

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

香港特別行政區政府
運輸署
TRANSPORT DEPARTMENT
THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION
續領客運營業證證明書申請書——學校私家小巴服務
APPLICATION FOR EXTENSION OF PASSENGER SERVICE LICENCE CERTIFICATE(S) —
SCHOOL PRIVATE LIGHT BUS SERVICE

請參閱附頁的 [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.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

批准／不予批准者 _____ 處理者 _____
Approved/disapproved by _____ Processed by _____

申請人資料 PARTICULARS OF APPLICANT

姓名	Name :	
*先生	Mr.	1
太太	Mrs.	2
小姐	Miss	3
女士	Ms.	4
有限公司	Ltd. Co.	5

英文姓名 (姓氏先行，名字隨後) In English - Surname first, then Other Names

中文名稱 Chinese Characters

*香港身份證／公司註冊證號碼：
*H.K. Identity Card/Certificate of Incorporation No. _____ ()

地址： Address	室 Flat/Room	座 Block	樓 Floor
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樓宇層數請依升降機所用層數，或以西式計算。

大廈名稱／門牌號數及街道名稱／屋邨 Name of Building/Number and Name of Street/Estate

地區 District

*香港 H.K.
九龍 Kln.
新界 N.T.

電話號碼：
Telephone No. _____

商業登記證號碼：
Business Registration Certificate No. _____

*請刪去不適用者 Delete if inappropriate

在此申請書內的客運營業證及學校私家小巴的資料
PARTICULARS OF PASSENGER SERVICE LICENCE AND SCHOOL PRIVATE LIGHT BUS(ES)

客運營業證編號：
Passenger Service Licence No. _____

屆滿日期：
Expiry Date _____

以現行的客運營業證經營的學校私家小巴總數：
Total number of school private light bus(es) operating under the current passenger service licence

	(1)	(2)	(3)	(4)	(5)	(6)
車輛登記號碼 Vehicle Registration Mark						
客運營業證證明書屆滿日期 Passenger Service Licence Certificate Expiry Date						

(如有需要，可另加紙張填寫) (Use separate sheet of paper if necessary)

證明文件 SUPPORTING DOCUMENTS

請參閱附頁 [填表須知] (F) 部以提供證明文件。

Please refer to Part (F) of the notes attached to provide supporting documents

聲明書 DECLARATION

據本人所知，以上填報的各項資料均屬詳盡確實。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(3) 條的規定，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，獲發的客運營業證證明書須受到夾附於本表格的填表須知 (A) 部所定明的規例規限。

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 passenger service licence certificate(s) to be issued will be subject to the regulations 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 : _____

簽署人姓名 Name of Signatory : _____

簽署人職位 (如適用) Post of Signatory (if applicable) : _____

續領客運營業證證明書申請書——學校私家小巴服務

填表須知

(A) 引言

- (一) 客運營業證證明書是簽發給以有效客運營業證經營的車輛。(第 374 章道路交通 (公共服務車輛) 規例第 12(1) 條)
- (二) 客運營業證證明書的有效期為十二個月或與客運營業證的屆滿日期相同，惟以期間較早者為依歸；又該證不可轉移在其他車輛使用。(第 374 章道路交通 (公共服務車輛) 規例第 12(2) 條)
- (三) 每輛以客運營業證經營的車輛，必須：
 - (a) 在擋風玻璃的左面展示一張由運輸署署長指定格式的營業證證明書；以及
 - (b) 根據道路交通 (公共服務車輛) 規例第 2 附表 A 圖 2 所指定的形式，於車輛後面展示載有客運營業證編號的字牌。(第 374 章道路交通 (公共服務車輛) 規例第 12(3) 條)
- (四) 任何人士在下列情況下不得駕駛或使用已領有客運營業證的車輛，或容許或任令他人駕駛或使用該車輛：
 - (a) 該車輛並無展示上文第 (三) 段所指的營業證證明書及字牌；
 - (b) 該車輛展示該營業證證明書或字牌的方法與上文第 (三) 段所指定者不符；
 - (c) 該車輛展示的任何聲稱為上文第 (三) 段所指的營業證證明書或字牌：
 - (i) 已損壞、塗改或破損；
 - (ii) 與該車輛現有的客運營業證無關；或
 - (iii) 與該車輛無關；或
 - (d) 該車輛展示的營業證證明書 (上文第 (三) 段所指者) 已告失效。(第 374 章道路交通 (公共服務車輛) 規例第 12(4) 條)
- (五) 有關各類客運營業證的費用，你可於香港牌照事務處查詢或索取印有各類牌費用的單張 (TD341) 或瀏覽運輸署網頁 (<http://www.td.gov.hk>)。

(B) 填寫表格

- (一) 申請人只須填報該等學校私家小巴其客運營業證證明書的有效期在遞交申請書時起計 4 個月內即將屆滿者。
- (二) 如以有限公司名義申請，聲明書部份應由已獲公司授權的人士簽署。
- (三) 填表時，若有任何塗改，必須由申請人簽署作實 (及蓋章，如適用)。

(C) 遞交申請書

申請書填妥後，應在有關客運營業證證明書屆滿前 4 個月內不少於 14 日前親自遞交或以掛號郵遞方式交往香港金鐘道 95 號統一中心 3 樓運輸署公共車輛分組。申請書必須連同下文「F」部列明的所有文件一起遞交。本署將不退還已遞交的申請書及證明文件。

(D) 更改資料

申報書內所填報的資料如有任何更改，申請人必須立即通知運輸署署長。

(E) 警告

- (一) 根據防止賄賂條例 (香港法例第 201 章)，任何人士如向公務員提供利益，乃屬違法。如有公務員，或聲稱為公務員的代理人向申請人索取利益，申請人應立即向廉政公署舉報。
- (二) 申請人如為求獲發客運營業證證明書——學校私家小巴服務而故意提供失實資料，其申請即告無效。此外，根據道路交通條例 (香港法例第 374 章) 第 111(3) 條，其本人可能因此而被檢控，一經定罪，可被判罰款 5,000 元及監禁 6 個月。

(F) 證明文件

下列文件 (除非另有註明，否則須為認證副本) 應連同申請表格一起送交本署：

- (一)
 - (a) 若申請人是個別的私人經營者
 - (i) 香港身份證；(經郵遞申請所遞交的身份證影印副本，本署會於處理申請後銷毀。)
 - (ii) 有效的商業登記證。
(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))。)
 - (b) 若申請人是校監或校長
 - (i) 香港身份證；(經郵遞申請所遞交的身份證影印副本，本署會於處理申請後銷毀。)
 - (ii) 校監或校董註冊證；
 - (iii) 學校註冊證；
 - (iv) 學校容額證；
 - (v) 有效的商業登記證或由稅務局發給該教育機構的免稅信件。
 - (c) 若申請人是一有限公司
 - (i) 公司註冊證；
 - (ii) 有效的商業登記證。
 - (d) 若申請人是一社會服務團體或其他機構
 - (i) 顯示該機構是一法團的證明文件；
 - (ii) 由稅務局發出的免稅信件 (如適用)。
- (二) 有關教育機構或家長支持該申請的推薦信，該信須於交表格前四個月內由該教育機構所發方為有效 (若申請人是該教育機構的校監或校長則不需要遞交此項證明)。(正本)
- (三) 由社會福署發出的註冊證影印本，上課時間表及幼兒中心簡介 (只適用於服務幼兒中心)。
- (四) 行車路線時間表 (只適用於接載三間或以上教育機構學生或所服務教育機構上下課時間重疊)。
- (五) 客運營業證及有關附件。(正本及影印本)
- (六) 適當的文件，以證明有關的私家小巴由指定的車房／汽車公司維修及保養服務。(正本)
- (七) 車輛登記文件影印本 (正頁及背頁)。
- (八) 在學校私家小巴提供跟車保姆聲明書。(只適用於接載幼稚園或小學學生)
- (九) 其他上述未提及但有關連的證明文件及資料。

(G) 查詢

如需進一步資料，請撥電話 2804 2580 與公共車輛分組職員聯絡。

APPLICATION FOR EXTENSION OF PASSENGER SERVICE LICENCE CERTIFICATE(S)—SCHOOL PRIVATE LIGHT BUS SERVICE

NOTES FOR ATTENTION

A. INTRODUCTION

- (1) A passenger service licence certificate will be issued in respect of a vehicle operating under a valid passenger service licence. (Regulation 12(1) of the Road Traffic (Public Service Vehicles) Regulations, Chapter 374)
- (2) A passenger service licence certificate is valid for 12 months from the date of issue thereof or until the passenger service licence expires, whichever is the earlier; and shall not be transferable to another vehicle. (Regulation 12(2) of the Road Traffic (Public Service Vehicles) Regulations, Chapter 374)
- (3) Every vehicle operated under a passenger service licence shall display:—
 - (a) on the left hand half of the vehicle's windscreen in a manner as to be visible from the front of the vehicle a certificate in a form specified by the Commissioner for Transport; and
 - (b) at the rear of the vehicle, a plate showing the passenger service licence number in accordance with Figure No. 2 of the Second Schedule to the Road Traffic (Public Service Vehicles) Regulations.(Regulation 12(3) of the Road Traffic (Public Service Vehicles) Regulations, Chapter 374)
- (4) No person shall drive or use a vehicle operated under a passenger service licence or suffer or permit such a vehicle to be driven or used, if such vehicle:—
 - (a) does not display the certificate and the plate referred to in paragraph (3) above;
 - (b) displays such certificate or plate other than in the manner prescribed by paragraph (3) above;
 - (c) displays any such certificate or plate purporting to be a certificate or plate referred to in paragraph (3) that:—
 - (i) is damaged, altered or defaced;
 - (ii) does not relate to a passenger service licence currently in force in respect of the vehicle; or
 - (iii) does not relate to the vehicle; or
 - (d) displays a certificate referred to in paragraph (3) that is invalid.(Regulation 12(4) of the Road Traffic (Public Service Vehicles) Regulations, Chapter 374)
- (5) For enquiry of passenger service licence fees, you may enquire at Hong Kong Licensing Office, obtain TD341 containing various licence fee or visit Transport Department's website (<http://www.td.gov.hk>).

B. COMPLETION OF FORMS

- (1) Applicants should give the particulars of only those school private light buses of which the passenger service licence certificates are due to expire within 4 months from the date of submission of applications.
- (2) In the case of a limited company, the declaration should be signed by the person authorized by the company.
- (3) Any alteration made to the completed application form must be initialled by the applicant (and affixed with chop, where applicable).

C. SUBMISSION OF APPLICATIONS

All completed applications should be submitted either in person or by registered post to the Public Vehicles Unit of the Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong within 4 months and at least 14 days before expiry of the passenger service licence certificates. The application form must be accompanied by all relevant documents as indicated in Part F below. Application form and supporting documents submitted are not returnable.

D. AMENDMENT

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

E. WARNING

- (1) Applicants are reminded that it is an offence under the Prevention of Bribery Ordinance (Chapter 201) for any person to offer an advantage to a Government Servant. In the case of a Government Servant or any person representing to be his agent seeking or soliciting advantage from an applicant, he should immediately report to the Independent Commission Against Corruption.
- (2) Applicants are also reminded that if they knowingly make any statement which is false in a material particular for the purpose of obtaining the grant of a passenger service licence certificate—school private light bus service, they will not only render their applications null and void but will also render themselves liable to prosecution under section 111(3) of the Road Traffic Ordinance (Chapter 374) and on conviction to a fine \$5,000 and to imprisonment for 6 months.

F. SUPPORTING DOCUMENTS

Unless otherwise specified, certified true copy of the following documents should be forwarded at the time of submission of the application form:—

- (1) *(a) where the applicant is an individual person*
 - (i) Hong Kong Identity Card; (the copy of the identity card attached with the application submitted by registered post will be destroyed after processing the application).
 - (ii) Valid Business Registration Certificate.
(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.)
- (b) where the applicant is the supervisor/principal of the educational institution*
 - (i) Hong Kong Identity Card; (the copy of the identity card attached with the application submitted by registered post will be destroyed after processing the application)
 - (ii) Certificate of Registration of a Supervisor/Manager of a school;
 - (iii) Certificate of Registration of a school;
 - (iv) Certificate of Accommodation of the school;
 - (v) Valid Business Registration Certificate/tax exemption letter issued by the Inland Revenue Department in respect of the educational institution.
- (c) where the applicant is a limited company*
 - (i) Certificate of Incorporation;
 - (ii) Valid Business Registration Certificate.
- (d) where the applicant is a social service agency or other organization*
 - (i) Documents showing that the organization is a corporate body;
 - (ii) Tax exemption letter issued by the Inland Revenue Department, if applicable.
- (2) Support letter from either educational institution(s) or parents issued within four months before the date of application by the respective educational institution(s) to be served. (not required if applicant is the supervisor/principal of the educational institution concerned). (original)
- (3) Copy of Certificate of Registration of a Child Care Centre issued by the Social Welfare Department, school time table and pamphlet of the child care centre. (Only applicable for conveying students of child care centre)
- (4) Daily operation charts. (Only applicable for conveying students of 3 or more educational institutions or school hours of the educational institutions to be served are overlapped.)
- (5) Passenger Service Licence with Annexure(s). (original and copy)
- (6) Documentary evidence to show that maintenance and service facilities are provided by appointed garage/motor car company for the private light bus(es). (original)
- (7) Copy of Vehicle Registration Document (both the front and reverse sides).
- (8) Provision of Escort on School Private Light Bus Declaration. (Only applicable when operating service the kindergarten or Primary students)
- (9) Other relevant documents/information in support of the application not mentioned above.

G. ENQUIRIES

For further information, please contact the Public Vehicles Unit at telephone number 2804 2580.

個人資料的說明 NOTES ABOUT PERSONAL DATA

收集目的

- 運輸署會使用透過本表格所獲得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

- 你透過本表格所提供的個人資料會向下列人士／部門公開：
 - 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；
 - 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

- 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。

Purposes of Collection

- The personal data provided 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; *(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; *(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 you provided by means of this form may be disclosed to:—
 - other Government departments, bureaux and relevant organizations 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 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

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