

香港特別行政區政府  
運輸署

TRANSPORT DEPARTMENT  
THE GOVERNMENT OF THE HONG KONG  
SPECIAL ADMINISTRATIVE REGION

續領客運營業證申請書 --- 學校私家小巴服務

APPLICATION FOR EXTENSION OF PASSENGER SERVICE LICENCE -  
SCHOOL PRIVATE LIGHT BUS SERVICE

請閱讀附頁的「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)

予以/不予以批准者 \_\_\_\_\_ 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 英文姓名 ( 姓氏先行, 名字隨後) In English - Surname first, then Other Names  
女士 Ms. 4 \_\_\_\_\_  
有限公司 Ltd. Co. 5 \_\_\_\_\_  
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 \_\_\_\_\_

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: \_\_\_\_\_ 屆滿日期: \_\_\_\_\_  
Passenger Service Licence No. \_\_\_\_\_ Expiry Date \_\_\_\_\_

客運營業證批准可提供的服務教育機構的數目: \_\_\_\_\_  
No. of educational institution(s) permitted to be served under the passenger service licence

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 buses operating under the current passenger service licence

學校私家小巴登記號碼

Registration mark(s) of school private light bus(es)


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

#### 服務細則 DETAILS OF SERVICE OPERATION

所服務教育機構資料：

Particulars of educational institution(s) to be served

教育機構名稱(英文或中文) Name of Educational Institution(s) (In English or 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 _____)

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

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## 證明文件 SUPPORTING DOCUMENTS

請參閱的填表須知 (F)部以提供證明文件。請注意，如申請人未能提供由有關教育機構發出的推薦信，請利用附頁提供有關學校私家小巴所接載的學生資料，並提交有關的學生身分證明，例如學生證或接送證。詳情請參閱[填表須知] (F)證明文件第 (二) 項。

Please refer to Part (F) of the Notes for Attention attached to provide supporting documents. If you are unable to provide the support letter issued from the educational institution(s), please provide the information of the student(s) to be carried by the school private light bus(es) at the Appendix and attach the relevant proof of student identity, such as student ID card or "pick-up card". Please refer to item (2) in Part (F) of the Notes for Attention for details.

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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 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) : \_\_\_\_\_ 日期 Date : \_\_\_\_\_  
Signature of Applicant (with company seal, if applicable)

簽署人姓名 Name of Signatory : \_\_\_\_\_

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

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## 接載學生資料

### Information of the student(s)

附頁 Appendix ( )

學生姓名 Name of student	年齡/性別 Age / Sex		班別 Class	電話號碼 Tel. No.	家長或監護人 Parents / Guardian	
					姓名(請以正楷填寫) Name (in block letters)	簽署 Signature

登記車主姓名：

Name of Registered Owner: \_\_\_\_\_

學校私家小巴車輛登記號碼：

School Private Light Bus Registration Mark: \_\_\_\_\_

就讀教育機構名稱：

Name of Educational Institution: \_\_\_\_\_

日期：

Date: \_\_\_\_\_

#### 備註

- (i) 如有學校支持信，便不須填寫此附頁。
- (ii) 此表格可影印使用。
- (iii) 請夾附有關的學生身分證明，例如學生證或接送證。

#### Remarks

- (i) If you have obtained the support letter from the educational institution, you are not required to complete this Appendix.
- (ii) This form can be photocopied.
- (iii) Please attach the relevant proof of student identity, such as student ID card or "pick-up card".

## 續領客運營業證申請書 --- 學校私家小巴服

### 填表須知

#### (A) 引言

- (一) 學校私家小巴服務不論是否用以出租或取酬，主要用於接載經運輸署署長批准的教育機構的學生、陪同或看管該等學生的人、教員或僱員往返機構。
- (二) 客運營業證的有效期通常不多於五年。(第 374 章道路交通(公共服務車輛)規例第 6 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費用的單張(TD341)或瀏覽運輸署網頁(<http://www.td.gov.hk>)。
- (六) 如有理由相信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)
- (七) 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)
- (八) 客運營業證不得轉讓與他人。(第 374 章道路交通條例第 27(7)條)
- (九) 經營學校私家小巴服務的客運營業證持證人，必須遵照客運營業證內條件將車輛保養記錄(包括例行服務及非定期維修)保存兩年，並且能應運輸署署長或其代表的要求提供有關記錄。

#### (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]。聲明必須由申請人簽署。(申請人如屬有限公司/法團，該聲明必須由已獲公司授權的人士簽署。)
- (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)。

#### (C) 遞交申請書

申請書填妥後，應於客運營業證屆滿前四個月內不少於十四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。

**(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 - 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) 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) 有關教育機構支持該申請的推薦信(正本)，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)。如未能提供由有關教育機構發出的推薦信，請利用附頁提供有關學校私家小巴所接載的學生資料，並提交有關的學生身分證明，例如學生證或接送證。
- (三) 由社會福利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) 客運營業證及有關附件。(正本及影印本)
- (五) 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)
- (六) 其他上述未提及但有相關的證明文件及資料。

**(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 - SCHOOL PRIVATE LIGHT BUS SERVICE

### NOTES FOR ATTENTION

#### A. INTRODUCTION

- (1) A school private light bus service 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, approved by the Commissioner for Transport.
- (2) A passenger service licence will normally be issued for a period of 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) 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)
- (7) Where a passenger service licence is cancelled, suspended, varied or amended, the licensee shall, upon such cancellation, suspension, variation or amendment coming into effect, deliver the licence to the Commissioner within 72 hours who shall cancel, hold or amend the licence as the circumstances require. (Regulation 11 of the Road Traffic (Public Service Vehicles) Regulations, Chapter 374)
- (8) A passenger service licence shall not be transferable. (Section 27(7) of the Road Traffic Ordinance, Chapter 374)
- (9) The licensee shall at all times retain records of vehicle maintenance (including both routine servicing and non-scheduled repairs) for a period of two years and produce them if requested by the Commissioner or his representative.

#### 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) 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 within 4 months and at least 14 days before expiry of the passenger service licence. 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**

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 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) 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 (original) from the educational institution(s) 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). If you are unable to provide the support letter issued from the educational institution(s), please provide the information of the student(s) to be carried by the school private light bus(es) at the **Appendix** and attach the relevant proof of student identity, such as student ID card or "pick-up card".
- (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) Passenger Service Licence with Annexure(s). (original and copy)
- (5) Documentary evidence to show that maintenance and service facilities are provided by appointed garage/motor car company for the private light bus(es). (original)
- (6) Provision of Escort on School Private Light Bus Declaration. (Only applicable when operating service for Kindergarten or Primary students)
- (7) 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.



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## 個人資料的說明 NOTES ABOUT PERSONAL DATA

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### 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 / 首次登記稅收啟。

### 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 the Licensing Section, 3/F, United Centre, 95 Queensway, Hong Kong. (Attn.: Executive Officer/FRT)