

# 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

續領／更換出租汽車許可證申請書——酒店服務  
Application for \*Renewal/Replacement of 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.

\*續領／更換 \*Renewal/Replacement of:

出租汽車許可證編號  
Hire Car Permit No.

車輛登記號碼  
Vehicle Regn. Mark

- (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_  
(4) \_\_\_\_\_  
(5) \_\_\_\_\_

(運輸署專用)(OFFICIAL USE)

檔案編號

File Reference \_\_\_\_\_

照准

Approved by \_\_\_\_\_

處理

Processed by \_\_\_\_\_

許可證屆滿日期  
Permit Expiry Date

新許可證號碼  
New Permit No.

許可證費用  
Permit Fee (\$)

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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. \_\_\_\_\_

\* 請將不適用者刪去 Delete if inappropriate

乙欄 PART B

出租汽車經營詳情 DETAILS OF HIRE CAR OPERATION

- (1) 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 car(s) may be hired.

\_\_\_\_\_  
\_\_\_\_\_

- (2) 預約出租汽車辦法的詳情。

Details of arrangements made to provide facilities for booking hire car(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (3) 營業地址 (如與以上乙欄第(1)項所列地址不同)。

Address of base of operation (if different from that given in Part B(1) above).

\_\_\_\_\_  
\_\_\_\_\_

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					

**丁欄 PART D 第三者意外保險細節 PARTICULARS OF THIRD PARTY RISK INSURANCE CERTIFICATE OF THE PRIVATE CAR(S)**

車輛登記號碼 Vehicle Regn. Mark	保險公司（並非代理）的名稱 Name of Insurance Company (not agent)	保險單持有人姓名或名稱 Name of Policy Holder.	保險單號碼 Policy No.	屆滿日期 Expiry Date

**戊欄 PART E 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. \_\_\_\_\_

**己欄 PART F 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) \_\_\_\_\_ (6) \_\_\_\_\_
- (2) \_\_\_\_\_ (7) \_\_\_\_\_
- (3) \_\_\_\_\_ (8) \_\_\_\_\_
- (4) \_\_\_\_\_ (9) \_\_\_\_\_
- (5) \_\_\_\_\_ (10) \_\_\_\_\_

**庚欄 PART G 聲明書 DECLARATION**

茲擬為上述丙欄所列本人名下的私家車申請 \* 續領/更換出租汽車許可證，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 \*renewal/replacement of hire car permit(s) for my private car(s) as listed in PART C above to provide hire car service 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

簽署者的職級/職位 \_\_\_\_\_  
Rank/Post of Signatory

\* 請將不適用者刪去 Delete if inappropriate

# 申請續領／更換私家車出租汽車許可證以提供酒店服務

## 填表須知

### 甲、簽發條件

- (1) 申請續領／更換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。運輸署署長可要求申請人出示新做的文件以證明所提供服務的需要。
- (2) (a) 出租汽車業務，祇准於下列地址經營：
  - (i) 出租汽車許可證內指定的地址；及
  - (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，即屬違例，可被判罰款一千元。
- (3) 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。
- (4) 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。
- (5) 領有出租汽車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，不得出租作其他用途。
- (6) 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。
- (7) 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。
- (8) 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。
- (9) 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。
- (10) 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。
- (11) 當出租汽車許可證停止生效時，應於三十天內交回運輸署署長註銷。

### 乙、填寫表格

申請人須用正楷填寫此表格內各項有關資料。「庚」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「庚」欄的聲明書則應由公司總經理或公司秘書簽署。

### 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

申請人於遞交申請書時，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) 有效的第三者意外保險單／保險證書以准許在牌照整個有效期內使用該車以出租汽車（酒店服務）方式載客（正本及副本）；
- (4) 現有或屆滿的出租汽車許可證（副本）；
- (5) 適當文件以證明有關出租汽車乃由指定的車房／汽車公司提供維修及保養服務（如有變更）；
- (6) 該有關出租汽車的車輛登記文件（簽署作實副本）；
- (7) 續領許可證者須提供最近三個月的出租紀錄；及
- (8) 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，請撥電 2804 2577 與公共車輛分組聯絡。

**APPLICATION FOR RENEWAL/REPLACEMENT OF HIRE CAR PERMIT FOR  
PRIVATE CAR TO PROVIDE HOTEL HIRE CAR SERVICE**

**NOTES FOR ATTENTION**

**A. CONDITIONS OF ISSUE**

- (1) Applications for renewal/replacement of 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. The Commissioner for Transport may require an applicant to produce fresh documents to justify the demand for the service provided.
- (2) (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 Regulation 27 of the Road Traffic (Public Service Vehicles) Regulations.
- (3) 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.
- (4) A 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.
- (5) 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.
- (6) Hire car permit(s) so issued shall run concurrently with the vehicle licence(s). During the period of validity of the permit(s) there should remain in force in relation to the user of the private car(s) 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 permit(s) shall be at the discretion of the Commissioner and may be subject to the vehicle(s) 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.
- (7) The permit(s) will be non-transferable to another person and shall automatically cease to be valid upon expiry of the vehicle licence(s), sale or transfer of the vehicle(s), the holder being no longer the registered owner of the vehicle(s) 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.
- (8) The hire car operator should satisfy the Commissioner regarding the maintenance facilities provided for the vehicle(s).
- (9) 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.
- (10) 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.
- (11) The permit must be returned within 30 days from the date which the permit ceases to be valid to the Commissioner for Transport for cancellation.

**B. COMPLETION OF FORM**

All relevant items of this form should be completed by an applicant in **BLOCK LETTERS**. The declaration in **PART G** 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.

**C. SUBMISSION OF APPLICATION**

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) Valid Third Party Risk Insurance Policy/Certificate covering the use of the vehicle as hire car for hotel service during the full licensing period (original and a copy);
- (4) Existing or expired hire car permit(s) (copy);
- (5) Documentary evidence to show that maintenance and service facilities are provided by appointed garage/motor car company for the hire car(s) concerned (if changed);
- (6) Registration document(s) of the hire car(s) concerned (certified true copy);
- (7) In case of renewal the hiring records of the past three months should be provided; and
- (8) 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.

## 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 收啓

## 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 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.