

# 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或予以銷毀。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 or disposed of 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*

客運營業證 — 公共巴士服務（遊覽服務）申請書  
APPLICATION FOR PASSENGER SERVICE LICENCE — PUBLIC BUS SERVICE (TOUR SERVICE)

請閱讀附頁的「填表須知」，各項資料均須以正楷填寫。  
Please read the attached notes and complete all items in **BLOCK LETTERS**.

擬提供遊覽服務的詳情  
DETAILS OF PROPOSED TOUR SERVICE

- (a) 申請人是否旅行代理商？  
Is the applicant a travel agent?
- 是 Yes [請直接填寫 (e) Please go to (e) directly]  
 否 No
- (b) 如申請人並非旅行代理商，請提供使用擬營辦遊覽服務的旅行代理商名稱：\_\_\_\_\_。  
If the applicant is not a travel agent, please provide the name(s) of travel agent(s) which intend(s) to use the proposed tour service:
- (c) 與使用擬營辦遊覽服務的旅行代理商所簽訂的服務合約的有效期：\_\_\_\_\_。  
Duration of the service contract(s) entered into with the travel agent(s) which intend(s) to use the proposed tour service:
- (d) 如擬營辦的遊覽服務涉及分判安排，請提供以下的資料：  
If the proposed tour service involves sub-contracting arrangement, please provide the following information:
- (i) 旅行代理商與總承判商所簽訂的服務合約的有效期：\_\_\_\_\_。  
Duration of the service contract signed by the travel agent and the main contractor:
- (ii) 總承判商與申請人所簽訂的服務合約的有效期：\_\_\_\_\_。  
Duration of the service contract signed by the main contractor and the applicant:
- (e) 如擬申請營辦入境旅行服務，請提供與申請人／使用擬營辦遊覽服務的旅行代理商所簽訂入境旅行服務合約的內地／海外旅行代理商名稱：  
If apply for provision of inbound travel service, please provide the name(s) of the Mainland/Overseas travel agent(s) entering into the service contract with the applicant/travel agent(s) which intend(s) to use the proposed tour service:
- \_\_\_\_\_
- (f) 與內地/海外旅行代理商所簽訂服務合約的有效期：\_\_\_\_\_。  
Duration of the service contract(s) entered into with the Mainland/Overseas travel agent(s):
- (g) 每月服務旅客人數／旅行團數目：\_\_\_\_\_。  
Number of tourists/tours to be served per month:
- (h) 擬提供服務的車輛數目：\_\_\_\_\_。  
Number of vehicle(s) to be deployed for the proposed service:

- (i) 擬用作遊覽巴士服務的車輛詳情：  
Details of public bus(es) to be allocated to the proposed tour service:

	車輛登記號碼 Vehicle Registration Mark	車身底盤號碼 Chassis Number	登記車主姓名 Name of Registered Owner	*單層巴士 *Single Decker	*雙層巴士 *Double Decker	座位限額 (不計司機) Seating Capacity (excluding driver)
A	全新公共巴士 New Public Bus(es)	/				
B	現有公共巴士 Existing Public Bus(es)					
C	有待過戶的二手公共巴士 Second-hand Public Bus(es) to be transferred					

\* 請在適當方格內填上「✓」號 Please tick as appropriate

註：如有需要，請另加紙張填寫

Note: Please use separate sheet of paper if necessary

#### 申請人聲明書 DECLARATION BY THE APPLICANT

據本人所知，以上填報的各項資料均屬確實。本人明白，如故意提供失實資料，根據香港法例第 374 章道路交通條例第 111 條 (第 3 款) 的規定，本人可被檢控，一經定罪，可被罰款 5,000 元及監禁六個月。

本人明白，如申請獲准，本人／本公司將須遵照非專營巴士的發牌條件及有關客運營業證條件，特此聲明。

本人明白，營辦擬提供的遊覽服務須先獲運輸署署長批准，而根據香港法例第 374 章道路交通條例第 52 條 (第 4 款) 的規定，營辦未獲運輸署署長批准的遊覽服務乃屬違法。此外，除非獲運輸署署長批准營辦擬提供的遊覽服務，否則本人／本公司不得就該遊覽服務作出宣傳。

I declare that to the best of my knowledge and belief, the information given above is true. I understand that if I knowingly make any statement which is false in a material particular, I shall render myself liable to prosecution under Section 111(3) of the Road Traffic Ordinance (Chapter 374) and on conviction to a fine of \$5,000 and to imprisonment for six months.

I understand that if my application is approved, the licence to be issued will be subject to the compliance with the licensing conditions for a non-franchised bus and the relevant passenger service licence conditions.

I understand that operation of the proposed tour service is subject to the prior approval from the Commissioner for Transport and provision of the service before obtaining the Commissioner's approval is illegal under Section 52(4) of the Road Traffic Ordinance (Chapter 374). Furthermore, unless the Commissioner's approval for the proposed tour service is obtained, publicity on the provision of the tour service should not be made.

申請人簽署 (如適用，請加公司蓋章)：\_\_\_\_\_

Signature of Applicant (with company seal, if applicable):

日期：\_\_\_\_\_

Date:

簽署者姓名 (正楷)：\_\_\_\_\_

Name of Signatory (in Block Letters):

簽署者職位：\_\_\_\_\_

Post of Signatory:

**(A) 經營公共巴士遊覽服務須獲的批准**

- (一) 根據香港法例第 374 章《道路交通條例》的規定，所有經營非專營巴士服務的營辦商，必須領有有效的客運營業證，而提供服務的非專營巴士亦須領有有效的客運營業證證明書，並獲運輸署簽發有遊覽服務 (A01) 的批註。
- (二) 根據香港法例第 230 章《公共巴士服務條例》第 4 條 (3)(a)，遊覽服務，即符合以下各項條件的服務：
- (i) 收取個別車費而運載乘客；
  - (ii) 乘客有權在有間斷或沒有間斷的任何旅程中一起乘車，由乘客被接載的某地點或某些地點（為同一地點或為同一近處的 2 個或多於 2 個地點）前往一個或多於一個其他地點，然後返回乘客被接載的該地點或該等地點；
  - (iii) 所有乘客的運載均是為完成該旅程大部分；並且
  - (iv) 乘客中並無任何人是經常或慣常在一日之中該旅程作出的時間或大約時間前往該旅程的出發地點或途經地點，或該等地點的近處的。

**(B) 申請表格**

如申請人申請營辦遊覽服務，須填妥及遞交以下 (一) 及 (二) 項的申請書：

- (一) 客運營業證 — 公共巴士服務申請書 (T.D. 246A) 及／或客運營業證證明書 — 公共巴士服務申請書 (T.D. 247A)；及
- (二) 客運營業證 — 公共巴士服務 (遊覽服務) 申請書 (T.D. 246A)(A01)。

**(C) 申請證明文件**

(一) 申請人身分證明文件

(i) 申請人為旅行代理商

- (a) 香港身份證 (只適用於新營辦商及申請人以個人名義申請) (申請時所遞交的身份證影印副本，運輸署會於處理後銷毀)；
- (b) 公司註冊證書 (只適用於申請人以有限公司名義申請)；
- (c) 有效商業登記證；
- (d) 「查底紙」〔即稅務局表格 I(a)/I(c)〕 (只適用於新營辦商及申請人以個人名義申請)；
- (e) 公司組織章程大綱及細則 (只適用於新營辦商及申請人以有限公司名義申請)；
- (f) 有效的旅行代理商牌照；及
- (g) 有效的香港旅遊業議會會員證書。

(ii) 申請人並非旅行代理商

如申請人並非旅行代理商，除提交以上 (i) 項 (a)-(e) 所列之文件外，其申請須由旅行代理商支持，並提交有關旅行代理商的以下證明文件：

- (a) 有效的商業登記證；
- (b) 有效的旅行代理商牌照；及
- (c) 有效的香港旅遊業議會會員證書。

(二) 證明文件以支持申請人對擬營辦遊覽服務的需要

(i) 申請人為旅行代理商

如申請人為旅行代理商，須提交以下文件：

- (a) 擬提供的遊覽服務行程表；
- (b) 與內地\*／海外旅行代理商所簽訂的入境旅行服務合約 (適用於提供入境旅行服務的旅行社)；

服務合約須符合以下條件 #：

- 有效期須為最少 6 個月；
- 須列明其開始及完結期；如合約並無列明開始及完結期，則須由有關內地／海外旅行代理商以書面說明如何訂定合約的有效期；
- 入境旅行服務合約的內容必須遵從香港旅遊業議會所發出的“經營入境旅行服務守則”。這類服務合約必須列明有關服務的內容及標準，例如旅館、交通、行程、食肆及膳食、導遊、購物、服務費、付款方法及期限等各方面的標準；
- 須列明由該旅行代理商接待的入境旅行團／遊客的預計數目。倘若服務合約沒有列明這些旅行團／遊客的估計數目，則須由內地／海外的旅行代理商以書面提供有關資料；
- \* 根據香港旅遊業議會的建議，營辦“香港旅行團”的內地旅行代理商必須為中國國家旅遊局確認之「經營中國公民出國旅遊和赴港澳地區旅遊業務的旅行社」。而本地的旅行代理商須為「中國國家旅遊局認可之香港遊接待社」。

# 如該服務合約已作為另一成功申請的支持文件，本署將不會承認有關合約為本申請的有效支持文件。

(c) 本地旅遊團體或有關機構簽發的文件以證明過去及預計未來的遊客數目 (適用於提供本地遊、自由行及經港遊的旅行社)。

**(ii) 申請人並非旅行代理商**

如申請人並非旅行代理商，須由有關旅行代理商提供以上 (i) 項 (a)-(c) 所列之文件支持其申請，以及提交以下所列之文件：

- (a) 申請人與有關旅行代理商所簽訂的巴士租用服務合約，有關合約的有效期須為最少 6 個月，並列明開始及完結日期、租用巴士的數目以及所提供的服務性質；及
- (b) 如擬以分判形式提供該遊覽服務，有關旅行代理商與總承判商簽訂的有效服務合約及總承判商與申請人簽訂的有效服務合約 (有關合約的有效期須為最少 6 個月)，及有關旅行代理商發出的支持信同意有關分判安排；

(iii) 如擬提供的遊覽服務於申請時已經開始，申請人須以書面解釋以何等方式提供該遊覽服務及提交有關證明文件；並須解釋不再繼續以該等方式提供遊覽服務的原因。

**(三) 就申請人擬使用的公共巴士須提交的證明文件 (只適用於新客運營業證及增添公共巴士之申請)**

- ◆ 如申請人擬以全新的公共巴士提供遊覽服務，須以書面解釋購買全新公共巴士及不購買現有巴士而其車主毋須另外申請替代車輛的原因，並提交有關的理據／證明文件以作核實；
- ◆ 如申請人擬以二手巴士提供遊覽服務，而該巴士的現有車主須申請以另一巴士代替擬過戶之巴士：
  - 申請人須以書面解釋購買該公共巴士的原因及提交有關的理據；
  - 由申請人及該巴士的現有車主簽訂的買賣協議書；及
  - 該巴士的現有車主申請購買的替代巴士的申請書及有關證明文件；
- ◆ 如申請人擬以二手巴士提供遊覽服務，而該巴士的現有車主不會申請代替巴士：
  - 由申請人及該巴士的現有車主簽訂的買賣協議書；及
  - 該巴士的現有車主放棄購買替代巴士的聲明書。

**(四) 證明文件以支持申請人增添公共巴士的需要及／或現有公共巴士增加服務批註的需要 (只適用於申請人為現有營辦商，無論該申請會否令非專營巴士總數出現淨增長，亦須提交以下文件)**

- ◆ 除擬提供的遊覽服務外，申請人客運營業證下的所有巴士於過去三個月所提供的服務詳情，包括：
  - 與租用者簽訂的所有有效的服務合約；
  - 經租用者確認的租車費用收據，如未能提交經租用者確認的租車紀錄，須提交其車輛調配紀錄及有關支持文件；及
  - 如申請人有提供學生服務，須填妥公共巴士每日行車表，清楚列出現時提供的所有學生服務的路線、時間表及學生名單 (表格樣本可向公共車輛分組索取)。行車表須由有關學校校長簽名及蓋印。須遞交有關現有巴士的調配詳情；及
- ◆ 如申請人於過去三個月曾向其他公共巴士營辦商租賃巴士提供巴士服務，請提交有關紀錄，及以書面解釋不繼續向其他公共巴士營辦商租賃巴士的原因。

**(D) 遞交申請表格及文件**

申請人須將已填妥的申請表格，及以上有關申請證明文件，親自遞交或由代理人交回香港金鐘道 95 號統一中心三樓運輸署公共車輛分組，或以掛號郵遞交回。申請人如需要更改填報的資料，必須立即通知運輸署署長。

**(E) 申請注意事項**

- (一) 根據香港法例第 374 章《道路交通條例》第 28 條的規定，運輸署就客運營業證的申請作出決定時，除須顧及與該申請有關的事宜外，亦須顧及以下事宜：
- (i) 行政長官在有關提供公共運輸服務任何政策方面的指示；
  - (ii) 對於可予登記的車輛數目的任何有效限定；
  - (iii) 對申請人擬提供的服務需求；
  - (iv) 其他公共運輸經營者已有提供或已作計劃的服務的水平；
  - (v) 擬提供的服務的地區及道路的交通情況；及
  - (vi) 申請人擬提供的服務的標準。
- (二) 申請人如欲增添巴士，必須先嘗試在六個月之內從市場現有車隊中採購。申請人如成功從現有車隊中物色巴士，而該巴士的現時車主不會申請替換車輛，運輸署就會隨即辦理其申請；若申請人未能從現有車隊中物色巴士，運輸署則會在六個月限期結束之時覆檢其申請。
- (三) 運輸署會根據申請人所遞交之以上文件審批其申請。如有需要，運輸署會要求申請人提供額外資料及文件。如所遞交之文件不足以支持有關申請，運輸署可拒絕其申請。
- (四) 如以下遊覽服務申請獲得批准，運輸署一般只會簽發一項服務批註：
- 新客運營業證申請；及
  - 現有營辦商申請增添巴士申請；
- 只有在非常特殊而申請人又能提供充分理據和證明文件的情況下，才會簽發兩項批註。
- (五) 如申請批註的巴士源自現有已登記的車隊，而有關申請不會令非專營巴士總數出現淨增長，則運輸署在批出和更改有關批註時，會採用較靈活的做法。在這方面，非專營巴士營辦商 (不論是現有營辦商還是新加入的營辦商) 之間轉讓的巴士，將通常不會獲發多於三項批註。如轉讓巴士是因營業證持有人公司化而起，而營辦商又能提出理據證明有需要營辦該項服務，則可豁免遵守這項規定。

**(F) 查詢**

如有任何疑問，請致電 2527 4752 或傳真 2865 1227 與公共車輛分組聯絡。

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## NOTES FOR ATTENTION

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### (A) Approval to be Obtained for the Operation of Tour service

- (1) According to Road Traffic Ordinance (Chapter 374), all non-franchised bus operators must be holders of valid Passenger Service Licences (PSL) whereas the bus(es) to be used for provision of service should be issued with valid passenger service licence certificate(s) with **tour service (A01)** endorsement by Transport Department.
- (2) According to section 4(3)(a) of the Public Bus Services Ordinance (Chapter 230), a tour service is a service:
  - (i) for the carriage of passengers at separate fares;
  - (ii) entitling the passengers to travel together on a journey, with or without breaks, from the place or places at which they are taken up (being the same place or 2 or more places in the same vicinity) to one or more other places and back to the place or places at which they were taken up;
  - (iii) in which all the passengers are carried for the greater part of the journey; and
  - (iv) in which no passenger is a person who frequently, or as a matter of routine, travels, at or about the time of day at which the journey is made, to or to the vicinity of a place from or through which the journey is made.

### (B) Application Forms

For applications for operation of tour service (A01), the application forms stated in (1) and (2) below should be completed and submitted:

- (1) Application for Passenger Service Licence — Public Bus Service (T.D. 246A) and/or Application for Passenger Service Licence Certificate(s) — Public Bus Service (T.D. 247A); and
- (2) Application for Passenger Service Licence — Public Bus Service (Tour service) (T.D. 246A)(A01).

### (C) Supporting Documents

#### (1) Identification Documents of Applicant

##### (i) For applicants who are travel agents

- (a) Hong Kong Identity Card of the applicant (for new operators who are applying as individuals only) (copy of identity card attached with the application will be destroyed after processing the application);
- (b) Certificate of Incorporation (for applicants who are applying as limited companies only);
- (c) Valid Business Registration Certificate;
- (d) Company search document [Form I(a)/I(c) of Inland Revenue Department] (for new operators who are applying as individuals only);
- (e) Memorandum and Articles of Association (for new operators who are applying as limited companies only);
- (f) Valid Travel Agents Licence; and
- (g) Valid Membership Certificate of Travel Industry Council of Hong Kong.

##### (ii) For applicants who are not travel agents

For applicants who are not travel agents, their applications have to be supported by a travel agent. Apart from the documents listed in items (i)(a) to (e) above, the following supporting documents in respect of the travel agent concerned are required:

- (a) Valid Business Registration Certificate;
- (b) Valid Travel Agents Licence; and
- (c) Valid Membership Certificate of Travel Industry Council of Hong Kong.

#### (2) Documents in Support of the Need for the Proposed Tour service

##### (i) For applicants who are travel agents

For applicants who are travel agents, the following documents are required:

- (a) Itinerary of the proposed tour service;
- (b) Service contract(s) for inbound travel service signed with Mainland\*/Overseas travel agent(s) (applicable to travel agents providing inbound travel service);

The service contract should meet the following requirements#:

- With a validity period of 6 months or above;
- The commencement date and expiry date should be stated. If these dates are not stated in the service contract, the validity period should be provided in writing by the Mainland/Overseas travel agent concerned;
- The terms and conditions of the service contract should be in compliance with the “Code of Business Practice on Inbound Travel Service” issued by the Travel Industry Council of Hong Kong. Scope and standard of services to be provided, for instance, accommodation, transport, itinerary, dining places and meals, tourist guides, shopping, service charges, and terms of and deadlines for payment should be stated in the contract; and

- The estimated number of inbound tours/tourists to be received by the travel agent should be stated. If these figures are not stated in the service contract, the relevant information should be provided in writing by the Mainland/Overseas travel agent concerned.
- \* According to the recommendation of the Travel Industry Council of Hong Kong, Mainland/ travel agents operating tours to Hong Kong should be authorized travel agencies for outbound travel by Chinese citizens recognized by China National Tourism Administration (CNTA), while local travel agents in Hong Kong must be a CNTA-endorsed Hong Kong receiving agent for Chinese tours.
- # If the service contract has been used to support another application which has been approved, it will not be accepted as a valid supporting document for this application.

(c) Documents issued by local travel organizations or related institutions to prove the number of tourists received in the past and to estimate the number of tourists to be received in the future (applicable to travel agents providing services in respect of local tours, individual visits and transit tours).

(ii) For applicants who are not travel agents

For applicants who are not travel agents, apart from the documents listed in item (i)(a) to (c) above to be provided by the travel agent(s) concerned in support of their applications, the following documents are also required:

- (a) Service contract signed by the applicant and the travel agent concerned with a validity period of 6 months or above. The contract commencement date and expiry date, the number of buses required and the nature of service to be provided should be stated; and
- (b) If the proposed tour service is to be operated under a sub-contracting arrangement, the service contract signed by the travel agent and the main contractor as well as the service contract signed by the main contractor and the applicant (with a validity period of 6 months or above), and a support letter from the travel agent endorsing the sub-contracting arrangement.

(iii) If the proposed tour service has already been in operation at the time of application, written explanation with supporting documents on the arrangements for provision of the service and the reasons for not continuing provision of the tour service under such arrangements.

(3) Supporting Documents in respect of the Bus(es) to be used for Provision of the Proposed Service(s) (for applications for new PSL and additional bus(es) only)

- ◆ If new bus(es) are to be deployed for operation of the proposed service, written explanation with supporting documents on the reasons for purchasing new bus(es) instead of second-hand bus(es) (for which no replacement bus will be acquired by the existing owner(s)) are required;
- ◆ If second-hand bus(es), for which replacement bus(es) will be acquired by the existing owner(s), are to be deployed for operation of the proposed service, the following documents are required :
  - written explanation from the applicant with supporting documents on the reasons for purchasing the proposed bus(es);
  - valid agreement signed between the applicant and the existing owner(s) in respect of the proposed bus(es); and
  - application together with supporting documents from the existing owner(s) of the second-hand bus(es) for purchase of replacement bus(es).
- ◆ If second-hand bus(es), for which no replacement bus will be acquired by the existing owner(s), are to be deployed for operation of the proposed service, the following documents are required:
  - valid agreement signed between the applicant and the existing owner(s) in respect of the proposed bus(es); and
  - letter from the existing owner(s) of the proposed bus(es), agreeing not to purchase replacement bus(es).

(4) Documentary Proof in Support of the Need for Additional Bus(es) and/or Additional Service Endorsement(s) (for applicant who is an existing operator only irrespective of whether a net increase will be entailed in the existing non-franchised bus fleet)

- ◆ Deployment records with operation details for the services provided (except the proposed tour service) in the past 3 months in respect of all bus(es) registered under the applicant's Passengers Service Licence, including:
  - valid service contract signed with all hirers;
  - hiring receipts for the services provided endorsed by the hirers, or if such is not available, deployment records of the vehicle(s) with supporting documents; and
  - if student service is provided, the daily operation chart should be completed, providing clear operation details of the existing student service, including service routes, operation schedule and student list (sample of the chart is available at the Public Vehicles Unit). The daily operation chart should be endorsed by the school principal concerned and affixed with school chop. Deployment records in respect of the bus(es) concerned should also be submitted;
- ◆ If the applicant has been hiring bus(es) from other bus operators for provision of services in the past 3 months, the relevant bus hiring records and written explanation on the reasons for not continuing to hire bus(es) from other operators should be provided.

**(D) Submission of Application Forms and Documents**

The completed application forms together with the relevant supporting documents should be submitted either in person, by agent or by registered post to Public Vehicles Unit of Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong. If any amendment to the information provided is required to be made, the applicant(s) should notify the Commissioner for Transport immediately.

**(E) Points to Note in Submitting an Application**

- (1) According to section 28 of Road Traffic Ordinance (Chapter 374), in determining an application for a passenger service licence, Transport Department shall take into account the following in addition to any other matter relevant to the application:
  - (a) any policy direction from the Chief Executive with respect to the provision of public transport services;
  - (b) any limit in force on the number of vehicles that may be registered;
  - (c) the need for the services to be provided by the applicant;
  - (d) the level of service already provided or planned by other public transport operators;
  - (e) traffic conditions in the areas and on the roads where the services are to be provided; and
  - (f) the standard of service to be provided by the applicant.
- (2) Applicants for additional bus(es) would be given a period of 6 months to source vehicle(s) from the existing non-franchised bus (NFB) fleet in the market. For applicants who are able to acquire the required bus(es) from the existing registered NFB fleet and the existing owner(s) of the bus(es) concerned agree(s) not to purchase replacement vehicle(s), their applications will be processed by Transport Department immediately. For applicants who are unable to acquire the required bus(es) from the existing fleet, their applications will be reviewed at the end of the 6 month period.
- (3) Transport Department will process the application based on the documents provided as mentioned above. If necessary, Transport Department may request the applicant to provide additional information and document(s). If the documents provided are insufficient to support the application, the application may be rejected.
- (4) The following proposed tour services, if approved by Transport Department, would normally be granted with one type of service endorsement only:
  - application for new Passenger Service Licence; and
  - application for additional bus(es) from existing operators.Two endorsements would only be approved under very exceptional circumstances and with sufficient justifications and supporting documents from the applicant.
- (5) If the vehicle for which an application for service endorsement is made is sourced from the existing registered NFB fleet and the application will not entail a net increase in the NFB fleet size, a more flexible approach will be adopted by Transport Department in the granting and/or amendment of endorsements. In this respect, vehicle(s) transferred among NFB operators (regardless of whether they are existing or new operators) would normally be granted with no more than 3 endorsements. Transfer of vehicles arising from corporatisation of PSL holder, however, will be exempted from this requirement if justifications can be provided by the operator to prove the need of service.

**(F) Enquiries**

For enquiries, please contact the Public Vehicles Unit at telephone number 2527 4752 or fax number 2865 1227.

### 收集目的

- 運輸署會使用透過本表格收集的個人資料作下列用途：
  - 辦理有關審批你在本表格中所提出的申請的事務；
  - 依照香港法例第 374E 章《道路交通(車輛登記及領牌)規例》第 4(2) 條的規定，保存一份車輛紀錄，讓市民索閱；(只適用於與車輛有關的申請)
  - 依照香港法例第 374B 章《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紀錄；(只適用於與駕駛執照有關的申請)
  - 辦理有關交通及運輸的事務；及
  - 方便運輸署與你聯絡。
- 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

- 運輸署透過本表格收集的個人資料會向下列人士／部門公開：
  - 其他政府決策局和政府部門，及其他團體或公司，以作上述第 1 段所列的用途；
  - 任何人士，以作上述第 1 段 (b) 項所列的用途；及
  - 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

- 根據香港法例第 486 章《個人資料(私隱)條例》第 18 及 22 條及附表 1 第 6 條，你有權要求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

- 有關透過本表格收集的個人資料的查詢，包括要求索閱及修正資料，應寄往香港金鐘道 95 號統一中心 3 樓牌照部行政主任／首次登記稅收啓。

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## NOTES ABOUT PERSONAL DATA

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### Purposes of collection

- The personal data collected by means of this form will be used by Transport Department for the following purposes:
  - activities relating to the processing of your application in this form;
  - maintenance of a register of vehicles for public access under regulation 4(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations (Chapter 374E); (applicable to vehicle-related applications only);
  - maintenance of a record of particulars of driving licences under regulation 39 of the Road Traffic (Driving Licences) Regulations (Chapter 374B); (applicable to driving licence-related applications only);
  - activities relating to traffic and transport matters; and
  - facilitating communication between Transport Department and yourself.
- 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

- The personal data collected by means of this form may be disclosed to:
  - other Government bureaux, Government departments, and other bodies or companies for the purposes mentioned in paragraph 1 above;
  - any person for the purpose mentioned in paragraph 1(b) above; and
  - 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

- You have a right to request access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided by this form.

### Enquiries

- Enquiries concerning the personal data collected by means of this form, including the making of a request to access and correct the data, should be addressed to the Licensing Division, 3/F, United Centre, 95 Queensway, Hong Kong (Attn.: Executive Officer/FRT).