

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

客運營業證證明書申請書  
APPLICATION FOR PASSENGER SERVICE LICENCE CERTIFICATE(S)  
學校私家小巴服務  
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

\*香港身分證/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

客運營業證及擬使用的學校私家小巴的資料

PARTICULARS OF PASSENGER SERVICE LICENCE AND THE PROPOSED SCHOOL PRIVATE LIGHT BUS(ES)

客運營業證編號(如適用) : \_\_\_\_\_  
Passenger Service Licence No. (if applicable)

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(如適用) : \_\_\_\_\_  
Total number of school private light bus(es) operating under current passenger service licence (if applicable)

車輛詳情 Vehicle Particulars

	全新車輛適用 For Brand New Vehicle	舊車適用 For Used Vehicles		
登記號碼 Registration Mark	/			
現時登記車主姓名 Name of Present Registered Owner				
車輛類別 Class of Vehicle				
廠名/車款 Make/Model				
座位數額(司機除外) Seating Capacity (excluding driver)				
車身底盤號碼 Chassis No.				

(如有需要請另用紙張填報) (Use separate sheet if necessary)

如你已擁有客運營業證 - 學校私家小巴服務，並且想申請額外私家小巴牌照，請在下表填報有關資料

If you have obtained the passenger service licence - school private light bus service, and would like to apply for the inclusion of additional private light bus, please complete the following tables

(1) 額外學校私家小巴所服務教育機構資料

Particulars of educational institution(s) to be served by the additional school private light bus.

教育機構名稱(英文及中文) Name of Educational Institution(s) (in English and Chinese)	地址 Address	學校類別 School Type (幼稚園 / 小學 / 中學 / 其他: 請註明____) (Kindergarten / Primary School / Secondary School / Others: Please specify ____)

(2) 擬收取的費用(如有收費): \_\_\_\_\_  
Proposed fares to be charged (if applicable)

**附加資料 ADDITIONAL INFORMATION**

- (3) 申請人現時是否持有私家小巴牌照? \*是 / 否。  
Are you currently issued with any private light bus licence? \*Yes / No.  
如是，請在下表填報有關資料。  
If yes, please complete the table below.

登記號碼 Registration Mark	車輛類別 Class of Vehicle	登記為車主日期 Date Registered as Owner	座位數額(司機除外) Seating Capacity (Excluding Driver)	牌照屆滿日期 Licence Expiry Date

\*請將不適用者刪去 Delete whichever is inapplicable

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**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.

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**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) : \_\_\_\_\_

填表須知

**(A) 引言**

- (一) 客運營業證證明書乃簽發予以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，且不得轉讓予另一車輛。(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附表中圖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照費用的單張(TD341)或瀏覽運輸署網頁(<http://www.td.gov.hk>)。
- (六) 除非確有需要額外的私家小巴，而其他運輸設施又不能滿足需要，否則，將額外的私家小巴納入現有客運營業證內將不獲批准。

**(B) 填寫表格**

- (一) 表格的一切有關項目，必須用正楷填寫，不適用的項目必須註明[不適用]。聲明書部份必須由申請人簽署。(申請人如屬有限公司/法團，聲明書部份應由已獲公司授權人士簽署。)
- (二) 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，應親自遞交或由代理人交回運輸署公共車輛分組(香港金鐘道95號統一中心三樓)，或以掛號郵遞寄回。

**(D) 更改資料**

申請人如要更改填報的資料，應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**

遞交申請書時，應一併附上下列文件：

- (a) 有效的商業登記證(加簽的真確副本)；
- (b) 適當的文件，以證明該等提供服務的私家小巴，由指定的車房/汽車公司維修及保養服務；以及
- (c) 上文未有提及的其他有關證明文件或資料。
- (d) 如申請額外私家小巴牌照，持證人須參照附表的「填表須知：申請將額外私家小巴納入客運營業證-學校私家小巴服務」遞交文件。

**(G) 諮詢**

查詢請電2804 2580與公共車輛分組聯絡。

**APPLICATION FOR PASSENGER SERVICE LICENCE CERTIFICATE(S)  
SCHOOL PRIVATE LIGHT BUS SERVICE  
NOTES FOR ATTENTION**

**A. INTRODUCTION**

1. Passenger service licence certificate(s) will be issued in respect of vehicle(s) operating under the 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>).
6. Inclusion of additional private light bus(es) under existing passenger service licence will not be approved unless there is genuine need for the additional private light buses and the need cannot be satisfactorily met by other transport facilities.

**B. COMPLETION OF FORMS**

1. All relevant items of this form should be completed in **BLOCK LETTERS**. Items that are not applicable should be marked "N.A.". The declaration must be signed by the applicant. (In the case of a limited company/body corporate, the declaration should be signed by the person authorized by the company).
2. 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, by agent or by registered post to the Public Vehicles Unit of Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong.

**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 of \$5,000 and to imprisonment for 6 months.

**F. SUPPORTING DOCUMENTS**

The following documents should be forwarded at the time of submission of the application form :-

- (a) Valid Business Registration Certificate (certified true copy);
- (b) Documentary evidence to show that maintenance and service facilities are provided by appointed garage/motor car company; and
- (c) Other relevant documents/information in support of the application not mentioned above.
- (d) For inclusion of additional private light bus(es) under the existing passenger service licence, the licensee should submit together with the supporting documents as specified in the "Notes for Attention : Application for Inclusion of Additional Private Light Bus(es) Providing School Private Light Bus Service under Passenger Service Licence" attached to the form.

**G. ENQUIRIES**

For further information, please contact the Public Vehicles Unit at telephone No. 2804 2580.

**申請將額外私家小巴納入客運營業證 - 學校私家小巴服務  
填表須知**

**證明文件**

下列文件(除非另有註明，否則須為簽署作實副本)應連同申請表格一起送交本署：-

- (1) (a) 若申請人是個別的私人經營者
  - (i) 香港身分證；(經郵遞申請所遞交的身分證影印副本，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署作實的表格一(甲)或表格一(丙)的商業登記申請書。)
- (b) 若申請人是校監或校長
  - (i) 香港身分證；(經郵遞申請所遞交的身分證影印副本，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) 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) 公司組織章程大綱及細則(正本/簽署作實副本)；
  - (iii) 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) 顯示該機構的組織、宗旨等的證明文件；
  - (iii) 由稅務局發出的免稅信件(如適用)。
- (2) 有關教育機構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)。
- (3) 由社會福利署發出的註冊證，上課時間表及幼兒中心簡介(只適用於服務幼兒中心)。
- (4) 擬使用車輛的批准圖則(只適用於十二座或以下的私家小巴或需要豁免第 374 章道路交通(車輛構造及保養)規例第 65，67(1)(4)，69，72(5) & 76(1)(h)條例規定的車輛)。
- (5) 擬申請過戶或轉類車輛的車輛登記文件正頁及背頁影印本(如適用)。
- (6) 若申請人透過車輛過戶取得擬使用的車輛，須同時遞交由登記車主所寫同意該車過戶予申請人及確定是否需要申請換車的信件正本(若該車的登記車主並未分別遞交該信件)。
- (7) 現有客運營業證。
- (8) 適當的文件，以證明擬提供服務的私家小巴由指定的車房 / 汽車公司維修和保養服務。
- (9) 其他於上述未提及而有關連的證明文件及資料。
- (10) 運輸署在收齊申請人需要提交的文件後，一般需時六至八個星期處理申請，實際處理時間視乎申請的複雜程度而定。

**APPLICATION FOR INCLUSION OF ADDITIONAL PRIVATE LIGHT BUS(ES) PROVIDING  
SCHOOL PRIVATE LIGHT BUS SERVICE UNDER PASSENGER SERVICE LICENCE  
NOTES FOR ATTENTION**

**SUPPORTING DOCUMENTS**

The following documents (certified true copy, unless otherwise specified) 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 as a Supervisor/Manager of a School;
  - (iii) Certificate of Registration of a School;
  - (iv) 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) Memorandum and Articles of Association (original/certified true copy);
  - (iii) 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) Official documents conferring the purpose and aim of the organization;
  - (iii) Tax exemption letter issued by the Inland Revenue Department, if applicable.
- (2) Original copy of recommendation letter in support of the application 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).
- (3) 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) Type approval plan in respect of the vehicle(s) under application (for private light bus with seating capacity of 12 or below or vehicles requiring exemptions from the provisions of Regulations 65, 67(1)(4), 69, 72(5) & 76(1) (h) of the Road Traffic (Construction and Maintenance of Vehicles) Regulations, Chapter 374 only).
- (5) Copy of vehicle registration document (both the front and reverse sides) in respect of the vehicle(s) to be transferred/reclassified, if applicable.
- (6) For vehicle to be acquired by transfer of ownership, original copy of letter from the registered owner agreeing to the transfer and confirming whether he/she will apply for a replacement vehicle or not (if such letter has not been separately submitted by the registered owner).
- (7) Existing passenger service licence.
- (8) Documentary evidence to show that maintenance and service facilities are provided by appointed garage / motor car company for the proposed private light bus(es).
- (9) Other relevant documents/information in support of the application not mentioned above.
- (10) Upon receipt of all the requisite documents submitted by the applicant, it normally takes 6 to 8 weeks for the Transport Department to process the application. Actual processing time will depend on the complexity of individual application.

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## 個人資料的說明 NOTES ABOUT PERSONAL DATA

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### 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/首次登記稅收啟。

### 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)