

重要通知

郵件貼上足夠郵資

若郵件郵資不足，香港郵政會收取欠資及相關費用。本署不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人(有回郵地址)或予以銷毀(沒有回郵地址)。為確保郵件能妥善送達本署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資及註明回郵地址。

Important Notice

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.



運輸署

Transport Department

香港特別行政區政府

運輸署

TRANSPORT DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

有關出租汽車許可證申請的預先評估請求書—酒店服務

REQUEST FOR PRE-APPLICATION ASSESSMENT FOR HIRE CAR PERMIT—HOTEL SERVICE

填寫前請參閱附列的「填表須知」。此請求書各項資料，均應以正楷填寫。

Please read the attached notes carefully before completing this form. All items should be completed in BLOCK LETTERS.

甲欄 PART A 請求人資料 PARTICULARS OF REQUESTER

(1) 名稱： * 先生／太太／小姐／有限公司 Name: *Mr./Mrs./Miss/Ltd. Co.

英文名稱(如屬人名，姓氏先行，名字隨後) In English (if in personal name, Surname first, then other Names)

中文名稱(如適用) In Chinese (if applicable)

(2) 辦公地址 Business Address

電話號碼 Tel. No.

(3) 香港身份證／有限公司註冊證號碼 H.K. Identity Card/Limited Company Certificate of Incorporation No.

(4) 商業登記證號碼 Business Registration Certificate No.

(5) 業務性質 Nature of Business

(6) 公司狀況(請在適當方格填上「√」) Status of Company (Please tick an appropriate box)

獨資經營

☐

合夥經營

☐

有限公司／法團

☐

Sole Proprietor

Partnership

Ltd. Co./Corporate Body

(7) 股本：(已繳) Capital: (paid up)

(8) 如屬有限公司／法團，請在下面提供獲授權簽署合約的經理／董事／職員的資料。

For limited company/corporate body, please give below the particulars of managers/directors/officials authorised to enter into contracts on behalf of the company/organization.

姓名 Name

香港身份證號碼 H.K. Identity Card No.

職位／職級 Post/Rank

(a)

(b)

(c)

(9) 擬提供出租汽車服務的酒店名稱及地址。 Name and address of the hotel where proposed private cars may be hired.

(10) 酒店客房及住客總數。 Total number of hotel bedrooms and guests accommodated.

(11) 酒店客房每晚房租(請列出各類客房的房租及每類房租的客房數目。)

Hotel room rates per night (State the full range of charges and the number of rooms to which each charge applies.)

(12) 估計每日使用出租汽車服務的酒店住客數目。 Estimated number of hotel guests using hire car service daily.

(13) 運輸業務經驗 Experience in transport business—

(a) 請說明以前／現在是否擔任出租汽車經營人。如是，請列出有關車輛的登記號碼及其出租汽車許可證類別。

State whether you are ex-/current hire car operator. If so, please list the registration mark(s) and the type of hire car permit of the vehicles concerned.

(b) 請說明曾否獲發公共／私家巴士或公共／私家小型巴士牌照。State whether you have been granted public/private bus or public/private light bus licences.

曾 Yes ☐

否 No ☐

假如曾獲發上述牌照，請提供以下資料 If so, please furnish the following information:

車輛類別 Class of Vehicle	車輛登記號碼 Regn. Mark	登記為車主日期 Date of Registration as vehicle Owner

*請將不適用者刪去(如有需要，請另用紙張填寫) Delete if inappropriate (Use separate sheet of paper if necessary).

乙欄 PART B 擬經營的出租汽車業務詳情 DETAILS OF INTENDED HIRE CAR OPERATION

(1) 申請理由(請說明有經營出租汽車的需要及如不提供此項服務，酒店的一般服務水準是否會受影響。) Reasons for the application (please state the need for the hire car operation and whether the general standard of service provided by the hotel will be affected without such operation.)

(2) 請說明業已採取何種辦法以方便酒店客人預約出租汽車，並請提供適當文件，證明會依照預約制度辦理。 What arrangements have been made to provide facilities for booking hire car(s) and documentary evidence to show that the booking system will be adhered to.

(3) 營業地址(如與以上甲欄第(9)項所列地址不同。)Address of base of operation if different from that given in Part A(9) above.

電話號碼 Tel. No. _____

(4) 出租汽車服務的其他詳情(例如，行走路程，營業時間等。)Other particulars of hire car service (e.g. trips to be made, hours of operation etc.).

丙欄 PART C 擬用作出租汽車的車輛詳情 PARTICULARS OF VEHICLE(S) INTENDED TO BE USED AS HIRE CARS

(1) 擬提出正式申請的出租汽車許可證數目 No. of hire car permit(s) intended to be applied for in the formal application _____

(2)

詳情 Particulars	車輛 Vehicles				
廠名 Make					
車款 Model					
製造年份 Year of Manufacture					

(如超過五輛車，請另用紙張填寫。)(Use separate sheet of paper if more than 5 vehicles.)

丁欄 PART D 證明文件 **SUPPORTING DOCUMENTS** (請參閱附列「填表須知」丁項 Please refer to PART D of the notes attached.)

(2) _____

(4) _____

(7) _____

戊欄 PART E 聲明書 DECLARATION

- (a) 本人現請求就提供私家出租汽車服務酒店服務的出租汽車許可證申請進行預先評估。
- (b) 本人明白這項預先評估純屬行政措施，並不在《道路交通(公共服務車輛)規例》(香港法例第374D章)所訂法定制度的規管範圍之內。
- (c) 本人明白這項預先評估請求不應被詮釋為根據香港法例第374D章提出的出租汽車許可證申請或其任何部分，而本人參與預先評估純粹出於自願。本人不會單憑這項預先評估請求而獲發出租汽車許可證。
- (d) 本人明白如本人打算申請出租汽車許可證，便須根據香港法例第374D章第14條遞交正式的出租汽車許可證申請，而不論這項預先評估的結果為何，**最終應由運輸署署長決定是否發出出租汽車許可證**。預先評估所得結果不論是正面還是負面，均只供本人參考之用，並非定論，亦絕不會對運輸署署長根據香港法例第374D章第14條行使權力具約束力。換言之，正面的預先評估結果不一定代表本人就同一情況遞交的相同／相類正式申請定會獲得批准，亦不代表運輸署署長定會根據香港法例第374D章第14條發出出租汽車許可證。
- (e) 本人明白當本人根據香港法例第374D章第14條遞交正式的出租汽車許可證申請時，須符合當時的出租汽車許可證簽發條件。
- (a) I wish to request for pre-application assessment for hire car permit(s) to provide hotel hire car service.
- (b) I understand that the pre-application assessment is a purely administrative measure falling outside the statutory regime of the Road Traffic (Public Service Vehicles) Regulations (Cap. 374D).
- (c) I understand that my request for pre-application assessment should not be construed as an application or any part of an application for hire car permit(s) under Cap. 374D and my participation in the pre-application assessment is purely on a voluntary basis. No hire car permit will be issued pursuant to this request for pre-application assessment only.
- (d) I understand that should I intend to apply for a hire car permit, a formal application for hire car permit(s) should be made in accordance with regulation 14 of Cap. 374D and, **it is ultimately for the Commissioner for Transport to decide whether hire car permit(s) should be issued** irrespective of the result of the pre-application assessment. Any indication of a positive or negative result in the pre-application assessment is for my reference only. Such indication is not conclusive and would not in any event bind the Commissioner for Transport in his/her exercise of the powers under regulation 14 of Cap. 374D. In other words, a positive result does not necessarily mean that the same/ similar formal application I make in respect of the same case will be approved or a hire car permit will be issued by the Commissioner for Transport under regulation 14 of Cap. 374D.
- (e) I understand that should I submit a formal application for hire car permit(s) in accordance with regulation 14 of Cap. 374D, I will have to accede to the prevailing Conditions of Issue for Hire Car Permits.

日期 Date _____

請求人簽署(如適用，請加公司蓋章) *Signature of Requester* (with Company seal, if applicable)

簽署者姓名 *Name of Signatory* _____

簽署者職級／職位 *Rank/Post of Signatory* _____

附 加 說 明

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) 辦理有關你在本表格所提出請求及相關出租汽車許可證正式申請的事務；
 - (b) 依照《道路交通(車輛登記及領牌)規例》第4(2)條的規定，備存一份車輛登記冊，以供公眾查閱；
 - (c) 辦理有關交通及運輸的事務；以及
 - (d) 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，你的請求可能不獲接納。

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／部門披露：
 - (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(如適用)；
 - (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。

查閱個人資料

4. 根據《個人資料(私隱)條例》(香港法例第486章)第18及22條及附表1第6原則，你有權查閱及改正個人資料。你的查閱權包括取得一份本表格所提供個人資料的複本的權利。

查詢

5. 如欲查詢透過本表格收集的個人資料，包括查閱及改正資料，應寄往：
香港
金鐘道95號
統一中心3樓
牌照事務組
行政主任／首次登記稅收

有關出租汽車許可證申請的預先評估請求書—酒店服務 填表須知

甲、填寫表格

- (1) 請求人須用正楷填寫本表格內各項有關資料，戊欄的聲明書必須簽署。如屬有限公司，應在甲欄填報公司名稱及註冊辦事處地址。聲明書應由公司執行董事或公司秘書簽署。
- (2) 本署主要根據所提供的資料給予預先評估。如資料不全或有漏報，有關請求可能不獲考慮，或本署可能須約見請求人澄清疑點。

乙、遞交預先評估請求書

請求書填妥後，須親自遞交或以掛號郵遞方式寄往香港金鐘道95號統一中心3樓運輸署公共車輛分組。請求書必須連同下文丁項所列所有證明文件一併遞交。

丙、更改資料

所填報的資料如有任何更改，應即時通知運輸署公共車輛分組。

丁、證明文件

遞交請求書時，必須夾附下列文件：

- (1) 香港身分證／公司註冊證（簽署作實副本）；
- (2) 商業登記證（簽署作實副本）；
- (3) 公司組織章程大綱及細則（如請求人為有限公司）；
- (4) 酒店房租及酒店客人租用車輛的證明文件，例如，足以證明最近三個月的情況者。（如可能提供此等資料）；
- (5) 以前／現在經營出租汽車業務及／或現在經營公共服務車輛業務的證明文件。（如適用）；
- (6) 證明必會遵照有關出租汽車預約制度條件的文件；
- (7) 倘出租汽車由一名經營人士提供，應附來有關酒店的書面批准；及
- (8) 上文未有提及而與請求相關的其他證明文件／資料。

戊、查詢

如有任何查詢，請撥電 2804 2577 與公共車輛分組聯絡。

Supplementary Notes

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 request in this form and any related formal application(s) for hire car permit(s);
 - (b) maintenance of a register of vehicles for public access under regulation 4(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations;
 - (c) activities relating to traffic and transport matters; and
 - (d) 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 request may be refused.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to:
 - (a) other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;
 - (b) any person for the purpose mentioned in paragraph 1(b) above (if applicable); 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 for in sections 18 and 22 of, and principle 6 of Schedule 1 to, the Personal Data (Privacy) Ordinance (Cap. 486). 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,

3/F, United Centre,

95 Queensway,

Hong Kong.

REQUEST FOR PRE-APPLICATION ASSESSMENT FOR HIRE CAR PERMIT—HOTEL SERVICE

NOTES FOR ATTENTION

A. COMPLETION OF FORMS

- (1) All relevant items of this form should be completed by the requester in BLOCK LETTERS. The declaration in PART E must be signed. In the case of a limited company, the name and address of the registered office of the company should be given in PART A and the declaration should be signed by the managing director or company secretary.
- (2) The pre-application assessment depends largely on the details provided. Incomplete or insufficient information may render the request unacceptable for consideration or may result in the requester being invited to attend interviews for clarification.

B. SUBMISSION OF REQUESTS FOR PRE-APPLICATION ASSESSMENT

All completed request forms should be submitted either in person or by registered post to the Public Vehicles Unit of Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong. The request forms must be accompanied by all supporting documents as indicated in PART D below.

C. AMENDMENTS

Public Vehicles Unit of the Transport Department should be notified of any change in particulars immediately.

D. SUPPORTING DOCUMENTS

The following documents should be forwarded at the time of submission of the request form:

- (1) Hong Kong Identity Card/Certificate of Incorporation (certified true copy);
- (2) Business Registration Certificate (certified true copy);
- (3) Memorandum and Articles of Association of the company if the requester is a limited company;
- (4) If possible, evidence of hotel room rates and hired vehicles for hotel guests, say, for the past three months;
- (5) If appropriate, evidence of ex-/current hire car operation and/or current operation of public service vehicles;
- (6) Evidence to show that the condition relating to hire car booking system will be adhered to;
- (7) In the case of hire car(s) being provided by an operator, a copy of the written approval from the hotel concerned; and
- (8) Other relevant documents/information in support of the request not mentioned above.

E. ENQUIRIES

For further information, please contact the Public Vehicles Unit at telephone number 2804 2577.