

Model / Type :

Identification Marks :

Manufacturer / Authorized Agent :

(ii) **Air Intake Silencer, drawings number:** [page __ of Doc ()]

Model / Type :

Identification Marks :

Manufacturer / Authorized Agent :

2. Exhaust Control System

Description and drawings (showing in a plan view and a lateral view) of the exhaust system indicating the location of the muffler(s), the catalytic converter(s) and the oxygen sensor(s):

(i) **Exhaust Silencer, drawings number:** [page __ of Doc ()]

Model / Type (with numbers) :

Identification Marks :

Manufacturer / Authorized Agent :

(ii) **Device for Recycle Crankcase Gases:** [page ____ of Doc ()]

Description and drawing number :

(iii) **Catalytic Converter, drawings number:** [page __ of Doc ()]

Model / Type (with numbers) :

Identification Marks :

Manufacturer / Authorized Agent :

- (iv) **Oxygen Sensor, drawings number:** [page __ of Doc ()]
 Control Range :
 Model / Type (with numbers) :
 Identification Marks :
 Manufacturer / Authorized Agent :
- (v) **Air Injection** : [page ____ of Doc ()]
 Description and drawing number :
 Type (Pulse air, air pump etc.) :
- (vi) **Exhaust Gas Recirculation** : [page ____ of Doc ()]
 Description and drawing number :
- (vii) **Evaporative Emission Control System:** [page ____ of Doc ()]
 Description and drawing number :
 Drawing number of Carbon Canister :
- (viii) **Other Anti-Pollution Devices** : [page ____ of Doc ()]
 Description and drawing number :

A.4) Description and Diagram of Motorcycle / Motor Tricycle with Overall Dimensions [page ____ of Doc ()]

Note: Attach separate sheet(s) showing a plan view, a front view and a lateral (side) view of Motorcycle if necessary

Petrol Vehicle Fuel Tank Filling Pipe Neck Inside Diameter $\leq 23.6\text{mm}$:
 Fuel Tank Filling Pipe Neck Inside Diameter for Petrol Vehicle = ____ mm

Overall Dimensions of M

_____ (Length) x _____ (Width) x _____ (Height) mm

A.5) Maintenance and Service Schedule under Normal and Severe Use [page ____ of Doc ()]

Note: Attach separate sheet(s) if necessary

II.B. Exhaust Emission Results

Important Notes:

- (1) For emission tests conforming to EC Directive, please complete Parts B.1 and B.2 and provide necessary EC Type Approval Certificates for Exhaust Emission, Gaseous and Particulate Emission, or third party supporting information such as emission test report, etc. for verifying the emission test results in Part B.2.
- (2) For emission tests conforming to Japan Standard, please complete Parts B.1 and B.2 and provide the following information:
- Emission testing results originated from MLIT / local Land Transport Bureau emission testing report.
 - A copy of MLIT gazette / local Land Transport Bureau Notification attached.
 - MLIT gazette / local Land Transport Bureau Notification not available and will be submitted later.
- (3) For emission tests conforming to US Standard (only applicable to motor tricycle), please complete Parts B.1 and B.2 and provide necessary supporting information such as emission test reports for verifying emission test results in Part B.2.

B.1) Certificate of Compliance for Motorcycle Gaseous Emission

1. List out EC Certificate Number / Conforming Standard for

Whole Vehicle Type Approval : [page __ of Doc ()]
Exhaust Emission : [page __ of Doc ()]
Fuel Consumption : [page __ of Doc ()]

2. List out Test Report Number for

Whole Vehicle Type Approval : [page __ of Doc ()]
Exhaust Emission : [page __ of Doc ()]
Fuel Consumption : [page __ of Doc ()]
OBD System : [page __ of Doc ()]
Test Fuel Specifications : [page __ of Doc ()]

B.2) Motorcycle Exhaust Emission Test Report

1. Identification of Motorcycle Tested

Engine No. ^{E1} : [page ____ of Doc ()]
Chassis No. ^{E1} :
Odometer Reading (km) :

2. Emission Test Results

2.1 Type I Test [page ____ of Doc ()]

Date of Testing:

<i>Parameter</i>	<i>Emitted Mass</i>	<i>Unit</i>	<i>Deterioration Factor</i>	<i>Results</i>	<i>Limit</i>
CO		(g/km)			
HC		(g/km)			
NOx		(g/km)			
PM (for Euro 4 (diesel) or Euro 5)		(g/km)			
NMHC (for Euro 5)		(g/km)			

2.2 Type II Test (Roadworthiness Test) [page ____ of Doc ()]

Date of Testing:

	CO Value (% Vol.)	Lambda	Engine speed (min ⁻¹)	Engine oil temp (°C)
Low (Normal) Idle Test				
High Idle Test				

2.3 Type III Test [page ____ of Doc ()]

Date of Testing :

Test Result :

2.4 Type IV Test [page ____ of Doc ()]

Test Result : _____

Limit : 2.0 g/test

2.5 Type VII Test [page ____ of Doc ()]

	Declared Value	Measured Value
CO ₂ Emission (g/km)		
Fuel Consumption (L/100km)		

^{E1} Details of the engine / chassis code to support the vehicle / engine tested are applicable to the applied vehicle

Name and Address of the Approved Test Laboratory:

Laboratory Approved by (Name and address of National or Recognised Authority):

II.C. Details of the Noise Emission Test and the Test Results

Important Notes:

- (1) For noise emission tests conforming to United Nation Economic Commission for Europe (UNECE) Standard Regulation No.41, 04 series amendment (41R-04), please complete this Part and Appendix I: Items 1, 2 & 3 and provide necessary supporting information such as noise test report from third party, etc. for verifying the noise test results.
- (2) For noise emission tests conforming to European Union (EU) Directive, please complete this Part and Appendix I and provide necessary EU Type Approval Certificate for Noise Emission or certificate for noise emission issued by third party recognized by EU Type Approval Authority, etc. for verifying the noise emission test results in Part C.2 & Appendix I. A copy of the corresponding test report is necessary.
- (3) For noise emission tests conforming to Japan Standard, please complete this part and Appendix I and complete the following information:
 - This model is approved under type designation system for device in Japan.
 - This model is approved under motor vehicle type designation system in Japan.
 - A copy of the test report recognized/approved by Japan Authority / NTSEL or any other documents which can prove noise emission in compliance to the satisfaction of the EPD is attached.

C.1) Certificate of Compliance for Motor Vehicle Noise Emission

CERTIFICATE OF COMPLIANCE FOR MOTOR VEHICLE NOISE EMISSION

The vehicle/engine type _____ described below, offered for sale in Hong Kong, complies with the noise emission standards as laid down in the Noise Control (Motor Vehicles) Regulation (Cap. 400I).

Vehicle Make : _____
Commercial Name (or Model Name or Sale Designation) : _____
Class of Vehicle : _____
Manufacturer's Name and Address : _____

Conforming Noise Standards : _____

The noise emission test results for the test motor vehicle are summarized in Part C.2 as follows.

Name and address of Manufacturer's testing site or Acoustic Testing Laboratory :

Authorized for issue (Signature) : _____
Name and Position : _____
Date : _____

C.2) Motor Vehicle Noise Emission Level Test Results:

The description of the motor vehicle and

is in Parts A.1 & A.2.

Identification of Vehicle Tested

Number of Type Approval Certificate(s) :

Number of Test Report(s) :

Vehicle Type :

Variant :

Version :

Engine No. ^{N1} :

Electric Motor No. ^{N1} :

Chassis No. ^{N1} :

Test Date :

Test Site :

Name and Address of the Technical Service Responsible for Carrying Out the Tests:

Conforming Noise Standards

The tests have been carried out in accordance with the testing procedures of the noise standards in the Noise Control (Motor Vehicles) Regulations. The specific testing procedures adopted are as follows:

- Moving Vehicle Noise Test (UNECE 41R-04 only)
- Stationary Noise Test (UNECE 41R-04 and EU standard)
- Additional Sound Emission Provisions (UNECE 41R-04 only)
(ASEP) Test
- Accelerated Running Noise Level Test (EU and Japan standard)
- Steady Running Noise Level Test (Japan standard only)
- Proximity Stationary Noise Level Test (Japan standard only)

*You should also **provide the appropriate test results** which comply with the noise standards indicated above. A model test results format as shown in the Appendix I, for reference, should facilitate the interpretation of test results.*

^{N1} Details of the engine / electric motor / chassis code to support the vehicle / engine / electric motor tested are applicable to the applied vehicle

Appendix I: Model Format for the Presentation of the Motor Vehicle Noise Results

1) Moving Vehicle Noise Test (for UNECE 41R-04 only):

Source of reference: [page ____ of Doc ()]

Full throttle acceleration test		Power-to-mass ratio, PMR			Reference acceleration, $a_{wot,ref}$ (m/s ²)		Target acceleration, a_{urban} (m/s ²)		
Used gear position	Specified speed (km/h)	Average test speed (km/h) and engine speed (min ⁻¹) ^{N2}			Ambient noise level [dB(A)]	Average compensated vehicle noise level [dB(A)]		Average acceleration $a_{wot(i)}$ (m/s ²)	Intermediate level $L_{wot(i)}$ [dB(A)]
		$v_{AA'}^{N2}$	$v_{PP'}^{N2}$	$v_{BB'}^{N2}$		Left	Right		
		$n_{AA'}^{N2}$	$n_{PP'}^{N2}$	$n_{BB'}^{N2}$					
Constant speed test									
Used gear position	Specified speed (km/h)	Average test speed (km/h) and engine speed (min ⁻¹) ^{N2}			Ambient noise level [dB(A)]	Average compensated vehicle noise level [dB(A)]		Intermediate level $L_{crs(i)}$ [dB(A)]	
		$v_{AA'}^{N2}$	$v_{PP'}^{N2}$	$v_{BB'}^{N2}$		Left	Right		
		$n_{AA'}^{N2}$	$n_{PP'}^{N2}$	$n_{BB'}^{N2}$					
Final test result									
Gear weighting factor (k)					L_{wot} rep [dB(A)]		L_{crs} rep [dB(A)]		
Partial power factor (k_p)					L_{urban} [dB(A)]		Limit of L_{urban} [dB(A)]		

2) Stationary Noise Level Test (for UNECE 41R-04 and EU standard)

Source of reference: [page ____ of Doc ()]

No. of Measurement	Engine speed delivering maximum powered output (rpm)	Test speed (rpm)	Ambient noise level [dB(A)]	Motor vehicle noise level [dB(A)]				Test result [dB(A)]
				Measured value		Compensated value		
				Left	Right	Left	Right	
1								
2								
3								
4								

^{N2} AA', PP' and BB' represent positions at entry, microphone position and exit along the test track respectively. Necessary test speed and engine speed results of each individual measurement shall be provided in the detailed vehicle test report for conformity assessment. **The average values of all individual measurements are to be provided here.**

- 3) ASEP Test (where applicable, for vehicles of category L3 with PMR>50) (for UNECE 41R-04 only) // OR a copy of statement as per the Appendix of Annex 8 in 41R-04:

Source of reference: [page ____ of Doc ()]

ASEP Control Range		Power-to-mass ratio			Idle engine speed (min ⁻¹)		n _{BB'} (min ⁻¹)			
Used gear position	Specified v _{BB'} (km/h)	Test speed (km/h), engine speed (min ⁻¹) & acceleration (m/s ²)			Ambient noise level [dB(A)]	Compensated vehicle noise level [dB(A)]		ASEP noise level [dB(A)]	ASEP noise limit [dB(A)]	
		v _{AA'} ^{N3}	v _{BB'} ^{N3}	a _{ASEP}		Left	Right			
		n _{AA'} ^{N3}	n _{BB'} ^{N3}							
Test Point 1										
Test Point 2										
Test Point 3										
Test Point 4										

^{N3} 1) For two or more test gears, please fill in supplementary sheet with the similar format as above and submit separately;
 2) AA', BB' represent positions at entry and exit along the test track, respectively; necessary results of each individual measurement shall be provided in the detailed vehicle test report for conformity assessment.

4) Accelerated Running Noise Level Test (for EU and Japan standard)

Source of reference: [page ____ of Doc ()]

No. of Measurement	Used gear position or range	Specified speed (km/h)	Test speed (km/h)		Ambient noise level [dB(A)]	Motor vehicle noise level [dB(A)]				Test result [dB(A)]	Noise level limit [dB(A)]
			Entry	Exit		Measured value		Compensated value			
						Left	Right	Left	Right		
1											
2											
3											
4											

5) Steady Running Noise Level Test (for Japan noise standard only)

Source of reference: [page ____ of Doc ()]

No. of Measurement	Used gear Position or range	Specified speed (km/h)	Test speed (km/h)	Ambient noise level [dB(A)]	Motor vehicle noise level [dB(A)]		Test result [dB(A)]	Noise level Limit [dB(A)]
					Measured value	Compensated value		
1								
2								

6) Proximity Stationary Noise Level Test (for Japan noise standard only)

Source of reference: [page ____ of Doc ()]

No. of Measurement		Engine speed delivering maximum powered output (rpm)	Ambient noise level [dB(A)]	Motor vehicle noise level [dB(A)]		Test result [dB(A)]	Noise level limit [dB(A)]
				Measured value	Compensated value		
Left	1						
	2						
Right	1						
	2						

Notes 註釋

1. EPD will not accept any original documents that contain erasures or amendments unless the applicant can provide a reasonable explanation accompanied by documentary proof recognised by the EPD (e.g. explanation letters issued by vehicle manufacturers or foreign government authorities).
環保署不會接納任何經過塗擦或更改的正本文件，除非申請人能提供合理解釋，並且附上環保署認可的證明文件（例如，由車輛製造商或外國運輸當局所簽發的解釋信）。
2. All documents submitted should be in either English or Chinese. Otherwise, they must be accompanied by English or Chinese translations certified by organisation recognised by the EPD (e.g. foreign consulates, professional translation company, etc.).
所有遞交的文件必須以英文或中文書寫。如果文件是以英文或中文以外的另一語文寫成，該等文件必須附有由環保署認可機構（例如，外國領事館、專業翻譯公司等）所簽證的英文或中文譯本。

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by means of this form will be used by Environmental Protection Department for one or more of the following purposes:
 - a. activities relating to the processing of your submission in this form;
 - b. administration and enforcement of relevant environmental legislation;
 - c. pollution complaint investigations;
 - d. statistical and any other legitimate purposes; and
 - e. to facilitate communications between Government and yourself.
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to :
 - a. other government bureaux and departments, and any other third party service providers for the purpose mentioned in paragraph 1 above; and
 - b. other persons as permitted by the relevant legislation.

Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquires

5. Enquires concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to :
Senior Environmental Protection Officer (Knowledge Management)
33/F., Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong.
Tel: 2838 3111 Fax: 2838 3111

收集個人資料

收集個人資料的目的

1. 你在這份表格上提供的資料，環保署將用於下列一項或多項用途：
 - a. 與處理本表格申請事項有關的工作；
 - b. 有關環境法例的執行和執法；
 - c. 污染投訴調查；
 - d. 統計及其他法定用途；以及
 - e. 方便政府跟你聯絡。
2. 是否在本表格上提供個人資料，純屬自願性質。如果你不提供足夠的資料，本署未必可以處理你的申請。

獲轉交個人資料人士的類別

3. 你在本表格上提供的個人資料，本署可向下列人士披露：
 - a. 索取該等資料以作上文第1段用途的其他政府決策局、部門及第三方服務提供者；以及
 - b. 按有關法例獲准的其他人士。

查閱個人資料

4. 根據個人資料（私隱）條例第18條及第22條及附表1第6原則的規定，你有權查閱和更改個人資料。你查閱個人資料的權利，包括取得這份表格上提供的個人資料副本。

查詢

5. 如欲查詢經本表格填報的個人資料，包括查閱和更改個人資料，可去信：
香港灣仔告士打道5號稅務大樓33樓
高級環境保護主任（知識管理）
電話： 2838 3111 傳真： 2838 3111