

TRANSPORT DEPARTMENT
THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION
客運營業證申請書 ----- 學校私家小巴服務

APPLICATION FOR PASSENGER SERVICE LICENCE - SCHOOL PRIVATE LIGHT BUS SERVICE

填表前請參閱夾附的「填表須知」；所有資料均須以正楷填寫。如填報失實，即屬違法。
Please read the attached "Notes to Help You" 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)

客運營業證編號： _____
Passenger Service Licence No. _____
予以/不予以批准者： _____ 處理者： _____
Approved/disapproved by _____ Processed by _____

甲部 PART A 申請人資料 PARTICULARS OF APPLICANT

(1) 姓名：*先生/夫人/小姐/女士/有限公司
Name: *Mr./Mrs./Miss/Ms./Ltd. Co.

英文姓名(如屬人名，姓氏先行，名字隨後)In English (if in personal name, surname first, then other names)

中文姓名 In Chinese

(2) *住宅/營業地址： _____

*Residential/Business Address

電話號碼： _____

Tel. No.

(3) 通訊地址： _____

Correspondence Address

電話號碼： _____

Tel. No.

(4) *香港身份證/有限公司註冊證號碼： _____

*H.K. Identity Card/Limited Company Certificate of Incorporation No.

(5) 商業登記證號碼： _____

Business Registration Certificate No.

(6) 營業性質： _____

Nature of Business

(7) 公司組織情況(請於適當方格內加上「✓」號)

Status of Company: (Please tick the appropriate box)

個人經營

Sole Proprietor

合夥經營

Partnership

有限公司/法團

Ltd. Co./Corporate Body

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

姓名
Name

香港身份證號碼
H.K. Identity Card No.

職位/職級
Post/Rank

(a) _____
(b) _____
(c) _____
(d) _____

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

乙部 PART B 擬使用的私家小巴詳情 PARTICULARS OF THE PROPOSED PRIVATE LIGHT BUS(ES)

(1) 私家小巴數目

No. of private light bus(es): _____

(2) 私家小巴詳情

Particulars of private light bus(es):

	全新車輛適用	舊車適用		
	For Brand New Vehicle	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				
製造年份 Year of Manufacture				
原產國家/原產地 Country/Place of Origin				
座位數額(司機除外) Seating Capacity (excluding driver)				
車身底盤號碼 Chassis No.				
引擎號碼 Engine No.				

丙部 PART C 經營客運服務詳情 DETAILS OF PASSENGER SERVICE OPERATION

(1) 所服務教育機構資料。
Particulars of educational institution(s) to be served.

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)

丁部 PART D 附加資料 ADDITIONAL INFORMATION

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/批准屆滿日期 Licence/Approval Expiry Date

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

戊部	PART E	證明文件 SUPPORTING DOCUMENTS
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請參閱填表須知(己)部以提供證明文件。

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

己部	PART F	聲明書 DECLARATION
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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，獲發的客運營業證須受到夾附於本表格的填表須知(甲)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 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) : _____

客運營業證申請書 - 學校私家小巴服務

填表須知

(甲) 引言

- (一) 在道路交通條例及其規例下，獲發客運營業證經營學校私家小巴的登記車主必須不論是否用以出租或取酬，主要用於接載教育機構的學生、陪同或看管該等學生的人、教員或僱員往返機構。任何用作提供學校私家小巴服務的客運營業證均有註明批准該(等)車輛可用作指定的服務。申請人亦須同時為該(等)擬領取客運營業證私家小巴車主。
- (二) 發給客運營業證的年限至多五年。(第 374 章道路交通(公共服務車輛)規例第 6 條)
- (三) 每輛根據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) 根據客運營業證經營的車輛，如有下開情形，則任何人士不得駕駛或使用，或任由或容許他人駕駛或使用該車輛：- (a) 該車輛並無展示該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以上第(三)段指定者不符；
 - (c) 該車輛展示的任何看似為以上第(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) 客運營業證不得轉讓。(第 374 章道路交通條例第 27(7)條)
- (七) 如有理由相信該已具有有效客運營業證的車輛，曾經或正用作未獲批准的用途，或有人曾經或正在違反該營業證的任何條件或任何有關法例，經調查屬實，運輸署署長可：-
 - (a) 暫停或註銷客運營業證；
 - (b) 暫停或註銷客運營業證中有關某車輛的適用部分；或
 - (c) 更改客運營業證內下開事項：-
 - (i) 認可用途；以及
 - (ii) 營業證內所載的車輛數目。(第 374 章道路交通條例第 30 及 31 條)
- (八) 如須註銷、暫停、更改或修訂客運營業證，持證人應於 72 小時內，向運輸署署長交出營業證，由署長視乎情況需要而註銷、留置或修訂營業證。(第 374 章道路交通(公共服務車輛)規例第 11 條)

(乙) 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”。「已部」的聲明書部份必須由申請人簽署。(申請者如屬有限公司/法團，該聲明必須由在表格的「甲部」第 8 項獲授權的人士簽署。)
- (二) 本署主要根據申請人所提供的資料及證明文件去審核申請書。若資料不全或有漏報，申請可能不獲考慮或申請人可能被約見澄清疑點。
- (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)。

(丙) 遞交申請書

申請書填妥後，必須親自遞交或用掛號郵遞寄往香港金鐘道 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(己)部列明的所有有關文件一起遞交，本署將不退還已遞交的申請書及證明文件。

(丁) 更改資料

申請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。

(戊) 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 - 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。

(己) 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：-

- (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) 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)。
- (二) 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)。
- (三) 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)。
- (四) 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)。
- (五) 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)。
- (六) 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)。
- (七) 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。
- (八) 其他於上述未提及而有關連的證明文件及資料。
- (九) 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。

(庚) 諮詢

如有任何查詢，請撥電話 2804 2580 與公共車輛分組聯絡。

**APPLICATION FOR PASSENGER SERVICE LICENCE
TO OPERATE SCHOOL PRIVATE LIGHT BUS SERVICE
NOTES FOR ATTENTION**

A. INTRODUCTION

- (1) A passenger service licence may be issued to the registered owner of a school private light bus, under the Road Traffic Ordinance and its regulations, which must primarily be used for the carriage of persons who are the students of an educational institution, persons accompanying or in charge of such students, teachers or employees of the institution, to or from the institution, whether or not for hire or reward. Any passenger service licence issued for school private light bus service should be designated as authorizing the use of the vehicle(s) specifically specified in the licence. The applicant should be the owner of the private light bus(es) for which a passenger service licence is sought.
- (2) A passenger service licence may be issued for a period not exceeding 5 years. (Regulation 6 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 para. (3) above;
 - (b) displays such certificate or plate other than in the manner prescribed by para. (3) above;
 - (c) displays any such certificate or plate purporting to be a certificate or plate referred to in para. (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 para. (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) A passenger service licence shall not be transferable. (Section 27(7) of the Road Traffic Ordinance, Chapter 374)
- (7) If the Commissioner has reason to believe that (a) the vehicle for which a passenger service licence is in force has been used or is being used otherwise than for the purpose of the service authorized by the licence; or (b) any condition of the licence or any provision of the relevant legislation has not been or is not being complied with, he may, after conducting an inquiry : -
 - (a) suspend or cancel the passenger service licence;
 - (b) suspend or cancel the passenger service licence in respect of particular vehicles; or
 - (c) vary the passenger service licence in respect of : -
 - (i) approved purposes; and
 - (ii) the number of vehicles included in the licence.(Sections 30 & 31 of the Road Traffic Ordinance, Chapter 374)
- (8) Where a passenger service licence is cancelled, suspended, varied or amended, the licensee shall within 72 hours after such cancellation, suspension, variation or amendment comes into effect, deliver the licence to the Commissioner who shall cancel, withhold or amend the licence as the circumstances require. (Regulation 11 of the Road Traffic (Public Service Vehicles) Regulations, Chapter 374)

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 in Part F must be signed by the applicant. (In the case of a limited company/body corporate, the declaration should be signed by an authorized person stated in item 8 of Part A).
- (2) Assessment of an application depends largely on the details and supporting documents 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.
- (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. 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 - 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 (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 I(a) or I(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) Documentary evidence to show that maintenance and service facilities are provided by appointed garage / motor car company for the proposed private light bus(es).
- (8) Other relevant documents/information in support of the application not mentioned above.
- (9) 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.

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)