

香港特別行政區政府
運輸署
TRANSPORT DEPARTMENT
THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION

出租汽車許可證申請書——酒店服務
APPLICATION FOR HIRE CAR PERMIT—HOTEL SERVICE

填寫前請參閱附列的「填表須知」。此申請書各項資料，均應以正楷填寫。
如填報失實，即屬違法。
Please read the attached notes carefully before completing this form. All items
should be completed in BLOCK LETTERS. It is an offence to make any false
statement.

(運輸署專用) (OFFICIAL USE)

編號 Serial No. _____
申請許可證數目 No. of permit(s) applied for _____
照准/否議 Recommended/Rejected by _____
處理 Processed by _____

甲欄 PART A

申請人資料 PARTICULARS OF APPLICANT

(1) 名稱：* 先生/夫人/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 In Chinese (if applicable)

(2) 辦公地址 Business Address _____

電話號碼 Tel. No. _____

(3) * 香港身分證/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)

獨立經營

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 authorized to enter into contracts on behalf of the company/organization.

姓名 Name

香港身分證號碼 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/現在是否是出租汽車經營人。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 vehicle(s) concerned.

(b) 請說明曾否獲發給公共/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

否

Yes

No

假如曾獲發給上述牌照，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

乙欄 PART B**出租汽車經營詳情 DETAILS OF 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**用作出租汽車車輛詳情 PARTICULARS OF VEHICLE(S) TO BE USED AS HIRE CAR(S)**

- (1) 申請出租汽車許可證數目: No. of hire car permit(s) applied for: _____

詳情 Particulars	車輛 Vehicles				
登記號碼 Registration Mark					
廠名 Make					
車款 Model					
製造年份 Year of Manufacture					
原產國家/原產地 Country/Place of Origin					

(如超過五輛車, 請用另外一張紙填寫。)(Use separate sheet of paper if more than 5 vehicles.)

丁欄 PART D**汽車維修及保養服務 MAINTENANCE AND SERVICE FACILITIES**

- (1) 負責維修及保養該等車輛的公司名稱 Name of company providing maintenance/service facilities for the vehicle(s) _____

- (2) 公司地址 Address of company _____

電話號碼 Tel. No. _____

戊欄 PART E**證明文件 (請參閱附列填表須知「戊」項) SUPPORTING DOCUMENTS (Please refer to PART E of the notes attached.)**

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____

己欄 PART F**聲明書 DECLARATION**

茲擬為上述丙欄本人名下的私家車申請出租汽車許可證, 專為 _____ 酒店提供出租汽車服務。據本人所知, 以上填報各項資料, 均屬詳盡確實。本人明白, 如故意提供失實資料, 依照香港法例第三七四章道路交通條例第一一一條第 (三) 款的規定, 本人可被罰款五千元及監禁六個月。

本人明白, 如申請獲准, 將須遵照此表格附列的填表須知「甲」項內的簽發條件而使用該許可證, 特此聲明。

I wish to apply for hire car permit(s) for my private car(s) as listed in PART C above to provide hire car service for exclusively for _____ hotel. 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 (Cap. 374) and on conviction to a fine of \$5,000 and to imprisonment for 6 months.

I understand that if my application is approved, the permit(s) to be issued will be subject to the conditions set out in PART A of the notes attached to this form.

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 Name of Signatory _____

簽署者職級/職位 Rank/Post of Signatory _____

出租汽車許可證申請書——酒店服務

填表須知

甲、簽發條件

- (1) 出租汽車許可證乃簽發予酒店如酒店東主符合香港法例第一五八章酒店東主條例第二條所指申請人須為申領許可證私家車的登記車主。或任何獲得酒店東主或經理書面許可，准其以出租汽車專為該酒店接載客人的人士。
- (2) 申請出租汽車許可證的人士，必須證明實有領證的需要，並已妥為安排，確保酒店出租汽車服務效率良好，方可獲得批准。
- (3) (a) 出租汽車業務，祇准於下開地址經營：
 - (i) 出租汽車許可證內指定的地址；
 - (ii) 已向運輸署署長登記的地址。(b) 存放於上文 (a) 段所提及地址的指定租車紀錄表格，事先倘無記入下列資料，則車輛不得出租：
 - (i) 租用私家車人士姓名；
 - (ii) 私家車租出後的路程簡述。根據道路交通 (公共服務車輛) 規例第二十七條的規定，經營出租汽車業務的人士，遇警務人員或運輸署署長索閱出租汽車許可證或指定的紀錄表格而未能立刻出示者，即屬違法，可被判罰款一千元。
- (4) 出租汽車許可證必須展示於所屬的私家車內，且其展示位置必須以運輸署署長書面批准者為合。
- (5) 出租汽車許可證持有人不得在私家車內外設置任何可自車上或車外看見的記號、字句、標誌或設備，亦不得任令他人有此行為，除非各該記號、字句、標誌或設備乃經由運輸署署長書面批准或特別規定者，則不在此限。
- (6) 領有出租許可證並用於酒店出租汽車服務的私家車，除接載證內指定酒店的客人或確係陪同該等客人的人士外，不得出租作其他用途。
- (7) 出租汽車許可證與汽車牌照的有效日期，將同時屆滿。許可證有效期內，使用私家車以出租或收取報酬方式載運乘客的人士，必須具備有效的第三者保險單或投買第三者保險的保證書。許可證簽發或換領與否，概由運輸署署長決定，而車輛可能尚須經運輸署檢驗及格，方得領取許可證。許可證由四個月以上至十二個月期收費一千元，四個月期或以下則收費三百五十元正。
- (8) 許可證不得轉讓他人，汽車牌照一旦屆滿，或遇車輛出售或過戶，或持證人不再成為車輛的登記車主，或酒店不再准許持證人繼續經營該項業務時，許可證即自動失效。如持證人需要更換車輛，則可申請另行發給新證。
- (9) 經營出租汽車業務的人士必須向運輸署署長證明確已具備設施，能為其名下車輛進行維修。
- (10) 不得招徠顧客。出租汽車許可證持有人不得同時就一輛私家車向多於一位租用人分別收取費用以提供出租汽車服務。
- (11) 遇持證人違反簽發許可證的任何條件時，運輸署署長得立即取消其許可證。如車輛的登記車主或司機違反道路交通條例第五十二條第 (三)、(五)、(六)、(七) 或 (八) 款或道路交通 (公共服務車輛) 規例第二十一條的規定，並遭法庭裁定有罪，運輸署署長亦得將許可證取消。
- (12) 另有其他條件，日後寄予申請獲准人的公函內，自會清楚列出。

乙、填寫表格

- (1) 申請人須用正楷填寫此表格內各項有關資料。「己」欄的聲明書必須由申請人簽署。如屬有限公司，該公司名稱及註冊辦事處地址均應在「甲」欄填報，而「己」欄的聲明書則應由公司總經理或公司秘書簽署。
- (2) 如經營人已獲得有關酒店書面批准，可專為該酒店提供出租汽車服務，則應於填表前先與酒店磋商，並簽署「己」欄的聲明書。
- (3) 衡量申請人是否適宜入選，主要視其所提供的資料而定。若資料不全或有漏報，其申請將不予考慮。此外，該申請人或須應約前來會見運輸署人員，以便澄清任何疑點。
- (4) 運輸署署長衡量情況後，得發給申請人少於其所申請數目的許可證。如申請書數目超出運輸署預定發出者，則可能以抽籤方式，決定申請人是否入選。

丙、遞交申請書

申請書填妥後，須親自交來或用掛號信寄回香港金鐘道 95 號統一中心 3 樓運輸署公共車輛分組。申請書必須依照下文「戊」項所示，連同各證明文件，一併交來。

丁、更改資料

申請人所填報的資料，如有任何更改，應即通知運輸署署長。

戊、證明文件

申請人遞交申請書時，必須附來下列文件：

- (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 (如申請人為一有限公司)；
- (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。(如屬適用)；
- (6) 證明必會遵照有關出租汽車預約制度條件的文件；
- (7) 適當文件以證明擬使用的車輛獲得許可證後，將由指定的車房/汽車公司提供維修及保養服務；
- (8) 申請出租汽車許可證車輛的登記文件 (正頁及背頁)(副本)；
- (9) 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
- (10) 上文未有提及而屬有關的其他證明文件與資料。

己、諮詢

如有任何查詢，請撥 2804 2577 與公共車輛分組聯絡。

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，保存一份車輛紀錄，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紀錄；
（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
牌照事務組
行政主任／FRT 收啟

APPLICATION FOR HIRE CAR PERMIT—HOTEL SERVICE

NOTES FOR ATTENTION

A. CONDITIONS OF ISSUE

- (1) Hire car permit(s) is issued to an hotel if the hotel proprietor is within the meaning of section 2 of the Hotel Proprietors Ordinance, Chapter 158 or to a person with written approval from the hotel proprietor or manager to provide a hire car service exclusively for the use of that hotel. The applicant should be the registered owner of private car(s) for which permit(s) are sought.
- (2) Applications for hire car permits are approved only where it is satisfactorily shown that the need is genuine and that suitable arrangements are made to ensure an efficient hotel hire car service.
- (3) (a) The hire car service shall be operated only from an address—
 - (i) specified in the hire car permit issued therefor; and
 - (ii) registered with the Commissioner.(b) No hire car service hiring shall be commenced unless there is first recorded in the *specified form* of record at the address mentioned in paragraph (a)—
 - (i) the name of the person hiring the private car;
 - (ii) a brief description of the journey for which the private car is hired.The operator who fails to produce his hire car permit or the specified form of record immediately when asked for it by a police officer or the Commissioner commits an offence and is liable to a fine of \$1,000 under Reg. 27 of the Road Traffic (Public Service Vehicles) Regulations.
- (4) The hire car permit shall be displayed inside the private car in respect of which it is issued in such manner as is approved by the Commissioner in writing.
- (5) The hire car permit holder shall not place or cause to be placed on or in the private car any marking, words, sign or device visible on or from the outside of the car except such as may be approved or required by the Commissioner in writing.
- (6) A private car in respect of which a hire car permit is issued for an hotel hire car service shall not be hired other than for the conveyance of guests of an hotel which is specified in the hire car permit, and of persons bona-fide accompanying such guests.
- (7) The hire car permit so issued shall run concurrently with the vehicle licence. During the period of validity of the permit, there should remain in force in relation to the user of the private cars for the carriage of passengers for hire or reward such policies of insurance or such securities in respect of third party risks. The issue and renewal of permits shall be at the discretion of the Commissioner and may be subject to the vehicle passing an examination conducted by the department. The permit fee is \$1,000 for a period over 4 months to 12 months and \$350 for a period of 4 months or less.
- (8) The permit will be non-transferable to another person and shall automatically cease to be valid upon expiry of the vehicle licence, sale or transfer of the vehicle, the holder being no longer the registered owner of the vehicle or withdrawal of approval of the hotel for provision of the service. If the permit holder replaces his vehicle, he may apply for a new permit.
- (9) The hire car operator should satisfy the Commissioner regarding the maintenance facilities provided for the vehicles.
- (10) Touting is not allowed. The permit holder(s) shall not provide hire car service in respect of one private car to more than one hirer at separate fares at one time.
- (11) The Commissioner may cancel a permit in the event of a breach of any condition specified for the issue of the permit, or if the registered owner or a driver of the vehicle is convicted of an offence under Section 52(3), (5), (6), (7), or (8) of the Road Traffic Ordinance or Regulation 21 of the Road Traffic (Public Service Vehicles) Regulations.
- (12) Other conditions will be specified in the approval letter to be sent to the successful applicant.

B. COMPLETION OF FORMS

- (1) All relevant items of this form should be completed by an applicant in BLOCK LETTERS. The declaration in PART F 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) In the case of an operator having written approval from the hotel to provide exclusive hire car service, the operator should consult the hotel concerned in completing the form and sign the declaration in PART F.
- (3) Assessment of suitability of an applicant depends largely on the details provided. Incomplete or insufficient information may render the application unacceptable for consideration or may result in the applicant being required to attend interviews for clarification.
- (4) The Commissioner for Transport may, after assessment, approve the issue of a lesser number of permits than that required by an applicant. If more than the determined number of applications are received, the successful applicants may be chosen by lot.

C. SUBMISSION OF APPLICATIONS

All completed applications 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 application form must be accompanied by all supporting documents as indicated in PART E below.

D. AMENDMENTS

The Commissioner for Transport should be notified of any change in particulars immediately.

E. SUPPORTING DOCUMENTS

The following documents should be forwarded at the time of submission of the application 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 applicant 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) Documentary evidence to show that maintenance and service facilities are provided by appointed garage/motor car company for the proposed vehicle(s) when permit(s) is issued;
- (8) Registration document(s) of the vehicle(s) under application (both the front and reverse sides)(copy only);
- (9) In the case of hire car(s) being provided by an operator, a copy of the written approval from the hotel concerned; and
- (10) Other relevant documents/information in support of application not mentioned above.

F. ENQUIRIES

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

Supplementary Notes

Purposes of Collection

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 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; 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 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,
3/F, United Centre,
95 Queensway,
Hong Kong.

申請酒店服務出租汽車許可證
Application for Hotel Service Hire Car Permit

所需文件

Required Document

1. 申請人的香港身份證 (簽署作實副本) (如申請人是個別的私人經營者)。
The applicant's H.K.I.D. Card (Certified True Copy) (where the applicant is an individual person).
2. 申請人的公司註冊證 (簽署作實副本) (如申請人爲一有限公司)。
The applicant's Certificate of Incorporation (Certified True Copy) (where the applicant is a limited company).
3. 申請人的公司組織章程大綱及細則 (正本 / 簽署作實副本) (如申請人爲一有限公司)。
The applicant's Memorandum & Articles of Association (Original Copy / Certified True Copy) (where the applicant is a limited company).
4. 申請人的商業登記證 (簽署作實副本)。
The applicant's B.R.C. (Certified True Copy).

(若商業登記證的商號名稱與申請人的姓名不同，需要遞交一份由稅務局簽發的商業登記申請認證副本 (表格 1(A)或表格 1 (C)) (簽署作實副本) 。)
(If the name of business of the Business Registration Certificate differs from the name of applicant, a certified true copy of business registration application (Form 1(a) or 1(c) obtained from the Inland Revenue Department is required (Certified True Copy)).
5. 車房維修保養信，列明申請出租汽車許可證的私家車的車輛登記號碼。
Maintenance letter(s) which state(s) the vehicle registration mark(s) of the private car(s) applying hire car permit(s).
6. 酒店推薦信闡明該出租汽車只爲該酒店提供酒店出租汽車服務，並列明申請出租汽車許可證的私家車的車輛登記號碼。
Hotel letter which states the vehicle(s) is / are exclusively used by their hotel to provide hotel hire car service and also the vehicle registration mark(s) of the private car(s) applying hire car permit(s).
7. 酒店 (各級) 房租及各級房間數目。
Evidence of hotel (each class) room rates and no. of bedrooms of each type.
8. 最近三個月有關酒店使用同類車輛以提供酒店服務的出租記錄 (簽署作實副本)。
Hiring records for the past three months in respect of the hotel for using the same type of vehicle(s) to provide hotel hire car service (Certified True Copy).

(出租記錄需能清楚顯示每一次行程的日期、起始時間、完成時間、行程描述及服務該次行程的車輛登記號碼等資料。)
(Details such as the date, start time, end time, description and the registration mark of the vehicle involved of each trip should be included in the hiring records.)
9. 出租汽車預約制度條件的文件 (收條發票 / 出租記錄樣本)。
Evidence of hire car booking system (Sample of Invoices & Debit notes / Hiring records).
10. 申請出租汽車許可證的私家車的車輛登記文件 (簽署作實副本)。
The Vehicle Registration Document(s) of the private car(s) applying hire car permit(s) (Certified True Copy).
11. 舊僱主推薦信以證明申請人擁有酒店或運輸業經驗 (如適用)。
Recommended letter from previous employer to show that the applicant has experience in dealing with the hotel or transport business (if applicable).
12. 上文未有提及而屬有關的其他證明文件與資料。
Other relevant documents/information in support of application not mentioned above.