

# 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

客運營業證證明書申請書——公共小巴服務  
APPLICATION FOR PASSENGER SERVICE LICENCE CERTIFICATE—PUBLIC LIGHT BUS SERVICE

請參閱附列的「填表須知」，各項資料須以正楷填寫。  
Please read the attached notes and complete all items in block letters.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

客運營業證編號：  
Passenger Service Licence No. \_\_\_\_\_  
此營業證所批准的公共小巴數目：  
No. of public light buses operating under Licence: \_\_\_\_\_  
客運營業證屆滿日期：  
Expiry of passenger service licence: \_\_\_\_\_

應繳費用：(\$)  
Fee payable: \_\_\_\_\_  
處理者：  
Processed by: \_\_\_\_\_  
批准／不予批准者：  
Approval/disapproval by: \_\_\_\_\_

申請人的資料 PARTICULARS OF APPLICANT

名稱： Name: \_\_\_\_\_  
\* 先生 Mr. 1 \_\_\_\_\_  
太太 Mrs. 2 英文名稱 (姓氏先行，名字隨後) In English—*Surname first, then Other Names*  
小姐 Miss 3 \_\_\_\_\_  
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. \_\_\_\_\_

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公共小巴資料  
PARTICULARS OF PASSENGER SERVICE LICENCE AND THE PROPOSED PUBLIC LIGHT BUS

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

登記車主姓名  
Name of Registered Owner: \_\_\_\_\_

車輛登記號碼  
Vehicle Registration Mark: \_\_\_\_\_

車身底盤號碼  
Chassis No.: \_\_\_\_\_

證明文件 SUPPORTING DOCUMENTS

請參閱附列「填表須知」(E) 項以提供證明文件  
Please refer to Part E 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，可被判罰款 5,000 元及監禁 6 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 (A) 項的客運營業證證明書簽發條件，特此聲明。

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 conditions set out in Part A of the notes attached to this form.

申請人簽署 (請加公司蓋章——如適用) *Signature of Applicant (with company seal, if applicable)* \_\_\_\_\_

簽署者姓名 *Name of Signatory* \_\_\_\_\_

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

日期 *Date* \_\_\_\_\_

# 客運營業證證明書申請書——公共小巴服務

## 填表須知

### (A) 簽發條件

- (一) 客運營業證證明書乃簽發予以客運營業證經營的車輛。
- (二) 客運營業證證明書有效期一年，或直至客運營業證的最後有效日期為止，以較早者為準。客運營業證證明書不得轉用於其他車輛。
- (三) 每輛以客運營業證經營的車輛，必須：
  - (a) 擋風玻璃的左面展示一張由運輸署署長指定格式的證明書；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。
- (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)段所指的證明書或字牌；
  - (b) 該車輛展示該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以上文第(三)段所指的證明書或字牌：
    - (i) 已損毀、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。
  - (d) 該車輛展示的證明書(上文第(三)段所指者)已告失效。
- (五) 如有關車輛用作行走專綫服務，事先須獲得運輸署運輸管理部的批准。

### (B) 填寫表格

- (一) 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。
- (二) 申請人如非有關車輛的登記車主，則申請人及登記車主均須在另一表格內聯合聲明彼此同意將該車輛從登記車主的客運營業證中刪除，並同時將該車輛列入申請人的客運營業證內。
- (三) 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>)。

### (C) 遞交申請書

申請書填妥後，應親自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3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，應即通知運輸署署長。

### (E) 證明文件

遞交申請書時，應一併附上下列文件：

- (a) 香港身分證／公司註冊證(加簽的真確副本)；  
(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)
- (b) 有效商業登記證(加簽的真確副本)；
- (c) 客運營業證(正本)；
- (d) 適當文件，以證明該車輛由指定的車房／汽車公司維修和保養(如適用)；以及
- (e) 上文未有提及的其他有關證明文件或資料。

### (F) 諮詢

查詢請電2804 2579與公共車輛分組聯絡。

**APPLICATION FOR PASSENGER SERVICE LICENCE CERTIFICATE  
PUBLIC LIGHT BUS SERVICE**

**NOTES FOR ATTENTION**

**A. CONDITIONS OF ISSUE**

- (1) A passenger service licence certificate will be issued in respect of a vehicle operating under a valid passenger service licence.
- (2) A passenger service licence certificate is valid for one year or until the passenger service licence expires, whichever is the earlier; and shall not be transferable to another vehicle.
- (3) Every vehicle operated under a passenger service licence shall display:—
  - (a) on the left hand half of 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.
- (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.
  - (d) displays a certificate referred to in para. (3) that is invalid.
- (5) If the vehicle is intended to run scheduled service, prior approval has to be obtained from the Operations Division of the Transport Department.

**B. COMPLETION OF FORMS**

- (1) In the case of a limited company, the declaration should be signed by the person authorized by the company.
- (2) If the applicant is not the registered owner of the vehicle, then both of them have to jointly declare on a separate form to the effect that they agree that they agree to delete/exclude the vehicle from the passenger service licence of the registered owner and include it in the passenger service licence of the applicant simultaneously.
- (3) 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>).

**C. SUBMISSION OF APPLICATIONS**

All completed applications should be submitted either in person, by agent or by registered post to 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 immediately.

**E. SUPPORTING DOCUMENTS**

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

- (a) Hong Kong Identity Card/Certificate of Incorporation (certified true copy);  
*(the copy of the identity card attached with the application submitted by registered post will be destroyed after processing the application)*
- (b) Valid Business Registration Certificate (certified true copy);
- (c) Passenger Service Licence (original);
- (d) Documentary evidence to show that maintenance and service facilities are provided by appointed garage/motor car company where appropriate; and
- (e) Other relevant documents/information in support of the application not mentioned above.

**F. ENQUIRIES**

For further information, please contact the Public Vehicles Unit at telephone No. 2804 2579.

## 個人資料的說明

### 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：
  - 其他政府部門及決策局，以作上述第 1 段所列的用途；
  - 任何人士，以作上述第 1 段 (b) 項所列明的用途；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。

## NOTES ABOUT PERSONAL DATA

### 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 bureaux and departments 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 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:  
Executive Officer/FRT  
Licensing Section, 3/F., United Centre,  
95 Queensway, Hong Kong.