

LEGISLATIVE COUNCIL BRIEF

JUDICIARY (FIVE-DAY WEEK) (MISCELLANEOUS AMENDMENTS) BILL 2016

INTRODUCTION

A At the meeting of the Executive Council on 16 February 2016, the Council ADVISED and the Chief Executive ORDERED that the Judiciary (Five-day Week) (Miscellaneous Amendments) Bill 2016 (the Bill), at **Annex A**, should be introduced into the Legislative Council (LegCo).

JUSTIFICATIONS

The Government's Policy Initiative

2. The Government implemented the five-day week initiative starting from 2006 with the objective of improving the quality of civil servants' family life but without affecting the overall level and efficiency of public services or incurring additional costs to the taxpayers. The Government has to abide by the following four basic principles in their implementation of the five-day week initiative –

- (a) no additional staffing resources;
- (b) no reduction in the conditioned hours of service of individual staff;
- (c) no reduction in emergency services; and
- (d) continued provision of some essential counter services on Saturdays.

Five-day Week in the Judiciary

3. In April 2006, having regard to the policy initiative proposed by the Government and that Judiciary Administration staff are essentially civil servants, the then Chief Justice decided in principle to adopt a five-day week for the Judiciary. This has been/will be implemented in a phased manner –

- (a) *Phase I commenced on 1 July 2006* : a five-day week generally applies to court sittings¹ and back offices which have no interface with members of the public;
- (b) *Phase II commenced on 1 January 2007* : this covers services which have a public interface but the switch to a five-day week entails administrative arrangements rather than legislative amendments, e.g. those provided by the Resource Centre for Unrepresented Litigants as well as Press and Public Relations Office; and
- (c) *Phase III* : this intends to cover those services which have a public interface and the switch to a five-day week entails legislative amendments. These are mainly the services provided by court offices and include court registries and accounts offices of various levels of court, Bailiffs' Offices, Probate Registry as well as Oaths and Declarations Office.

Present Position

4. Since July 2006, Judges and Judicial Officers of the Judiciary have generally been enjoying a five-day week and not been required to work on Saturdays/alternate Saturdays.

5. As at 30 September 2015, there were about 1,600 full-time support staff in the Judiciary (both civil service and non-civil service staff), of which more than 930 (i.e. 58%) were working on various five-day week patterns. The remaining 670 (i.e. 42%) staff members or so were yet to enjoy a five-day week.

¹ Generally, no sittings are listed on Saturdays with the exception of some special hearings and a Saturday sitting roster arrangement has been introduced in the Magistrates' Courts to deal with fresh remand cases.

On the other hand, admission ceremonies continue to be held on Saturday mornings.

Proposed Implementation of Final Phase

6. During the past years, the Judiciary has been engaging in preparatory work, in particular the preparatory work for amending the relevant legislation in relation to the implementation of the final phase of a five-day week. The Judiciary considers it appropriate at this juncture to pursue the implementation of the final phase. Legislative amendments which involve changes to various primary and subsidiary legislation are required to take this forward.

Minimizing Impact on Critical Services

7. The Judiciary's primary consideration is to ensure that the essential services will not be affected. Specifically, the proposed implementation of the final phase of a five-day week will not affect the following services –

- (a) fresh remand cases at Magistrates' Courts, which have to be brought before the court in order to satisfy the 48-hour requirement under, for example, section 52(1) of the Police Force Ordinance (Cap. 232) and section 10A(6) of the Independent Commission Against Corruption Ordinance (Cap. 204);
- (b) urgent applications made to various levels of court², which have to be dealt with outside office hours, including Saturdays;
- (c) urgent applications for enforcement of judgments, which have to be dealt with outside office hours, including Saturdays;
- (d) urgent court sittings, which have to be fixed outside office hours, including Saturdays; and
- (e) admission ceremonies, which will continue to be held on Saturdays.

Operational Implications

8. Generally speaking, the current opening hours of the court offices which are now open on Saturdays are 38 hours per week, i.e.

² Examples are applications for orders to prohibit disposal of assets and to allow entry and search of premises.

from 09:00 to 13:00 and 14:00 to 17:00 from Mondays to Fridays; and from 09:00 to 12:00 on Saturdays.

9. Under a five-day week pattern, the Judiciary proposes to extend the opening hours of the court offices³ so that they will open from 08:45 to 13:00 and from 14:00 to 17:30 from Mondays to Fridays.

10. Upon implementation of Phase III of a five-day week, the aggregate opening hours of the above offices will be increased from 38 hours by 45 minutes to 38 hours 45 minutes per week.

11. The Judiciary notes that there are generally not many users for court offices on Saturdays at the moment. That said, in consultation with the legal profession, the Judiciary will put in place some administrative arrangements to facilitate the possible opening of court offices on Saturdays as necessary. The proposed arrangements, to be first tried out for six months after the proposed legislative amendments come into effect and to be refined afterwards as necessary, are as follows –

- (a) For the Court of Final Appeal (“CFA”), High Court and District Court : to cater for any possible bail payments on Saturday mornings after the full implementation of a five-day week, a bail applicant may contact the relevant registry not later than 5:00 pm on a Friday if he/she wants to make a bail payment etc. on the following Saturday morning. Upon receiving such a request, the respective registry and accounts office will make arrangement for staff to be on duty to receive the payment, and where necessary, arrangement will also be made for the relevant Registrar/Master to attend urgent matters related to the approval of surety; and

³ The court offices to be affected are as follows -

- (a) Registry and Accounts Office of the Court of Final Appeal;
- (b) High Court Registry;
- (c) Registry of the Competition Tribunal;
- (d) Civil & Criminal Registry and Appeals Registry of the Clerk of Court’s Office;
- (e) Probate Registry;
- (f) Accounts Offices of the High Court and the Competition Tribunal;
- (g) Registries and Accounts Offices of the District Court, Family Court, Small Claims Tribunal, Lands Tribunal, Labour Tribunal;
- (h) Registry of the Coroner’s Court;
- (i) Registry of the Obscene Articles Tribunal;
- (j) Registries and Accounts Offices of the Magistrates’ Courts;
- (k) General Offices of the Bailiff Section; and
- (l) General Office (Certification and Translation) of the Court Language Section.

- (b) For Magistrates' Courts : currently, the seven Magistrates' Courts form three groupings to take turn to handle fresh remand cases on Saturdays. This grouping of courts will continue to operate upon full implementation of a five-day week, i.e. three Magistrates' Courts (together with the respective registries and accounts offices) would operate on each Saturday morning to handle fresh remand cases and possible bail payments. Similar to the above proposed arrangements for the High Court and District Court etc., a bail applicant would also be required to contact the relevant staff in advance so that he/she can be told which Magistrates Courts to approach for making payment. Where there is surety which needs to be approved, the Magistrate of the duty Magistrates' Court concerned can approve the surety accordingly.

Need for Legislative Amendments

12. It is necessary to amend various primary and subsidiary legislation to allow the court offices to switch to a five-day week for the following key reasons –

- (a) Computation of time : to exclude Saturdays for the computation of time for court proceedings, so that, for example, if the last day for filing a claim, initiating prosecution or taking a step in court proceedings falls on a Saturday, the closure of a registry on that day will not deprive a litigant's or the prosecution's right; and
- (b) Opening days/times of the Court Offices : certain provisions in the legislation need to be amended so that they will be consistent with the opening days or times of the court offices under a five-day week pattern. Besides, the Judiciary proposes to empower the Chief Justice and the relevant Registrars to open certain court offices on Saturdays and any other days as necessary in order to handle urgent cases etc.

OTHER OPTIONS

13. We must amend the legislation to enable the Judiciary to close the court offices on Saturdays without jeopardizing the rights of the litigants. There are no other options.

THE BILL

14. The main provisions of the Bill are set out as follows –
- (a) **Clause 3** adds a new subsection (1A) to section 71 of the Interpretation and General Clauses Ordinance (Cap. 1) to provide that if any computation of time for statutory periods is in relation to doing an act at a court office, a closure day for that office, which will include a Saturday under a five-day week, will in certain ways be discounted for that computation;
 - (b) **Clause 4** amends section 30 of the High Court Ordinance (Cap. 4) so that during any vacation, the High Court and the Registries will close not only during general holidays, but also on Saturdays (and any other days as directed by the Chief Justice etc.);
 - (c) **Clauses 5 to 8 and 21 to 25** amend certain rules of the Rules of the High Court (Cap. 4A) and the Rules of the District Court (Cap. 336H) to provide that –
 - (i) Saturdays, etc. will in certain ways be discounted for the computation of time in relation to proceedings in the High Court and District Court respectively, as well as service of certain documents;
 - (ii) Saturdays, etc. will be excluded from the days on which the relevant court offices open; and
 - (iii) the Chief Justice and the Registrar etc. are empowered to, among other things, open the court offices on Saturdays and any other day;
 - (d) **Clause 27** amends rule 63 of the Hong Kong Court of Final Appeal Rules (Cap. 484A) so that the opening days of the offices of the CFA will generally exclude Saturdays under a five-day week and the Registrar is empowered to, among other things, open the court offices on Saturdays and any other day;
 - (e) **Clause 9** amends section 122 of the Bankruptcy Ordinance (Cap. 6) to, in certain ways, exclude Saturdays etc. for the computation of time for the purposes of that Ordinance;

- (f) **Clauses 10 and 26** amend rule 6 of the Labour Tribunal (Suitors' Funds) Rules (Cap. 25D), and rule 6 of the Small Claims Tribunal (Suitors' Funds) Rules (Cap. 338D) respectively so that the payment-out days under the rules will tally with the opening days of the accounts office concerned under a five-day week;
- (g) **Clauses 11, 12 and 13** amend certain provisions of the Judicial Proceedings (Adjournment During Gale Warnings) Ordinance (Cap. 62) because of the general closure of courts and tribunals on Saturdays under a five-day week;
- (h) **Clauses 28, 29 and 30** amend sections 2 and 22 of the Coroners Ordinance (Cap. 504) and rule 9 of the Coroners Rules (Cap. 504B) so that Saturdays will no longer be reckoned in computing a certain statutory period and that an inquest into the death of a person will not generally be held on a Saturday;
- (i) **Clauses 14, 15, 17, 19, 31, 33, 34, 35 and 36** amend certain provisions in various legislation relating to fixed penalties so that Saturdays are not to be reckoned in computing the deadline for paying a fixed penalty to terminate the related proceedings; and
- (j) **Clauses 16, 18, 20, and 32** amend certain forms prescribed under various legislation relating to fixed penalties to replace the specific opening hours of the account offices of the Magistrates' Courts with the relevant links (i.e. telephone number and website) for the public to check such information. This follows the arrangement adopted in respect of the Post Offices in some of those forms. This ensures that the most updated information is always made available to the persons issued with the fixed penalty tickets.

B The existing provisions being amended are at **Annex B**.

LEGISLATIVE TIMETABLE

15. The legislative timetable will be –

Publication in the Gazette	26 February 2016
First Reading and commencement of Second Reading debate	16 March 2016
Resumption of Second Reading debate, committee stage and Third Reading	to be notified

IMPLICATIONS OF THE PROPOSAL

16. The proposals are in conformity with the Basic Law, including the provisions concerning human rights. They have no economic, productivity, sustainability, environmental or gender implications. The amendments proposed in the Bill will not affect the current binding effect of the existing provisions of the relevant Ordinances and subsidiary legislation.

17. The Government considers its five-day week initiative a family-friendly policy for civil servants. Similarly, it is expected that the implementation of the final phase of a five-day week in the Judiciary could improve the quality of family life for staff members that are yet to enjoy a five-day week.

18. The proposal would have insignificant staffing and financial implications on the Judiciary, if any. In particular, there would be no reduction in the conditioned hours of service of individual staff in the Judiciary.

PUBLIC CONSULTATION

19. The Judiciary has consulted various stakeholders, including the Hong Kong Bar Association and the Law Society of Hong Kong. The Judiciary has taken into account their comments in refining the Bill. They are now generally supportive of the Bill.

20. The LegCo Panel on Administration of Justice and Legal Services was consulted on the proposed legislative amendments on 21 December 2015. The Panel indicated support.

PUBLICITY

21. A press release will be issued on 26 February 2016. A spokesman will be made available for answering media enquiries.

ENQUIRIES

22. For enquiries on this brief, please contact Ms Wendy CHEUNG, Assistant Judiciary Administration (Development)1, at 2825 4244 or Ms Christine WAI, Assistant Director of Administration, at 2810 3946.

Administration Wing
Chief Secretary for Administration's Office
Judiciary Administration
24 February 2016

Judiciary (Five-day Week) (Miscellaneous Amendments) Bill 2016

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A BILL

To

Amend various legislation to complete implementation of a five-day week for the Judiciary of Hong Kong; and to revise certain provisions about the computation of time in relation to judicial proceedings or about the opening time of courts or court offices.

Enacted by the Legislative Council.

Part 1

Preliminary

1. Short title and commencement

- (1) This Ordinance may be cited as the Judiciary (Five-day Week) (Miscellaneous Amendments) Ordinance 2016.
- (2) This Ordinance comes into operation on a day to be appointed by the Chief Justice by notice published in the Gazette.

2. Enactments amended

The enactments specified in Parts 2 to 23 are amended as set out in those Parts.

Part 2

Amendments to Interpretation and General Clauses Ordinance (Cap. 1)

3. Section 71 amended (computation of time)

- (1) After section 71(1)—

Add

“(1A) However, if the computation mentioned in subsection (1) is in relation to the doing of an act or the taking of a proceeding at a court office, the following provisions apply to the computation to the exclusion of subsection (1)(b), (c) and (d)—

- (a) if the act or proceeding is directed or allowed to be done or taken within a period of time, and the last day of the period is a closure day for the office, the period includes the next following day, not being a closure day for the office;
- (b) if the act or proceeding is directed or allowed to be done or taken on a certain day, and that day is a closure day for the office, the act or proceeding is considered as done or taken in due time if it is done or taken on the next following day, not being a closure day for the office;
- (c) if the act or proceeding is directed or allowed to be done or taken within any time not exceeding 7 days, no closure day for the office is reckoned in the computation of that time.”.

- (2) Section 71(2), Chinese text, definition of 黑色暴雨警告日—

Repeal the full stop

Substitute a semicolon.

(3) Section 71(2)—

Add in alphabetical order

“*closure day* (關閉日), in relation to a court office, means a Saturday, a public holiday, a gale warning day, a black rainstorm warning day, or another day on which the office is closed;

court office (法院辦事處) means an office or registry of one of the following courts or tribunals of the Judiciary of Hong Kong—

- (a) the Court of Final Appeal;
 - (b) the Court of Appeal;
 - (c) the Court of First Instance;
 - (d) the Competition Tribunal;
 - (e) the District Court;
 - (f) the Magistrates’ Court;
 - (g) the Lands Tribunal;
 - (h) the Labour Tribunal;
 - (i) the Small Claims Tribunal;
 - (j) the Obscene Articles Tribunal;
 - (k) the Coroner’s Court;”.
-

Part 3**Amendments to High Court Ordinance (Cap. 4)****4. Section 30 amended (business in vacations)**

(1) Section 30(1)—

Repeal

“(except on general holidays)”.

(2) At the end of section 30—

Add

“(4) However, subsection (1) does not require the High Court or the Registries to be open on Saturdays, general holidays, or other days as directed by the Registrar or the Chief Justice.

(5) In subsection (4)—

Registrar (司法常務官) includes a Senior Deputy Registrar, Deputy Registrar, or Assistant Registrar, of the High Court.”.

Part 4**Amendments to Rules of the High Court (Cap. 4 sub.
leg. A)****5. Order 3, rule 2 amended (reckoning periods of time)**

(1) Order 3, rule 2(5)—

Repeal

“Sunday or a general holiday”

Substitute

“specified day”.

(2) Order 3, rule 2(5)—

Repeal

everything after “excluded.”.

(3) Order 3, after rule 2(5)—

Add

“(6) In this rule—

specified day (指明日子) means—

- (a) a Saturday;
- (b) a general holiday;
- (c) a gale warning day as defined by section 71(2) of the Interpretation and General Clauses Ordinance (Cap. 1);
- (d) a black rainstorm warning day as defined by that section; or

(e) (if the act in question is required to be done at an office of the Court) another day on which the office is closed.”.

6. Order 3, rule 4 amended (time expires on Sunday, etc.)

(1) Order 3, rule 4, heading—

Repeal

“Sunday, etc.”

Substitute

“day on which office is closed”.

(2) Order 3—

Renumber rule 4 as rule 4(1).

(3) Order 3, rule 4(1)—

Repeal

“Sunday or other day on which that office is closed”

Substitute

“specified day”.

(4) Order 3, after rule 4(1)—

Add

“(2) In this rule—

specified day (指明日子), in relation to an office of the Court, means—

- (a) a Saturday;
- (b) a general holiday;
- (c) a gale warning day as defined by section 71(2) of the Interpretation and General Clauses Ordinance (Cap. 1);

- (d) a black rainstorm warning day as defined by that section; or
- (e) another day on which the office is closed.”.

7. Order 64, rule 7 amended (High Court Offices: days on which open and office hours)

- (1) Order 64, rule 7(1)—

Repeal

everything after “except”

Substitute

“Saturdays and general holidays.”.

- (2) Order 64, after rule 7(1)—

Add

“(1A) However, the Registrar or the Chief Justice may from time to time direct an office of the High Court to be open or closed on any day.”.

- (3) Order 64, rule 7(2), after “as”—

Add

“the Registrar or”.

8. Order 65, rule 7 substituted

Order 65—

Repeal rule 7

Substitute

“7. Effect of service at certain time (O. 65, r. 7)

- (1) This rule applies if a document (other than a writ of summons or other originating process) is served under rule 2 or 5(1)(a)—

- (a) on a specified day; or
- (b) after 4 p.m. on another day.

- (2) For computing a period of time after service of the document, the document is deemed to be served on the next following day, not being a specified day.

- (3) In this rule—

specified day (指明日子) means—

- (a) a Saturday;
- (b) a general holiday;
- (c) a gale warning day as defined by section 71(2) of the Interpretation and General Clauses Ordinance (Cap. 1); or
- (d) a black rainstorm warning day as defined by that section.”.

Part 5

Amendment to Bankruptcy Ordinance (Cap. 6)

9. **Section 122 amended (computation of time)**

Section 122—

Repeal subsections (2) and (3)

Substitute

- “(2) If the limited time is less than 6 days, a specified day is not to be reckoned in the computation of the limited time.
- (3) If the limited time expires on a specified day, the act or proceeding is considered as done or taken in due time if it is done or taken on the next following day, not being a specified day.

(3A) In this section—

specified day (指明日子) means—

- (a) a Saturday;
 - (b) a general holiday;
 - (c) a gale warning day as defined by section 71(2) of the Interpretation and General Clauses Ordinance (Cap. 1);
 - (d) a black rainstorm warning day as defined by that section; or
 - (e) (if the act or proceeding in question is required to be done or taken at an office of the court) another day on which the office is closed.”.
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Part 6

Amendment to Labour Tribunal (Suitors' Funds) Rules (Cap. 25 sub. leg. D)

10. **Rule 6 amended (payment out of money lodged in the tribunal)**

Rule 6(3)—

Repeal

“not”

Substitute

“neither a Saturday nor”.

Part 7

Amendments to Judicial Proceedings (Adjournment During Gale Warnings) Ordinance (Cap. 62)

11. Section 2 amended (interpretation)

(1) Section 2, English text, definition of *tropical cyclone*—

Repeal the full stop

Substitute a semicolon.

(2) Section 2—

Add in alphabetical order

“working day (工作日) means a day that is neither a Saturday nor a public holiday.”.

12. Section 4 amended (resumption of adjourned judicial proceedings)

Section 4—

Repeal

“day, which is not a public holiday,”

Substitute

“working day”.

13. Section 8 amended (persons arrested or detained by police)

Section 8(1)—

Repeal

“day, which is not a public holiday,”

Substitute

“working day”.

Part 8

Amendment to Buildings Ordinance (Cap. 123)

14. Schedule 7 amended (penalty notice)

Schedule 7, section 17, after “excluding any”—

Add

“Saturday and”.

Part 9

Amendment to Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237)

15. Section 20B amended (payment of fixed penalty after issue of summons)

Section 20B(2A), after “intervening”—

Add

“Saturdays and”.

Part 10

Amendments to Fixed Penalty (Traffic Contraventions) Regulations (Cap. 237 sub. leg. A)

16. Schedule amended

- (1) The Schedule, Form 1, payment instructions, paragraph 1(e), Chinese version—

Repeal

“上述裁判法院於下列時間收款 —

星期一 : 上午 9 時至下午 1 時 ;
至 及
星期五 下午 2 時至 5 時
星期六 : 上午 9 時至中午 12 時”

Substitute

“如欲查詢裁判法院的辦公時間，請致電 2677 8373 或瀏覽香港司法機構網站(URL 位址：
<http://www.judiciary.gov.hk/tc/others/contactus.htm>)。 ”。

- (2) The Schedule, Form 1, payment instructions, paragraph 1(e), English version—

Repeal

“The above magistracies receive payments during the hours of—

Monday : 9 a.m. to 1 p.m.;
to and
Friday 2 p.m. to 5 p.m.
Saturday : 9 a.m. to 12 noon”

Substitute

“For the opening hours of the magistrates’ courts, please dial 2677 8373 or visit the web site of the Judiciary of Hong Kong (URL address: <http://www.judiciary.gov.hk/en/others/contactus.htm>).”.

- (3) The Schedule, Form 2, payment instructions, paragraph 1(e), Chinese version—

Repeal

“上述裁判法院於下列時間收款 —

星期一 : 上午 9 時至下午 1 時 ;

至 及

星期五 下午 2 時至 5 時

星期六 : 上午 9 時至中午 12 時”

Substitute

“如欲查詢裁判法院的辦公時間，請致電 2677 8373 或瀏覽香港司法機構網站(URL 位址：<http://www.judiciary.gov.hk/tc/others/contactus.htm>)。 ”.

- (4) The Schedule, Form 2, payment instructions, paragraph 1(e), English version—

Repeal

“The above magistracies receive payments during the hours of—

Monday : 9 a.m. to 1 p.m.;

to and

Friday 2 p.m. to 5 p.m.

Saturday : 9 a.m. to 12 noon”

Substitute

“For the opening hours of the magistrates’ courts, please dial 2677 8373 or visit the web site of the Judiciary of Hong Kong (URL address: <http://www.judiciary.gov.hk/en/others/contactus.htm>).”.

Part 11**Amendment to Fixed Penalty (Criminal Proceedings)
Ordinance (Cap. 240)****17. Section 9 amended (payment of fixed penalty after issue of summons)**

Section 9(2A), after “intervening”—

Add

“Saturdays and”.

Part 12**Amendments to Fixed Penalty (Criminal Proceedings)
Regulations (Cap. 240 sub. leg. A)****18. Schedule amended**

- (1) The Schedule, Form 1, payment instructions, paragraph 1(e), Chinese version—

Repeal

“上述裁判法院於下列時間收款 —

星期一 : 上午 9 時至下午 1 時 ;

至 及

星期五 下午 2 時至 5 時

星期六 : 上午 9 時至中午 12 時”

Substitute“如欲查詢裁判法院的辦公時間，請致電 2677 8373 或瀏覽香港司法機構網站(URL 位址：
<http://www.judiciary.gov.hk/tc/others/contactus.htm>)。 ”。

- (2) The Schedule, Form 1, payment instructions, paragraph 1(e), English version—

Repeal

“The above magistracies receive payments during the hours of—

Monday : 9 a.m. to 1 p.m.;

to and

Friday 2 p.m. to 5 p.m.

Saturday : 9 a.m. to 12 noon”

Substitute

“For the opening hours of the magistrates’ courts, please dial 2677 8373 or visit the web site of the Judiciary of Hong Kong (URL address: <http://www.judiciary.gov.hk/en/others/contactus.htm>).”

- (3) The Schedule, Form 2, payment instructions, paragraph 1(e), Chinese version—

Repeal

“上述裁判法院於下列時間收款 —

星期一 : 上午 9 時至下午 1 時 ;
至 及
星期五 下午 2 時至 5 時
星期六 : 上午 9 時至中午 12 時”

Substitute

“如欲查詢裁判法院的辦公時間，請致電 2677 8373 或瀏覽香港司法機構網站 (URL 位址：<http://www.judiciary.gov.hk/tc/others/contactus.htm>)。 ”

- (4) The Schedule, Form 2, payment instructions, paragraph 1(e), English version—

Repeal

“The above magistracies receive payments during the hours of—

Monday : 9 a.m. to 1 p.m.;
to and
Friday 2 p.m. to 5 p.m.
Saturday : 9 a.m. to 12 noon”

Substitute

“For the opening hours of the magistrates’ courts, please dial 2677 8373 or visit the web site of the Judiciary of Hong Kong (URL address:

<http://www.judiciary.gov.hk/en/others/contactus.htm>).”

Part 13**Amendments to Housing (Traffic Contraventions)
(Fixed Penalty) Bylaw (Cap. 283 sub. leg. C)****19. Section 18 amended (payment of fixed penalty after issue of summons)**

Section 18(2A), after “intervening”—

Add

“Saturdays and”.

20. Schedule 3 amended (forms)

(1) Schedule 3, Form 1, payment instructions, paragraph 1(e), Chinese version—

Repeal

“上述裁判法院於下列時間收款 —

星期一 : 上午 9 時至下午 1 時 ;

至 及

星期五 下午 2 時至 5 時

星期六 : 上午 9 時至中午 12 時”

Substitute“如欲查詢裁判法院的辦公時間，請致電 2677 8373 或瀏覽香港司法機構網站(URL 位址：
<http://www.judiciary.gov.hk/tc/others/contactus.htm>)。 ”。

(2) Schedule 3, Form 1, payment instructions, paragraph 1(e), English version—

Repeal

“The above magistracies receive payments during the hours of—

Monday	:	9 a.m. to 1 p.m.;
to		and
Friday	:	2 p.m. to 5 p.m.
Saturday	:	9 a.m. to 12 noon”

Substitute“For the opening hours of the magistrates’ courts, please dial 2677 8373 or visit the web site of the Judiciary of Hong Kong (URL address:
<http://www.judiciary.gov.hk/en/others/contactus.htm>).”.

(3) Schedule 3, Form 2, payment instructions, paragraph 1(e), Chinese version—

Repeal

“上述裁判法院於下列時間收款 —

星期一至星期五	:	上午 9 時至下午 1 時 ;
		下午 2 時至 5 時

星期六	:	上午 9 時至中午 12 時”
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Substitute“如欲查詢裁判法院的辦公時間，請致電 2677 8373 或瀏覽香港司法機構網站(URL 位址：
<http://www.judiciary.gov.hk/tc/others/contactus.htm>)。 ”。

(4) Schedule 3, Form 2, payment instructions, paragraph 1(e), English version—

Repeal

“The above magistracies receive payments during the hours of-

Monday to Friday	:	9 a.m. to 1 p.m.; and
		2 p.m. to 5 p.m.
Saturday	:	9 a.m. to 12 noon”

Substitute

“For the opening hours of the magistrates’ courts, please dial 2677 8373 or visit the web site of the Judiciary of Hong Kong (URL address: <http://www.judiciary.gov.hk/en/others/contactus.htm>).”.

Part 14**Amendments to Rules of the District Court (Cap. 336
sub. leg. H)****21. Order 3, rule 2 amended (reckoning periods of time)**

(1) Order 3, rule 2(5)—

Repeal

“Sunday or a general holiday”

Substitute

“specified day”.

(2) Order 3, rule 2(5)—

Repeal

everything after “excluded.”.

(3) Order 3, after rule 2(5)—

Add

“(6) In this rule—

specified day (指明日子) means—

- (a) a Saturday;
- (b) a general holiday;
- (c) a gale warning day as defined by section 71(2) of the Interpretation and General Clauses Ordinance (Cap. 1);
- (d) a black rainstorm warning day as defined by that section; or

- (e) (if the act in question is required to be done at an office of the Court) another day on which the office is closed.”.

22. Order 3, rule 4 amended (time expires on Sunday, etc.)

- (1) Order 3, rule 4, heading—

Repeal

“Sunday, etc.”

Substitute

“day on which office is closed”.

- (2) Order 3—

Re number rule 4 as rule 4(1).

- (3) Order 3, rule 4(1)—

Repeal

“Sunday or other day on which that office is closed”

Substitute

“specified day”.

- (4) Order 3, after rule 4(1)—

Add

“(2) In this rule—

specified day (指明日子), in relation to an office of the Court, means—

- (a) a Saturday;
 (b) a general holiday;
 (c) a gale warning day as defined by section 71(2) of the Interpretation and General Clauses Ordinance (Cap. 1);

- (d) a black rainstorm warning day as defined by that section; or

(e) another day on which the office is closed.”.

23. Order 64, rule 1 amended (days on which Court offices open)

- (1) Order 64, rule 1(1)—

Repeal

everything after “except”

Substitute

“Saturdays and general holidays.”.

- (2) Order 64, after rule 1(1)—

Add

“(2) However, the Registrar or the Chief Justice may from time to time direct an office of the Court to be open or closed on any day.”.

24. Order 64, rule 2 amended (hours when Court offices open)

Order 64, rule 2, after “as”—

Add

“the Registrar or”.

25. Order 65, rule 7 substituted

Order 65—

Repeal rule 7

Substitute

“7. Effect of service at certain time (O. 65, r. 7)

- (1) This rule applies if a document (other than a writ of summons or other originating process) is served under rule 2 or 5(1)(a)—
 - (a) on a specified day; or
 - (b) after 4 p.m. on another day.
- (2) For computing a period of time after service of the document, the document is deemed to be served on the next following day, not being a specified day.
- (3) In this rule—

specified day (指明日子) means—

 - (a) a Saturday;
 - (b) a general holiday;
 - (c) a gale warning day as defined by section 71(2) of the Interpretation and General Clauses Ordinance (Cap. 1); or
 - (d) a black rainstorm warning day as defined by that section.”

Part 15**Amendment to Small Claims Tribunal (Suitors' Funds)
Rules (Cap. 338 sub. leg. D)****26. Rule 6 amended (payment out of funds in the tribunal)**

Rule 6(2)—

Repeal

“not”

Substitute

“neither a Saturday nor”.

Part 16

Amendments to Hong Kong Court of Final Appeal Rules (Cap. 484 sub. leg. A)

27. **Rule 63 amended (Court Offices: days on which open and office hours)**
- (1) Rule 63(1)—
Repeal
everything after “except”
Substitute
“Saturdays and general holidays.”
- (2) After rule 63(1)—
Add
“(1A) However, the Chief Justice or the Registrar may from time to time direct an office of the Court to be open or closed on any day.”
- (3) Rule 63(2), after “Justice”—
Add
“or the Registrar”.
-

Part 17

Amendments to Coroners Ordinance (Cap. 504)

28. **Section 2 amended (interpretation)**
Section 2—
Repeal the definition of *clear day*.
29. **Section 22 amended (summoning of jurors)**
After section 22(4)—
Add
“(5) For the purposes of subsection (2), the following days must not be reckoned in computing the number of clear days—
(a) a Saturday;
(b) a public holiday;
(c) a gale warning day as defined by section 71(2) of the Interpretation and General Clauses Ordinance (Cap. 1);
(d) a black rainstorm warning day as defined by that section.”.
-

Part 18**Amendments to Coroners Rules (Cap. 504 sub. leg. B)**

30. **Rule 9 amended (inquests not to be held on general holidays or Sundays)**
- (1) Rule 9, heading—
Repeal
“general holidays or Sundays”
Substitute
“Saturdays or general holidays”.
- (2) Rule 9(1)—
Repeal
“general holiday within the meaning of section 2 of the General Holidays Ordinance (Cap. 149)”
Substitute
“Saturday or a general holiday (other than a Sunday)”.
-

Part 19**Amendments to Mass Transit Railway (Transport Interchange) Bylaw (Cap. 556 sub. leg. D)**

31. **Section 49 amended (payment of fixed penalty after issue of summons)**
Section 49(3), after “intervening”—
Add
“Saturdays and”.
32. **Schedule 3 amended (forms)**
- (1) Schedule 3, Form 1, payment instructions, paragraph 1(b)—
Repeal
“These offices receive payments during the hours of—
Monday—Friday 9 a.m. to 4 p.m.
(District Offices and Magistracies close 1–2 p.m.)
Saturday 9 a.m. to 12 noon
(District Offices close 11:30 a.m.)”
Substitute
“For the opening hours of the magistrates’ courts, please dial 2677 8373 or visit the web site of the Judiciary of Hong Kong (URL address: <http://www.judiciary.gov.hk/en/others/contactus.htm>).”.
- (2) Schedule 3, Form 2, payment instructions, paragraph 1(b)—
Repeal
“These offices receive payments during the hours of—
Monday—Friday 9 a.m. to 4 p.m.”

(District Offices and Magistracies close 1–2 p.m.)

Saturday 9 a.m. to 12 noon

(District Offices close 11:30 a.m.)”

Substitute

“For the opening hours of the magistrates’ courts, please dial 2677 8373 or visit the web site of the Judiciary of Hong Kong (URL address: <http://www.judiciary.gov.hk/en/others/contactus.htm>).”.

Part 20

Amendment to Fixed Penalty (Public Cleanliness Offences) Ordinance (Cap. 570)

33. Section 13 amended (payment of fixed penalty after issue of summons)

Section 13(3)—

Repeal

“No”

Substitute

“Neither a Saturday nor a”.

Part 21

**Amendment to Fixed Penalty (Smoking Offences)
Ordinance (Cap. 600)**

34. **Section 13 amended (payment of fixed penalty after issue of summons)**
Section 13(3)—
Repeal
“No”
Substitute
“Neither a Saturday nor a”.
-

Part 22

**Amendment to Product Eco-responsibility Ordinance
(Cap. 603)**

35. **Section 28L amended (dispute of liability for offence)**
Section 28L(6)—
Repeal
“No”
Substitute
“Neither a Saturday nor a”.
-

Part 23

Amendment to Motor Vehicle Idling (Fixed Penalty) Ordinance (Cap. 611)

36. **Section 23 amended (payment of fixed penalty after summons)**

Section 23(5), definition of *clear working days*, after
“intervening”—

Add

“Saturdays and”.

Explanatory Memorandum

The Judiciary of Hong Kong is implementing a five-day week in a phased manner. The last phase will cover certain services that have a public interface. The switch to a five-day week for those services requires miscellaneous amendments to various pieces of legislation. This Bill seeks to make those required amendments.

2. The Bill also revises certain provisions about the computation of time in relation to judicial proceedings or about the opening time of courts or court offices.
3. The Bill is divided into 23 Parts.

Part 1

4. Clause 1 sets out the short title and provides for commencement.

Part 2

5. Part 2 (clause 3) amends section 71 of the Interpretation and General Clauses Ordinance (Cap. 1), which contains the general provisions about the computation of time for statutory periods.
6. Under the newly added subsection (1A), if the computation of time is in relation to the doing of an act or the taking of a proceeding at a court office, a closure day for the office, which will include a Saturday under a five-day week, will affect the computation.
7. Subsection (2) is amended to define *closure day* and *court office* for the new subsection (1A).

Part 3

8. Section 30 of the High Court Ordinance (Cap. 4) provides that, during vacations, the High Court and its registries must still be open for certain special purposes, except on general holidays. Part 3

(clause 4) amends that section to also except Saturdays (and other days as directed by the Registrar or the Chief Justice).

Part 4

9. Part 4 (clauses 5 to 8) amends certain rules of the Rules of the High Court (Cap. 4 sub. leg. A) concerning the computation of time in relation to High Court proceedings, the time during which the High Court offices are open, or the time of service of certain documents.

Part 5

10. Part 5 (clause 9) amends the provision in the Bankruptcy Ordinance (Cap. 6) that provides for the computation of time for the purposes of that Ordinance (section 122).

Part 6

11. Rule 6 of the Labour Tribunal (Suitors' Funds) Rules (Cap. 25 sub. leg. D) provides for the time at which payment out of money lodged in the Labour Tribunal is to be made at the tribunal under that rule. Part 6 (clause 10) amends that rule because of the revised opening days of the tribunal under a five-day week.

Part 7

12. The Judicial Proceedings (Adjournment During Gale Warnings) Ordinance (Cap. 62) provides for the adjournment of judicial proceedings during a gale warning or a rainstorm warning. Part 7 (clauses 11, 12 and 13) amends certain provisions of that Ordinance because of the general closure of courts (including certain tribunals) on Saturdays under a five-day week.

Part 8

13. Section 17 of Schedule 7 to the Buildings Ordinance (Cap. 123) provides that a fixed penalty may be paid to a magistrate's court to

terminate certain proceedings under that Ordinance, and public holidays must not be reckoned in computing the deadline for paying the penalty. Part 8 (clause 14) amends that section so that Saturdays are not to be reckoned in computing the deadline either.

Part 9

14. Section 20B of the Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237) provides that a fixed penalty may be paid to a magistrate's court to terminate certain proceedings under that Ordinance, and public holidays must not be reckoned in computing the deadline for paying the penalty. Part 9 (clause 15) amends that section so that Saturdays are not to be reckoned in computing the deadline either.

Part 10

15. Part 10 (clause 16) amends certain forms in the Schedule to the Fixed Penalty (Traffic Contraventions) Regulations (Cap. 237 sub. leg. A) because of the change in opening hours of the offices of the magistrates' courts under a five-day week.

Part 11

16. Section 9 of the Fixed Penalty (Criminal Proceedings) Ordinance (Cap. 240) provides that a fixed penalty may be paid to a magistrate's court to terminate certain proceedings under that Ordinance, and public holidays must not be reckoned in computing the deadline for paying the penalty. Part 11 (clause 17) amends that section so that Saturdays are not to be reckoned in computing the deadline either.

Part 12

17. Part 12 (clause 18) amends certain forms in the Schedule to the Fixed Penalty (Criminal Proceedings) Regulations (Cap. 240 sub.

leg. A) because of the change in opening hours of the offices of the magistrates' courts under a five-day week.

Part 13

18. Part 13 (clauses 19 and 20) amends the Housing (Traffic Contraventions) (Fixed Penalty) Bylaw (Cap. 283 sub. leg. C).
19. Section 18 of that Bylaw provides that a fixed penalty may be paid to a magistrate's court to terminate certain proceedings under that Bylaw, and public holidays must not be reckoned in computing the deadline for paying the penalty. Clause 19 amends that section so that Saturdays are not to be reckoned in computing the deadline either.
20. Clause 20 amends certain forms in Schedule 3 to that Bylaw because of the change in opening hours of the offices of the magistrates' courts under a five-day week.

Part 14

21. Part 14 (clauses 21 to 25) amends certain rules of the Rules of the District Court (Cap. 336 sub. leg. H) concerning the computation of time in relation to District Court proceedings, the time during which the District Court offices are open, or the time of service of certain documents.

Part 15

22. Rule 6 of the Small Claims Tribunal (Suitors' Funds) Rules (Cap. 338 sub. leg. D) provides for the time at which payment out of funds in the Small Claims Tribunal is to be made at the tribunal under that rule. Part 15 (clause 26) amends that rule because of the revised opening days of the tribunal under a five-day week.

Part 16

23. Rule 63 of the Hong Kong Court of Final Appeal Rules (Cap. 484 sub. leg. A) provides for the days on which the offices of the Hong Kong Court of Final Appeal are open. Part 16 (clause 27) amends that rule. After the amendments, the opening days of the offices will generally exclude Saturdays (and other days as directed by the Chief Justice or the Registrar).

Part 17

24. Section 22 of the Coroners Ordinance (Cap. 504), read with section 2 of that Ordinance (interpretation), provides for the time at which a summons is to be served on a juror under section 22. Part 17 (clauses 28 and 29) amends those sections. After the amendments, Saturdays will no longer be reckoned in computing that time.

Part 18

25. Rule 9 of the Coroners Rules (Cap. 504 sub. leg. B) provides that, generally, an inquest into the death of a person under the Coroners Ordinance may not be held on a general holiday. Part 18 (clause 30) amends that rule so that, generally, the inquest is not to be held on a Saturday either.

Part 19

26. Part 19 (clauses 31 and 32) amends the Mass Transit Railway (Transport Interchange) Bylaw (Cap. 556 sub. leg. D).
27. Section 49 of that Bylaw provides that a fixed penalty may be paid to a magistrate's court to terminate certain proceedings under that Bylaw, and public holidays must not be reckoned in computing the deadline for paying the penalty. Clause 31 amends that section so that Saturdays are not to be reckoned in computing the deadline either.

28. Clause 32 amends certain forms in Schedule 3 to that Bylaw because of the change in opening hours of the offices of the magistrates' courts under a five-day week.

Part 20

29. Section 13 of the Fixed Penalty (Public Cleanliness Offences) Ordinance (Cap. 570) provides that a fixed penalty may be paid to a magistrate's court to terminate certain proceedings under that Ordinance, and public holidays must not be reckoned in computing the deadline for paying the penalty. Part 20 (clause 33) amends that section so that Saturdays are not to be reckoned in computing the deadline either.

Part 21

30. Section 13 of the Fixed Penalty (Smoking Offences) Ordinance (Cap. 600) provides that a fixed penalty may be paid to a magistrate's court to terminate certain proceedings under that Ordinance, and public holidays must not be reckoned in computing the deadline for paying the penalty. Part 21 (clause 34) amends that section so that Saturdays are not to be reckoned in computing the deadline either.

Part 22

31. Section 28L of the Product Eco-responsibility Ordinance (Cap. 603) provides that a fixed penalty may be paid to a magistrate's court to terminate certain proceedings under that Ordinance, and public holidays must not be reckoned in computing the deadline for paying the penalty. Part 22 (clause 35) amends that section so that Saturdays are not to be reckoned in computing the deadline either.

Part 23

32. Section 23 of the Motor Vehicle Idling (Fixed Penalty) Ordinance (Cap. 611) provides that a fixed penalty may be paid to a magistrate's court to terminate certain proceedings under that Ordinance, and public holidays must not be reckoned in computing the deadline for paying the penalty. Part 23 (clause 36) amends that section so that Saturdays are not to be reckoned in computing the deadline either.

Chapter:	1	INTERPRETATION AND GENERAL CLAUSES ORDINANCE	Gazette Number	Version Date
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Section:	71	Computation of time	L.N. 362 of 1997	01/07/1997
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- (1) In computing time for the purposes of any Ordinance-
- (a) a period of days from the happening of any event or the doing of any act or thing shall be deemed to be exclusive of the day on which the event happens or the act or thing is done;
 - (b) if the last day of the period is a public holiday or a gale warning day or black rainstorm warning day the period shall include the next following day, not being a public holiday or a gale warning day or black rainstorm warning day;
 - (c) where any act or proceeding is directed or allowed to be done or taken on a certain day, then if that day is a public holiday or a gale warning day or black rainstorm warning day, the act or proceeding shall be considered as done or taken in due time if it is done or taken on the next following day, not being a public holiday or a gale warning day or black rainstorm warning day;
 - (d) where an act or proceeding is directed or allowed to be done or taken within any time not exceeding 6 days, no public holiday or a gale warning day or black rainstorm warning day shall be reckoned in the computation of that time. (Amended 43 of 1983 s. 2; 68 of 1995 s. 16)

(2) In this section-

"black rainstorm warning day" (黑色暴雨警告日) means any day throughout or for part of which a black rainstorm warning is in force, and "black rainstorm warning" (黑色暴雨警告) means a warning issued by the Director of the Hong Kong Observatory of a heavy rainstorm in, or in the vicinity of, Hong Kong by the use of the heavy rainstorm signal commonly referred to as Black; (Amended L.N. 362 of 1997 ss. 2 & 3)

"gale warning day" (烈風警告日) means any day throughout or for part of which a gale warning is in force, and "gale warning" (烈風警告) has the meaning assigned to it by section 2 of the Judicial Proceedings (Adjournment During Gale Warnings) Ordinance (Cap 62). (Replaced 68 of 1995 s. 16)

Chapter:	4	HIGH COURT ORDINANCE	Gazette Number	Version Date
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Section:	30	Business in vacations	25 of 1998	01/07/1997
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Remarks:

Adaptation amendments retroactively made - see 25 of 1998 s. 2

- (1) The High Court and the Registries shall be open during any vacation (except on general holidays) for the purpose of- (Amended 25 of 1998 s. 2)
- (a) holding criminal trials and determining criminal appeals and the transaction of all business incidental thereto; and
 - (b) the transaction of such other business as may be prescribed by rules of court. (Replaced 49 of 1983 s. 6)
- (2)-(3) (Repealed 49 of 1983 s. 6)

Chapter:	4A	THE RULES OF THE HIGH COURT	Gazette Number	Version Date
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Order:	3	TIME	35 of 1998	18/09/1998
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1. "Month" (月) means calendar month (O. 3, r. 1)

Without prejudice to section 3 of the Interpretation and General Clauses Ordinance (Cap 1) in its application to

these rules, the word "month" (月), where it occurs in any judgment, order, direction or other document forming part of any proceedings in the High Court, means a calendar month unless the context otherwise requires.

(25 of 1998 s. 2)

2. Reckoning periods of time (O. 3, r. 2)

(1) Any period of time fixed by these rules or by any judgment, order or direction for doing any act shall be reckoned in accordance with the following provisions of this rule.

(2) Where the act is required to be done within a specified period after or from a specified date, the period begins immediately after that date.

(3) Where the act is required to be done within or not less than a specified period before a specified date, the period ends immediately before that date.

(4) Where the act is required to be done a specified number of clear days before or after a specified date, at least that number of days must intervene between the day on which the act is done and that date.

(5) Where, apart from this paragraph, the period in question, being a period of 7 days or less, would include a Sunday or a general holiday, that day shall be excluded.

In this paragraph "general holiday" (公眾假期) means a day which is, or is to be observed as, a general holiday under the General Holidays Ordinance (Cap 149). (35 of 1998 s. 5)

3. Summer Vacation excluded from time for service, etc., of pleadings (O. 3, r. 3)

Unless the Court otherwise directs, the period of the Summer Vacation shall be excluded in reckoning any period prescribed by these rules or by any order or direction for serving, filing or amending any pleading.

4. Time expires on Sunday, etc. (O. 3, r. 4)

Where the time prescribed by these rules, or by any judgment, order or direction, for doing any act at an office of the Court expires on a Sunday or other day on which that office is closed, and by reason thereof that act cannot be done on that day, the act shall be in time if done on the next day on which that office is open.

5. Extensions, etc., of time (O. 3, r. 5)

(1) The Court may, on such terms as it thinks just, by order extend or abridge the period within which a person is required or authorized by these rules, or by any judgment, order or direction, to do any act in any proceedings.

(2) The Court may extend any such period as is referred to in paragraph (1) although the application for extension is not made until after the expiration of that period.

(3) The period within which a person is required by these rules, or by any order or direction, to serve, file or amend any pleading or other document may be extended by consent (given in writing) without an order of the Court being made for that purpose.

(4) In this rule references to the Court shall be construed as including references to the Court of Appeal and a single judge of that Court.

6. Notice of intention to proceed after year's delay (O. 3, r. 6)

Where a year or more has elapsed since the last proceeding in a cause or matter, the party who desires to proceed must give to every other party not less than one month's notice of his intention to proceed.

A summons on which no order was made is not a proceeding for the purposes of this rule.

(Enacted 1988)

Chapter:	4A	THE RULES OF THE HIGH COURT	Gazette Number	Version Date
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Order:	64	SITTINGS, VACATIONS AND OFFICE HOURS	L.N. 92 of 2012	13/07/2012
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1. Sittings of the Supreme Court (O. 64, r. 1)

- (1) The sittings of the Court of Appeal and of the Court of First Instance shall be three in every year, that is to say- (25 of 1998 s. 2)
- (a) the Winter sittings which shall begin on 4 January and end on the Thursday before Easter Sunday;
 - (b) the Spring sittings which shall begin on the second Monday after Easter Sunday and end on 31 July;
 - (c) the Autumn sittings which shall begin on 1 September and end on 23 December. (L.N. 404 of 1991)

2. Court of Appeal (O. 64, r. 2)

(1) The Court of Appeal shall sit in vacation on such days as the Chief Justice may, from time to time direct to hear such appeals or applications as require to be immediately or promptly heard and to hear other appeals and applications if the Chief Justice determines that sittings are necessary for that purpose.

(2) Any party to an appeal may at any time apply to the Court of Appeal for an order that the appeal be heard in vacation and, if that Court is satisfied that the appeal requires to be immediately or promptly heard, it may make an order accordingly and fix a date for the hearing.

(3) The Court of Appeal may hear such other appeals in vacation as that Court may direct.

(4) The provisions of O. 59, r. 10(9) shall apply to the powers conferred on the Court of Appeal by this rule.

3. Court of First Instance (O. 64, r. 3)

(1) One or more judges of the Court of First Instance shall sit in vacation on such days as the Chief Justice may, from time to time direct, to hear such causes, matters or applications as require to be immediately or promptly heard and to hear other causes, matters or applications if the Chief Justice determines that sittings are necessary for that purpose.

(2) Any party to a cause or matter may at any time apply to the Court for an order that such cause or matter be heard in vacation and, if the Court is satisfied that the cause or matter requires to be immediately or promptly heard, it may make an order accordingly and fix a date for the hearing.

(3) Any judge of the Court of First Instance may hear such other causes or matters in vacation as the Court may direct.

(25 of 1998 s. 2)

3A. Business in vacation (O. 64, r. 3A)

(HK)(1) Upon application by any party to an action or matter, the Court may, if it thinks fit-

- (a) complete such action or matter in vacation if it is parheard; and
- (b) deliver judgment in such action or matter in vacation.

7. High Court Offices: days on which open and office hours (O. 64, r. 7)

(1) The offices of the High Court shall be open on every day of the year except-

- (a) Saturdays from 1 p.m.,
- (b) Sundays,
- (c)-(ca) (Repealed L.N. 92 of 2012)
- (e) general holidays under the General Holidays Ordinance (Cap 149), (35 of 1998 s. 5)
- (f) such other days as the Chief Justice may direct.

(2) The hours during which any office of the High Court shall be open to the public shall be such as the Chief Justice may from time to time direct.

(25 of 1998 s. 2)
(Enacted 1988)

Chapter:	4A	THE RULES OF THE HIGH COURT	Gazette Number	Version Date
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Order:	65	SERVICE OF DOCUMENTS	L.N. 362 of 1997; 25 of 1998	01/07/1997
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Remarks:

Adaptation amendments retroactively made - see 25 of 1998 s. 2

1. When personal service required (O. 65, r. 1)

(1) Any document which by virtue of these rules is required to be served on any person need not be served personally unless the document is one which by an express provision of these rules or by order of the Court is required to be so served.

(2) Paragraph (1) shall not affect the power of the Court under any provision of these rules to dispense with the requirement for personal service.

2. Personal service: how effected (O. 65, r. 2)

Personal service of a document is effected by leaving a copy of the document with the person to be served.

3. Personal service on body corporate (O. 65, r. 3)

(1) Personal service of a document on a body corporate may, in cases for which provision is not otherwise made by any written law, be effected by serving it in accordance with rule 2 on the chairman or president of the body, or the clerk, secretary, treasurer or other similar officer thereof.

(2) Where a writ is served on a body corporate in accordance with Order 10, rule 1(2), that rule shall have effect as if for the reference to the usual or last known address of the defendant there were substituted a reference to the registered or principal office of the body corporate and as if for the reference to the knowledge of the defendant there were substituted a reference to the knowledge of a person mentioned in paragraph (1).

4. Substituted service (O. 65, r. 4)

(1) If, in the case of any document which by virtue of any provision of these rules is required to be served personally or in the case of a document to which Order 10, rule 1, applies, it appears to the Court that it is impracticable for any reason to serve that document in the manner prescribed on that person, the Court may make an order for substituted service of that document.

(2) An application for an order for substituted service may be made by an affidavit stating the facts on which the application is founded.

(3) Substituted service of a document, in relation to which an order is made under this rule, is effected by taking such steps as the Court may direct to bring the document to the notice of the person to be served.

5. Ordinary service: how effected (O. 65, r. 5)

(1) Service of any document, not being a document which by virtue of any provision of these rules is required to be served personally or a document to which Order 10, rule 1, applies, may be effected-

- (a) by leaving the document at the proper address of the person to be served, or
- (b) by post, or
- (c) where the proper address for service includes a numbered box at a document exchange, by leaving the document at that document exchange or at a document exchange which transmits documents every business day to that document exchange, or
- (d) in such other manner as the court may direct.

In these rules "document exchange" (文件轉遞處) means any document exchange, or exchanges under the control of the same operator, for the time being approved by the Chief Justice. (L.N. 223 of 1995)

(2) For the purposes of this rule, and of section 8 of the Interpretation and General Clauses Ordinance (Cap 1), in its application to this rule, the proper address of any person on whom a document is to be served in accordance with this rule shall be the address for service of that person, but if at the time when service is effected that person has no

address for service his proper address for the purposes aforesaid shall be-

- (a) in any case, the business address of the solicitor (if any) who is acting for him in the proceedings in connection with which service of the document in question is to be effected, or
- (b) in the case of an individual, his usual or last known address, or
- (c) in the case of individuals who are suing or being sued in the name of a firm, the principal or last known place of business of the firm within the jurisdiction, or
- (d) in the case of a body corporate, the registered or principal office of the body.

(2A) Any such document which is left at a document exchange in accordance with paragraph (1)(c) shall, unless the contrary is proved, be deemed to have been served on the business day following the day on which it is left.

(3) Nothing in this rule shall be taken as prohibiting the personal service of any document or as affecting any enactment which provides for the manner in which documents may be served on bodies corporate.

(4) In this rule "business day" (工作天) means a day other than a general holiday.

6. Service on Secretary for Justice in proceedings which are not by or against the Crown (O. 65, r. 6)

Where for the purpose of or in connection with any proceedings in the High Court, not being civil proceedings by or against the Crown within the meaning of Part III of the Crown Proceedings Ordinance (Cap 300), any document is required by any written law or these rules to be served on the Secretary for Justice, section 14 of the said Ordinance and Order 77, rule 4, shall apply in relation to the service of the document as they apply in relation to the service of documents required to be served on the Crown for the purpose of or in connection with any civil proceedings by or against the Crown.

(L.N. 362 of 1997; 25 of 1998 s. 2)

7. Effect of service after certain hours (O. 65, r. 7)

Any document (other than a writ of summons or other originating process) service of which is effected under rule 2 or under rule 5(1)(a) between 1 p.m. on a Saturday and midnight on the following day or after four in the afternoon on any other weekday shall, for the purpose of computing any period of time after service of that document, be deemed to have been served on the Monday following that Saturday or on the day following that other weekday, as the case may be.

8. Affidavit of service (O. 65, r. 8)

Except as provided in Order 10, rule 1(3)(b) and Order 81, rule 3(2)(b), an affidavit of service of any document must state by whom the document was served, the day of the week and date on which it was served, where it was served and how.

9. No service required in certain cases (O. 65, r. 9)

Where by virtue of these rules any document is required to be served on any person but it is not required to be served personally or in accordance with Order 10, rule 1(2), and at the time when service is to be effected that person is in default as to acknowledgment of service or has no address for service, the document need not be served on that person unless the Court otherwise directs or any of these rules otherwise provides.

10. Service of process on Sunday (O. 65, r. 10)

(1) No process shall be served or executed within the jurisdiction on a Sunday, except, in case of urgency, with the leave of the Court.

(2) For the purposes of this rule "process" (法律程序文件) includes a writ, judgment, notice, order, petition, originating or other summons or warrant.

(Enacted 1988)

Chapter:	6	BANKRUPTCY ORDINANCE	Gazette Number	Version Date
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Section:	122	Computation of time	35 of 1998	18/09/1998
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Miscellaneous

(1) Where by this Ordinance any limited time from or after any date or event is appointed or allowed for the doing of any act or the taking of any proceeding, then in the computation of that limited time the same shall be taken as exclusive of the day of that date or of the happening of that event, and as commencing at the beginning of the next following day; and the act or proceeding shall be done or taken at latest on the last day of that limited time as so computed.

(2) Where the limited time so appointed or allowed is less than 6 days, general holidays as defined by the General Holidays Ordinance (Cap 149) shall not be reckoned in the computation of such time. (Amended 35 of 1998 s. 5)

(3) Where the limited time so appointed or allowed expires on one of the days in this section specified, the act or proceeding shall be considered as done or taken in due time if it is done or taken on the next day afterwards which is not one of the days in this section specified.

(4) The provisions of this section shall take effect notwithstanding anything contained in sections 29, 30 and 31 of the High Court Ordinance (Cap 4). (Amended 92 of 1975 s. 58; 25 of 1998 s. 2)

[cf. 1914 c. 59 s. 145 U.K.]

Chapter:	25D	Labour Tribunal (Suitors' Funds) Rules	Gazette Number	Version Date
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Rule:	6	Payment out of funds in the tribunal	E.R. 1 of 2015	29/01/2015
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(1) Funds paid into the tribunal shall not be paid out except by direction of a presiding officer or in pursuance of an order, and every such direction or order shall specify in full the name of every person to whom payment is to be made:

Provided that-

(i) in the case of payment to a firm, it shall be sufficient to state the business name of such firm;

(ii) in the case of payment to partners, payment may be made to any one or more of such partners or to the survivor of them, as the case may be.

(2) Funds paid into the tribunal may be paid out by cheque or in cash as the registrar may direct and, in the case of payment by cheque, the cheque shall be signed by 2 persons authorized in writing by the Registrar of the High Court from time to time. (L.N. 343 of 1980; 25 of 1998 s. 2)

(3) Payment out may be made at the offices of the tribunal on any week-day, not being a Saturday or general holiday, between the hours of 10.00 a.m. and 1.00 p.m. and between the hours of 2.00 p.m. and 4.00 p.m.; and on any Saturday (not being a general holiday) between the hours of 10.00 a.m. and 12 noon.

Chapter:	62	JUDICIAL PROCEEDINGS (ADJOURNMENT DURING GALE WARNINGS) ORDINANCE	Gazette Number	Version Date
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Section:	2	Interpretation	L.N. 172 of 1999	05/07/1999
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In this Ordinance, unless the context otherwise requires-

"adjourned hearing" (經延期的聆訊) means the resumed hearing of any judicial proceedings adjourned by or under this Ordinance;

"Director" (台長) means the Director of the Hong Kong Observatory; (Amended 41 of 1993 s. 3; L.N. 362 of 1997; 39 of 1999 s. 3)

"gale warning" (烈風警告) means a warning of the occurrence of a tropical cyclone in, or in the vicinity of, Hong

Kong by the use of any of the tropical cyclone warning signals referred to in section 5(1)(a)(i); (Replaced 85 of 1978 s. 2. Amended 41 of 1993 s. 3)

"judicial proceedings" (司法程序) means any proceedings before a court, tribunal, commission or other person having by law power to receive evidence on oath;

"period of adjournment" (延期期間) means a period during which any judicial proceedings are adjourned by section 3 or 6;

"rainstorm warning" (暴雨警告) means a warning of a heavy rainstorm in, or in the vicinity of, Hong Kong by the use of the heavy rainstorm warning signal referred to in section 5(1)(a)(ii); (Added 41 of 1993 s. 3. Amended 21 of 1999 s. 2)

"tropical cyclone" (熱帶氣旋) means a tropical depression, a tropical storm, a severe tropical storm and a typhoon.

Chapter:	62	JUDICIAL PROCEEDINGS (ADJOURNMENT DURING GALE WARNINGS) ORDINANCE	Gazette Number	Version Date
Section:	4	Resumption of adjourned judicial proceedings		30/06/1997

Any judicial proceedings adjourned by virtue of section 3 shall be resumed on the next day, which is not a public holiday, after the day on which the gale warning or rainstorm warning ceases at the time and place specified for such proceedings on the date of such adjournment under section 3.

(Amended 41 of 1993 s. 5)

Chapter:	62	JUDICIAL PROCEEDINGS (ADJOURNMENT DURING GALE WARNINGS) ORDINANCE	Gazette Number	Version Date
Section:	8	Persons arrested or detained by police		30/06/1997

(1) Where a person is discharged under section 52(1) of the Police Force Ordinance (Cap 232) upon his entering into a recognizance, with or without sureties, to appear before a magistrate or to surrender for service of a warrant of arrest and detention or for discharge at the time named in the recognizance and such time falls within the duration of a gale warning or a rainstorm warning the time shall be deemed to be extended until the same time on the next day, which is not a public holiday, after the day on which the gale warning or rainstorm warning ceases.

(2) Where any person is detained in custody under section 52(1) or (4) of the Police Force Ordinance (Cap 232) during a gale warning or a rainstorm warning and it is not practicable to produce the person before a magistrate within the time limit prescribed in the said subsection (1) or (4), as the case may be, he shall be produced before a magistrate on the next day, which is not a public holiday, after the day on which the gale warning or rainstorm warning ceases.

(Amended 41 of 1993 s. 8)

Chapter:	123	Buildings Ordinance	Gazette Number	Version Date
Schedule:	7	Penalty Notice	E.R. 1 of 2013	25/04/2013

[section 40(1BE), (1BF)
& (1BG)]
(Amended E.R. 1 of 2013)

1. A penalty notice under section 40(1BE) must be made in writing stating—
 - (a) that the person served with the penalty notice is required to pay a fixed penalty of \$1500 within 21 days after the date of the penalty notice;
 - (b) if the person wishes to dispute liability for the offence under section 40(1BD), that the person must notify the Building Authority in writing within 21 days after the date of the penalty notice;
 - (c) that the person is required to comply with the notice served under section 30C(3) or (4), and if the

person's failure to comply with the notice continues, the Building Authority may—

- (i) serve on the person a further penalty notice after the expiry of the penalty notice that is being served; or
 - (ii) proceed to take court proceedings for the person's failure to comply with the notice served under section 30C(3) or (4), and the person would be liable to the fine and imprisonment mentioned in section 40(1BD); and
 - (d) any other related matters, including payment instructions for payment of the fixed penalty.
2. Section 35 applies to the service of a penalty notice under section 40(1BE).
 3. If any person on whom a penalty notice has been served has failed to pay the fixed penalty of \$1500, and has not notified the Building Authority that the person wishes to dispute liability, within 21 days after the date of the penalty notice, a magistrate may, on an application being made in the manner mentioned in section 4 of this Schedule, order the person to pay the fixed penalty of \$1500, together with a sum of \$300 by way of costs, within 21 days after the date of service of notice of the order.
 4. An application under section 3 of this Schedule—
 - (a) may be made in the absence of the person on whom the penalty notice has been served; and
 - (b) must be made in the name of the Secretary for Justice, who may appoint any person or class of persons to make the application.
 5. Despite the Magistrate Ordinance (Cap 227), in an application under section 3 of this Schedule, a magistrate may make an order under that section on production by the applicant to the magistrate of—
 - (a) a copy of the penalty notice served under section 40(1BE); and
 - (b) a certificate of service under section 35(2).
 6. In an application under section 3 of this Schedule, a certificate stating—
 - (a) that payment of the fixed penalty of \$1500 had not been made before the date specified in the certificate; and
 - (b) that the person specified in it had not, before the date specified in the certificate, notified the Building Authority that the person wished to dispute liability for the offence under section 40(1BD),and purporting to be signed by or for the Building Authority is to be admitted in evidence without further proof on its production to the magistrate and, unless there is evidence to the contrary, it is presumed that the certificate is so signed and the certificate is evidence of the facts stated in it.
 7. If an order is made under section 3 of this Schedule—
 - (a) the magistrate must cause notice of the order to be served on the person to whom it relates; and
 - (b) the sending of the notice to the person by post at the person's address mentioned in the penalty notice constitutes good service.
 8. If any person against whom an order under section 3 of this Schedule has been made fails to pay the fixed penalty and costs, the person is taken, for the purposes of section 68 of the Magistrates Ordinance (Cap 227), to have failed to pay the sum adjudged to be paid by a conviction and is liable to be imprisoned under that section.
 9. If there is evidence to show that a penalty notice served under section 40(1BE) has not come to the notice of the person to whom it relates before the date of the order made under section 3 of this Schedule, the magistrate may, on an application of which reasonable notice has been given to the Building Authority, rescind the order and—
 - (a) if the person wishes to dispute liability for the offence under section 40(1BD), give leave to that effect; or
 - (b) if that person does not wish to dispute liability, order that person to pay the fixed penalty of \$1500 within 21 days after the date of the order.
 10. An application for rescission of an order under section 9 of this Schedule may be made in person or by counsel or solicitor on behalf of the applicant and the magistrate, for the purpose of securing the attendance of witnesses and generally for conducting the proceedings, has all the powers of a magistrate hearing a complaint under the

Magistrates Ordinance (Cap 227).

11. An application for rescission of an order under section 9 of this Schedule must be made within 21 days after the date of service of notice of the order made under section 3 of this Schedule, but the magistrate may extend the period if he or she considers it appropriate to do so in the circumstances.
12. If a magistrate gives leave under section 9(a) of this Schedule, proceedings may be taken, despite section 26 of the Magistrates Ordinance (Cap 227), within 6 months after the date on which the magistrate gives the leave.
13. A magistrate may for good cause, on an application by the Building Authority at any time, rescind any order for the payment of a fixed penalty and costs and any other order made in the same proceedings.
14. If any person against whom an order under section 9(b) of this Schedule has been made fails to pay the fixed penalty, the person is taken, for the purposes of section 68 of the Magistrates Ordinance (Cap 227), to have failed to pay the sum adjudged to be paid by a conviction and is liable to be imprisoned under that section.
15. If any person on whom a penalty notice under section 40(1BE) has been served notifies the Building Authority that the person wishes to dispute liability or the person is given leave under section 9(a) of this Schedule, proceedings may be taken against that person, and a summons issued in those proceedings may be served on that person in accordance with section 8 of the Magistrates Ordinance (Cap 227).
16. In proceedings under section 15 of this Schedule, if the court determines that the person is guilty of the offence of failing to comply with the notice served on the person under section 30C(3) or (4) without reasonable excuse, the person is liable to the fine and imprisonment under section 40(1BD).
17. After proceedings have been instituted but not less than 2 days (excluding any public holiday) before the day specified in the summons for the person's appearance, the person may pay the fixed penalty of \$1500 and a sum of \$500 by way of costs with the production of the summons at any magistracy to terminate the proceedings.
18. If a person's failure to comply with the notice served on the person under section 30C(3) or (4) continues without reasonable excuse despite a penalty notice served under section 40(1BE), the Building Authority may—
 - (a) serve on the person a further penalty notice after the expiry of the penalty notice that is being served;
 - or
 - (b) proceed to take court proceedings against the person under section 40(1BD).
19. The decision of the Building Authority to serve a penalty notice under section 18 of this Schedule is not subject to appeal under section 44.

(Schedule 7 added 16 of 2011 s. 37)
(Format changes—E.R. 2 of 2012)

Chapter:	237	FIXED PENALTY (TRAFFIC CONTRAVENTIONS) ORDINANCE	Gazette Number	Version Date
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Section:	20B	Payment of fixed penalty after issue of summons	L.N. 45 of 1998	01/03/1998
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(1) Notwithstanding that proceedings have been instituted against a person who has notified the Commissioner of Police in accordance with the notice served on him under section 15(3), that he wishes to dispute liability, the defendant may pay the fixed penalty together with an additional penalty equal to the amount of the fixed penalty in accordance with subsection (2), and, if at the same time the defendant also pays to the court the sum of \$500 by way of costs, the proceedings shall thereupon terminate. (Amended 56 of 1981 s. 10; 39 of 1984 s. 9; L.N. 102 of 1991; L.N. 219 of 1995; L.N. 45 of 1998)

(2) Payment under subsection (1) shall be made to any magistrate's court not later than 2 clear working days before the day specified in the summons for his appearance; and the summons shall be produced at the time of

payment. (Amended 59 of 1994 s. 9)

(2A) In subsection (2) the expression "clear working days" (整個工作天) excludes the day specified in the summons for the appearance of the defendant and intervening public holidays. (Added 59 of 1994 s. 9)

(3) The Legislative Council may, by resolution, amend the sum specified in subsection (1). (Added 39 of 1984 s. 9)

(Added 59 of 1977 s. 15)

Chapter:	237A	FIXED PENALTY (TRAFFIC CONTRAVENTIONS) REGULATIONS	Gazette Number	Version Date
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Schedule:		SCHEDULE	10 of 2008	09/05/2008
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[通知書號碼:]

[Notice No.:]

[第2(1)條]

FPP

表格1
FORM 1

[regulation 2(1)]

涉嫌犯定額罰款交通違例事項的通知書
 NOTICE OF PARTICULARS OF ALLEGED FIXED PENALTY TRAFFIC CONTRAVENTION
 《定額罰款(交通違例事項)條例》
 (第237章第15(2)條)
 FIXED PENALTY (TRAFFIC CONTRAVENTIONS) ORDINANCE
 (Chapter 237, section 15(2))

右述車輛的車主/司機
THE OWNER/DRIVER

車輛號碼
OF VEHICLE NO.

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車輛類別
VEHICLE
TYPE

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檔號
TRANSACTION NO.

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涉嫌犯交通違例事項
IS ALLEGED TO HAVE COMMITTED A TRAFFIC CONTRAVENTION

違例事項詳情
CONTRAVENTION DETAILS

日期
DATE

日 day	月 month	年 year

時 hours 分 minutes

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(* 輔警請在此欄填寫 "A" 字) (* Auxiliary Police Officer write "A" in the box)

如對本通知書的發出有任何疑問, 可與任何警署的值班警官聯絡。

Enquiries concerning the issue of this notice may be made by contacting the Duty Officer of any Police Station.

[條碼]
[Bar Code]

郵寄付款須知:

請沿左面虛線撕下郵寄付款回條, 並將回條連同支票、匯票或本票寄回。

Instruction for Postal Payment :

Please detach along the perforated line on the left and send in the Slip for Payment by Post together with the cheque, draft or cashier order.

局部繳款、逾期繳款或不能予以識辨的繳款將不會視為有效的繳款。

Partial Payment, late payment or unidentifiable payment will not be regarded as a valid payment.



下列欄位所印款項款號
RECEIVED the sum imprinted below

郵寄付款回條
Slip for Payment by Post

<p>電子繳款號碼 E-Payment Number 請輸入下列18位數字 Please key in the following 18 digit nos.</p>	<p>帳類 Bill type</p>	<p>01</p>

日 Day 月 Month 年 Year
發出日期 Date of Issue

附註(請細心閱讀)

Notes (Please read carefully)

- | | |
|---|---|
| <p>A. 如於本通知書發出日期起計21天內繳付定額罰款，即可解除就有關違例事項所須負的法律責任。若按照繳款辦法第1(e)段繳款，本通知書必須保持完整並於繳款時出示。</p> <p>B. 繳款通知書將會在適當時候發出，如你已依照本通知書繳付罰款，則無須理會該通知書。</p> <p>C. 如你不依照本通知書繳付罰款或通知警務處處長意欲就法律責任提出爭議，則可能須繳付附加罰款。</p> | <p>A. Liability for the contravention can be discharged by paying the Fixed Penalty within 21 days of the date of issue. For payment made in accordance with paragraph 1(e) of the Payment Instructions, this notice must be kept intact and produced at the time of payment.</p> <p>B. Demand Notice will be issued in due course. You may ignore the Demand Notice only if you have made prior payment on this notice.</p> <p>C. Failure to pay or to notify the Commissioner of Police that you wish to dispute liability in accordance with this notice may result in an additional penalty being imposed.</p> |
|---|---|

D. 如對本通知書有任何查詢，請致電中央交通違例檢控組。(電話：2866 6552)(傳真：2200 4320)

D. For enquiry on this notice, please contact the Central Traffic Prosecutions Division. (Tel.: 2866 6552) (Fax: 2200 4320)

FP P

320 元
\$320

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繳款辦法：

Payment Instructions:

1. 可按下列方式繳款—
 - (a) 使用銀行自動櫃員機繳款
在任何貼有“繳費服務”或“繳費易”標誌的銀行櫃員機繳付。繳款時，請選擇“政府”，然後再選擇“交通違例定額罰款”，並輸入帳單類別“01”及輸入本通知書正面右上角的18位“電子繳款號碼”。
 - (b) 使用「繳費靈」繳款
以電話繳款，請先使用音頻電話進行登記(電話號碼：18013)，選擇“商戶編號”“9175”，並輸入本通知書正面右上角的18位“電子繳款號碼”。如欲繳款，請致電18033，並按照指示輸入所需資料。如需查詢，請致電「繳費靈」熱線：2311 9876。
 - (c) 透過互聯網繳款
透過銀行或「繳費靈」在互聯網上提供的繳費服務繳款。詳情請瀏覽庫務署網站(URL 位址：<http://www.info.gov.hk/tsy>)。同時亦可透過“公共服務電子化”計劃的網站(URL 位址：<http://www.esd.gov.hk>)或任何該計劃的服務站繳付。繳款時，請選擇“交通違例定額罰款”。
 - (d) 郵遞繳款
凡郵寄支票、匯票或本票繳款，請在支票、匯票或本票的背面寫上“通知書號碼”，並連同本通知書的「郵寄付款回條」郵寄香港告士打道郵政局信箱28000號(註明庫務署為收件人)。請勿郵寄現金。請注意：以郵遞方式繳款將不會獲發收據。有關的郵戳日期視為繳款的日

1. Payment may be made—
 - (a) **Through Bank Automated Teller Machine (ATM)**
Pay at any ATM affixed with "Bill Payment" or "JET Payment" signage. Please select "GOVERNMENT", then choose "Traffic Tickets (Fixed Penalty)". Enter the bill type number "01" and key in the 18-digit "E-Payment Number" shown on the top right-hand corner of this notice for making payment.
 - (b) **By Phone by using PPS**
Before making payment, please register this notice through a tone phone (Tel. no.: 18011). After selecting the "Merchant Code" of "9175", key in the 18-digit "E-Payment Number" shown on the top right-hand corner of this notice. For making payment, please dial 18031 and follow the instructions to enter the information required. For enquiries, please call PPS Hotline : 2311 9876.
 - (c) **Through Internet**
Pay through bill payment services provided by banks and PPS on the Internet. For details, please visit Treasury's web site (URL address : <http://www.info.gov.hk/tsy>). Payment could also be made through the web site of the "Electronic Service Delivery" (ESD) Scheme (URL address: <http://www.esd.gov.hk>) or at any of the ESD kiosks. Please select "Traffic Tickets (Fixed Penalty)" for making payment.
 - (d) **By Post**
A cheque, draft or cashier order should be sent together with the Slip for Payment by Post to the Treasury, P.O. Box No. 28000, Gloucester Road Post Office, Hong Kong. Please write the "Notice Number" on the back of the cheque, draft or cashier order. Cash should not be sent through the post. Please note that no receipt will be issued for Fixed Penalty paid by post. The date of the relevant post mark is to be

期。

(e) 親自繳款

親自或由代理人往下列辦事處繳付—

- (i) 任何郵政局(郵政局信箱及流動郵政局除外)。如欲查詢有關地址及辦公時間，請致電香港郵政熱線：2921 2222 或瀏覽其網站(URL 位址：
<http://www.hongkongpost.com>)；

港島

- (ii) (由2005年第158號法律公告廢除)
(iii) 西灣河太安街29號東區法院大樓東區裁判法院；

九龍

- (iv) 亞皆老街147號M九龍城裁判法院大樓九龍城裁判法院；
(v) 觀塘鯉魚門道10號觀塘法院大樓觀塘裁判法院；
(vi) (由2005年第158號法律公告廢除)

新界

- (vii) 粉嶺璧峰路1號粉嶺法院大樓粉嶺裁判法院；
(viii) 荃灣大河道70號荃灣法院大樓荃灣裁判法院；
(ix) 沙田宜正里1號沙田法院大樓沙田裁判法院；
(x) 屯門屯喜路1號屯門裁判法院。

上述裁判法院於下列時間收款—

星期一 : 上午9時至下午1時；
至 及
星期五 下午2時至5時
星期六 : 上午9時至中午12時

本通知書必須保持完整並於繳款時出示。

2. 支票、匯票或本票均須以“香港特別行政區政府”或“香港特區政府”為收款人，並加以劃線。切勿以任何個別人員為收款人。支票兌現後繳款方為有效。期票恕不接受。

regarded as the date of payment.

(e) **In Person**

Payment may be made personally or by an agent at any of the following offices-

- (i) Any Post Office other than a post office letter box or a mobile post office. For addresses and opening hours, please call the Hongkong Post Hotline: 2921 2222 or visit their web site (URL address:
<http://www.hongkongpost.com>);

Hong Kong Island

- (ii) (Repealed L.N. 158 of 2005)
(iii) Eastern Magistracy, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho;

Kowloon

- (iv) Kowloon City Magistrates' Courts, Kowloon City Law Courts Building, 147M Argyle Street;
(v) Kwun Tong Magistracy, Kwun Tong Law Courts Building, 10 Lei Yue Mun Road, Kwun Tong;
(vi) (Repealed L.N. 158 of 2005)

New Territories

- (vii) Fanling Magistrates' Courts, Fanling Law Courts Building, 1 Pik Fung Road, Fanling;
(viii) Tsuen Wan Magistracy, Tsuen Wan Law Courts Building, 70 Tai Ho Road, Tsuen Wan;
(ix) Shatin Magistracy, Shatin Law Courts Building, 1 Yi Ching Lane, Shatin;
(x) Tuen Mun Magistracy, 1 Tuen Hi Road, Tuen Mun.

The above magistracies receive payments during the hours of-

Monday : 9 a.m. to 1 p.m.;
to and
Friday 2 p.m. to 5 p.m.
Saturday : 9 a.m. to 12 noon

This notice must be kept intact and produced at the time of payment.

2. Cheques, drafts or cashier orders should be made payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" and crossed. They should not be made payable to any individual officer. Payment is valid only after the cheque is cleared. Post-dated cheques will not be

3. 局部繳款、逾期繳款或不能予以識辨的繳款 3. Partial payment, late payment or unidentifiable payment will not be regarded as a valid payment.
將不會視為有效的繳款。 accepted.

違例事項一覽表
LIST OF CONTRAVENTIONS

該汽車—

The motor vehicle was-

(違例事項編號)：

(Contravention Code No.):

- (01) 停泊方式相當可能對道路造成不必要的障礙，或對其他使用該道路的人造成不必要的危險(條例第4條)。
Parked in a manner likely to cause an unnecessary obstruction of a road or danger to other persons using the road (section 4).
- (02) 在斑馬綫的範圍內停車(條例第5條)。
Stopped within the limits of a zebra crossing (section 5).
- (03) 在斑馬綫控制區停車(條例第6條)。
Stopped in a zebra controlled area (section 6).
- (04) 在非泊車處停泊(條例第7(1)條)。
Parked other than in an authorized parking place (section 7(1)).
- (05) 在行人路、行人道、中央分道帶、路旁、路肩或交通島上停泊(條例第7(2)(a)條)。
Parked on a pavement, pedestrian way, central reservation, verge, hard shoulder or traffic island (section 7(2)(a)).
- (06) 停泊方式對進出毗連車路的處所車輛造成阻礙(條例第7(2)(b)條)。
Parked so as to obstruct vehicular access to or from premises adjacent to the carriage-way (section 7(2)(b)).
- (07) 停泊方式對由車路至消防龍頭的通道造成阻礙(條例第7(2)(c)條)。
Parked so as to obstruct access to a fire hydrant from the carriage-way (section 7(2)(c)).
- (08) 在違反交通標誌或道路標記的情況下在泊車處停泊(條例第8(1)條)。
Parked in a parking place in contravention of a traffic sign or road marking (section 8(1)).
- (09) 停泊時不必要地佔用超過1個泊車位，或不必要地跨越該泊車位的任何劃分界綫(條例第8(2)條)。
Unnecessarily parked in more than one space, or unnecessarily projecting over any line delineating a parking space (section 8(2)).
- (10) 停泊在被運輸署署長中止或取消的泊車處(條例第8(4)條)。
Parked in a parking place where parking is suspended or cancelled by the Commissioner for Transport (section 8(4)).
- (11) 停泊在被警務處處長中止使用的泊車處(條例第8(5)條)。
Parked in a parking place where parking is suspended by the Commissioner of Police (section 8(5)).
- (12) 在違反交通標誌的情況下在臨時泊車處停泊(條例第8(6)條)。
Parked in a temporary parking place contrary to a traffic sign (section 8(6)).
- (13) 在違反“不准停泊車輛”的交通標誌或道路標記的情況下停泊(條例第9條)。
Parked in contravention of no parking traffic sign or road marking (section 9).
- (14) 停泊在設有硬幣停車收費錶的泊車位，但沒有在泊車後盡快將適當硬幣投入收費錶內(條例第10(1)(a)(i)條)。
Parked in a parking space in respect of which there is a coin operated parking meter without as soon as possible after parking inserting an appropriate coin in the meter (section 10(1)(a)(i)).

(15) 停泊在設有儲值卡停車收費錶的泊車位，但沒有在泊車後盡快使用泊車儲值卡或(如適用的話)認可卡繳付泊車費(條例第10(1)(a)(ii)條)。

Parked in a parking space in respect of which there is a card operated parking meter without as soon as possible after parking using a parking card or where applicable an approved card for the payment of the parking fee (section 10(1)(a)(ii)).

(16) 停泊在憑票泊車車位，但沒有在泊車後盡快將泊車票放在擋風玻璃內向外展示，使該泊車票得以顯示已獲繳付的泊車費、有關的泊車位、繳款日期和已繳費的有效時限(條例第10(1)(b)(i)條)。

Parked in a pay and display parking space without as soon as possible after parking displaying a display ticket on the inside of the windscreen so that the ticket shows the payment of the parking fee, the relevant parking space, the date on and the time until which payment is made (section 10(1)(b)(i)).

(17) 停泊在憑票泊車車位，但停泊時間已超逾車內展示的泊車票註明已繳費用的時限，或車內展示的泊車票並沒有註明使用該車位或在該日使用該車位所需費用已獲繳付(條例第10(1)(b)(ii)條)。

Parked in a pay and display parking space beyond the time indicated on the display ticket as the time until which payment is made or when the display ticket does not indicate payment for the use of that parking space or for that date (section 10(1)(b)(ii)).

(18) 停泊在設有硬幣停車收費錶的泊車位時佔用超過1個泊車位，但沒有將適當硬幣投入每個泊車位的收費錶內(條例第10(4)條)。

Parked in more than one parking space in respect of which there is a coin operated parking meter without inserting an appropriate coin in each meter (section 10(4)).

(19) 停泊在設有儲值卡停車收費錶的泊車位時佔用超過1個泊車位，但沒有把泊車儲值卡或(如適用的話)認可卡插進每個泊車位的收費錶內(條例第10(4)條)。

Parked in more than one parking space in respect of which there is a card operated parking meter without inserting a parking card or where applicable an approved card in each meter (section 10(4)).

(20) 停泊在憑票泊車車位時佔用超過1個車位，但沒有把適當數目的泊車票展示出來(條例第10(4)條)。

Parked in more than one pay and display parking space without displaying the appropriate number of display tickets (section 10(4)).

(21) 停泊在設有停車收費錶的泊車位，但該收費錶沒有顯示泊車費用已獲繳付(條例第11(1)條)。

Parked in a parking space in respect of which there is a parking meter when the meter does not indicate that payment has been made (section 11(1)).

(L.N. 166 of 2001; L.N. 29 of 2004; L.N. 158 of 2005; 25 of 2005 s. 34; 10 of 2008 s. 49)

通知書號碼：

表格2

Notice No.:

FORM 2

[第2(2)條] [regulation 2(2)]

《定額罰款(交通違例事項)條例》

(第237章)

FIXED PENALTY (TRAFFIC
CONTRAVENTIONS) ORDINANCE

編號：

(Chapter 237)

Serial No.:

繳付定額罰款通知書

(第15(3)條)

NOTICE DEMANDING PAYMENT OF
FIXED PENALTY
(Section 15(3))

電子繳款號碼 E-Payment Number	
請輸入下列18位數字	
Please key in the following 18 digit nos.	
帳類 Bill	03
type	

個人資料
PERSONAL DATA

FP P

先寫姓氏
Surname
First

致：

To:

地址：

of

於(日期)
On

大約(時間)
at about

在(地點)
at

發生一宗違反本例第
a contravention of section

條 ()
()

的事件而你須對該事件負法律責任，因為當時你是 號汽車的登記車主/司機。
of the Ordinance was committed for which you as the registered owner/driver of motor vehicle no. at the time are liable.

本人現要求你繳付定額罰款，並通知你若意欲就上述違例事項的法律責任提出爭
I hereby demand payment of the Fixed Penalty of and inform you that, if you wish to
議，你必須通知本人。你必須在 或之前—
dispute liability for the contravention, you should inform me. You are required-

- (a) 繳付定額罰款；或
to pay the Fixed Penalty; or
- (b) (使用背頁的通知書)告知本人你意欲就該違例事項的法律責任提出爭議。
to notify me that you wish to dispute liability for the contravention (by using the notification form overleaf),

on or before

倘若你不按照本通知書繳付定額罰款或告知本人你意欲就法律責任提出爭議，本人將向裁判
If you do not pay the Fixed Penalty or notify me that you wish to dispute liability in accordance
官申請頒發命令，飭令你繳付定額罰款、一項相等於定額罰款數額的附加罰款及訟費。
with this notice, an application will be made to a magistrate for an order that you pay the Fixed Penalty, an additional penalty equal to the
amount of the Fixed Penalty and costs.

下列機印所示款項收訖。
RECEIVED the sum imprinted below.

警務處處長(代行)
for Commissioner of Police

日期：
Date:

繳款/通知爭議的最後日期：
Last Date for Payment/Notification of Dispute:

郵寄付款回條
Slip for Payment by Post

請注意：

Please note:

1. 就此事根據本條例第15(2)條發出的通知書(號碼：)可能經已向你送達。
A notice under section 15(2) of the Ordinance (No.:) may already have been served
on you in this case.
如你已繳付該通知書所指明的定額罰款，則無須理會本通知書。
If you have paid the Fixed Penalty specified by that notice, you should ignore this
demand.
2. 款項應按照背面所載的指示繳付。
Payment should be made according to the instructions set out overleaf.
3. 若按照繳款辦法第1(e)段所示方法繳款，本通知書必須保持完整並於繳款時出示。
For payment made in accordance with paragraph 1(e) of the Payment Instructions, this notice must
be kept intact and produced at the time of payment.

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通知書號碼：
Notice No.:
身分證號碼：
I.D. No.:

編號：
Serial Number.:
違例日期：
Contravention Date:

定額罰款：
Fixed Penalty:
繳款類別：
Payment Type:

繳款辦法：

1. 可按下列方式繳款—
 - (a) 使用銀行自動櫃員機繳款
在任何貼有“繳費服務”或“繳費易”標誌的銀行櫃員機繳付。繳款時，請選擇“政府”，然後再選擇“交通違例定額罰款”，並輸入帳單類別“03”及輸入本通知書正面右上角的18位“電子繳款號碼”。
 - (b) 使用「繳費靈」繳款
以電話繳款，請先使用音頻電話進行登記(電話號碼：18013)，選擇“商戶編號”“9175”，並輸入本通知書正面右上角的18位“電子繳款號碼”。如欲繳款，請致電18033，並按照指示輸入所需資料。如需查詢，請致電「繳費靈」熱線：2311 9876。
 - (c) 透過互聯網繳款
透過銀行或「繳費靈」在互聯網上提供的繳費服務繳款。詳情請瀏覽庫務署網站(URL 位址：<http://www.info.gov.hk/tsy>)。同時亦可透過“公共服務電子化”計劃的網站(URL 位址：<http://www.esd.gov.hk>)或任何該計劃的服務站繳付。繳款時，請選擇“交通違例定額罰款”。
 - (d) 郵遞繳款
凡郵寄支票、匯票或本票繳款，請在支票、匯票或本票的背面寫上“通知書號碼”，並連同本通知書的「郵寄付款回條」郵寄香港告士打道郵政局信箱28000號(註明庫務署為收件人)。請勿郵寄現金。請注意：以郵遞方式繳款將不會獲發收據。有關的郵戳日期視為繳款的日期。
 - (e) 親自繳款
親自或由代理人往下列辦事處繳付—
 - (i) 任何郵政局(郵政局信箱及流動郵政局除外)。如欲查詢有關地址及辦公時間，請致電香港郵政熱線：2921 2222 或瀏覽其網站(URL 位址：<http://www.hongkongpost.com>)；

PAYMENT INSTRUCTIONS:

1. **Payment may be made-**
 - (a) **Through Bank Automated Teller Machine (ATM)**
Pay at any ATM affixed with "Bill Payment" or "JET Payment" signage. Please select "GOVERNMENT", then choose "Traffic Tickets (Fixed Penalty)". Enter the bill type number "03" and key in the 18-digit "E-Payment Number" shown on the top right-hand corner of this notice for making payment.
 - (b) **By Phone by using PPS**
Before making payment, please register this notice through a tone phone (Tel. no.: 18011). After selecting the "Merchant Code" of "9175", key in the 18-digit "E-Payment Number" shown on the top right-hand corner of this notice. For making payment, please dial 18031 and follow the instructions to enter the information required. For enquiries, please call PPS Hotline: 2311 9876.
 - (c) **Through Internet**
Pay through bill payment services provided by banks and PPS on the Internet. For details, please visit Treasury's web site (URL address: <http://www.info.gov.hk/tsy>). Payment could also be made through the web site of the "Electronic Service Delivery" (ESD) Scheme (URL address: <http://www.esd.gov.hk>) or at any of the ESD kiosks. Please select "Traffic Tickets (Fixed Penalty)" for making payment.
 - (d) **By Post**
A cheque, draft or cashier order should be sent together with the Slip for Payment by Post to the Treasury, P.O. Box No. 28000, Gloucester Road Post Office, Hong Kong. Please write the "Notice Number" on the back of the cheque, draft or cashier order. Cash should not be sent through the post. Please note that no receipt will be issued for Fixed Penalty paid by post. The date of the relevant post mark is to be regarded as the date of payment.
 - (e) **In Person**
Payment may be made personally or by an agent at any of the following offices-
 - (i) Any Post Office other than a post office letter box or a mobile post office. For addresses and opening hours, please call the Hongkong Post Hotline: 2921 2222 or visit their web site (URL address: <http://www.hongkongpost.com>),

港島

- (ii) (由2005年第158號法律公告廢除)
- (iii) 西灣河太安街29號東區法院大樓東區裁判法院；

九龍

- (iv) 亞皆老街147號M九龍城裁判法院大樓九龍城裁判法院；
- (v) 觀塘鯉魚門道10號觀塘法院大樓觀塘裁判法院；
- (vi) (由2005年第158號法律公告廢除)

新界

- (vii) 粉嶺璧峰路1號粉嶺法院大樓粉嶺裁判法院；
- (viii) 荃灣大河道70號荃灣法院大樓荃灣裁判法院；
- (ix) 沙田宜正里1號沙田法院大樓沙田裁判法院；
- (x) 屯門屯喜路1號屯門裁判法院。

上述裁判法院於下列時間收款—

星期一 : 上午9時至下午1時；
至 及
星期五 下午2時至5時
星期六 : 上午9時至中午12時

本通知書必須保持完整並於繳款時出示。

2. 支票、匯票或本票均須以“香港特別行政區政府”或“香港特區政府”為收款人，並加以劃線。切勿以任何個別人員為收款人。支票兌現後繳款方為有效。期票恕不接受。
3. 局部繳款、逾期繳款或不能予以識辨的繳款將不會視為有效的繳款。
查詢：
如對本通知書有任何查詢，請致電中央交通違例檢控組。(電話：2866 6552)(傳真：2200 4320)

欲就法律責任提出爭議者請注意：

1. 若你意欲就上述違例事項的法律責任提出爭議，可簽署下列表格，並於通知爭議的最後日期或該日之前將之交付本人，以告知本人

Hong Kong Island

- (ii) (Repealed L.N. 158 of 2005)
- (iii) Eastern Magistracy, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho;

Kowloon

- (iv) Kowloon City Magistrates' Courts, Kowloon City Law Courts Building, 147M Argyle Street;
- (v) Kwun Tong Magistracy, Kwun Tong Law Courts Building, 10 Lei Yue Mun Road, Kwun Tong;
- (vi) (Repealed L.N. 158 of 2005)

New Territories

- (vii) Fanling Magistrates' Courts, Fanling Law Courts Building, 1 Pik Fung Road, Fanling;
- (viii) Tsuen Wan Magistracy, Tsuen Wan Law Courts Building, 70 Tai Ho Road, Tsuen Wan;
- (ix) Shatin Magistracy, Shatin Law Courts Building, 1 Yi Ching Lane, Shatin;
- (x) Tuen Mun Magistracy, 1 Tuen Hi Road, Tuen Mun.

The above magistracies receive payments during the hours of-

Monday : 9 a.m. to 1 p.m.;
to and
Friday 2 p.m. to 5 p.m.
Saturday : 9 a.m. to 12 noon

This notice must be kept intact and produced at the time of payment.

2. Cheques, drafts or cashier orders should be made payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" and crossed. They should not be made payable to any individual officer. Payment is valid only after the cheque is cleared. Post-dated cheques will not be accepted.
3. Partial payment, late payment or unidentifiable payment will not be regarded as a valid payment.

Enquiries :

For enquiries on this notice, please contact the Central Traffic Prosecutions Division. (Tel.: 2866 6552) (Fax: 2200 4320)

NOTES FOR THOSE WHO WISH TO DISPUTE LIABILITY :

1. You may notify me, if you wish to dispute liability for the contravention, by signing the form appended below and delivering it to me on or before the last day for notification of dispute.

你有此意欲。

2. 如你告知本人欲就上述違例事項的法律責任提出爭議，事件會以申訴方式交由裁判官按照上述條例裁定，傳票將會在適當時候向你送達。
 3. 如你在告知本人欲就上述違例事項的法律責任提出爭議後，沒有應傳票出庭應訊，或在應訊後你並沒有提出免責辯護或你提出瑣屑無聊或無理取鬧的免責辯護，則可被判繳付定額罰款、一項相等於定額罰款數額的附加罰款及訟費。
2. If you notify me that you wish to dispute liability for the contravention, the matter will be determined by a magistrate on complaint in accordance with the Ordinance and you will be served with a summons in due course.
 3. If, having notified me that you wish to dispute liability for the contravention, you do not appear in court to answer the summons or, having appeared, you offer no defence or a defence which is frivolous or vexatious, you are liable to the Fixed Penalty, an additional penalty equal to the amount of the Fixed Penalty and costs.

《定額罰款(交通違例事項)條例》
(第237章)

FIXED PENALTY (TRAFFIC CONTRAVENTIONS) ORDINANCE
(Chapter 237)

致 警務處處長意欲就違例事項的法律責任提出爭議的通知書(第15(3)條)
NOTIFICATION TO COMMISSIONER OF POLICE OF WISH TO DISPUTE
LIABILITY FOR CONTRAVENTIONS
(Section 15(3))

致：警務處處長
香港灣仔軍器廠街1號
警察總部警政大樓31樓
交通總部中央交通
違例檢控組 第4組

To: The Commissioner of Police
Unit 4, Central Traffic Prosecutions Division,
Traffic Branch Headquarters,
31st Floor, Arsenal House,
Police Headquarters, No. 1 Arsenal Street,
Wan Chai, Hong Kong.

就貴處根據《定額罰款(交通違例事項)條例》第15(3)條所發出的通知書(詳情見背頁而本人經已閱悉)，本人意欲就該通知書所指的違例事項的法律責任提出爭議，特此通知。

Take notice that I wish to dispute liability for the contravention specified in your notice (details of which are given overleaf and of which I have taken notice) issued under section 15(3) of the Fixed Penalty (Traffic Contraventions) Ordinance.

日期：

Date :

.....
簽名 Signature
(L.N. 166 of 2001; L.N. 158 of 2005; 10 of 2008 s. 49)

FORM 3

[regulation 4(1)]

FIXED PENALTY (TRAFFIC CONTRAVENTIONS) ORDINANCE

(Chapter 237)

CERTIFICATE OF POSTING OF NOTICE

(Section 15(6))

This is to certify that

on the _____ day of _____ a Notice under section 15(3) of the Fixed Penalty (Traffic Contraventions) Ordinance was posted. The particulars of the Notice are as follows-

Serial No.: _____ Date of Notice: _____
Name of Addressee: _____
Address: _____
Date: _____

.....
for Commissioner of Police.

.....
(Full name in block letters)

FORM 4

[regulation 4(2)]

FIXED PENALTY (TRAFFIC CONTRAVENTIONS) ORDINANCE

(Chapter 237)

CERTIFICATE OF POSTING OF SUMMONS

(Section 17(2))

This is to certify that

on the _____ day of _____ a Summons issued
by the magistrate sitting in the Magistrate's Court at _____
was posted. The particulars of the Summons are as follows-

Serial No.: _____ Date of Summons: _____
Name of Defendant: _____
Address: _____
Date: _____

.....
for Commissioner of Police.

.....
(Full name in block letters)

FORM 5

[regulation 4(3)]

FIXED PENALTY (TRAFFIC CONTRAVENTIONS) ORDINANCE

(Chapter 237)

CERTIFICATE OF IDENTITY OF REGISTERED OWNER,
REGISTERED ADDRESS AND NON-PAYMENT OF
FIXED PENALTY

(Section 21(1))

This is to certify that

- (a) *on the day of at about the registered owner of motor vehicle registration mark was
- (b) **on the day of the registered address of such person was
- (c) ***on the day of the registered address of such person was
- (d) **** before the day of no payment was made of the fixed penalty in respect of the contravention specified in Notice No. dated the day of under section 15(3) of the Fixed Penalty (Traffic Contraventions) Ordinance; and
- (e) before the day of such person had not notified the Commissioner of Police that he wished to dispute liability for the said contravention.

Date

.....
for Commissioner of Police.

.....
(Full name in block letters)

* Insert date and time of the contravention to which the proceedings relate.

** Insert date on which notice under section 15(3) in respect of such contravention was posted.

*** Insert date on which summons under section 17(1) in respect of such proceedings was posted.

**** Insert last date of payment specified in the notice under section 15(3).

(L.N. 90 of 1984)

FORM 6

[regulation 5]

FIXED PENALTY (TRAFFIC CONTRAVENTIONS) ORDINANCE

(Chapter 237)

APPLICATION FOR CERTIFICATE OF CLEARANCE

(Section 22(4A))

To: The Commissioner for Transport,
Hong Kong.

Dear Sir,

* I am [I intended to become] the new owner of motor vehicle registration mark I hereby under regulation 5 of the Fixed Penalty (Traffic Contraventions) Regulations for a Certificate of Clearance under section 22(4A) of the Fixed Penalty (Traffic Contraventions) Ordinance in respect of the motor vehicle.

Yours faithfully,

Date

(Signature)

Name: (In block letters)

Address: (In block letters)

* Delete whichever is inapplicable.

(L.N. 219 of 1991; L.N. 450 of 1995)

FORM 7

[regulation 5]

FIXED PENALTY (TRAFFIC CONTRAVENTIONS) ORDINANCE

(Chapter 237)

CERTIFICATE OF CLEARANCE

(Section 22(4A))

This is to certify that no notice of a valid order under section 22(2)(b) of the Fixed Penalty (Traffic Contraventions) Ordinance appears in my records in respect motor vehicle registration mark

Issue on the day of at a.m./p.m.

Date

.....
Commissioner for Transport.

.....
(Full name in block letters)

Note: This certificate remains valid for not more than 72 hours from the time of issue. No general holiday will be taken into account in computing the period of 72 hours.

(L.N. 219 of 1991; L.N. 450 of 1995; L.N. 532 of 1995; L.N. 166 of 2001)
(Schedule replaced L.N. 3 of 1979)

Chapter:	240	FIXED PENALTY (CRIMINAL PROCEEDINGS)	Gazette Number	Version Date
----------	-----	--------------------------------------	----------------	--------------

		ORDINANCE		
--	--	-----------	--	--

Section:	9	Payment of fixed penalty after issue of summons	L.N. 46 of 1998	01/03/1998
----------	---	---	-----------------	------------

(1) Notwithstanding that proceedings have been instituted against a person who has notified the Commissioner of Police that he wishes to dispute liability, the defendant may pay the fixed penalty together with an additional penalty equal to the amount of the fixed penalty in accordance with subsection (2) and, if at the same time the defendant also pays to the court the sum of \$500 by way of costs, the proceedings shall thereupon terminate. (Amended 57 of 1981 s. 8; 57 of 1984 s. 2; L.N. 103 of 1991; L.N. 218 of 1995; L.N. 46 of 1998)

(2) Payment under subsection (1) shall be made to any magistrate's court not later than 2 clear working days before the day specified in the summons for his appearance; and the summons shall be produced at the time of payment. (Amended 59 of 1994 s. 10)

(2A) In subsection (2) the expression "clear working days" (整個工作天) excludes the day specified in the summons for the appearance of the defendant and intervening public holidays. (Added 59 of 1994 s. 10)

(3) The Legislative Council may, by resolution, amend the sum specified in subsection (1). (Added 57 of 1984 s. 2)

Chapter:	240A	FIXED PENALTY (CRIMINAL PROCEEDINGS) REGULATIONS	Gazette Number	Version Date
----------	------	--	----------------	--------------

Schedule:		SCHEDULE	10 of 2008	09/05/2008
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[通知書號碼:]

[Notice No.:]

表格1
FORM 1

[第2(1)條
[regulation 2(1)]

涉嫌犯定額罰款交通罪行的通知書
NOTICE OF PARTICULARS OF ALLEGED FIXED PENALTY TRAFFIC OFFENCE

《定額罰款(刑事訴訟)條例》
(第240章第3(1)條)
FIXED PENALTY (CRIMINAL PROCEEDINGS) ORDINANCE
(Chapter 240, section 3(1))

右述車輛的司機 THE DRIVER 車主 OWNER 車輛號碼 OF VEHICLE NO.

檔號 TRANSACTION NO.

涉嫌犯交通罪行

IS ALLEGED TO HAVE COMMITTED A TRAFFIC OFFENCE

司機詳情(如知悉者) DETAILS OF DRIVER (IF AVAILABLE) 駕駛執照/身分證號碼 DRIVING LICENCE / IDENTITY CARD NO. <input type="text"/> <input type="text"/> <input type="text"/>	罪行詳情 OFFENCE DETAILS		
	日 day <input type="text"/>	月 month <input type="text"/>	年 year <input type="text"/>
	時 hours <input type="text"/>	分 minutes <input type="text"/>	罪行編號 OFFENCE CODE NO. <input type="text"/>
<input type="checkbox"/> 電單車	車輛類別(在其中一格加✓號) VEHICLE TYPE (tick one)	<input type="checkbox"/> 其他車輛 other	

<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <p>英文姓氏 SURNAME (從左方起每格填一個字母) (one letter per box from left)</p>	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px; text-align: center;">M. Cycle</div> <p>定額罰款(在其中一格加✓號) FIXED PENALTY (tick one)</p> <table style="width:100%; text-align: center;"> <tr> <td style="border: 1px solid black; width: 20%; padding: 5px;">\$1000</td> <td style="border: 1px solid black; width: 20%; padding: 5px;">\$600</td> <td style="border: 1px solid black; width: 20%; padding: 5px;">\$450</td> <td style="border: 1px solid black; width: 20%; padding: 5px;">\$320</td> <td style="border: 1px solid black; width: 20%; padding: 5px;">\$230</td> </tr> </table>	\$1000	\$600	\$450	\$320	\$230				
\$1000	\$600	\$450	\$320	\$230						
<p>地點(如以英文填寫請用正楷) 必須填寫A及B PLACE (Use block letters if in English) Always complete A and B</p>										
<p>A. 路名 ROAD</p>										
<p>*B. 位置(如項目1或2不適用, 則填寫項目3) LOCATION (If item 1 or 2 is not applicable, then complete item 3)</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; padding: 5px;">1. 地點</td> <td style="width:35%; padding: 5px;"> <input type="checkbox"/> 在右述 O/S / OPP / NEAR / I/S </td> <td style="width:50%; padding: 5px;"> 外 / 對面 / 附近 / 內 Hse. / Lot / Ch. / L/P / Meter No. </td> </tr> <tr> <td style="padding: 5px;">2. <input type="checkbox"/></td> <td style="padding: 5px;"> 在 / 近 AT / NEAR </td> <td style="padding: 5px;"> 與右列道路交匯處 Junction with </td> </tr> <tr> <td style="padding: 5px;">3. <input type="checkbox"/> 在右述地點</td> <td style="padding: 5px;"> 外 / 對面 O/S / OPP </td> <td style="padding: 5px;"> 大廈 / 建築物 / 其他可予識辨的特徵 Bldg. / Erection / Other identifying feature </td> </tr> </table> <p>* 在適當方格加上「✓」號並刪去不適用者。 * Tick the appropriate box(es) and delete where appropriate.</p>		1. 地點	<input type="checkbox"/> 在右述 O/S / OPP / NEAR / I/S	外 / 對面 / 附近 / 內 Hse. / Lot / Ch. / L/P / Meter No.	2. <input type="checkbox"/>	在 / 近 AT / NEAR	與右列道路交匯處 Junction with	3. <input type="checkbox"/> 在右述地點	外 / 對面 O/S / OPP	大廈 / 建築物 / 其他可予識辨的特徵 Bldg. / Erection / Other identifying feature
1. 地點	<input type="checkbox"/> 在右述 O/S / OPP / NEAR / I/S	外 / 對面 / 附近 / 內 Hse. / Lot / Ch. / L/P / Meter No.								
2. <input type="checkbox"/>	在 / 近 AT / NEAR	與右列道路交匯處 Junction with								
3. <input type="checkbox"/> 在右述地點	外 / 對面 O/S / OPP	大廈 / 建築物 / 其他可予識辨的特徵 Bldg. / Erection / Other identifying feature								

<p>發出日期 DATE OF ISSUE</p> <table style="width:100%; text-align: center;"> <tr> <td style="width:10%;">日 day</td> <td style="width:10%;">月 month</td> <td style="width:10%;">年 year</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>	日 day	月 month	年 year				<p>簽發通知書人員 ISSUING OFFICER</p> <table style="width:100%; text-align: center;"> <tr> <td style="width:15%;">*字母 *Letter</td> <td style="width:15%;">號碼 Number</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>	*字母 *Letter	號碼 Number			<p>所屬單位 Unit</p> <div style="border: 1px solid black; height: 20px;"></div>
日 day	月 month	年 year										
*字母 *Letter	號碼 Number											

(* 輔警請在此欄填寫“A”字) (* Auxiliary Police Officer write "A" in the box)
 如對本通知書的發出有任何疑問, 可與任何警署的值日警官聯絡。
 Enquiries concerning the issue of this notice may be made by contacting the Duty Officer of any Police Station.

	<div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 10px;"></div> <p>條碼</p> <p>Bar Code</p>	
	<div style="border: 1px solid black; width: 80%; margin: 0 auto; padding: 10px;"> <p>個人資料</p> <p>PERSONAL DATA</p> </div>	
	<p>郵寄付款須知： 請沿左面虛線撕下郵寄付款回條，並將回條連同支票、匯票或本票寄回。</p> <p>Instruction for Postal Payment： Please detach along the perforated line on the left and send in the Slip for Payment by Post together with the cheque, draft or cashier order.</p> <p>局部繳款、逾期繳款或不能予以識辨的繳款將不會視為有效的繳款。</p> <p>Partial payment, late payment or unidentifiable payment will not be regarded as a valid payment.</p>	
	<p>郵寄付款回條</p> <p>Slip for Payment by Post</p>	

↑ 下列標印所示款項收訖

RECEIVED the sum imprinted below.

電子繳款號碼 E-Payment Number 請輸入下列18位數字 Please key in the following 18 digit nos.												帳類 Bill Type 02								

日 Day 月 Month 年 Year
 發出日期 Date of Issue

C.R.C.
105

附註 (請細心閱讀)
 Notes (Please read carefully)

- A. 罪行編號指《定額罰款(刑事訴訟)條例》的附表第1欄內所列的項目編號。
 The Offence Code Number refers to the item number shown in the first column of the Schedule to the Fixed Penalty (Criminal Proceedings) Ordinance.
- B. 如於本通知書發出日期起計21天內繳付定額罰款，即可解除就有關罪行所須負的法律責任。若按照繳款辦法第1(e)段繳款，本通知書必須保持完整並於繳款時出示。
 Liability for the offence can be discharged by paying the Fixed Penalty within 21 days of the date of issue. For payment made in accordance with paragraph 1(e) of the Payment Instructions, this notice must be kept intact and produced at the time of payment.
- C. 不論是否已收到罰款，在每宗個案中都會發出註明本通知書號碼的繳款通知書，而繳款則可藉相同方式作出。
 A Demand Notice quoting the number of this notice, on which payment may be similarly made, will be sent in every case, whether or not payment has already been received.
- D. 如不依時繳付罰款，可能會被起訴。
 Failure to pay in time may result in the institution of court proceedings.
- E. 如對本通知書有任何查詢，請致電中央交通違例檢控組。(電話：2866 6552) (傳真：2200 4319)
 For enquiry on this notice, please contact the Central Traffic Prosecutions Division. (Tel.: 2866 6552) (Fax: 2200 4319)

FP M

郵寄付款回條
 Slip for Payment by Post

繳款辦法：

- 1. 可按下列方式繳款—
 - (a) 使用銀行自動櫃員機繳款

PAYMENT INSTRUCTIONS :

- 1. Payment may be made-
 - (a) Through Bank Automated Teller Machine (ATM)

在任何貼有“繳費服務”或“繳費易”標誌的銀行櫃員機繳付。繳款時，請選擇“政府”，然後再選擇“交通違例定額罰款”，並輸入賬單類別“02”及輸入本通知書正面右上角的18位“電子繳款號碼”。

(b) 使用「繳費靈」繳款

以電話繳款，請先使用音頻電話進行登記(電話號碼：18013)，選擇“商戶編號”“9175”，並輸入本通知書正面右上角的18位“電子繳款號碼”。如欲繳款，請致電18033，並按照指示輸入所需資料。如需查詢，請致電「繳費靈」熱線：2311 9876。

(c) 透過互聯網繳款

透過銀行或「繳費靈」在互聯網上提供的繳費服務繳款。詳情請瀏覽庫務署網站(URL 位址：<http://www.info.gov.hk/tsy>)。同時亦可透過“公共服務電子化”計劃的網站(URL 位址：<http://www.esd.gov.hk>)或任何該計劃的服務站繳付。繳款時，請選擇“交通違例定額罰款”。

(d) 郵遞繳款

凡郵寄支票、匯票或本票繳款，請在支票、匯票或本票的背面寫上“通知書號碼”，並連同本通知書的「郵寄付款回條」郵寄香港告士打道郵政局信箱28000號(註明庫務署為收件人)。請勿郵寄現金。請注意：以郵遞方式繳款將不會獲發收據。有關的郵戳日期視為繳款的日期。

(e) 親自繳款

親自或由代理人往下列辦事處繳付—

- (i) 任何郵政局(郵政局信箱及流動郵政局除外)。如欲查詢有關地址及辦公時間，請致電香港郵政熱線：2921 2222或瀏覽其網站(URL 位址：<http://www.hongkongpost.com>);

港島

- (ii) (由2005年第159號法律公告廢除)
(iii) 西灣河太安街29號東區法院大樓東區裁判法院；

九龍

Pay at any ATM affixed with "Bill Payment" or "JET Payment" signage. Please select "GOVERNMENT", then choose "Traffic Tickets (Fixed Penalty)". Enter the bill type number "02" and key in the 18-digit "E-Payment Number" shown on the top right-hand corner of this notice for making payment.

(b) **By Phone by using PPS**

Before making payment, please register this notice through a tone phone (Tel. no.: 18011). After selecting the "Merchant Code" of "9175", key in the 18-digit "E-Payment Number" shown on the top right-hand corner of this notice. For making payment, please dial 18031 and follow the instructions to enter the information required. For enquiries, please call PPS Hotline : 2311 9876.

(c) **Through Internet**

Pay through bill payment services provided by banks and PPS on the Internet. For details, please visit Treasury's web site (URL address :<http://www.info.gov.hk/tsy>). Payment could also be made through the web site of the "Electronic Service Delivery" (ESD) Scheme (URL address :<http://www.esd.gov.hk>) or at any of the ESD kiosks. Please select "Traffic Tickets (Fixed Penalty)" for making payment.

(d) **By Post**

A cheque, draft or cashier order should be sent together with the Slip for Payment by Post to the Treasury, P.O. Box No. 28000, Gloucester Road Post Office, Hong Kong. Please write the "Notice Number" on the back of the cheque, draft or cashier order. Cash should not be sent through the post. Please note that no receipt will be issued for Fixed Penalty paid by post. The date of the relevant post mark is to be regarded as the date of payment.

(e) **In Person**

Payment may be made personally or by an agent at any of the following offices-

- (i) Any Post Office other than a post office letter box or a mobile post office. For addresses and opening hours, please call the Hongkong Post Hotline: 2921 2222 or visit their web site (URL address: <http://www.hongkongpost.com>);

Hong Kong Island

- (ii) (Repealed L.N. 159 of 2005)
(iii) Eastern Magistracy, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho;

Kowloon

- (iv) 亞皆老街147號M九龍城裁判法院大樓九龍城裁判法院；
- (v) 觀塘鯉魚門道10號觀塘法院大樓觀塘裁判法院；
- (vi) (由2005年第159號法律公告廢除)

- (iv) Kowloon City Magistrates' Courts, Kowloon City Law Courts Building, 147M Argyle Street;
- (v) Kwun Tong Magistracy, Kwun Tong Law Courts Building, 10 Lei Yue Mun Road, Kwun Tong;
- (vi) (Repealed L.N. 159 of 2005)

新界

New Territories

- (vii) 粉嶺璧峰路1號粉嶺法院大樓粉嶺裁判法院；
- (viii) 荃灣大河道70號荃灣法院大樓荃灣裁判法院；
- (ix) 沙田宜正里1號沙田法院大樓沙田裁判法院；
- (x) 屯門屯喜路1號屯門裁判法院。

- (vii) Fanling Magistrates' Courts, Fanling Law Courts Building, 1 Pik Fung Road, Fanling;
- (viii) Tsuen Wan Magistracy, Tsuen Wan Law Courts Building, 70 Tai Ho Road, Tsuen Wan;
- (ix) Shatin Magistracy, Shatin Law Courts Building, 1 Yi Ching Lane, Shatin;
- (x) Tuen Mun Magistracy, 1 Tuen Hi Road, Tuen Mun.

上述裁判法院於下列時間收款—

星期一至星期五
星期六
：上午9時至下午1時；
及
下午2時至5時
：上午9時至中午12時

The above magistracies receive payments during the hours of—
Monday to Friday
Saturday
: 9 a.m. to 1 p.m.;
and
2 p.m. to 5 p.m.
: 9 a.m. to 12 noon

This notice must be kept intact and produced at the time of payment.

本通知書必須保持完整並於繳款時出示。

2. 支票、匯票或本票均須以“香港特別行政區政府”或“香港特區政府”為收款人，並加以劃線。切勿以任何個別人員為收款人。支票兌現後繳款方為有效。期票恕不接受。
3. 局部繳款、逾期繳款或不能予以識辨的繳款將不會視為有效的繳款。

2. Cheques, drafts or cashier orders should be made payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" and crossed. They should not be made payable to any individual officer. Payment is valid only after the cheque is cleared. Post-dated cheques will not be accepted.
3. Partial payment, late payment or unidentifiable payment will not be regarded as a valid payment.

罪行及定額罰款一覽表
LIST OF OFFENCES AND FIXED PENALTY

編號 Code Number	罪行 Offence	違反 Contrary To	定額罰款 Fixed Penalty
<i>《道路交通條例》(第374章)</i> <i>Road Traffic Ordinance (Cap 374)</i>			
1.	以比速度限制高出每小時15公里或以下的速度駕駛 Driving in excess of speed limit by 15 km/h or less	第41條 Section 41	\$320 \$320
#2.	以比速度限制高出逾每小時15公里的速度駕駛，但罪行編號2A或2B適用的情況除外 Driving in excess of speed limit by more than 15 km/h, other than where Code Number 2A or 2B applies	第41條 Section 41	\$450 \$450
12A.	以比速度限制高出逾每小時30公里的速度駕駛，但罪行編號2B適用的情況除外 Driving in excess of speed limit by more than 30 km/h, other than where	第41條 Section 41	\$600 \$600

Code Number 2B applies

Ω2B.	以比速度限制高出逾每小時45公里的速度駕駛 Driving in excess of speed limit by more than 45 km/h	第41條 Section 41	\$1000 \$1000
3.	持過期駕駛執照駕駛 Driving with an expired driving licence	第42(1)條 Section 42(1)	\$320 \$320
4.	駕駛時沒有攜帶駕駛執照 Failing to carry driving licence when driving	第42(2)條 Section 42(2)	\$320 \$320
5.	沒有出示駕駛執照 Failing to produce driving licence	第43(3)條 Section 43(3)	\$320 \$320
6.	駕駛未獲發牌照的車輛 Driving unlicensed vehicle	第52(1)條 Section 52(1)	\$450 \$450
7.	駕駛運載重量超過200公斤的貨物的私家車 Driving a private car which is carrying goods weighing more than 200 kg	第52(8)條 Section 52(8)	\$320 \$320
*8.	違反車輛牌照的條件 Contravening condition of a vehicle licence	第52(9)條 Section 52(9)	\$450 \$450
	<i>《道路交通(交通管制)規例》(第374章, 附屬法例G)</i> <i>Road Traffic (Traffic Control) Regulations (Cap 374 sub. leg. G)</i>		
9.	非法進入黃色方格路口 Unlawfully entering box junction	第10(1)條 Regulation 10(1)	\$320 \$320
9A.	非法進入交通燈控制的黃條過路處 Unlawfully entering yellow striped light signal crossing	第10A條 Regulation 10A	\$320 \$320
#10.	橫過連續雙白綫或附有虛綫的連續白綫 Crossing continuous double white line or white line with a broken white line	第11(1)條 Regulation 11(1)	\$450 \$450
11.	在禁區內駕駛 Driving in prohibited zone	第14(5)條 Regulation 14(5)	\$450 \$450
12.	在限制區內讓乘客上落 Picking up/setting down passengers in restricted zone	第14(6)條 Regulation 14(6)	\$450 \$450
13.	在限制區內裝卸貨物 Loading/unloading goods in restricted zone	第14(7)條 Regulation 14(7)	\$450 \$450
!14.	沒有遵從交通燈的指示 Failing to comply with traffic signals	第18條 Regulation 18	\$600 \$600
15.	沒有許可證而在封閉道路上駕駛 Driving on closed road without permit	第27(4)條 Regulation 27(4)	\$320 \$320
#16.	沒有讓斑馬綫上的行人先行 Failing to give precedence to pedestrians on a zebra crossing	第31條 Regulation 31	\$450 \$450
#17.	沒有為學校交通安全隊員而停車 Failing to stop for school crossing patrol	第38(2)條 Regulation 38(2)	\$450 \$450
18.	車輛作“U”字形轉向導致阻礙 "U" turn causing obstruction	第42(1)(d)條 Regulation 42(1)(d)	\$320 \$320
18A.	在汽車移動時, 使用流動電話或其他電訊設備或該等電話或設備的附件 Using a mobile telephone or other telecommunications equipment or an accessory to such telephone or equipment while the vehicle is in motion	第42(1)(g)條 Regulation 42(1)(g)	\$450 \$450
19.	在不必要的情況下鳴響發聲警報設備	第43條	\$320

	Sounding audible warning device unnecessarily	Regulation 43	\$320
20.	未經授權而在巴士站、公共小巴士、的士站或公共小巴停車處停車 Unauthorized stopping at bus stop/public light bus stand/taxi stand/public light bus stopping place	第45條 Regulation 45	\$320 \$320
21.	在沒有亮着所需車燈的情況下駕駛 Driving without necessary lights illuminated	第47(1)(a)條 Regulation 47(1)(a)	\$320 \$320
22.	車尾亮着並非准許亮着的燈 Light other than permitted illuminated lights showing to rear	第47(1)(b)及(c)條 Regulation 47(1)(b) and (c)	\$320 \$320
22A.	在沒有亮着強制性車燈的情況下駕駛電單車或機動三輪車 Driving motor cycle or motor tricycle without keeping obligatory lamps lighted	第47(1A)條 Regulation 47(1A)	\$320 \$320
23.	超額載客 Excess passengers	第53(3)條 Regulation 53(3)	\$450 \$450
24.	超重 Overloading	第54(1)條 Regulation 54(1)	\$1000 \$1000
25.	負載物不穩固 Insecure load	第57條 Regulation 57	\$450 \$450
26.	沒有遵從交通標誌 Failing to comply with traffic signs	第59條 Regulation 59	\$450 \$450
27.	沒有遵從道路標記 Failing to comply with road markings	第59條 Regulation 59	\$450 \$450
	<i>《道路交通(車輛構造及保養)規例》(第374章, 附屬法例A)</i> <i>Road Traffic (Construction and Maintenance of Vehicles) Regulations (Cap 374 sub. leg. A)</i>		
*28.	轉向指示器欠妥 Defective direction indicator	第5(4)條 Regulation 5(4)	\$320 \$320
*29.	煙霧或可見氣體過量 Excess smoke or visible vapour	第31(1)(a)條 Regulation 31(1)(a)	\$1000 \$1000
*30.	低燈機制欠妥或不適當 Defective or inadequate dipping mechanism	第90(2)條 Regulation 90(2)	\$320 \$320
	<i>《道路交通(車輛登記及領牌)規例》(第374章, 附屬法例E)</i> <i>Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap 374 sub. leg. E)</i>		
31.	沒有展示、亮起或裝妥車輛登記號碼 Registration mark not displayed/lit/adequately fitted	第8(2)條 Regulation 8(2)	\$320 \$320
*32.	沒有申報已變更的車輛資料 Failing to report change of vehicle particulars	第18(1)條 Regulation 18(1)	\$320 \$320
*33.	沒有展示有效的車輛牌照 Failing to display valid licence	第25條 Regulation 25	\$320 \$320
	<i>《道路交通(駕駛執照)規例》(第374章, 附屬法例B)</i> <i>Road Traffic (Driving Licences) Regulations (Cap 374 sub. leg. B)</i>		
33A.	駕駛沒有展示“P”字牌的車輛 Driving a vehicle without a "P" plate	第12K(1)條 Regulation 12K(1)	\$450 \$450
33B.	違反禁止運載乘客的規定 Failing to comply with restriction on carrying passengers	第12K(2)條 Regulation 12K(2)	\$450 \$450
34.	違反駕駛執照的條件	第17(4)條	\$320

	Contravening condition of driving licence	Regulation 17(4)	\$320
35.	沒有展示“學”字牌 Failing to display "L" plates	第30(3)(b)條 Regulation 30(3)(b)	\$450 \$450
36.	違反學習駕駛執照的條件 Contravening condition of learner's driving licence	第30(4)條 Regulation 30(4)	\$450 \$450
	<i>《道路交通(安全裝備)規例》(第374章, 附屬法例F)</i> <i>Road Traffic (Safety Equipment) Regulations (Cap 374 sub. leg. F)</i>		
37.	在沒有戴上防護頭盔的情況下駕駛電單車 Driving motor cycle without protective helmet	第3(1)條 Regulation 3(1)	\$320 \$320
38.	在沒有穩妥繫上安全帶的情況下駕駛私家車 Driving private car without being securely fastened with seat belt	第7(1)(a)條 Regulation 7(1)(a)	\$320 \$320
39.	在前排座位乘客沒有穩妥繫上安全帶的情況下駕駛私家車 Driving private car when front seat passenger not securely fastened with seat belt	第7(3)條 Regulation 7(3)	\$230 \$230
	<i>《道路交通(公共服務車輛)規例》(第374章, 附屬法例D)</i> <i>Road Traffic (Public Service Vehicles) Regulations (Cap 374 sub. leg. D)</i>		
40.	公共小巴站內最前面的第一或第二輛公共小巴的司機離開其車輛 Driver of first or second public light bus at public light bus stand leaving vehicle	第35(1)(a)條 Regulation 35(1)(a)	\$320 \$320
41.	公共小巴站內最前面的第一或第二輛公共小巴的司機沒有隨時準備或不願意將其車輛駛離該站 Driver of first or second public light bus at public light bus stand not ready/willing to drive from public light bus stand	第35(1)(b)條 Regulation 35(1)(b)	\$320 \$320
42.	公共小巴司機在公共小巴站內不將其車輛駛前 Public light bus driver not moving forward at public light bus stand	第35(2)(a)條 Regulation 35(2)(a)	\$320 \$320
43.	公共小巴在公共小巴站內阻礙其他公共小巴 Public light bus obstructing other public light bus at public light bus stand	第35(2)(b)條 Regulation 35(2)(b)	\$320 \$320
44.	公共小巴司機在車站內不遵從警務人員或交通督導員給予的指示 Public light bus driver at stand not obeying directions given by police officer/traffic warden	第35(2)(c)條 Regulation 35(2)(c)	\$320 \$320
45.	的士司機在的士站內不將車輛駛前 Taxi driver not moving forward at taxi stand	第36(2)條 Regulation 36(2)	\$320 \$320
45A.	的士站內最前面的第一或第二輛的士的司機不坐在其車內或不站在其車旁 Taxi driver of first or second taxi at a taxi stand not sitting in or standing beside his taxi	第36(1)條 Regulation 36(1)	\$320 \$320
46.	的士司機在的士站內不依輪候次序載客 Taxi driver at stand accepting fare out of turn	第36(3)(b)條 Regulation 36(3)(b)	\$320 \$320
47.	司機沒有採取一切合理預防措施, 以確保公共巴士、公共小巴或的士乘客的安全 Driver not taking all reasonable precautions to ensure safety of passengers of a public bus, public light bus or taxi	第45(1)(d)條 Regulation 45(1)(d)	\$320 \$320
48.	公共巴士、公共小巴或的士上落乘客時停車超過所需的時間 Stopping public bus, public light bus or taxi longer than necessary when picking up/setting down passengers	第45(1)(h)條 Regulation 45(1)(h)	\$320 \$320
49.	沒有將的士計程錶設定於記錄位置	第49(2)條	\$320

Not setting taxi meter to recording position	Regulation 49(2)	\$320
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《道路交通(安全裝備)規例》(第374章, 附屬法例F)
Road Traffic (Safety Equipment) Regulations (Cap 374 sub. leg. F)

50. 在沒有穩妥繫上安全帶的情況下駕駛的士 Driving taxi without being securely fastened with seat belt	第7A(1)(a)條 Regulation 7A(1)(a)	\$320 \$320
51. 在沒有穩妥繫上安全帶的情況下駕駛小型巴士 Driving light bus without being securely fastened with seat belt	第7A(1)(a)條 Regulation 7A(1)(a)	\$320 \$320
52. 在沒有穩妥繫上安全帶的情況下駕駛貨車 Driving goods vehicle without being securely fastened with seat belt	第7A(1)(a)條 Regulation 7A(1)(a)	\$320 \$320
53. 在有15歲以下的前排座位乘客沒有穩妥繫上安全帶的情況下駕駛私家小巴 Driving private light bus when front seat passenger under 15 years of age not securely fastened with seat belt	第7A(3)條 Regulation 7A(3)	\$230 \$230
54. 在有15歲以下的前排座位乘客沒有穩妥繫上安全帶的情況下駕駛貨車 Driving goods vehicle when front seat passenger under 15 years of age not securely fastened with seat belt	第7A(3)條 Regulation 7A(3)	\$230 \$230
55. 在後排座位乘客沒有穩妥繫上安全帶的情況下駕駛私家車 Driving private car when rear seat passenger not securely fastened with seat belt	第7B(2)條 Regulation 7B(2)	\$230 \$230
55A. 在有15歲以下的後排座位乘客沒有穩妥繫上安全帶的情況下駕駛私家車 Driving private car when rear seat passenger under 15 years of age not securely fastened with seat belt	第7B(3)條 Regulation 7B(3)	\$230 \$230
55B. 在一個並沒設有安全帶的私家車後排座位上有乘客但該私家車內有另外一個設有安全帶且無人佔用的後排座位的情況下, 駕駛該私家車 Driving private car when rear seat passenger occupies rear seat without seat belt when there is vacant rear seat with seat belt	第7B(6)條 Regulation 7B(6)	\$230 \$230

《道路交通(快速公路)規例》(第374章, 附屬法例Q)
Road Traffic (Expressway) Regulations (Cap 374 sub. leg. Q)

56. 沒有遵守使用右邊行車綫的限制 Failing to comply with restriction on using offside lane	第11條 Regulation 11	\$450 \$450
56A. 沒有在快速公路車路的左邊行車綫上駕駛 Failing to drive in the nearside lane of the carriageway of an expressway	第12(1)條 Regulation 12(1)	\$450 \$450
57. 在其他車輛的左邊超越該車輛 Overtaking another vehicle on its nearside	第13條 Regulation 13	\$450 \$450

凡有“#”符號的罪行每宗記3分。
Offences marked with “#” carry 3 driving-offence points.

! 凡有“!”符號的罪行每宗記5分。
Offence marked with “!” carries 5 driving-offence points.

Ω 凡有“Ω”符號的罪行每宗記10分。
Offence marked with “Ω” carries 10 driving-offence points.

* 凡有“*”符號的罪行, 車主均須負法律責任。
Vehicle owners liable for offences marked with “*”.

(L.N. 165 of 2001; L.N. 103 of 2004; L.N. 159 of 2005; 25 of 2005 s. 36; 10 of 2008 s. 51)

通知書號碼：
Notice No. :

表格 2
FORM 2

[第2(2)條]
[regulation 2(2)]

《定額罰款(刑事訴訟)條例》
(第240章)
FIXED PENALTY (CRIMINAL PROCEEDING) ORDINANCE
(Chapter 240)

批次日期：
Batch Date:

繳付定額罰款通知書
(第3(3)條)

NOTICE DEMANDING PAYMENT OF FIXED PENALTY
(Section 3(3))

電子繳款號碼 E-Payment Number
請輸入下列18位數字 Please key in the following 18 digit nos.
帳類 Bill Type 04

致：

先寫姓氏 To:
Surname 地址：
First of

個人資料 PERSONAL DATA

FP M

於 (日期) 大約 (時間) 在 (地點)
On at about at
發生一犯交通罪行的事件，違反
a traffic offence contrary to
而你作為汽車 的 涉嫌須對該事件負法律責任。
was committed for which you as the of the motor vehicle no. are alleged to be liable.

該罪行屬本條例的附表內所列的第 項，即
The offence is listed at item of the Schedule to the Ordinance, namely

本人現要求你繳付 ，作為該罪行的定額罰款，並通知你若意欲就該罪行的法
I hereby demand payment of which is the Fixed Penalty for this offence and inform you
律責任提出爭議，你必須通知本人。你必須在 或之前—
that, if you wish to dispute liability for the offence, you should inform me. You are required-

- (a) 繳付定額罰款；或
to pay the Fixed Penalty; or
(b) (使用背頁的通知書)告知本人你意欲就該罪行的法律責任提出爭議。
to notify me that you wish to dispute liability for the offence (by using the notification
form overleaf),

on or before

倘若你不按照本通知書繳付定額罰款或告知本人你意欲就法律責任提出爭議，本人將向
If you do not pay the Fixed Penalty or notify me that you wish to dispute liability in accordance with this
裁判官申請頒發命令，飭令你繳付定額罰款、一項相等於定額罰款數額的附加罰款及訟費。
notice, an application will be made to a magistrate for an order that you pay the Fixed Penalty, an additional
penalty equal to the amount of the Fixed Penalty and costs.

下列機印所示款項收訖。

RECEIVED the sum imprinted below.

警務處處長()
for Commissioner of Police

代行)

日期：
Date:

繳款/通知爭議的最後日期：
Last Date for Payment/Notification of Dispute:

郵寄付款回條
Slip for Payment by Post

請注意：

Please note:

1. 就此事根據本條例第3(1)條發出的通知書(號碼：)可能經已向你送達。
A notice under section 3(1) of the Ordinance (No.:) may already have been served on you in
this case.
如你已繳付該通知書所指明的定額罰款，則無須理會本通知書。
If you have paid the Fixed Penalty specified by that notice, you should ignore
this demand.

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2. 款項應按照背面所載的指示繳付。

Payment should be made according to the instructions set out overleaf.

3. 若按照繳款辦法第1(e)段所示方法繳款，本通知書必須保持完整並於繳款時出示。

For payment made in accordance with paragraph 1(e) of the Payment Instructions, this notice must be kept intact and produced at the time of payment.

通知書號碼：

Notice No.:

身分證號碼：

I.D. No.:

罪行編號：

Offence Code:

犯罪日期：

Offence Date:

定額罰款：

Fixed Penalty:

繳款類別：

Payment Type:

繳款辦法：

PAYMENT INSTRUCTIONS :

1. 可按下列方式繳款—

1. Payment may be made—

(a) 使用銀行自動櫃員機繳款

(a) **Through Bank Automated Teller Machine (ATM)**

在任何貼有“繳費服務”或“繳費易”標誌的銀行櫃員機繳付。繳款時，請選擇“政府”，然後再選擇“交通違例定額罰款”，並輸入帳單類別“04”及輸入本通知書正面右上角的18位“電子繳款號碼”。

Pay at any ATM affixed with "Bill Payment" or "JET Payment" signage. Please select "GOVERNMENT", then choose "Traffic Tickets (Fixed Penalty)". Enter the bill type number "04" and key in the 18-digit "E-Payment Number" shown on the top right-hand corner of this notice for making payment.

(b) 使用「繳費靈」繳款

(b) **By Phone by using PPS**

以電話繳款，請先使用音頻電話進行登記（電話號碼：18013），選擇“商戶編號”“9175”，並輸入本通知書正面右上角的18位“電子繳款號碼”。如欲繳款，請致電18033，並按照指示輸入所需資料。如需查詢，請致電「繳費靈」熱線：2311 9876。

Before making payment, please register this notice through a tone phone (Tel. no.: 18011). After selecting the "Merchant Code" of "9175", key in the 18-digit "E-Payment Number" shown on the top right-hand corner of this notice. For making payment, please dial 18031 and follow the instructions to enter the information required. For enquiries, please call PPS Hotline : 2311 9876.

(c) 透過互聯網繳款

(c) **Through Internet**

透過銀行或「繳費靈」在互聯網上提供的繳費服務繳款。詳情請瀏覽庫務署網站 (URL 位址：

<http://www.info.gov.hk/tsy>)。同時亦可透過“公共服務電子化”計劃的網站 (URL 位址：<http://www.esd.gov.hk>) 或任何該計劃的服務站繳付。繳款時，請選擇“交通違例定額罰款”。

Pay through bill payment services provided by banks and PPS on the Internet. For details, please visit Treasury's web site (URL address :<http://www.info.gov.hk/tsy>). Payment could also be made through the web site of the "Electronic Service Delivery" (ESD) Scheme (URL address :<http://www.esd.gov.hk>) or at any of the ESD kiosks. Please select "Traffic Tickets (Fixed Penalty)" for making payment.

(d) 郵遞繳款

(d) **By Post**

凡郵寄支票、匯票或本票繳款，請在支票、匯票或本票的背面寫上“通知書號碼”，並連同本通知書的「郵寄付款回條」郵寄香港告士打道郵政局信箱28000號（註明庫務署為收件人）。請勿郵寄現金。請注意：以郵遞方式繳款將不會獲發收據。有關的郵戳日期視為繳款的日期。

A cheque, draft or cashier order should be sent together with the Slip for Payment by Post to the Treasury, P.O. Box No. 28000, Gloucester Road Post Office, Hong Kong. Please write the "Notice Number" on the back of the cheque, draft or cashier order. Cash should not be sent through the post. Please note that no receipt will be issued for Fixed Penalty paid by post. The date of the relevant post mark is to be regarded as the date of payment.

(e) 親自繳款

(e) **In Person**

親自或由代理人往下列辦事處繳付—

- (i) 任何郵政局(郵政局信箱及流動郵政局除外)。如欲查詢有關地址及辦公時間，請致電香港郵政熱線：2921 2222或瀏覽其網站(URL 位址：
<http://www.hongkongpost.com>);

港島

- (ii) (由2005年第159號法律公告廢除)
(iii) 西灣河太安街29號東區法院大樓東區裁判法院；

九龍

- (iv) 亞皆老街147號M九龍城裁判法院大樓九龍城裁判法院；
(v) 觀塘鯉魚門道10號觀塘法院大樓觀塘裁判法院；
(vi) (由2005年第159號法律公告廢除)

新界

- (vii) 粉嶺璧峰路1號粉嶺法院大樓粉嶺裁判法院；
(viii) 荃灣大河道70號荃灣法院大樓荃灣裁判法院；
(ix) 沙田宜正里1號沙田法院大樓沙田裁判法院；
(x) 屯門屯喜路1號屯門裁判法院。

Payment may be made personally or by an agent at any of the following offices-

- (i) Any Post Office other than a post office letter box or a mobile post office. For addresses and opening hours, please call the Hongkong Post Hotline: 2921 2222 or visit their web site (URL address:
<http://www.hongkongpost.com>);

Hong Kong Island

- (ii) (Repealed L.N. 159 of 2005)
(iii) Eastern Magistracy, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho;

Kowloon

- (iv) Kowloon City Magistrates' Courts, Kowloon City Law Courts Building, 147M Argyle Street;
(v) Kwun Tong Magistracy, Kwun Tong Law Courts Building, 10 Lei Yue Mun Road, Kwun Tong;
(vi) (Repealed L.N. 159 of 2005)

New Territories

- (vii) Fanling Magistrates' Courts, Fanling Law Courts Building, 1 Pik Fung Road, Fanling;
(viii) Tsuen Wan Magistracy, Tsuen Wan Law Courts Building, 70 Tai Ho Road, Tsuen Wan;
(ix) Shatin Magistracy, Shatin Law Courts Building, 1 Yi Ching Lane, Shatin;
(x) Tuen Mun Magistracy, 1 Tuen Hi Road, Tuen Mun.

上述裁判法院於下列時間收款—

星期一：上午9時至下午1時；
至 及
星期五 下午2時至5時
星期六：上午9時至中午12時

The above magistracies receive payments during the hours of-

Monday : 9 a.m. to 1 p.m.;
to and
Friday 2 p.m. to 5 p.m.
Saturday : 9 a.m. to 12 noon

This notice must be kept intact and produced at the time of payment.

本通知書必須保持完整並於繳款時出示。

2. 支票、匯票或本票均須以“香港特別行政區政府”或“香港特區政府”為收款人，並加以劃線。切勿以任何個別人員為收款人。支票兌現後繳款方為有效。期票恕不接受。
3. 局部繳款、逾期繳款或不能予以識辨的繳款將不會視為有效的繳款。

2. Cheques, drafts or cashier orders should be made payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" and crossed. They should not be made payable to any individual officer. Payment is valid only after the cheque is cleared. Post-dated cheques will not be accepted.
3. Partial payment, late payment or unidentifiable payment will not be regarded as a valid payment.

查詢：

如對本通知書有任何查詢，請致電中央交通違例檢控組。(電話：2866 6552)(傳真：2200 4319)

Enquiries :

For enquiries on this notice, please contact the Central Traffic Prosecutions Division. (Tel.: 2866 6552) (Fax: 2200 4319)

欲就法律責任提出爭議者請注意：

1. 若你意欲就上述罪行的法律責任提出爭議，可簽署下列表格，並於通知爭議的最後日期或該日之前將之交付本人，以告知本人你有此意欲。
2. 如你告知本人欲就上述罪行的法律責任提出爭議，事件會以告發方式交由裁判官按照上述條例裁定，傳票將會在適當時候向你送達。
3. 如你在告知本人欲就上述罪行的法律責任提出爭議後，沒有應傳票出庭應訊，或在應訊後你並沒有提出免責辯護或你提出瑣屑無聊或無理取鬧的免責辯護，則可被判繳付定額罰款、一項相等於定額罰款數額的附加罰款及訟費。

NOTES FOR THOSE WHO WISH TO DISPUTE LIABILITY :

1. You may notify me, if you wish to dispute liability for the offence, by signing the form appended below and delivering it to me on or before the last day for notification of dispute.
2. If you notify me that you wish to dispute liability for the offence, the matter will be determined by a magistrate on information in accordance with the Ordinance and you will be served with a summons in due course.
3. If, having notified me that you wish to dispute liability for the offence, you do not appear in court to answer the summons or, having appeared, you offer no defence or a defence which is frivolous or vexatious, you are liable to the Fixed Penalty, an additional penalty equal to the amount of the Fixed Penalty and costs.

《定額罰款(刑事訴訟)條例》
(第240章)

FIXED PENALTY (CRIMINAL PROCEEDINGS) ORDINANCE
(Chapter 240)

致 警務處處長意欲就罪行的法律責任提出爭議的通知書
(第3(3)條)

NOTIFICATION TO COMMISSIONER OF POLICE OF WISH TO DISPUTE
LIABILITY FOR OFFENCE
(Section 3(3))

致：警務處處長
香港灣仔軍器廠街1號
警察總部警政大樓31樓
交通總部中央交通
違例檢控組 第3組

To : The Commissioner of Police
Unit 3, Central Traffic Prosecutions Division,
Traffic Branch Headquarters,
3 1st Floor, Arsenal House,
Police Headquarters,
No. 1 Arsenal Street, Wan Chai,
Hong Kong.

就貴處根據《定額罰款(刑事訴訟)條例》第3(3)條所發出的通知書(詳情見背頁而本人經已閱悉)，本人意欲就該通知書所指罪行的法律責任提出爭議，特此通知。

Take notice that I wish to dispute liability for the offence specified in your notice (details of which are given overleaf and of which I have taken notice) issued under section 3(3) of the Fixed Penalty (Criminal Proceedings) Ordinance.

日期：
Date :

.....
簽名 Signature
(L.N. 165 of 2001; L.N. 159 of 2005; 10 of 2008 s. 51)

FORM 3

[regulation 4]

FIXED PENALTY (CRIMINAL PROCEEDINGS) ORDINANCE
(Chapter 240)

CERTIFICATE OF IDENTITY, REGISTERED ADDRESS AND

NON-PAYMENT OF FIXED PENALTY

(Section 8)

This is to certify that-

- A. On _____ the registered owner of the motor vehicle bearing registration mark was- the
at about _____
- B. On the _____ the registered
address of the person specified at A above was-
- C. On the _____ the
holder of driving licence number _____ was-
- D. On the _____ the registered
address of the person specified at C above was-
- E. On the _____ the registered
address of the person specified at _____ above was-
- F. Before _____ the
full payment of the Fixed Penalty in respect of the offence shown at item
in the Schedule to the Fixed Penalty (Criminal Proceedings) Ordinance specified in a notice under section 3(3)
of the Ordinance, bearing the number _____ and dated _____ was not made.
- G. Before _____ the
the person specified at _____ above had not notified the Commissioner of Police that he
wished to dispute liability for the offence specified at F above.

.....
(Date)

.....
(Signature)

.....
(Full Name)
for Commissioner of Police.

(L.N. 89 of 1984)

FORM 4

[regulation 5]

FIXED PENALTY (CRIMINAL PROCEEDINGS) ORDINANCE

(Chapter 240)

CERTIFICATE OF CLEARANCE

(Section 10(3))

This is to certify that there are no fines or costs unpaid by

the registered owner of motor vehicle registration mark

Issued on the day of at a.m./p.m.

.....
for Commissioner of Transport.

NOTE: This certificate remains valid for not more than 72 hours from the time of issue.

(L.N. 533 of 1995; L.N. 165 of 2001)

Chapter:	283C	HOUSING (TRAFFIC CONTRAVENTIONS) (FIXED PENALTY) BYLAW	Gazette Number	Version Date
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Section:	18	Payment of fixed penalty after issue of summons		30/06/1997
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(1) Notwithstanding that proceedings have been instituted against a person who has notified the Director in accordance with the notice served on him under section 8(3), that he wishes to dispute liability, the defendant may pay the fixed penalty together with an additional penalty equal to the amount of the fixed penalty in accordance with subsection (2), and, if at the same time the defendant also pays to the court the sum referred to in subsection (3) by way of costs, the proceedings shall thereupon terminate.

(2) Payment under subsection (1) shall be made to any magistracy not later than 2 clear working days before the day specified in the summons for his appearance, and the summons shall be produced at the time of payment. (L.N. 299 of 1995)

(2A) In subsection (2) the expression "clear working days" (整個工作天) excludes the day specified in the summons for the appearance of the defendant and intervening public holidays. (L.N. 299 of 1995)

(3) The sum to be paid by way of costs for the purpose of subsection (1) shall be the same as the sum to be paid by way of costs for the purpose of section 20B of the Fixed Penalty (Traffic Contraventions) Ordinance (Cap 237). (Enacted 1994)

Chapter:	283C	HOUSING (TRAFFIC CONTRAVENTIONS) (FIXED PENALTY) BYLAW	Gazette Number	Version Date
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Schedule:	3	FORMS	10 of 2008	09/05/2008
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[sections 8, 9, 13,
19 & 20]

[通知書號碼 :]

[Notice No. :]



香港房屋委員會
HONG KONG HOUSING AUTHORITY

表格1
FORM 1

關於涉嫌犯定額罰款交通違例事項的通知書

NOTICE OF PARTICULARS OF ALLEGED FIXED PENALTY TRAFFIC CONTRAVENTION

《房屋(交通違例事項)(定額罰款)附例》(第283章, 附屬法例C)第8(2)條

Housing (Traffic Contraventions) (Fixed Penalty) Bylaw (Cap 283 sub. leg. C), Section 8(2)

右述車輛的車主/
司機

字母 letters 號碼 numbers

THE
OWNER/DRIVER

車輛號碼
OF VEHICLE
NO.

--	--	--	--	--	--	--	--	--	--

車輛類別
VEHICLE TYPE

檔號
TRANSACTION
NO.

--	--	--	--	--	--	--	--	--	--

涉嫌犯交通違例事項

IS ALLEGED TO HAVE COMMITTED A TRAFFIC CONTRAVENTION

違例事項詳情

CONTRAVENTION DETAILS

日期
DATE

日 day 月 month 年 year

--	--	--	--	--	--

時間
TIME

時 hours 分 minutes

--	--	--	--

\$320

違例事項編號
CONTRAVENTION
CODE NO.

地點 (如以英文填寫請用正楷) A及B欄必須填寫。如B欄不詳, 則盡可能填寫C欄。

PLACE (Use block letters if in English) Always complete A and B. If B not available, complete C if possible.

A. 屋邨
ESTATE

B. 鄰近 座/樓
NEAR BLOCK/HOUSE

C. 其他可資識別的特徵
OTHER IDENTIFYING FEATURE

1. 鄰近/位於泊車位編號

 Near/In parking space no. _____

2. 其他

 Other

日 day 月 month 年 year

--	--	--	--	--	--

發出日期
DATE OF ISSUE

字母 letters 號碼 numbers

--	--	--	--	--	--

發通知書人員
ISSUING OFFICER

發通知書辦事處
ISSUING OFFICE

如對本通知書的發出有任何疑問, 可與有關屋邨辦事處聯絡。

Enquiries concerning the issue of this notice may be made by contacting the relevant estate office.

HD 734(S)

[條碼]
[Bar Code]

郵寄付款須知：

請沿左面虛線撕下郵寄付款回條，並將回條連同支票、匯票或本票寄回。

Instruction for Postal Payment :

Please detach along the perforated line on the left and send in the Slip for Payment by Post together with the cheque, draft or cashier order.

局部繳款、逾期繳款或不能予以識辨的繳款將不會視為有效的繳款。

Partial payment, late payment or unidentifiable payment will not be regarded as a valid payment.

下列欄印所款項收訖
RECEIVED the sum imprinted below



郵寄付款回條

Slip for Payment by Post

<p>電子繳款號碼 E-Payment Number 請輸入下列18位數字 Please key in the following 18 digit nos.</p>	<p>帳類 Bill type</p>	<p>01</p>																			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> <td style="border: 1px solid black; width: 16.6%; height: 30px;"></td> </tr> </table>																					

附註(請細心閱讀)

Notes (Please read carefully)

- A. 如於本通知書發出日期後21天內繳付定額罰款，即可解除就有關違例事項所須負的法律責任。若按照繳款辦法第1(e)段繳款，本通知書必須保持完整並於繳款時出示。
- B. 繳款通知書將會在適當時候發出，如你已依照本通知書繳付罰款，則無須理會該通知書。
- C. 如你不依照本通知書繳付罰款，或不通知房屋署署長意欲就法律責任提出爭議，則可能須繳付附加罰款。
- D. 如對本通知書有任何查詢，請致電房屋署檢控組。
(電話:2761 0715)

- A. Liability for the contravention can be discharged by paying the Fixed Penalty within 21 days after the date of issue of this notice. For payment made in accordance with paragraph 1(e) of the Payment Instructions, this notice must be kept intact and produced at the time of payment.
- B. A Demand Notice will be issued in due course. You may ignore the Demand Notice only if you have made prior payment on this notice.
- C. Failure to pay in accordance with this notice or to notify the Director of Housing that you wish to dispute liability may result in an additional penalty being imposed.
- D. For enquiry on this notice, please contact the Prosecutions Section, Housing Department.
(Tel. 2761 0715)

FP T

320 元
\$320

C.R.C.
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違例事項一覽表

該車輛—

(違例事項編號)：

- (51) 停泊受限制道路上而非泊車處的地方(第4(1)(a)條)。
- (52) 在違反標誌或道路標記的情況下停泊於受限制道路上的泊車處(第4(1)(b)條)。
- (53) 停泊於受限制道路上而停泊方式相當可能危及使用該道路的其他人士(第4(1)(c)條)。
- (54) 停泊於受限制道路上的泊車處但車輛不必要地越出有關泊車位(第4(2)條)。
- (55) 停泊於受限制道路上已被房屋委員會中止或取消的泊車處(第4(3)條)。

List of Contraventions

The motor vehicle was-
(Code No.):

- (51) Parked on a restricted road other than in a parking place (section 4(1)(a)).
- (52) Parked in a parking place on a restricted road in contravention of any sign or road marking (section 4(1)(b)).
- (53) Parked on a restricted road in a manner likely to cause danger to other persons using the road (section 4(1)(c)).
- (54) Parked in a parking place on a restricted road with the vehicle projecting unnecessarily outside a parking space (section 4(2)).
- (55) Parked in a parking place on a restricted road where parking is suspended or cancelled by the Housing Authority (section 4(3)).

條)。

繳款辦法：

1. 可按下列方式繳款—
 - (a) 使用銀行自動櫃員機繳款
在任何貼有“繳費服務”或“繳費易”標誌的銀行櫃員機繳付。繳款時，請選擇“政府”，然後再選擇“交通違例(定額罰款)”，並輸入帳單類別“01”及輸入本通知書正面右上角的18位“電子繳款號碼”。
 - (b) 使用「繳費靈」繳款
以電話繳款，請先使用音頻電話將本通知書登記(電話號碼：18013)，選擇“商戶編號”“9175”，並輸入本通知書正面右上角的18位“電子繳款號碼”。如欲繳款，請致電18033，並按照指示輸入所需資料。如需查詢，請致電「繳費靈」熱線：2311 9876。
 - (c) 透過互聯網繳款
透過銀行或「繳費靈」在互聯網上提供的繳費服務繳款。詳情請瀏覽庫務署網站(URL 位址：<http://www.info.gov.hk/tsy>)。同時亦可透過“公共服務電子化”計劃的網站(URL 位址：<http://www.esd.gov.hk>)或任何該計劃的服務站繳付。繳款時，請選擇“交通違例(定額罰款)”。
 - (d) 郵遞繳款
凡郵寄支票、匯票或本票繳款，請在支票、匯票或本票的背面寫上“通知書號碼”，並連同本通知書的「郵寄付款回條」郵寄香港告士打道郵政局信箱28000號(註明庫務署為收件人)。請勿郵寄現金。請注意：以郵遞方式繳款將不會獲發收據。有關的郵戳日期視為繳款的日期。
 - (e) 親自繳款
親自或由代理人往下列辦事處繳付—
 - (i) 任何郵政局(郵政局信箱及流動郵政局除外)。如欲查詢有關地址及辦公時間，請致電香港郵政熱

Payment Instructions:

1. Payment may be made-
 - (a) **Through Bank Automated Teller Machine (ATM)**
Pay at any ATM affixed with "Bill Payment" or "JET Payment" signage. Please select "GOVERNMENT", then choose "Traffic Tickets (Fixed Penalty)". Enter the bill type number "01" and key in the 18-digit "E-Payment Number" shown on the top right-hand corner of this notice for making payment.
 - (b) **By Phone by using PPS**
Before making payment, please register this notice through a tone phone (Tel. No.: 18011). After selecting the "Merchant Code" of "9175", key in the 18-digit "E-Payment Number" shown on the top right-hand corner of this notice. For making payment, please dial 18031 and follow the instructions to enter the information required. For enquiries, please call PPS Hotline : 2311 9876.
 - (c) **Through Internet**
Pay through bill payment services provided by banks and PPS on the Internet. For details, please visit Treasury's web site (URL address : <http://www.info.gov.hk/tsy>). Payment could also be made through the web site of the "Electronic Service Delivery" (ESD) Scheme (URL address : <http://www.esd.gov.hk>) or at any of the ESD kiosks. Please select "Traffic Tickets (Fixed Penalty)" for making payment.
 - (d) **By Post**
A cheque, draft or cashier order should be sent together with the Slip for Payment by Post to the Treasury, P.O. Box No. 28000, Gloucester Road Post Office, Hong Kong. Please write the "Notice Number" on the back of the cheque, draft or cashier order. Cash should not be sent through the post. Please note that no receipt will be issued for Fixed Penalty paid by post. The date of the relevant post mark is to be regarded as the date of payment.
 - (e) **In Person**
Payment may be made personally or by an agent at any of the following offices-
 - (i) Any Post Office other than a post office letter box or a mobile post office. For addresses and opening

線：2921 2222 或瀏覽其網站
(URL 位址：
<http://www.hongkongpost.com>)；

hours, please call the Hongkong Post
Hotline: 2921 2222 or visit their web
site (URL address :
<http://www.hongkongpost.com>) ;

港島

- (ii) 薄扶林道2號A西區
裁判法院；
- (iii) 西灣河太安街29號
東區法院大樓東區
裁判法院；

Hong Kong Island

- (ii) Western Magistracy, 2A Pok Fu Lam Road ;
- (iii) Eastern Magistracy,
Eastern Law Courts
Building, 29 Tai On
Street, Sai Wan Ho ;

九龍

- (iv) 亞皆老街147號M九龍城裁判法院大樓
九龍城裁判法院；
- (v) 觀塘鯉魚門道10號觀塘法院大樓觀塘
裁判法院；
- (vi) 大埔道292號北九龍裁判法院；

Kowloon

- (iv) Kowloon City Magistrates' Courts, Kowloon
City Law Courts Building, 147M Argyle
Street ;
- (v) Kwun Tong Magistracy, Kwun Tong Law
Courts Building, 10 Lei Yue Mun Road,
Kwun Tong ;
- (vi) North Kowloon Magistracy, 292 Tai
Po Road ;

新界

- (vii) 粉嶺璧峰路1號粉嶺裁判法院；
- (viii) 荃灣大河道70號荃灣法院大樓荃灣裁
判法院；
- (ix) 沙田宜正里1號沙田法院大樓沙田裁
判法院；
- (x) 屯門屯喜路1號屯門裁判法院。

New Territories

- (vii) Fanling Magistrates' Courts, No. 1, Pik Fung
Road, Fanling ;
- (viii) Tsuen Wan Magistracy, Tsuen Wan Law
Courts Building, 70 Tai Ho Road, Tsuen
Wan ;
- (ix) Shatin Magistracy, Shatin Law Courts
Building, 1 Yi Ching Lane, Shatin ;
- (x) Tuen Mun Magistracy, 1 Tuen Hi
Road, Tuen Mun.

上述裁判法院於下列時間收款—

星期一： 上午9時至下午1時；
至 及
星期五 下午2時至5時
星期六： 上午9時至中午12時

本通知書必須保持完整並於繳款時出示。

2. 支票、匯票或本票均須以“香港特別行政區政府”或“特區政府”為收款人，並加以劃線。切勿以任何個別人員為收款人。支票兌現後繳款方為有效。期票恕不接受。
3. 局部繳款、逾期繳款或不能予以識辨的繳款將不會視為有效的繳款。

The above magistracies receive payments during the hours of-

Monday : 9 a.m. to 1 p.m. ;
to and
Friday 2 p.m. to 5 p.m.
Saturday : 9 a.m. to 12 noon

This notice must be kept intact and produced at the time of payment.

2. Cheques, drafts or cashier orders should be made payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" and crossed. They should not be made payable to any individual officer. Payment is valid only after the cheque is cleared. Post-dated cheques will not be accepted.
3. Partial payment, late payment or unidentifiable payment will not be regarded as a valid payment.

HD735(S)



表格2

FORM 2

《房屋(交通違例事項)(定額罰款)附例》
(第283章, 附屬法例C)

通知書號碼:
Notice No.:
編號:

HOUSING (TRAFFIC CONTRAVENTIONS) (FIXED
PENALTY) BYLAW (Cap 283 sub. leg. C)
繳付定額罰款通知書(第8(3)條)

Serial No.:

NOTICE DEMANDING PAYMENT OF FIXED
PENALTY (Section 8(3))

電子繳款號碼 E-Payment Number
請輸入下列18位數字 Please key in the following 18 digit nos.
賬類 Bill type <input type="text" value="03"/>

致:
To:
地址:
of

先寫姓氏
Surname
First

個人資料 PERSONAL DATA

FP T

於(日期) 大約(時間) 在(地點)
On at about at

發生一宗違反本附例第 條 (
a contravention of section (

的事件而你須對該事件負法律責任, 因為當時你是 號汽車的登記車主/司機。
of the Bylaw was committed for which you as the registered owner/driver of motor vehicle no. at the time are liable.

本人現要求你繳付定額罰款, 並通知你若意欲就上述違例事項的法律責任提出爭
I hereby demand payment of the Fixed Penalty of and inform you that, if you wish to
議, 你必須通知本人。你必須在 或之前—
dispute liability for the contravention, you should inform me. You are required-

(a) 繳付定額罰款; 或
to pay the Fixed Penalty; or
(b) (使用背頁的通知書)告知本人你意欲就該違例事項的法律責任提出爭議。
to notify me that you wish to dispute liability for the contravention (by using the notification form overleaf),
on or before

倘若你不按照本通知書繳付定額罰款或告知本人你意欲就法律責任提出爭議, 本人將向裁判官
If you do not pay the Fixed Penalty or notify me that you wish to dispute liability in accordance with
申請頒發命令, 飭令你繳付定額罰款、一項相等於定額罰款數額的附加罰款及訟費。
this notice, an application will be made to a magistrate for an order that you pay the Fixed Penalty, an additional
penalty equal to the amount of the Fixed Penalty and costs.

下列機印所示款項收訖。
RECEIVED the sum imprinted below.

房屋署署長(代行)
for Director of Housing

日期:
Date:

繳款/通知爭議的最後日期:
Last Date for Payment/
Notification of Dispute:

郵寄付款回條
Slip for Payment by Post

請注意:

Please note:

1. 根據本附例第8(2)條所發出有關此事的通知書(號碼)可能經已向你送達。
A notice under section 8(2) of the Bylaw (No.:) may already have been served on you in this case.
如你已繳付該通知書所指明的定額罰款，則無須理會本通知書。
If you have paid the Fixed Penalty specified in that notice, you should ignore this demand.
2. 你須依照背頁所列的繳款辦法付款。
Payment should be made according to the instructions set out overleaf.
3. 若按照繳款辦法第1(e)段所示方法繳款，本通知書必須保持完整並於繳款時出示。
For payment made in accordance with paragraph 1(e) of the Payment Instructions, this notice must be kept intact and produced at the time of payment.

C.R.C.

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FP T

[條碼]
[Bar Code]

通知書號碼： 編號： 定額罰款：
Notice No.: Serial No.: Fixed Penalty:
身分證號碼： 違例日期： 繳款類別：
I.D. No.: Contravention Date: Payment Type:

HD735(S)

繳款辦法：

PAYMENT INSTRUCTIONS:

1. 可按下列方式繳款—
 - (a) 使用銀行自動櫃員機繳款
在任何貼有“繳費服務”或“繳費易”標誌的銀行櫃員機繳付。繳款時，請選擇“政府”，然後再選擇“交通違例(定額罰款)”，並輸入帳單類別“03”及輸入本通知書正面右上角的18位“電子繳款號碼”。
 - (b) 使用「繳費靈」繳款
以電話繳款，請先使用音頻電話將本通知書登記(電話號碼：18013)，選擇“商戶編號”“9175”，並輸入本通知書正面右上角的18位“電子繳款號碼”。如欲繳款，請致電18033，並按照指示輸入所需資料。如需查詢，請致電「繳費靈」熱線：2311 9876。
 - (c) 透過互聯網繳款
透過銀行或「繳費靈」在互聯網上提供的繳費服務繳款。詳情請瀏覽庫務署網站 (URL 位址：<http://www.info.gov.hk/tsy>)。同時亦可透過“公共服務電子化”計劃的網站 (URL 位址：<http://www.esd.gov.hk>)或任何該
1. **Payment may be made-**
 - (a) **Through Bank Automated Teller Machine (ATM)**
Pay at any ATM affixed with "Bill Payment" or "JET Payment" signage. Please select "GOVERNMENT", then choose "Traffic Tickets (Fixed Penalty)". Enter the bill type number "03" and key in the 18-digit "E-Payment Number" shown on the top right-hand corner of this notice for making payment.
 - (b) **By Phone by using PPS**
Before making payment, please register this notice through a tone phone (Tel. no.: 18011). After selecting the "Merchant Code" of "9175", key in the 18-digit "E-Payment Number" shown on the top right-hand corner of this notice. For making payment, please dial 18031 and follow the instructions to enter the information required. For enquiries, please call PPS Hotline: 2311 9876.
 - (c) **Through Internet**
Pay through bill payment services provided by banks and PPS on the Internet. For details, please visit Treasury's web site (URL address: <http://www.info.gov.hk/tsy>). Payment could also be made through the web site of the "Electronic Service

計劃的服務站繳付。繳款時，請選擇“交通違例(定額罰款)”。

(d) 郵遞繳款

凡郵寄支票、匯票或本票繳款，請在支票、匯票或本票的背面寫上“通知書號碼”，並連同本通知書的「郵寄付款回條」郵寄香港告士打道郵政局信箱28000號(註明庫務署為收件人)。請勿郵寄現金。請注意：以郵遞方式繳款將不會獲發收據。有關的郵戳日期視為繳款的日期。

(e) 親自繳款

親自或由代理人往下列辦事處繳付—

- (i) 任何郵政局(郵政局信箱及流動郵政局除外)。如欲查詢有關地址及辦公時間，請致電香港郵政熱線：2921 2222 或瀏覽其網站(URL 位址：<http://www.hongkongpost.com>)；

港島

- (ii) 薄扶林道2號A西區裁判法院；
(iii) 西灣河太安街29號東區法院大樓東區裁判法院；

九龍

- (iv) 亞皆老街147號M九龍城裁判法院大樓九龍城裁判法院；
(v) 觀塘鯉魚門道10號觀塘法院大樓觀塘裁判法院；
(vi) 大埔道292號北九龍裁判法院；

新界

- (vii) 粉嶺璧峰路1號粉嶺裁判法院；
(viii) 荃灣大河道70號荃灣法院大樓荃灣裁判法院；
(ix) 沙田宜正里1號沙田法院大樓沙田裁判法院；
(x) 屯門屯喜路1號屯門裁判法院。

Delivery" (ESD) Scheme (URL address: <http://www.esd.gov.hk>) or at any of the ESD kiosks. Please select "Traffic Tickets (Fixed Penalty)" for making payment.

(d) **By Post**

A cheque, draft or cashier order should be sent together with the Slip for Payment by Post to the Treasury, P.O. Box No. 28000, Gloucester Road Post Office, Hong Kong. Please write the "Notice Number" on the back of the cheque, draft or cashier order. Cash should not be sent through the post. Please note that no receipt will be issued for Fixed Penalty paid by post. The date of the relevant post mark is to be regarded as the date of payment.

(e) **In Person**

Payment may be made personally or by an agent at any of the following offices-

- (i) Any Post Office other than a post office letter box or a mobile post office. For addresses and opening hours, please call the Hongkong Post Hotline: 2921 2222 or visit their web site (URL address: <http://www.hongkongpost.com>);

Hong Kong Island

- (ii) Western Magistracy, 2A Pok Fu Lam Road;
(iii) Eastern Magistracy, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho;

Kowloon

- (iv) Kowloon City Magistrates' Courts, Kowloon City Law Courts Building, 147M Argyle Street;
(v) Kwun Tong Magistracy, Kwun Tong Law Courts Building, 10 Lei Yue Mun Road, Kwun Tong;
(vi) North Kowloon Magistracy, 292 Tai Po Road;

New Territories

- (vii) Fanling Magistrates' Courts, No. 1 Pik Fung Road, Fanling;
(viii) Tsuen Wan Magistracy, Tsuen Wan Law Courts Building, 70 Tai Ho Road, Tsuen Wan;
(ix) Shatin Magistracy, Shatin Law Courts Building, 1 Yi Ching Lane, Shatin;
(x) Tuen Mun Magistracy, 1 Tuen Hi Road, Tuen Mun.

上述裁判法院於下列時間收款—

星期一： 上午9時至下午1時；
至 及
星期五 下午2時至5時
星期六： 上午9時至中午12時

本通知書必須保持完整並於繳款時出示。

2. 支票、匯票或本票均須以“香港特別行政區政府”或“特區政府”為收款人，並加以劃線。切勿以任何個別人員為收款人。支票兌現後繳款方為有效。期票恕不接受。
3. 局部繳款、逾期繳款或不能予以識辨的繳款將不會視為有效的繳款。

查詢：

如對本通知書有任何查詢，請致電房屋署檢控組。

(電話：2761 0715)

欲就法律責任提出爭議者請注意：

1. 若你意欲就上述違例事項的法律責任提出爭議，可簽署下列表格，並於通知爭議的最後日期或該日之前將之交付本人，以告知本人你有此意欲。
2. 如你告知本人欲就上述違例事項的法律責任提出爭議，事件會以申訴方式交由裁判官按照上述附例裁定，傳票將會在適當時候向你送達。
3. 如你在告知本人欲就上述違例事項的法律責任提出爭議後，沒有應傳票出庭應訊，或在應訊後你並沒有提出免責辯護或你提出瑣屑無聊或無理取鬧的免責辯護，則可被判繳付定額罰款、一項相等於定額罰款款額的附加罰款及訟費。

《房屋(交通違例事項)(定額罰款)附例》(第283章，附屬法例C)
HOUSING (TRAFFIC CONTRAVENTIONS) (FIXED PENALTY) BYLAW
(Cap 283 sub. leg. C)

致 房屋署署長意欲就違例事項的法律責任提出爭議的通知書(第8(3)條)
NOTIFICATION TO DIRECTOR OF HOUSING OF WISH TO DISPUTE
LIABILITY FOR CONTRAVENTIONS (Section 8(3))

致： 房屋署署長
九龍何文田佛光街33號

To: The Director of Housing
Prosecutions Section

The above magistracies receive payments during the hours of-

Monday : 9 a.m. to 1 p.m.;
to and
Friday 2 p.m. to 5 p.m.
Saturday: 9 a.m. to 12 noon

This notice must be kept intact and produced at the time of payment.

2. Cheques, drafts or cashier orders should be made payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" and crossed. They should not be made payable to any individual officer. Payment is valid only after the cheque is cleared. Post-dated cheques will not be accepted.
3. Partial payment, late payment or unidentifiable payment will not be regarded as a valid payment.

Enquiries :

For enquiries on this notice, please contact the Prosecutions Section of Housing Department.
(Tel.: 2761 0715)

NOTES FOR THOSE WHO WISH TO DISPUTE LIABILITY :

1. You may notify me, if you wish to dispute liability for the contravention, by signing the form appended below and delivering it to me on or before the last day for notification of dispute.
2. If you notify me that you wish to dispute liability for the contravention, the matter will be determined by a magistrate on complaint in accordance with the Bylaw and you will be served with a summons in due course.
3. If, having notified me that you wish to dispute liability for the contravention, you do not appear in court to answer the summons or, having appeared; you offer no defence or a defence which is frivolous or vexatious, you are liable to the Fixed Penalty, an additional penalty equal to the amount of the Fixed Penalty and costs.

房屋委員會總辦事處
檢控組

Housing Authority Headquarters
33 Fat Kwong street, Homantin,
Kowloon.

就貴署根據《房屋(交通違例事項)(定額罰款)附例》第8(3)條所發出的通知書(詳情見背頁而本人經已閱悉),本人意欲就該通知書所指的違例事項的法律責任提出爭議,特此通知。

Take notice that I wish to dispute liability for the contravention specified in your notice (details of which are given overleaf and of which I have taken notice) issued under section 8(3) of the Housing (Traffic Contraventions) (Fixed Penalty) Bylaw.

日期:

Date :

簽名 Signature

(L.N. 43 of 2003; 10 of 2008 s. 53)

FORM 3

HOUSING (TRAFFIC CONTRAVENTIONS) (FIXED PENALTY) BYLAW

(Cap 283 subsidiary legislation C)

CERTIFICATE OF POSTING OF NOTICE

(Section 8(8))

This is to certify that

on the day of a Notice under section 8(3) of the Housing (Traffic Contraventions) (Fixed Penalty) Bylaw was posted. The particulars of the Notice are as follows-

Serial No.:

Date of Notice:

Name of Addressee:

Address:

.....
for Director of Housing

.....
(Full name in block letters)

Date:

FORM 4

HOUSING (TRAFFIC CONTRAVENTIONS) (FIXED PENALTY) BYLAW

(Cap 283 subsidiary legislation C)

CERTIFICATE OF POSTING OF SUMMONS

(Section 13(2))

This is to certify that

on the day of a Summons issued by the magistrate sitting in the Magistrate's Court at was posted. The particulars of the Summons are as follows-

Serial No.: Date of Notice:
Name of Defendant:
Address:

.....
for Director of Housing

.....
(Full name in block letters)

Date:

FORM 5

HOUSING (TRAFFIC CONTRAVENTIONS) (FIXED PENALTY) BYLAW

(Cap 283 subsidiary legislation C)

CERTIFICATE OF IDENTITY OF REGISTERED OWNER/DRIVER, REGISTERED ADDRESS AND NON-PAYMENT OF FIXED PENALTY

(Section 19)

This is to certify that

- (a) *on the day of at about the registered owner/driver of motor vehicle registration mark was ;
(b) +on the day of the registered address of such person was ;
(c) #on the day of the registered address of such person was ;
(d) @before the day of no payment was made of the fixed penalty in respect of the contravention specified in Notice No. dated the day of under section 8(3) of the Housing (Traffic Contraventions) (Fixed Penalty) Bylaw; and
(e) before the day of such person had not notified the Director of Housing that he wished

to dispute liability for the contravention.

.....
for Director of Housing

.....
(Full name in block letters)

Date:

- * Insert date and time of the contravention to which the proceedings relate.
- + Insert date on which notice under section 8(3) in respect of such contravention was posted.
- # Insert date on which summons under section 13(1) in respect of such proceedings was posted.
- @ Insert last date of payment specified in the notice under section 8(3).

FORM 6

HOUSING (TRAFFIC CONTRAVENTIONS) (FIXED PENALTY) BYLAW
(Cap 283 subsidiary legislation C)
APPLICATION FOR CERTIFICATE OF CLEARANCE
(Section 20(7))

To: The Commissioner for Transport,
Hong Kong.

Dear Sir,

*I am [I intend to become] the new owner of motor vehicle registration mark
..... I hereby apply for a Certificate of Clearance under section 20(7) of the Housing (Traffic Contraventions)
(Fixed Penalty) Bylaw in respect of the motor vehicle.

Yours faithfully,

(Signature)

Name: (in block letters)

.....
Address: (in block letters)

.....

Date:

* Delete whichever is inapplicable.

(L.N. 249 of 1997)

FORM 7

HOUSING (TRAFFIC CONTRAVENTIONS) (FIXED PENALTY) BYLAW

(Cap 283 subsidiary legislation C)

CERTIFICATE OF CLEARANCE

(Section 20(6))

This is to certify that no notice of a valid order under section 20(2)(b)(ii) of the Housing (Traffic Contraventions) (Fixed Penalty) Bylaw appears in my records in respect of motor vehicle registration mark

Issued on the day of at a.m./p.m.

.....
Commissioner for Transport

.....
(Full name in block letters)

Note: This certificate remains valid for not more than 72 hours from the time of issue. No general holiday will be taken into account in computing the period of 72 hours.

(L.N. 249 of 1997; L.N. 43 of 2003)

Chapter:	336H	THE RULES OF THE DISTRICT COURT	Gazette Number	Version Date
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Order:	3	TIME	L.N. 248 of 2000	01/09/2000
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1. "Month" (月) means calendar month (O. 3, r. 1)

Without prejudice to section 3 of the Interpretation and General Clauses Ordinance (Cap 1) in its application to these Rules, the word "month" (月), where it occurs in any judgment, order, direction or other document forming part of any proceedings in the Court, means a calendar month unless the context otherwise requires.

2. Reckoning periods of time (O. 3, r. 2)

(1) Any period of time fixed by these Rules or by any judgment, order or direction for doing any act shall be reckoned in accordance with this rule.

(2) Where the act is required to be done within a specified period after or from a specified date, the period begins immediately after that date.

(3) Where the act is required to be done within or not less than a specified period before a specified date, the period ends immediately before that date.

(4) Where the act is required to be done a specified number of clear days before or after a specified date, at least that number of days must intervene between the day on which the act is done and that date.

(5) Where, apart from this paragraph, the period in question, being a period of 7 days or less, would include a Sunday or a general holiday, that day shall be excluded. In this paragraph, "general holiday" (公眾假期) means a day which is, or is to be observed as, a general holiday under the General Holidays Ordinance (Cap 149).

4. Time expires on Sunday, etc. (O. 3, r. 4)

Where the time prescribed by these Rules, or by any judgment, order or direction, for doing any act at an office of the Court expires on a Sunday or other day on which that office is closed, and by reason thereof that act cannot be done on that day, the act shall be in time if done on the next day on which that office is open.

5. Extensions, etc., of time (O. 3, r. 5)

(1) The Court may, on such terms as it thinks just, by order extend or abridge the period within which a person is required or authorized by these Rules, or by any judgment, order or direction, to do any act in any proceedings.

(2) The Court may extend any such period as is referred to in paragraph (1) although the application for extension is not made until after the expiration of that period.

(3) The period within which a person is required by these Rules, or by any order or direction, to serve, file or amend any pleading or other document may be extended by consent (given in writing) without an order of the Court being made for that purpose.

6. Notice of intention to proceed after year's delay (O. 3, r. 6)

Where a year or more has elapsed since the last proceeding in a cause or matter, the party who desires to proceed must give to every other party not less than one month's notice of his intention to proceed. A summons on which no order was made is not a proceeding for the purposes of this rule.

Chapter:	336H	THE RULES OF THE DISTRICT COURT	Gazette Number	Version Date
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Order:	64	COURT OFFICES	L.N. 93 of 2012	13/07/2012
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1. Days on which Court offices open (O. 64, r. 1)

(1) The offices of the Court shall be open on every day of the year except-

(a) Saturdays from 1 p.m.;

(b) Sundays;

(c)-(ca) (Repealed L.N. 93 of 2012)

(d) general holidays under the Holidays Ordinance (Cap 149);

(f) such other days as the Chief Justice may direct.

2. Hours when Court offices open (O. 64, r. 2)

The hours during which any office of the Court shall be open to the public shall be such as the Chief Justice may from time to time direct.

Chapter:	336H	THE RULES OF THE DISTRICT COURT	Gazette Number	Version Date
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1. When personal service required (O. 65, r. 1)

(1) Any document which by virtue of these Rules is required to be served on any person need not be served personally unless the document is one which by an express provision of these Rules or by order of the Court is required to be so served.

(2) Paragraph (1) shall not affect the power of the Court under any provision of these Rules to dispense with the requirement for personal service.

2. Personal service: how effected (O. 65, r. 2)

Personal service of a document is effected by leaving a copy of the document with the person to be served.

3. Personal service on body corporate (O. 65, r. 3)

(1) Personal service of a document on a body corporate may, in cases for which provision is not otherwise made by any written law, be effected by serving it in accordance with rule 2 on the chairman or president of the body, or the clerk, secretary, treasurer or other similar officer thereof.

(2) Where a writ is served on a body corporate in accordance with Order 10, rule 1(2), that rule shall have effect as if for the reference to the usual or last known address of the defendant there were substituted a reference to the registered or principal office of the body corporate and as if for the reference to the knowledge of the defendant there were substituted a reference to the knowledge of a person mentioned in paragraph (1).

4. Substituted service (O. 65, r. 4)

(1) If, in the case of any document which by virtue of any provision of these Rules is required to be served personally or in the case of a document to which Order 10, rule 1, applies, it appears to the Court that it is impracticable for any reason to serve that document in the manner prescribed on that person, the Court may make an order for substituted service of that document.

(2) An application for an order for substituted service may be made by an affidavit stating the facts on which the application is founded.

(3) Substituted service of a document, in relation to which an order is made under this rule, is effected by taking such steps as the Court may direct to bring the document to the notice of the person to be served.

5. Ordinary service: how effected (O. 65, r. 5)

(1) Service of any document, not being a document which by virtue of any provision of these Rules is required to be served personally or a document to which Order 10, rule 1, applies, may be effected-

- (a) by leaving the document at the proper address of the person to be served; or
- (b) by post; or
- (c) where the proper address for service includes a numbered box at a document exchange, by leaving the document at that document exchange or at a document exchange which transmits documents every business day to that document exchange; or
- (d) in such other manner as the Court may direct.

In this rule "document exchange" (文件轉遞處) means any document exchange, or exchanges under the control of the same operator, for the time being approved by the Chief Justice.

(2) For the purposes of this rule, and of section 8 of the Interpretation and General Clauses Ordinance (Cap 1), in its application to this rule, the proper address of any person on whom a document is to be served in accordance with this rule shall be the address for service of that person, but if at the time when service is effected that person has no address for service his proper address for the purposes aforesaid shall be-

- (a) in any case, the business address of the solicitor (if any) who is acting for him in the proceedings in connection with which service of the document in question is to be effected; or
- (b) in the case of an individual, his usual or last known address; or
- (c) in the case of individuals who are suing or being sued in the name of a firm, the principal or last

known place of business of the firm within the jurisdiction; or

(d) in the case of a body corporate, the registered or principal office of the body.

(2A) Any such document which is left at a document exchange in accordance with paragraph (1)(c) shall, unless the contrary is proved, be deemed to have been served on the business day following the day on which it is left.

(3) Nothing in this rule shall be taken as prohibiting the personal service of any document or as affecting any enactment which provides for the manner in which documents may be served on bodies corporate.

(4) In this rule "business day" (工作天) means a day other than a general holiday.

6. Service on Secretary for Justice in proceedings which are not by or against Government
(O. 65, r. 6)

Where for the purpose of or in connection with any proceedings in the Court, not being civil proceedings by or against the Government within the meaning of Part III of the Crown Proceedings Ordinance (Cap 300), any document is required by any written law or these Rules to be served on the Secretary for Justice, section 14 of that Ordinance and Order 77, rule 4 shall apply in relation to the service of the document as they apply in relation to the service of documents required to be served on the Government for the purpose of or in connection with any civil proceedings by or against the Government.

7. Effect of service after certain hours (O. 65, r. 7)

Any document (other than a writ of summons or other originating process) service of which is effected under rule 2 or under rule 5(1)(a) between 1 p.m. on a Saturday and midnight on the following day or after 4 in the afternoon on any other weekday shall, for the purpose of computing any period of time after service of that document, be deemed to have been served on the Monday following that Saturday or on the day following that other weekday, as the case may be.

8. Affidavit of service (O. 65, r. 8)

Except as provided in Order 10, rule 1(3)(b) and Order 81, rule 3(2)(b), an affidavit of service of any document must state by whom the document was served, the day of the week and date on which it was served, where it was served and how.

9. No service required in certain cases (O. 65, r. 9)

Where by virtue of these Rules any document is required to be served on any person but it is not required to be served personally or in accordance with Order 10, rule 1(2), and at the time when service is to be effected that person is in default as to acknowledgment of service or has no address for service, the document need not be served on that person unless the Court otherwise directs or any of these Rules otherwise provides.

10. Service of process on Sunday (O. 65, r. 10)

(1) No process shall be served or executed within the jurisdiction on a Sunday, except, in case of urgency, with the leave of the Court.

(2) For the purposes of this rule "process" (法律程序文件) includes a writ, judgment, notice, order, originating or other summons or warrant.

Chapter:	338D	SMALL CLAIMS TRIBUNAL (SUITORS' FUNDS) RULES	Gazette Number	Version Date
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Rule:	6	Payment out of funds in the tribunal		30/06/1997
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- (1) Funds paid into the tribunal may be paid out by cheque or in cash as the registrar may direct and, in the case

of payment by cheque, the cheque shall be signed by 2 persons authorized in writing by the registrar from time to time. (L.N. 344 of 1980)

(2) Payment out may be made at the offices of the tribunal on any week-day, not being a Saturday or general holiday, between the hours of 10.00 a.m. and 1.00 p.m. and between the hours of 2.00 p.m. and 4.00 p.m.; and on any Saturday (not being a general holiday) between the hours of 10.00 a.m. and 12 noon.

Chapter:	484A	HONG KONG COURT OF FINAL APPEAL RULES	Gazette Number	Version Date
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Rule:	63	Court Offices: days on which open and office hours	E.R. 2 of 2012	02/08/2012
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- (1) The offices of the Court shall be open on every day of the year except-
 - (a) Saturdays from 1 p.m.;
 - (b) Sundays;
 - (c)-(d) (Repealed L.N. 91 of 2012)
 - (e) general holidays under the General Holidays Ordinance (Cap 149); (35 of 1998 s. 5)
 - (f) such other days as the Chief Justice may direct.
- (2) The hours during which any office of the Court shall be open to the public shall be such as the Chief Justice may from time to time direct.

Chapter:	504	CORONERS ORDINANCE	Gazette Number	Version Date
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Section:	2	Interpretation	L.N. 172 of 1999	05/07/1999
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In this Ordinance, unless the context otherwise requires-

"autopsy" (屍體剖驗) means an autopsy ordered to be performed under section 6(1);

"cause" (導致、原因), in relation to the death of a person, includes to precipitate or contribute to, whether directly or indirectly, the death;

"certificate of the cause of death" (死因證明書) means Form 18 in the Second Schedule to the Births and Deaths Registration Ordinance (Cap 174);

"certificate of the fact of death" (死亡事實證明書) means a certificate referred to in section 41(1);

"clear day" (整日) means a day other than a public holiday or a gale warning day within the meaning of section 2 of the Judicial Proceedings (Adjournment During Gale Warnings) Ordinance (Cap 62);

"coroner" (死因裁判官) means a person appointed under section 3(1) to be a coroner;

"deputy coroner" (暫委死因裁判官) means a person appointed under section 3A to be a deputy coroner; (Added 21 of 1999 s. 18)

"discharge" (履行), in relation to a duty, includes perform;

"duty" (責任) includes a function;

"findings" (裁斷), in relation to an inquest, means the matters referred to in section 27 in so far as they have been ascertained at the inquest;

"inquest" (研訊) means an inquest into the death of a person held by a coroner, with or without a jury, under this Ordinance;

"official custody" (官方看管) means detention, whether or not lawful, in-

- (a) the custody of a police officer or officer of the Correctional Services Department;
- (b) the custody of any other person having statutory powers of arrest or detention;
- (c) a reformatory school or remand home under the management, control or administration of the Director of Social Welfare in consequence of a detention or committal order;
- (d) a place of refuge under section 35(1)(a) of the Protection of Children and Juveniles Ordinance (Cap 213);

- (e) a mental hospital within the meaning of the Mental Health Ordinance (Cap 136), and includes custody in such a hospital; or
- (f) the guardianship of a person (including the Director of Social Welfare) pursuant to Part IIIA or IVB of the Mental Health Ordinance (Cap 136); (Amended 81 of 1997 s. 59)

"pre-inquest review" (研訊前檢討) means a pre-inquest review conducted under section 11;

"prescribed mortuary" (訂明的殮房) means a place set apart under section 5(1)(a) for the reception of dead bodies for the purpose of autopsies;

"properly interested person" (有適當利害關係的人), in relation to the death of a person, means a person who belongs to a class or description of persons specified in Schedule 2 in respect of the deceased;

"Registrar" (司法常務官) means the Registrar of the High Court; (Amended 25 of 1998 s. 2)

"reportable death" (須予報告的死亡個案) means a death specified in Part 1 of Schedule 1;

"witness" (證人) means a person attending an inquest to give evidence, whether or not he gives evidence.

Chapter:	504	CORONERS ORDINANCE	Gazette Number	Version Date
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Section:	22	Summoning of jurors	L.N. 211 of 1998	04/05/1998
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(1) The Registrar shall cause a juror whose name is selected under section 21(1) to be served with a summons in the prescribed form requiring his attendance at an inquest at the time and place specified in the summons.

(2) A summons referred to in subsection (1) shall be served on a juror personally or by leaving it at his residence or place of business, or by sending it by registered post addressed to him at his residence or place of business:

Provided that if such a summons is not served personally it shall be served 4 clear days before the day appointed for the holding of the inquest concerned, and, in the case of service by post, an additional 2 clear days shall be allowed for delivery.

(3) A summons referred to in subsection (1) served by post in accordance with subsection (2) and not returned as undelivered shall, in the absence of evidence to the contrary, be deemed to have been served.

(4) A juror who, having been served with a summons referred to in subsection (1) in accordance with subsection (2), fails, without reasonable excuse, to attend the inquest concerned pursuant to such summons or at any adjournment of that inquest commits an offence and is liable on conviction to a fine at level 2.

Chapter:	504B	CORONERS RULES	Gazette Number	Version Date
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Section:	9	Inquests not to be held on general holidays or Sundays	35 of 1998	18/09/1998
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(1) No inquest shall be held on a general holiday within the meaning of section 2 of the General Holidays Ordinance (Cap 149) unless the coroner considers it requisite on grounds of urgency that an inquest be held on such a day. (35 of 1998 s. 5)

(2) No inquest shall be held on a Sunday.

Chapter:	556D	MASS TRANSIT RAILWAY (TRANSPORT INTERCHANGE) BYLAW	Gazette Number	Version Date
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Section:	49	Payment of fixed penalty after issue of summons	L.N. 136 of 2000; G.N. 3903 of 2000	30/06/2000
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(1) Notwithstanding that proceedings have been instituted against a person who has notified the Corporation in

accordance with the notice served on him under section 39(3), that he wishes to dispute liability, the defendant may pay the fixed penalty together with an additional penalty equal to the amount of the fixed penalty in accordance with subsection (2), and, if at the same time the defendant also pays to the court the sum referred to in subsection (4) by way of costs, the proceedings shall thereupon terminate.

(2) Payment under subsection (1) shall be made to any magistracy not later than 2 clear working days before the day specified in the summons for his appearance, and the summons shall be produced at the time of payment.

(3) In subsection (2) the expression "clear working days" excludes the day specified in the summons for the appearance of the defendant and intervening public holidays.

(4) The sum to be paid by way of costs for the purpose of subsection (1) shall be the same as the sum to be paid by way of costs for the purpose of section 20B of the Fixed Penalty (Traffic Contraventions) Ordinance (Cap 237).

Chapter:	556D	MASS TRANSIT RAILWAY (TRANSPORT INTERCHANGE) BYLAW	Gazette Number	Version Date
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Schedule:	3		L.N. 136 of 2000; G.N. 3903 of 2000	30/06/2000
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[sections 1, 39, 40,
44 & 50]

FORM 1

Mass Transit Railway (Transport Interchange) Bylaw (Cap 556 sub. leg. D)

Notice of Particulars of Alleged Fixed Penalty Contraventions (Section 39(2))

Vehicle type _____

Vehicle no. _____

Transaction no. _____

is alleged to have committed a contravention.

Contravention Details:-

Date _____

Time _____

Contravention code no. _____

Location _____

Date of Issue _____

Issuing Officer _____

LIST OF CONTRAVENTIONS

The motor vehicle was:-

Contravention Code No.	Summary of Contravention	Section
(01)	Improper parking	10(1)
(02)	Improper parking	10(2)
(03)	Parking in a closed car park, or any closed part thereof	13
(04)	Improper parking	14(4)
(05)	Improper parking	14(5)
(06)	Improper parking	14(6)
(07)	Improper parking	14(7)

PAYMENT INSTRUCTIONS

1. Payment may be made:-
 - (a) By Post Addressed to the Director of Accounting Services, P.O. Box 8000, General Post Office, Hong Kong; or
 - (b) Personally or By an Agent at any of the following offices:-

Hong Kong Island

- (i) The Treasury Headquarters, Collection and Payment Office, Immigration Tower, 1st floor, 7 Gloucester Road;
- (ii) The Central Sub-Treasury, Central Government Offices, West Wing, 1st floor, 11 Ice House Street (side entrance to the building in Ice House Street);
- (iii) The North Point Sub-Treasury, Max Share Centre, 1st floor, 373 King's Road;
- (iv) The Sai Wan Ho Sub-Treasury, Eastern Law Courts Building, Ground floor, 29 Tai On Street;
- (v) The Western Magistracy, 2A Pok Fu Lam Road;
- (vi) The Eastern Magistracy, Eastern Law Courts Building, 7th floor, 29 Tai On Street.

Kowloon

- (vii) The Yaumati Sub-Treasury, 4th floor, Kowloon Government Offices, 405 Nathan Road (Market Street entrance);
- (viii) The Kowloon City Sub-Treasury, Man Sang Commercial Building, 1st floor, 348-352 Prince Edward Road (corner of Prince Edward Road and Junction Road);
- (ix) The San Po Kong Magistracy, 690 Prince Edward Road East;
- (x) The South Kowloon Magistracy, 38 Gascoigne Road;
- (xi) The Kwun Tong Magistracy, Kwun Tong Law Courts, 10 Lei Yue Mun Road;
- (xii) The North Kowloon Magistracy, 292 Tai Po Road.

New Territories

- (xiii) The Fanling Magistracy, 302 Jockey Club Road, Fanling;
- (xiv) The Tsuen Wan Magistracy, 70 Tai Ho Road, Tsuen Wan;
- (xv) The Shatin Magistracy, 1 Yi Ching Lane, Shatin;
- (xvi) The Tuen Mun Magistracy, 1 Tuen Hi Road, Tuen Mun;
- (xvii) The District Offices at Sai Kung, Sha Tin, Tai Po, North Yuen Long, Tuen Mun, Tsuen Wan or Kwai Tsing.

These offices receive payments during the hours of-

Monday-Friday 9 a.m. to 4 p.m.
(District Offices and Magistracies close 1-2 p.m.)

Saturday 9 a.m. to 12 noon
(District Offices close 11:30 a.m.)

2. Cheques, drafts and cashier orders should be made payable to "Government of the HKSAR" and crossed. They should not be made payable to any individual officer. CASH should NOT be sent through the post. Post dated cheques will not be accepted. Overdue payment will not be accepted.

NOTES (Please read carefully)

- A. Liability for the contravention can be discharged by presenting this notice intact and paying the Fixed Penalty within 21 days of the date of issue. Payment must be made in accordance with the Payment Instructions.
- B. A Demand Notice will be issued in due course. You may ignore the Demand Notice only if you have made prior payment on this notice.
- C. Failure to pay and to notify the MTR Corporation Limited that you wish to dispute liability may result in additional penalty being imposed.

Payment By Post

This form (intact) must accompany the payment.

It will be returned with a receipt.

If payment is made by post, state the name and address of the person to whom the receipt should be forwarded-

Name: _____

Address: _____

(13 of 2000 s. 64)

FORM 2

Mass Transit Railway (Transport Interchange) Bylaw
(Cap 556 sub. leg. D)

Notice Demanding Payment of Fixed Penalty
(Section 39(3))

To: Name _____

Address _____ On _____ at about _____ at _____ a contravention under section _____ of the Mass Transit Railway (Transport Interchange) Bylaw _____ was committed for which you as the registered owner/driver of motor vehicle no. _____ at the time are liable.

I hereby demand payment of the Fixed Penalty of \$320 and inform you that if you wish to dispute liability for the contravention you should inform me.

You are required to-

- (a) pay the Fixed Penalty; or
- (b) notify me that you wish to dispute liability for the contravention on or before _____.

If you do not pay the Fixed Penalty or notify me that you wish to dispute liability in accordance with this notice, an application will be made to a magistrate for an order that you pay the Fixed Penalty, an additional penalty equal to the Fixed Penalty and costs.

Secretarial and Legal
MTR Corporation Limited

Date: _____

Last Date of Payment/Notification of dispute: _____

LIST OF CONTRAVENTIONS

The motor vehicle was-
(Contravention Code No.):

- (01) Improper parking (section 10(1)).
- (02) Improper parking (section 10(2)).
- (03) Parking in a closed car park, or any closed part thereof (section 13).
- (04) Improper parking (section 14(4)).
- (05) Improper parking (section 14(5)).
- (06) Improper parking (section 14(6)).
- (07) Improper parking (section 14(7)).

PAYMENT INSTRUCTIONS

1. Payment may be made:-

- (a) By Post Addressed to the Director of Accounting Services, P.O. Box 8000, General Post Office, Hong Kong; or
- (b) Personally or By an Agent at any of the following offices:-

Hong Kong Island

- (i) The Treasury Headquarters, Collection and Payment Office, Immigration Tower, 1st floor, 7 Gloucester Road;
- (ii) The Central Sub-Treasury, Central Government Offices, West Wing, 1st floor, 11 Ice House Street (side entrance to the building in Ice House Street);
- (iii) The North Point Sub-Treasury, Max Share Centre, 1st floor, 373 King's Road;
- (iv) The Sai Wan Ho Sub-Treasury, Eastern Law Courts Building, Ground floor, 29 Tai On Street;
- (v) The Western Magistracy, 2A Pok Fu Lam Road;
- (vi) The Eastern Magistracy, Eastern Law Courts Building, 7th floor, 29 Tai On Street.

Kowloon

- (vii) The Yaumati Sub-Treasury, 4th floor, Kowloon Government Offices, 405 Nathan Road (Market Street entrance);
- (viii) The Kowloon City Sub-Treasury, Man Sang Commercial Building, 1st floor, 348-352 Prince Edward Road (corner of Prince Edward Road and Junction Road);
- (ix) The San Po Kong Magistracy, 690 Prince Edward Road East;
- (x) The South Kowloon Magistracy, 38 Gascoigne Road;
- (xi) The Kwun Tong Magistracy, Kwun Tong Law Courts, 10 Lei Yue Mun Road;
- (xii) The North Kowloon Magistracy, 292 Tai Po Road.

New Territories

- (xiii) The Fanling Magistracy, 302 Jockey Club Road, Fanling;
- (xiv) The Tsuen Wan Magistracy, 70 Tai Ho Road, Tsuen Wan;
- (xv) The Shatin Magistracy, 1 Yi Ching Lane, Shatin;
- (xvi) The Tuen Mun Magistracy, 1 Tuen Hi Road, Tuen Mun;
- (xvii) The District Offices at Sai Kung, Sha Tin, Tai Po, North, Yuen Long, Tuen Mun, Tsuen Wan or Kwai Tsing.

These offices receive payments during the hours of-

Monday-Friday 9 a.m. to 4 p.m.

(District Offices and Magistracies close 1-2 p.m.)

Saturday 9 a.m. to 12 noon

(District Offices close 11:30 a.m.)

- 2. Cheques, drafts and cashier orders should be made payable to "Government of the HKSAR" and crossed. They should not be made payable to any individual officer. CASH should NOT be sent through the post. Post dated cheques will not be accepted. Overdue payment will not be accepted.

Enquiries:

For enquiries about this notice, please contact the Legal Adviser (Litigation), MTR Corporation Limited (Tel: 2993 3364)

NOTE FOR THOSE WHO WISH TO DISPUTE LIABILITY-

- 1. You may notify me, if you wish to dispute liability for the contravention, by signing the form appended below and delivering it to me on or before the last date for notification of dispute.

2. If you notify me that you wish to dispute liability for the contravention, the matter will be determined by a magistrate on complaint in accordance with the Bylaw and you will be served with a summons in due course.
3. If having notified me that you wish to dispute liability for the contravention, you do not appear in court to answer the summons or, having appeared, you offer no defence or a defence which is frivolous or vexatious, you are liable to the Fixed Penalty, an additional penalty equal to the Fixed Penalty and costs.

Mass Transit Railway (Transport Interchange) Bylaw
(Cap 556 sub. leg. D)

Notification to MTR Corporation Limited
of Wish to Dispute Liability for Contravention
(Section 39(3))

To: Legal Manager General
MTR Corporation Limited
33 Wai Yip Street
Kowloon Bay
Kowloon

Take Notice that I wish to dispute liability for the contravention specified in your notice (details given overleaf) issued under section 39(3) of the Mass Transit Railway (Transport Interchange) Bylaw.

Signature: _____

Date:

(13 of 2000 s. 64)

FORM 3

Mass Transit Railway (Transport Interchange) Bylaw
(Cap 556 sub. leg. D)

Certificate of Posting of Notice
(Section 39(8))

This is to certify that on _____ a Notice under section 39(8), Mass Transit Railway (Transport Interchange) Bylaw was posted. The particulars of the Notice are as follows:-

Serial No. _____
Date of Notice _____
Name of Addressee _____
Address _____

Secretarial and Legal
MTR Corporation Limited

Date:

(13 of 2000 s. 64)

FORM 4

Mass Transit Railway (Transport Interchange) Bylaw
(Cap 556 sub. leg. D)

Certificate of Posting of Summons
(Section 44(2))

This is to certify that on _____ a Summons issued by the magistrate sitting in the Magistrate's Court at _____ was posted. The particulars of the Summons are as follows:-

Serial No. _____

Date of Summons _____

Name of Defendant _____

Address _____

Secretarial and Legal
MTR Corporation Limited

Date:

(13 of 2000 s. 64)

FORM 5

Mass Transit Railway (Transport Interchange) Bylaw
(Cap 556 sub. leg. D)

Certificate of Identity of Registered Owner/Driver, Registered
Address and Non-payment of Fixed Penalty
(Section 50)

This is to certify that-

- (a) *on _____ at about _____ the registered owner/driver of motor vehicle registration mark _____ was _____ ;
- (b) +on _____ the registered address of such person was _____ ;
- (c) #on _____ the registered address of such person was _____ ;
- (d) @before _____ no payment was made of the fixed penalty in respect of the contravention specified in Notice No. _____ dated _____ ; and
- (e) before _____ such person had not notified Secretarial & Legal of MTR Corporation Limited that he wished to dispute liability for the contravention.

Secretarial and Legal
MTR Corporation Limited

Date:

- * Insert date and time of the contravention to which the proceedings relate.
- + Insert date on which notice under section 39(2) in respect of such contravention was posted.
- # Insert date on which summons under section 44(2) in respect of such proceedings was posted.
- @ Insert last date of payment specified in the notice under section 39(3).

(13 of 2000 s. 64)

Chapter:	570	FIXED PENALTY (PUBLIC CLEANLINESS OFFENCES) ORDINANCE	Gazette Number	Version Date
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Section:	13	Payment of fixed penalty after issue of summons	L.N. 52 of 2002	27/05/2002
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(1) Notwithstanding that proceedings have been instituted against a person who has notified the Authority in accordance with the notice served on him under section 6(1) that he wishes to dispute liability, the person may pay the fixed penalty concerned together with an additional penalty equal to the amount of the fixed penalty in accordance with subsection (2), and, if at the same time the person also pays the sum of \$500 by way of costs, the proceedings shall thereupon terminate.

(2) Payment under subsection (1) shall be made at any magistracy not less than 2 days before the day specified in the summons for the person's appearance, and the summons shall be produced at the time of payment.

(3) No public holiday shall be included in the computation of the 2 days' period mentioned in subsection (2).

Chapter:	600	FIXED PENALTY (SMOKING OFFENCES) ORDINANCE	Gazette Number	Version Date
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Section:	13	Payment of fixed penalty after issue of summons	L.N. 109 of 2009	01/09/2009
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(1) Notwithstanding that proceedings have been taken against a person who has notified the Authority in accordance with a notice under section 6(2) that he wishes to dispute liability for a scheduled offence, if the person pays the full amount of the fixed penalty for the offence together with an additional penalty equal to the amount of the fixed penalty and the sum of \$500 by way of costs in accordance with subsection (2), the proceedings shall then terminate.

(2) Payment under subsection (1) shall be made at any magistracy not less than 2 days before the day specified in the summons for the person's appearance, and the summons shall be produced at the time of payment.

(3) No public holiday shall be included in the computation of the 2 days' period mentioned in subsection (2).

Chapter:	603	Product Eco-responsibility Ordinance	Gazette Number	Version Date
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Section:	28L	Dispute of liability for offence	4 of 2014	01/04/2015
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- (1) This section applies if a person—
 - (a) has notified the Director in accordance with a demand notice that the person wishes to dispute liability for an offence; or
 - (b) has been given leave to dispute liability for an offence under section 28J(2).
- (2) A summons issued in any proceedings against the person for the offence may be served on the person in accordance with section 8 of the Magistrates Ordinance (Cap 227).
- (3) If—
 - (a) in consequence of the notification or leave, the person appears in any proceedings in answer to a summons; and

- (b) the person is convicted of the offence after having offered no defence or a defence that is frivolous or vexatious,
the magistrate before whom the proceedings are heard must, in addition to any other penalty and costs, impose an additional penalty equal to the amount of the fixed penalty.
- (4) Any proceedings taken against a person falling within subsection (1)(a) must terminate if the person pays in accordance with subsection (5)—
- (a) the fixed penalty;
 - (b) an additional penalty equal to the amount of the fixed penalty; and
 - (c) \$500 by way of costs.
- (5) Payment under subsection (4) must be made at any magistracy not less than 2 days before the day specified in the summons for the person's appearance, and the summons must be produced at the time of the payment.
- (6) No public holiday may be included in the computation of the 2 days' period mentioned in subsection (5).

Chapter:	611	Motor Vehicle Idling (Fixed Penalty) Ordinance	Gazette Number	Version Date
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Section:	23	Payment of fixed penalty after summons	E.R. 1 of 2012	09/02/2012
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- (1) A defendant who has been served with a summons in relation to a complaint may pay the following amounts in accordance with subsection (2)—
- (a) the fixed penalty;
 - (b) an additional penalty equal to the amount of the fixed penalty; and
 - (c) \$500 by way of costs.
- (2) Payment must be made to a magistrate's court not later than 2 clear working days before the day specified in the summons for the hearing of the complaint and the defendant must produce the summons when making the payment.
- (3) Payment in accordance with this section terminates the proceedings on the complaint.
- (4) The Legislative Council may, by resolution, amend the amount specified in subsection (1)(c).
- (5) In this section—
- clear working days* (整個工作天) excludes the day specified in the summons for the appearance of the defendant and intervening public holidays.