Application for Designation

as a

Vehicle Emission Testing Centre

under the Road Traffic Ordinance (Cap. 374)

APPLICATION FORM

Aug 2026

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Application for Designation as a
Vehicle Emission Testing Centre (VETC)
under the Road Traffic Ordinance (Cap. 374)

General Notes for Applicants

Applicants should note and follow the guidance below :

i. Please complete all information in this application form.

ii. Please ensure that all the information in this application form is accurate and **do not** attach any original documents. Photocopies are sufficient at this stage while originals may be required when necessary. If there is insufficient space to provide specific information, please present details on the separate sheet(s) as an attachment to this application form.

iii. Please submit a separate application for each vehicle emission testing centre.

Requirements for VETC

i. To qualify for inclusion in the list of designated VETCs, each applicant must have proven experience in motor vehicle servicing / maintenance.

ii. Supervisory staff (i.e., the Responsible Person of the centre) and the Approved Vehicle Emission Tester (the Tester) must have the required experience in their respective trades. The Code of Practice for Designated Vehicle Emission Testing Centres issued by the Commissioner for Transport (the CoP) and paragraph 3 of the Guidance Notes for the Submission of Application Form for Designation as a Vehicle Emission Testing Centre (the Guidance Notes) describe the relevant requirements. (Proof should be available for inspection when required).

iii. Each applicant must have the necessary facilities and equipment to carry out the relevant vehicle emission tests as prescribed in the CoP. Paragraph 4 of the Guidance Notes describes the relevant requirements.

Section A

Details of Applicant

1. Registered Company Name: _____

2. Registered Company Address: _____
   _____

3. Nature of Business:

   (a) Business Registration Certificate No.: _____
   Name of Certificate Holder: _____

   (b) Certificate of Incorporation No.: _____
   Name of Certificate Holder: _____

4. Contact Person: _____
   Telephone No.: _____
   Fax No.: _____
   Email: _____

5. Correspondence Address:
   (if different from the address given above)
   _____
   _____
   _____

6. Financial status / Proof provided (e.g., Bankers' References):
   _____
   _____

7. Actual Location of Vehicle Emission Testing Centre:
   _____
   _____
   _____

Section B

Organisation of Testing Centre

The applicant shall state below the centre's organisation for conducting the vehicle emission testing work and attach an organisation chart showing the structure of line management, supervisory staff and vehicle emission testers together with job titles for each post.

1. Managerial Staff

   (a) Name of Manager: _____

   (b) Qualifications and details of relevant experience:

   _____

   _____

   _____

   _____

   (c) Length of service with company in the present capacity:

   _____

2. List of Responsible Person(s) (R.P.)

Name	HKID Card No. (Alphabet+first 4 digits)	R.P. No.

3. Approved Vehicle Emission Tester(s)

Name	HKID Card No. (Alphabet+first 4 digits)	Tester No.

Section C

Technical Facilities Available

1. Approximate size of the dedicated area for the vehicle emission testing centre:

   _____

   _____

2. Headroom clearance of the testing area and access passage:

   _____

   _____

3. Location of the testing area within the garage (see paragraph 4 of the Guidance Notes):

   _____

   _____

4. Vehicle emission testing equipment:

Item	Type of Equipment	Quantity
(a)	Dynamometer Smoke Test System	
(b)	Alternative Smoke Test System	

Section D

Testing Capacity and Services Provided

1. The applicant's projected maximum testing capacity in terms of the number of vehicles that can be tested per month, in accordance with the vehicle emission tests as set out in the Code of Practice for Designated VETCs for each class of vehicles, is described below:

   (a) Group A _____
   (b) Group B _____
   (c) Group C _____

2. Operating hours during which the testing service is available: _____
   _____

3. Drive system of vehicles applied for testing: AWD / 2WD*

   *Please delete as appropriate

4. Classes of vehicles applied for testing: (Please tick)

   Group A

   Including:

   (a) Private cars ☐

   (b) Taxis ☐

   (c) Public light buses ☐

   (d) Private light buses ☐

   (e) Light goods vehicles ☐

Group B

Including:

(f) Medium goods vehicles ☐

(g) Single-deck private buses ☐

(h) Single-deck public buses ☐

Group C

Including:

(i) Heavy goods vehicles ☐

(j) Double-deck private buses ☐

(k) Double-deck public buses ☐

(l) Special purpose vehicles ☐

Section E

Declaration

I hereby declare that the particulars stated in this application form are true and complete to the best of my knowledge.

Signature: _____

Name in Block Letter: _____

Title: _____

Date: _____

_____

(Company Chop)

(Please state whether sole-proprietor, partner, director or otherwise authorised to sign on behalf of the company)

Guidance Notes for the Submission of Application Form for Designation as a Vehicle Emission Testing Centre (VETC)

1. Introduction

1.1 The completed application form should be returned to the Vehicle Examination Division of the Transport Department, 10/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon, Hong Kong and copied to the Mobile Source Group of the Environmental Protection Department, 7/F, North Tower, Tseung Kwan O Government Offices, 30 Tong Yin Street, Tseung Kwan O, Sai Kung, New Territories.

1.2 Applicants for inclusion in the list of Designated Vehicle Emission Testing Centres are required to make available, at the time of application, evidence of their financial status and evidence of their permanent administration, office, workshop facilities & equipment and labour resources for their sole use, enabling them to conduct the number of vehicle emission tests specified in Section D of the application form.

1.3 Applicants are advised to fill in all the required information. Any omissions or incomplete details may delay application processing.

2. Registered Name of Company (Section A of the Application Form)

2.1 The name of the applicant will appear in the list of Designated Vehicle Emission Testing Centres if the application is successful.

2.2 The Business Registration Certificate refers to Form 2 issued by the Commissioner of Inland Revenue under Regulation 5 of the Business Registration Regulations (Cap. 310, Section 14). A photocopy must be attached to the returned application form. A certified true copy as defined under Regulations 5 and 7 of the Business Registration Regulations (Cap. 310) is NOT necessary at the stage of submission. The certified true copy may be requested if necessary.

2.3 In the case of an incorporated company, a copy of the Certificate of Incorporation must be attached to the returned application form.

2.4 A photocopy of the appropriate application form for obtaining a certified copy of the registration as a business under the Business Registration Ordinance (Cap. 310, Section 5) lodged with the Commissioner of Inland Revenue must be attached to the returned application form as follows:

(a) in the case of a sole proprietorship - Form 1(a);
(b) in the case of a partnership - Form 1(c) (as amended by Change of Partnership Form IRDR 64).

Financial Status

2.5 Companies on the list of Designated Vehicle Emission Testing Centres will be required to have adequate financial resources for carrying out the emission testing obligations as specified in Section D of the application form. The Environmental Protection Department may at any time make enquiries into the financial status. It is probable that such an enquiry would be made during the processing of the application for admission to the list of Designated Vehicle Emission Testing Centres as a matter of course.

2.6 Evidence of financial status, in the form of Bankers' References or Auditors' Reports, should be submitted together with the completed application form. Inadequate finances could be a cause for rejection of an application, or removal of a company's name from the list of Designated Vehicle Emission Testing Centres.

3. Organisation of Testing Centre (Section B of the Application Form)

3.1 The applicant shall specify the qualifications, past experience, and length of service of all staff listed in the relevant organisation chart who will be engaged in the vehicle emission tests.

4. Workshop Facilities and Equipment (Section C of the Application Form)

4.1 Full information of the facilities and equipment that will be employed for the testing of vehicle emissions must be given. Such information should be supported by relevant manufacturer's test data sheets, certificates or manuals. It can be provided as a separate attachment in the returned application form, if necessary.

4.2 It is essential that sufficient accessories and spare parts for the emission testing facilities, such as smokemeters, engine tachometers and other essential testing instruments are available to minimise the downtime of the testing service.

4.3 A general layout plan showing the area designated exclusively for testing vehicle emissions (with entry and exit points indicated), installation of the testing equipment and workshop facilities, and the waiting area for clients must be attached as an appendix to the application form.

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