

Important Notice

Signature and Chop on Vehicle Registration Document (VRD)

The VRD **has to** contain signature of the registered vehicle owner, and the signature on the application form should match with that on the VRD when a relevant licensing application is submitted by the registered vehicle owner concerned. If the vehicle is owned by a company/organization, the VRD **has to contain** the signature of an authorized representative together with a company/organization chop and the chop on the application form **must be identical** with that on the VRD, otherwise this department will **not** process the licensing application.

Requirement of Address Proof

The original or a copy of the proof of address issued within the last three months **has to** be produced when submitting a licensing application. In accordance with the relevant legislation, the Transport Department may suspend processing the application in the absence of address proof. [[Please refer to the list of acceptable proof of address](#)]

Change of Address

According to the law, driving licence holders or registered vehicle owners have to notify the Transport Department within 72 hours of their change of address. Any person without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. You may notify the Transport Department of change in address with your proof of new address in writing, through [GovHK](#) or by submitting [the specified form](#) (“Change of Personal Particulars or Vehicle Particulars”).

Mail items with insufficient postage

Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to the department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [[Please note the latest details about postage rates by Hongkong Post](#)]

Submission of Identity Document

For application submitted by post/ via drop-in box, please **do not** submit the **original** identity document.

If you are a registered elector and your residential address has changed, please notify the Registration and Electoral Office (REO) as early as possible. For enquiries, please call the REO hotline 2891 1001.

香港法例第三七四章道路交通 (車輛登記及領牌) 規例
Road Traffic (Registration & Licensing of Vehicles) Regulations Cap. 374
超額載客許可證申請書
Application For Excess Passengers Permit

請閱讀附頁的各項須知，並以正楷填寫各項資料。

Please read the notes overleaf and complete all items in BLOCK LETTERS.

本欄不必填寫

OFFICIAL USE ONLY

O

P

Recommended

Not recommended

Approved _____

Receiving Officer's Signature Not Approved _____

申請人現時的資料 **PRESENT PARTICULARS OF APPLICANT**

英文姓名/公司名稱 Name (In English)

中文姓名/公司名稱 (如屬適用) Name (In Chinese, if applicable)

香港身份證號碼/公司註冊證號碼

H.K. Identity Card/Certificate of Incorporation No.

住址/公司地址 Residential/Company Address (你的地址將會列載在許可證上 Your address will be entered on the permit.)

「注意：本署是以駕駛執照持有人/登記車主的住址/公司地址 (如以公司登記為車主) 為他/她於本署的登記地址，並以該地址與他/她聯絡和郵寄函件。因此，申請人必須在本申請表填寫其最新的住址/公司地址。」

(Note: The residential address/company address (if using company as registered vehicle owner) and/or correspondence address) of a driving licence holder/registered vehicle owner is his/her/its registered address in this Department, and will be used for the purposes of contact with him/her/it and mailing correspondence. Thus, the applicant must fill in his/her/its updated residential address/company address and/or correspondence address) under this application form.)

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室 Flat/Room

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樓 Floor

樓字層數請依升降機所用編號，或以西式計算。

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座 Block

大廈/屋苑名稱 Name of Building/Estate

門牌號數及街道 (或鄉村) 名稱 Number and Name of Street (or Village)

香港 Hong Kong 九龍 Kowloon 新界 New Territories

地區 District

公司聯絡人 (如以公司登記為車主) Company Contact Person (If using company as registered vehicle owner)

通訊地址 CORRESPONDENCE ADDRESS

如你以上所填報的住址/公司地址 (如以公司登記為車主) 並不能用作聯絡和郵遞用途，請在以下填寫你的通訊地址。

If you cannot use the above residential address/company address (if using company as registered vehicle owner) and/or correspondence address for the purposes of contact and mailing, please fill in below your correspondence address.

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室 Flat/Room

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樓 Floor

樓字層數請依升降機所用編號，或以西式計算。

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座 Block

大廈/屋苑名稱 Name of Building/Estate

門牌號數及街道 (或鄉村) 名稱 Number and Name of Street (or Village)

香港 Hong Kong 九龍 Kowloon 新界 New Territories

地區 District

日間聯絡電話 Day Time Contact Tel. No.

請於適當方格內加上「✓」號。 Please tick the appropriate box.

車輛登記細節 PARTICULARS OF VEHICLE

車輛登記號碼
Registration Mark

底盤號碼
Chassis No.

類別
Class

廠名
Make

車身類型
Body Type

座位數目
Seating Capacity

有效第三者風險保險 VALID THIRD PARTY RISK INSURANCE

(獲發許可證時，申請人必須出示該車的有效第三者風險保險證明所有接載的乘客均在受保範圍內)

(At the time of permit issue valid Third Party Risk Insurance Certificate must be produced which should cover the total no. of passengers carried.)

保險公司名稱 (非代理商)
Name of Insurance Company (Not agent)

保單編號
Policy No.

屆滿日期
Expiry Date

申請原因
Reasons for application

預算接載的乘客總數
Total No. of passengers intended to be carried

經營地區
District of operation

聲明 DECLARATION

本人已閱讀並明白各項條件。本人聲明，根據本人所知所信，以上填報的資料均屬確實詳盡。特此為上述車輛申請超額載客許可證。

本人明白，如果故意在本申請書填報失實或不詳盡資料，根據《道路交通條例》(第374章)第111條第(3)款，本人可被處第二級罰款及入獄6個月。

本人委託 (代理人姓名)，即身分證文件號碼 的持有人為代理人，代表本人提交及處理本申請，包括領取相關牌照、許可證及/或其他文件。

(註：如申請表提供的資料曾作修改，申請人須在旁加簽作實。)

I have read and understood the conditions. I declare that to the best of my knowledge and belief the information given above is true and complete. I hereby apply for an excess passengers permit for the above vehicle.

I understand that, if I knowingly make any statement or provide any information in this application form which is false in a material particular or fail to include all of the particular required, I shall render myself liable under Section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine at level 2 and imprisonment for 6 months.

I hereby appoint (name of agent), holder of identity document number as the agent to submit and handle this application on my behalf, including the collection of related licence, permit and/or other documents. (Note: If the information provided in this application form is amended, applicant shall sign next to the amended part for verification.)

申請人簽名：_____
Signature of Applicant
日期：_____
Date

簽發條件 CONDITIONS OF ISSUE

- 申請人須是申請超額載客許可證車輛的登記車主。如果由代理人申請，則須有登記車主書面授權，申請才可獲接納。
 - 超額載客許可證的申請要符合以下基本條件，才會獲得考慮：——
 - 該車輛受政府部門僱用作特別工程用途，申請人須具備有關部門要求該車輛接載額外乘客的書面證明；或
 - 該車輛由公用事業公司所使用，進行有利大眾的工程；或
 - 該車輛用作運載需要額外人手處理(例如：搬運重物)的特別貨；以及
 - 該車輛的用途是沿新界指定路線運載鄉村居民及其農產品，申請人須得到本署新界運輸管理部的證明。
 - 申請許可證的車輛必須為貨車，其車身類型不得屬於傾泥車或自卸車或其他相類車身。
 - 必須為所有接載的乘客提供座位，座位須緊附車身，且不得令該車輛失去貨車的效用。
 - 該車輛必須通過本署車輛檢驗組所進行的車輛檢驗。
 - 該車輛須具備有效的第三者風險，保險範圍包括所接載的乘客總數。
 - 許可證有效期要視乎證明文件而定，但無論如何不會超過十二個月或直至車輛牌照有效期屆滿(以較短者為準)。
 - 超額載客許可證須符合一項條件，就是該車主及司機必須時刻遵守香港法例第374章道路交通條例及其附帶規例的規定。
 - 運輸署署長可以隨時增加、更改或取消任何由他所規定的條件，並可在許可證上加註或修改條件。
- The applicant shall be the registered owner of the vehicle for which the excess passengers permit is being sought. An application by an agent will be accepted only where the agent is authorised in writing by the registered owner.
 - An application for an excess passengers permit will be considered if it fulfils the following basic criteria:—
 - the vehicle is on hire to government departments for special projects and the application is supported with documents from the departments concerned requesting additional passengers on the vehicle; or
 - the vehicle is used by public utility company which undertakes works in the interest of the public; or
 - the vehicle is used for conveyance of extraordinary goods that require additional manpower to handle, e.g. moving heavy loads; and
 - the vehicle is used for the carriage of villagers and their agricultural produce on a specified route in the New Territories and the application is supported by the Operations Division (N.T.) of this Department.
 - The vehicle under application must be a goods vehicle, the body type of which is not a dump truck or tipper or other similar types.
 - Seats must be provided for all passengers to be carried which shall be firmly secured to the vehicle and shall not render the vehicle unusable as a goods vehicle.
 - The vehicle is required to pass the inspection carried out by the Motor Vehicle Examination Division of this department.
 - The vehicle shall be covered by valid third party insurance with the total No. of passengers carried.
 - The period of the permit issued will be on the basis of supporting documents but in any case not exceeding 12 months or the expiry date of the vehicle licence, whichever is the less.
 - An excess passengers permit shall be subject to a condition that the owner and driver of the vehicle shall at all times comply with the provisions of the Road Traffic Ordinance Cap. 374 and its subsidiary regulations.
 - The Commissioner may at any time add, vary or revoke any conditions made by him and shall specify any new or varied conditions on the permit.

經營條件 CONDITIONS OF OPERATION

1. 領有超額載客許可證的貨車，在使用或在道路行駛時，須時刻遵守香港法例第 374 章道路交通條例的規定和許可證上的條件。
 2. 必須免費接載所有員工／乘客。
 3. 車輛行駛時，所有員工／乘客不准企立。
 4. 車輛用作運載危險品時，許可證停止生效。
 5. 許可證須在車輛前擋風玻璃靠近車輛牌照處展示。
 6. 許可證在取消後，須交回運輸署署長。
 7. 如有違反任何許可證條件，許可證會被取消。
1. A goods vehicle with excess passengers permit shall at all times when being used or driven on a road conform with all statutory requirements of the Road Traffic Ordinance Cap. 374 and the conditions of permit.
 2. All employees/passengers must be carried free of charge.
 3. No employee/passenger is allowed to stand while the vehicle is in motion.
 4. The permit shall cease to be valid when the vehicle is used for conveyance of dangerous goods.
 5. The permit shall be displayed on the front windscreen of the vehicle near to the vehicle licence.
 6. The permit shall be returned to the Commissioner for Transport in case of cancellation.
 7. Contravention of any of the permit conditions may render the permit liable to cancellation.

遞交申請書 SUBMISSION OF APPLICATIONS

1. 申請將根據簽發條件第 2 段所述的證明文件而獲得考慮。申請人請依下列指示親自或由代理人遞交或郵寄至到香港或九龍牌照事務處遞交申請書：——
基於簽發條件第 2 段所述第 (i) 至 (iii) 項情況而提出的申請，請交往
運輸署香港牌照事務處
金鐘道 95 號統一中心 3 樓
2804 2642
基於簽發條件第 2 段所述第 (iv) 項情況而提出的申請，請交往
運輸署九龍牌照事務處
九龍長沙灣道 303 號長沙灣政府合署 2 樓
2150 7714

如需查詢運輸署各牌照事務處服務時間，可致電 2804 2600 或瀏覽運輸署網站 <http://www.td.gov.hk>

2. 運輸署署長將以書面通知申請結果。

1. Applications will be considered on the basis of supporting documents as per paragraph 2 of Conditions of issue. Applicants are advised to submit their applications in person or by agent or by post to Hong Kong or Kowloon Licensing Office as indicated below:—
Applications pertaining to items (i)–(iii) of paragraph 2 under Conditions of issue
Hong Kong Licensing Office,
3/F., United Centre,
95 Queensway Hong Kong.
2804 2642
Applications pertaining to item (iv) of paragraph 2 under Conditions of issue
Kowloon Licensing Office,
2/F., Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road.
2150 7714

For enquiry on service hours of Transport Department Licensing Office, please call 2804 2600 or visit our website <http://www.td.gov.hk>

2. Results will be notified in writing by the Commissioner for Transport.

證明文件 SUPPORTING DOCUMENTS

- ✦ 香港身份證／護照／公司註冊證 (身分證明文件的影印副本亦可接受)。
- 車輛登記文件 (如以個人名義登記車輛的車主親自遞交申請表至運輸署牌照事務處，則可出示其身分證明文件正本而無需出示車輛登記文件。)
- 要求該車輛接載超額乘客的證明文件。
- 以登記車主名義投保的有效第三者風險保險證明書，申請獲得批准後，其保險範圍須包括所接載的乘客總數。
- 現時的地址證明 (住址／公司地址及通訊地址) 正本或副本，而該地址證明需發出距今不超過三個月 (包括水電煤或電訊公司帳單、政府部門、公共機構、銀行或本地大學／專上教育機構發出的信件等)。如有查詢，可致電 2804 2600。
- ✦ Hong Kong Identity Card/Passport/Certificate of Incorporation (photocopy of your identity document may be accepted).
- Vehicle Registration Document. (For individual registered vehicle owners who submit the applications **in person** to the Transport Department licensing office, no Vehicle Registration Document is required if their **original** identity document is presented.)
- Supporting documents requiring carriage of excess passengers for the vehicle.
- Valid Third Party Risk Insurance Certificate in the name of the registered owner covering the total number of passengers carried once approval has been given.
- Original or photocopy of proof of present address (residential address/company address and correspondence address) which is issued not more than 3 months from now (includes utility or telecommunication bills, correspondence from government departments, public organisations, banks or local universities/tertiary education institutions etc.). For enquiries, please call 2804 2600.
- ✦ 請於適當方格內加上「✓」號。 Please tick the appropriate box.

郵遞申請 APPLICATION BY POST

如果你以郵寄遞交申請書，請填寫下列資料 PLEASE FILL IN THE FOLLOWING ITEMS IF APPLY BY POST

- (1) 請在支票／銀行本票背面寫上你的姓名、車輛登記號碼及日間聯絡電話號碼。
Please write down your Name, Registration Mark and Day Time Contact Telephone No. on the back of the cheque/cashier order.
- (2) 請填上你的付款資料。
Please fill in your Remittance Details.

銀行名稱 Name of Bank:

付款總額 Amount Paid:

支票／銀行本票號碼

Cheque/Cash Order No. _____

為方便本署郵寄本申請表所申請的許可證給你，請在以下填上你的姓名／公司名稱及你於本申請表甲部所填寫的住址／公司地址／通訊地址。
To facilitate us to mail the permit applied under this application form to you, please fill in below your name/company name and residential address/company address/correspondence address provided in Part A of this application form.

姓名 Name: _____

回郵地址 Return Address: _____

注意事項 NOTES FOR ATTENTION

1. 如任何駕駛執照持有人／登記車主曾向運輸署署長提供其姓名、地址或身分證明文件有所改變，他／她須在改變出現後 72 小時內以書面通知運輸署署長，並需提交有關改變的證明。任何人無合理辯解而違反此規定，即屬犯罪，可處第一級罰款。如屬姓名的改變或身分證明文件的改變，駕駛執照持有人／登記車主亦須將現有的駕駛執照正本（如持有）、駕駛教師執照正本（如持有）、車輛登記文件正本（如持有）、車輛牌照（如持有）及自訂登記號碼分配證明書（如持有）送交運輸署署長，以作修改；
2. 運輸署署長在處理牌照申請時，可要求申請人出示其地址證明（例如水／電／煤氣／手提電話費單和銀行信件等），以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同其最近三個月內的地址證明，並在牌照事務處人員要求下，出示其地址證明；
3. 所有在本署以你的身份證明文件號碼登記的車輛牌照或駕駛執照的記錄，會根據你在此表格內填報的地址而同時更改；
4. 在完成辦理你的申請後，你所提交的證明文件副本將會被銷毀。
1. If a **change occurs in the name, address or identity document** of a driving licence holder/registered owner previously provided by the driving licence holder/registered owner to the Commissioner for Transport, the driving licence holder/registered owner shall, within 72 hours of the change, notify the Commissioner for Transport in writing with the proof of change. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine at level 1. For cases of change of name or change of identity document, the driving licence holder/registered owner shall also deliver to the Commissioner for Transport the existing original driving licence (if applicable), original driving instructor's licence (if applicable), original vehicle registration document (if applicable), vehicle licence (if applicable) and Certificate of Allocation of Personalized Registration Mark (if applicable) for amendment;
2. The Commissioner for Transport may, in processing licensing application, require the applicant to **produce proof of his/her address** (e.g. water/electricity/gas/mobile phone bill and bank correspondence), and may **suspend the processing of the application** until the production of such proof. Therefore, applicants please bring along with address proof issued within the last three months for presentation as and when requested by officers of Licensing Offices. Please provide the **proof of both residential and correspondence addresses** if the applicant had provided the two addresses to Transport Department;
3. For any change of address notified under this application form, all vehicle/driving licence records of the applicant under the same identity document held by this Department will also be changed;
4. Copy of your submitted supporting document(s) will be destroyed after processing your application.

關於你個人資料的說明 NOTES ABOUT YOUR PERSONAL DATA

收集目的

1. 運輸署會使用透過本表格所獲得的個人資料作下列用途：
 - (a) 辦理有關審批你在本表格中所提出的申請的事務；
 - (b) 依照道路交通（車輛登記及領牌）規例第 4(2) 條的規定，保存一份車輛記錄，讓市民索閱；
(只適用於與車輛有關的申請)
 - (c) 依照道路交通（駕駛執照）規例第 39 條的規定，保存一份詳列駕駛執照上各細項的記錄；
(只適用於與駕駛執照有關的申請)
 - (d) 辦理有關交通及運輸的事務；及
 - (e) 方便運輸署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

獲轉交資料的部門／人士

3. 你透過本表格所提供的個人資料會向下列人士／部門公開：
 - (a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；
 - (b) 任何人士，以作上述第 1 段 (b) 項所列的用途；及
 - (c) 隧道公司，青馬管制區營運者及青沙管制區營運者，以便該等機構執行與交通及運輸有關的法定職責。

索閱個人資料

4. 根據個人資料（私隱）條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。

查詢

5. 有關透過本表格收集的個人資料的查詢，包括索閱及修正資料，應寄往：

香港
金鐘道 95 號
統一中心 3 樓
運輸署牌照事務組
行政主任／FRT 收啟

Purposes of Collection

1. The personal data provided by means of this form will be used by Transport Department for the following purposes:
 - (a) activities relating to the processing of your application in this form;
 - (b) maintenance of a register of vehicles for public access under regulation 4(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations;
(applicable to vehicle-related applications only)
 - (c) maintenance of a record of particulars of driving licences under regulation 39 of the Road Traffic (Driving Licences) Regulations;
(applicable to driving licence-related applications only)
 - (d) activities relating to traffic and transport matters; and
 - (e) facilitating communication between Transport Department and yourself.
2. It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to:
 - (a) other Government department, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;
 - (b) any person for the purpose mentioned in paragraph 1(b) above; and
 - (c) tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters.

Access to Personal Data

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

Enquiries

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:
Executive Officer/FRT
Licensing Section, Transport Department
3/F, United Centre,
95 Queensway,
Hong Kong.