



# 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 Kia Service Centre with a copy of your VRD, or email to Customer Relations Department at customer.relations@kamlung.com or by fax to 3996 7001.
- (3) Please fill in with block letters and tick the box when necessary.

(\*Mandatory)

## Part 1 - General Vehicle Information

Registered Vehicle License No.*	Chassis No.
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### 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 _____

### 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)

#### Vehicle Registered by Individual

<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.			

#### Vehicle Registered by Company

Company Name*	Name of Contact Person*	Business Registration No.
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### Change of Vehicle Owner Contact Details

Email Address*	Mobile*	Office	Residential
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### Correspondence Address\*

Room / Flat	Floor	Block	Building	Estate
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Street No. & Name	District	Area <input type="checkbox"/> Hong Kong <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories	The above address applies to <input type="checkbox"/> All my existing vehicles registered in Kia HK <input type="checkbox"/> Only the specified vehicle(s): _____
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### Add Contact Person

Relationship with the owner <input type="checkbox"/> Common driver <input type="checkbox"/> Company driver <input type="checkbox"/> Other (please specify) _____	<input type="checkbox"/> Mr. Last Name* <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	First Name*
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Email Address*	Mobile*	Office	Residential
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### Replacement of "Warranty & Service Handbook"      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.
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## 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.

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

## Part 3 - Declaration and Signature(s)

- 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.
- 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.
- 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.
- 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.
- 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 G/F, 47-51 Chai Wan Kok Street, Tsuen Wan, New Territories, Hong Kong or send an email to unsubscribe@kamlung.com

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

<p>X _____ Owner's Signature/Company Chop</p> <p>_____</p> <p>Date of Signature</p>	<p>X _____ Authorized Person's Signature</p> <p>_____</p> <p>Authorized Person's Full Name</p> <p>_____</p> <p>Date of Signature</p>
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Sales Consultant/  
Service Advisor: \_\_\_\_\_

- Yau Tong Service Centre
- Yuen Long Service Centre
- Tsuen Wan Service Centre

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)

Verified by: \_\_\_\_\_

**Additional document for authorized person:**

- Receive authorization letter
- Receive the ID card copy of the authorized person

Date: \_\_\_\_\_

