

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（將屆滿之客運營業證證明書持證人適用）—— 公共小巴服務

APPLICATION FOR NEW PASSENGER SERVICE LICENCE CERTIFICATE(S) UPON EXPIRY OF THE CURRENT PASSENGER SERVICE LICENCE CERTIFICATE(S)—PUBLIC LIGHT BUS SERVICE

注意：此申請表及一切證明文件須於客運營業證證明書屆滿前四個月內不少於十四日前交回公共車輛分組。

Note: Completed application form with all supporting documents must be returned to the Public Vehicles Unit within 4 months and at least 14 days before expiry of passenger service licence certificate.

申請客運營業證證明書（將屆滿之客運營業證證明書持證人適用）（公共小巴）服務的有關資料。

Information in support of an application for new passenger service licence certificate(s) upon expiry of the current passenger service licence certificate(s) in respect of public light bus service.

填表前請參閱附列的「填表須知」。此申請書所需的各項資料，均須以正楷填寫。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.

(運輸署專用) (OFFICIAL USE)

客運營業證編號：

Passenger Service Licence No.: \_\_\_\_\_

客運營業證屆滿日期：

Expiry of passenger service licence: \_\_\_\_\_

客運營業證證明書數目：

No. of Certificate(s) Issued: \_\_\_\_\_

客運營業證證明書費用：(\$)

Certificate(s) Fee: \_\_\_\_\_

處理者：

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

予以批准／不予批准：

Approval/disapproval by: \_\_\_\_\_

甲欄 PART A

申請人的資料 PARTICULARS OF APPLICANT

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

英文名稱(姓氏先行，名字隨後) In English (Surname first, then other Names)

(中文姓名) (Chinese Character)

(2) 電話號碼：\_\_\_\_\_  
Tel. No.:

(3) \* 香港身份證／有限公司的註冊證號碼：\_\_\_\_\_  
\*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

現時客運營業證的資料 PARTICULARS OF CURRENT PASSENGER SERVICE LICENCE

(1) 客運營業證編號：\_\_\_\_\_  
Passenger Service Licence No.:

(2) 客運營業證屆滿日期：\_\_\_\_\_  
Passenger Service Licence Expiry Date:

(3) 提供服務的公共小巴總數：\_\_\_\_\_  
Total No. of public light bus(es) operation under Licence:

**丙欄 PART C**

**在此申請書內公共小巴的詳情 PARTICULARS OF PUBLIC LIGHT BUS(ES) UNDER APPLICATION FOR NEW PASSENGER SERVICE LICENCE CERTIFICATE(S) UPON EXPIRY OF THE CURRENT PASSENGER SERVICE LICENCE CERTIFICATE(S)**

車輛登記號碼 Vehicle Registration Mark	車身底盤號碼 Chassis No.	提供的服務 Type of Services (請於適當方格內填上「✓」) (Please tick as appropriate)		客運營業證證明書 屆滿日期 Passenger Service Licence Certificate Expiry Date	登記車主的姓名 Name of registered owner(s)
		非專綫服務 Non-scheduled Service	專綫服務 Scheduled Service		

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

**丁欄 PART D**

**證明文件 (請參閱附列填表須知的「己」項) SUPPORTING DOCUMENTS (Please refer to PART F of the notes attached.)**

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_

**戊欄 PART E**

**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「甲」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 6 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) \_\_\_\_\_

請用正楷填寫姓名  
Name in Block Letters \_\_\_\_\_

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（將屆滿之客運營業證證明書持證人適用）——公共小巴服務

## 填表須知

### (甲) 簽發條件

- (一) 客運營業證證明書乃簽發予以有效客運營業證經營的車輛。
- (二) 客運營業證證明書的有效期為一年或與客運營業證屆滿期相同，惟以期間早者為依歸。
- (三) 每輛以客運營業證經營的車輛，必須：
  - (a) 在該車輛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；及
  - (b) 根據道路交通（公共服務車輛）規例第 2 附表 2 所指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，如該車輛：
  - (a) 並無展示如以上第 (三) 段所指的證明書及字牌；
  - (b) 展示該證明書或字牌的方法與以上第 (三) 段所指定者不符；
  - (c) 展示任何聲稱為以上第 (三) 段所指的證明書或字牌，惟該證明書或字牌：
    - (i) 已遭毀壞、塗改或損毀；
    - (ii) 與該車輛現有的客運營業證無關；或
    - (iii) 與該車輛無關。
  - (d) 展示如上文第 (三) 段所指的證明書，惟該證明書已失效。

### (乙) 填寫表格

- (一) 申請人須用正楷填寫此表格內各項有關資料。「戊」欄的聲明書必須由申請人簽署。若資料不全或有漏報，其申請可能因而不獲考慮。或該申請人可能因而須應邀前來會見運輸署人員，以便澄清任何疑點。

#### 丙欄

- (二) 凡有客運營業證證明書於申請書遞交日起計四個月內即將屆滿者，申請人須列出該等公共小巴士詳情。
- (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照費用的單張 (TD341) 或瀏覽運輸署網頁 (<http://www.td.gov.hk>)。

### (丙) 遞交申請書

申請書填妥後，應於客運營業證證明書屆滿前四個月內及不少於十四日前，親自交回或用掛號郵遞寄香港金鐘道 95 號統一中心 3 樓運輸署公共車輛分組。申請人於遞交申請書時應一併附上下文「己」項所示的證明文件。倘有未能及時呈交有關文件者，本署將不保證可如期簽發客運營業證證明書予申請人。

### (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) 警告

- (一) 根據香港法例第 201 章防止賄賂條例，任何人士，如向公務員提供利益，乃屬違法。遇有公務員或聲稱為公務員的代理人者，向申請人索取利益或請求給予利益，申請人應即向廉政公署舉報 (電話：2526 6366)。
- (二) 申請人如故意提供失實資料以圖獲發客運營業證證明書，即其申請即告無效。此外，依照香港法例第 374 章道路交通條例第 111(3) 條的規定，其本人可被檢控，一經定罪，可被判罰款 5,000 元及監禁 6 個月。

### (己) 證明文件

遞交申請書時應一併附上下列文件：

- (一) 香港身份證／有限公司註冊證 (副本)；  
(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)
- (二) 有效的商業登記證 (副本)；
- (三) 車輛登記文件 (副本)；
- (四) 客運營業證 (正本)；及
- (五) 上文未有提及而屬有關的其他證明文件及資料。

### (庚) 諮詢

如有任何查詢，請致電話 2804 2579 與公共車輛分組聯絡。

# 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 段所列明的用途；
  - 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 bureau 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 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:  
Executive Officer/FRT  
Licensing Section,  
3/F, United Centre,  
95 Queensway, Hong Kong.

**APPLICATION FOR EXTENSION OF PASSENGER SERVICE LICENCE CERTIFICATE(S) UPON EXPIRY OF  
THE CURRENT PASSENGER SERVICE LICENCE CERTIFICATE(S)—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.
- (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.

**B. COMPLETION OF FORMS**

- (1) All relevant items of the form should be completed by an applicant in **BLOCK LETTERS**. The declaration in PART E must be signed. Incomplete or insufficient information may render the application unacceptable for consideration or may result in the applicant being required to attend interviews for clarification.

*Part C*

- (2) Applicants should list the particulars of only those public light buses with passenger service licence certificates due to expire within 4 months from the date of application.
- (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 or by registered post to Public Vehicles Unit of 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 certificate(s). Applicant should forward the application form and all supporting documents as stipulated in PART F below, failure of which may result in delaying the issue of new Passenger Service Licence Certificate(s) at a later date.

**D. AMENDMENT**

The Commissioner for Transport should be notified of any change in particulars immediately.

**E. WARNING**

- (1) Applicants are reminded that it is an offence under the Prevention of Bribery Ordinance (Cap. 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 (Tel. 2526 6366).
- (2) Applicants are also reminded that if they knowingly make any statement which is false in a material particular for the purpose of obtaining a passenger service licence certificate, 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 (Cap. 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:—

- (1) Hong Kong Identity Card/Limited Company Certificate of Incorporation (copy only);  
*(the copy of the identity card attached with the application submitted by registered post will be destroyed after processing the application)*
- (2) Valid Business Registration Certificate (copy only);
- (3) Vehicle Registration Document(s) (copy only);
- (4) Passenger Service Licence (original); and
- (5) 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 No. 2804 2579.