

申請私家服務（豪華房車）（過境服務）出租汽車許可證
Application for Private Service (Limousine) (Cross Boundary Service) Hire Car Permit

所需文件

Required Documents

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）（如申請人為有限公司）。
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）（如申請人為有限公司）。
The applicant's Memorandum & Articles of Association (Original / 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 Business Registration Certificate (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署作實的表格一（甲）或表格一（丙）的商業登記申請書（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) under application.
6. 獲粵港兩地政府分發過境出租車配額的書面證明文件。申請人須為獲發配額的合營公司、其港方或內地合作/合夥公司其中之一。申請人須以法人團體（即有限公司）或獨資經營／合夥經營公司（即無限公司）營運有關服務。如屬無限公司，申請人須以年滿 18 歲或以上自然人的名義登記有關私家車，而合夥經營的無限公司並須提供有關公司的所有合夥人簽署的授權文件以確認申請人向運輸署申請出租汽車許可證以營運過境出租汽車服務（正本及副本）。
Written approval document(s) showing the issuance of quotas of cross-boundary hire car service by the Guangdong and Hong Kong authorities. Applicant should be either the joint venture company issued with quotas, or its Hong Kong or Mainland partner. Applicant shall operate the said service in the form of a body corporate (i.e., a limited company) or a sole proprietor / partnership (i.e., an unlimited company). For an unlimited company, the applicant shall register the private car in his name as a natural person of the age of 18 years or above and a partnership company shall provide a written authorization signed by all partners of the company confirming that the applicant is authorized to make an application to Transport Department for private service (limousine) (cross boundary service) hire car permit to operate cross boundary hire car service (Original and Copies).
7. 粵港澳機動車輛往來及駕駛人駕車批准通知書（正本及副本）。
Approval Notice for the vehicle(s) and driver(s) from the Guangdong Public Security Bureau (Original and Copies).
8. 由申請人及其顧客簽署需要使用出租汽車服務的合約 / 協議（正本及副本）。有關合約的有效期限須為最少 6 個月（由提交申請日期起計），並須列明申請出租汽車許可證的私家車的車輛登記號碼。
Contract(s) / agreement(s) (original and copies) signed by the applicant and her client(s) for using hire car service provided by the vehicle(s) under application (with vehicle registration mark(s) of the private car(s) shown in the contract(s) / agreement(s)) with a validity period of 6 months or above (from the date when the application was submitted).
9. 顧客的商業登記證（簽署作實副本）。
The client's Business Registration Certificate(s) (Certified True Copy).

10. 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 record).
11. 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) under application (Certified True Copy).
12. 上文未有提及而其他有關的證明文件或資料。
Other relevant documents or information in support of application which is not mentioned above.

如有任何查詢，請致電 2804 2577 聯絡公共車輛分組。

For enquiry, please contact Public Vehicles Unit at 2804 2577.