



客戶/車輛資料更新表格

致：起亞汽車香港 客戶關係部

- (1) 為保障客戶資料，車主必須在出示牌簿後，資料才會被確認。
(2) 填妥表格後，請連同牌簿交回KIA 售後顧問、或把此表格連同牌簿副本電郵至customer.relationships@kamlung.com 或 傳真至 (852) 3475 0599。
(3) 請以正楷填寫，並在適當位置加上別號。

第一部分 - 車輛基本資訊

*必須填寫

| | | | |
|--|---|---|--|
| 登記車牌號碼 | | 車輛底盤號碼 | |
| <input type="checkbox"/> 更新車牌號碼 (必須與牌簿相同) | | | |
| 舊車牌號碼 | 新車牌號碼 | <input type="checkbox"/> 取消車輛登記 原因：出售/其他：_____ | |
| <input type="checkbox"/> 更新車主資料 (必須與牌簿相同) | | | |
| *必需由登記車主申請，並提交新牌簿副本(正及底面)、登記車主身份證明文件/商業登記証副本乙份 *必須填妥本表格內所有車主及車輛資料部份 | | | |
| <input type="checkbox"/> 車輛以私人名義登記 | | | |
| <input type="checkbox"/> 先生 姓 <input type="checkbox"/> 小姐 <input type="checkbox"/> 太太 | 名 | 香港身份證號碼/護照號碼 | 出生日期(年/月/日) |
| <input type="checkbox"/> 車輛以公司名義登記 | | | |
| 公司名稱 | 聯絡人姓名 | 商業登記証號碼 | |
| <input type="checkbox"/> 更新車主聯絡資料 | | | |
| *必須填寫 | | | |
| 電郵地址* | | 手提電話* | 辦公室 住宅 |
| 通訊地址* | | | |
| 室 | 樓 | 座 | 大廈名稱 屋苑名稱 |
| 街道號碼/街道名稱 | | 地區/區域/郵寄代碼* | <input type="checkbox"/> 香港 <input type="checkbox"/> 九龍 <input type="checkbox"/> 新界 <input type="checkbox"/> 其他國家：_____ |
| 以上所修改的地址將應用於： <input type="checkbox"/> 本人現時登記於起亞汽車香港有限公司的所有車輛 <input type="checkbox"/> 只有下列登記車輛：_____ | | | |
| <input type="checkbox"/> 新增車輛常用聯繫人 | | | |
| 與車主關係 <input type="checkbox"/> 常用駕駛者 <input type="checkbox"/> 公司司機 <input type="checkbox"/> 其他(請註明)_____ | <input type="checkbox"/> 先生 姓 <input type="checkbox"/> 小姐 <input type="checkbox"/> 太太 | 名 | |
| 電郵地址* | | 手提電話* | 辦公室 住宅 |
| <input type="checkbox"/> 補領新車保用手冊 | | <input type="checkbox"/> 更新保單資料 | |
| 申請補領(費用 港幣壹千壹百元正) *「新車保用手冊」中僅包含定期保養記錄。 *必需由登記車主申請，並提交新牌簿副本(正及底面)、登記車主身份證明文件/商業登記証副本乙份。 *必須填妥本表格內所有部份。 | | <input type="checkbox"/> 需要，我希望透過起亞汽車保險部為我的保單更新資料 | |

第二部分 - 使用個人資料的重要通知

KIA Motors (Hong Kong) Limited 和 Kam Lung Motor Group (下稱本公司) 有意使用您的個人資料(包括您的名稱、聯絡資料及其他資料等)以直接促銷我們的服務和商品。由本公司持有的個人資料將予以保密，但本公司可能會在合理的情況下使用或處理您的個人資料，或把您的個人資料披露或轉移予本公司的相關機構、第三方金融機構、承保人、市場調查服務供應商、市場活動策劃公司及其他服務供應商，以作直接促銷之用，包括但不限於：

- (一) 發送新產品、汽車配件和即將推出的服務的通知；
(二) 提供企業通訊和更新；
(三) 發送維修保養、續牌及續保等提示；
(四) 發送活動邀請和特別促銷活動的通知；及
(五) 進行市場、服務或產品分析或研究、發展或改善汽車服務或有關產品。如果您反對本公司/集團使用您的個人資料作上述直接促銷用途，請於在以下位置加上別號。

*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。

本人不同意 KIA Motors (Hong Kong) Limited 和 Kam Lung Motor Group 使用本人的個人資料作上述直接促銷用途。

第三部分 - 聲明及簽署

請注意：

- KIA Motors (Hong Kong) Limited 和 Kam Lung Motor Group 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、資料當事人或授權人應自行與有關方面辦理。
- 任何有關姓名、地址或身份證明文件的變更，車主或資料當事人必須在變更出現後72小時內以書面或遞交已填妥的運輸署表格(559)，將有關變更通知運輸署署長。
- 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。
- 若您未能向我們提供所需的個人資料，我們未必可以在電腦系統完成有關新車主登記程序，亦可能因此未能為您提供在本表格第三部份所述的產品及服務。
- 您可以在任何時間以免費形式撤回給予我們使用閣下之個人資料作直接促銷的許可。您在給予上述同意後如希望撤回使用其個人資料作直接促銷的同意，請發送書面通知至香港九龍灣臨樂街19號南豐商業中心708室錦龍汽車集團客戶關係部或電郵至 unsubscribe@kamlung.com

本人已閱讀、理解並同意本私隱聲明的上述條款。

X _____
登記車主簽署/公司蓋印

X _____
登記車主之授權人簽署

登記車主之授權人姓名

簽署日期

簽署日期

辦事處專用

售後部專用

客戶關係部專用

- 元朗售後中心
- 荃灣售後中心
- 筲箕灣售後中心

負責銷售/售後顧問： _____

處理日期： _____

- 轉車主車牌
- 完成本表格所有部分
 - 收妥牌簿副本
 - 核對車主身份證副本(簽名)
- 非車主本人辦理，需額外提交：
- 收妥轉車主手續授權書
 - 收妥授權人身份證副本

核實人員： _____

核實日期： _____





Change of Contact/Vehicle Details Form

To: KIA Hong Kong 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 KIA Service Department with a copy of your VRD, by email to customer.relations@kamlung.com or by fax to (852) 3475 0599.
- (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. |
| <input type="checkbox"/> Miss | | | | Date of Birth (YYYY-MM-DD) |
| <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 KIA HK <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 |
| <input type="checkbox"/> Replacement of "Warranty & Service Handbook" | | | <input type="checkbox"/> Update my Insurance Policy | |
| Replacement Fee (HKD 1,100) * Only Regular Maintenance records will be included in the "Warranty & Service Handbook". * 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. | | | <input type="checkbox"/> Yes, I hope to update my policy through Kia Motor Insurance Department. | |
| Part 2 - Important Notice on Use of Personal Data | | | | |
| KIA Motors (Hong Kong) 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. KIA Motors (Hong Kong) 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 unsubscribe@kamlung.com | | | | |
| I have read, understand and agree to the above terms of this privacy statement. | | | | |
| X _____ Owner's Signature/Company Chop | | X _____ Authorized Person's Signature | | |
| _____ | | _____ | | |
| _____ | | Authorized Person's Full Name | | |
| _____ | | _____ | | |
| Date of Signature | | Date of Signature | | |

Office Use

KIA Service Center

CRM

Yuen Long Service Center

Salesman/
Service Advisor : _____

Tsuen Wan Service Center

Shau Kei Wan 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 : _____

