

# 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

出租汽車許可證申請書——私家服務(豪華房車)  
APPLICATION FOR HIRE CAR PERMIT——PRIVATE SERVICE (LIMOUSINE)

填寫前請參閱附列的「填表須知」。此申請書各項資料，均應以正楷填寫。  
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)

編號 Serial No. \_\_\_\_\_  
申請許可證數目 No. of permit(s) applied for \_\_\_\_\_  
照准／否議 Recommended/Rejected by \_\_\_\_\_  
處理 Processed by \_\_\_\_\_

甲欄 PART A

申請人資料 PARTICULARS OF APPLICANT

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

英文名稱(如屬人名，姓氏先行，名字隨後) In English (if in personal name, Surname first, then other Names)

中文名稱 In Chinese (if applicable)

(2) 辦公地址 Business Address

電話號碼 Tel. No.

(3) \* 香港身份證／有限公司註冊證號碼 \* H.K. Identity Card/Limited Company Certificate of Incorporation No.

(4) 商業登記證號碼 Business Registration Certificate No.

(5) 業務性質 Nature of Business

(6) 公司狀況(請在適當方格填上「✓」) Status of Company (Please tick an appropriate box)

獨資經營  
Sole Proprietor

☐

合夥經營  
Partnership

☐

有限公司／法團  
Ltd. Co./Corporate Body

☐

(7) 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/officials authorised 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) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(8) 運輸業務經驗 Experience in transport business

請列明以前／現在是否出租汽車經營人。如是，請列出有關車輛的登記號碼及其出租汽車許可證類別。

State whether you are ex-/current hire car operator. If so, please list the registration mark(s) and the type of hire car permit of the vehicle(s) concerned.

\* 請將不適用者刪去 Delete if inappropriate

(必要時，可用另外一張紙填寫) (Use separate sheet of paper if necessary)

乙欄 PART B

出租汽車經營詳情 DETAILS OF HIRE CAR OPERATION

(1) 申請理由(請說明擬經營出租汽車業務的需要)。 Reasons for the application (please state the need for the hire car operation proposed).

(2) 請說明不能使用現有其他交通工具的理由。 Reasons why existing alternative transport facilities cannot be used.

(3) 估計每日使用出租汽車服務的行程數目。 Estimated number of trips using hire car service daily.

(4) 出租汽車服務的其他詳情(行走路線，起點及終點，營業時間等)。

Other particulars of hire car service (trips to be made, where they commence and finish, hours of operation etc.).

丙欄PART C

用作出租汽車車輛詳情 PARTICULARS OF VEHICLE(S) TO BE USED AS HIRE CAR(S)

(1) 申請出租汽車許可證數目: No. of hire car permit(s) applied for \_\_\_\_\_

(2)

詳情 Particulars	車輛 Vehicles				
登記號碼 Registration Mark					
廠名 Make					
車款 Model					
製造年份 Year of Manufacture					
原產國家／原產地 Country/Place of Origin					

(如超過五輛車，請用另外一張紙填寫。) (Use separate sheet of paper if more than 5 vehicles.)

丁欄PART D

汽車維修及保養服務 MAINTENANCE AND SERVICE FACILITIES

(1) 負責維修及保養該等車輛的公司名稱 Name of Company providing maintenance/service facilities for the vehicle(s) \_\_\_\_\_

(2) 公司地址 Address of Company \_\_\_\_\_

電話號碼 Tel. No. \_\_\_\_\_

戊欄PART E

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

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

(6) \_\_\_\_\_

(7) \_\_\_\_\_

(8) \_\_\_\_\_

己欄PART F

聲明書 DECLARATION

茲擬為上述丙欄本人名下的私家車，申請出租汽車私人載客服務(豪華房車) 許可證。據本人所知，以上填報各項資料，均屬詳盡確實。本人明白，如故意提供失實資料或漏報部份資料，依照香港法例第三七四章道路交通條例第一一一條第(三)款的規定，本人可被罰款五千元及監禁六個月。

本人明白，如申請獲准，將須遵照此表格附列填表須知「甲」項內的簽發條件而使用該許可證，特此聲明。

I wish to apply for hire car permit(s) for my private car(s) as listed in Part C above to provide private hire car service (limousine). 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 (Cap. 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 permit(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 (如適用，請加公司蓋章) \_\_\_\_\_ 日期 Date \_\_\_\_\_

Signature of Applicant (with Company seal, if applicable)

簽署者姓名 Name of Signatory \_\_\_\_\_

簽署者職級／職位 Rank/Post of Signatory \_\_\_\_\_

## 出租汽車許可證申請書——私家服務(豪華房車) 填表須知

### 甲、簽發條件

- (1) 出租汽車許可證的簽發對象，為訂有合約或其它特別目的提供出租汽車私人載客服務(豪華房車)的人士或機構。
- (2) 申請出租汽車許可證的人士，必須證明實有領證的需要，並已妥為安排，確保出租汽車私人載客服務(豪華房車)效率良好，方可獲得批准。
- (3) 私家服務(豪華房車)出租汽車許可證申請中擬使用的車輛，應課稅值須超過港幣三十萬元在申請時的車齡。另一方面：
  - (a) 若車輛是在2019年1月2日前首次登記：由以「全新車輛」在香港首次登記的日期起計，在申請時的車齡應少於7年(即車齡為6年或以下)；如車輛並非以「全新車輛」在香港首次登記，則申請時車齡應距「出廠年份」不多於6年；或
  - (b) 若車輛是在2019年1月2日或之後首次登記，則申請時車齡應距「出廠年份」不多於6年。
- (4) 私家服務(豪華房車)出租汽車許可證持證人，在申請更換車輛時，替換車輛的車齡不應高於原來車輛。
- (5) (a) 出租汽車業務，祇准於下列地址經營：
  - (i) 出租汽車許可證內指定的地址；及
  - (ii) 已向運輸署署長登記的地址。
- (b) 存放於上文(a)段所提及地址的指定租車紀錄表格，事先倘無記入下列資料，則車輛不得出租：
  - (i) 租用私家車人士姓名；及
  - (ii) 私家車租出後的路程簡述。

根據道路交通(公共服務車輛)規例第二十七條的規定，經營出租汽車業務的人士，遇警務人員或運輸署署長索閱出租汽車許可證或指定的紀錄表格而未能立刻出示者，即屬違法，可被判罰款一千元。

- (6) 出租汽車許可證必須展示於所屬的車輛內，且其展示位置必須以運輸署署長書面批准者為合。
- (7) 出租汽車許可證持有人不得在私家車內外設置任何可自車上或車外看見的記號、字句、標誌或設備，亦不得任令他人有此行為，除非各該記號、字句、標誌或設備乃經由運輸署署長書面批准或特別規定者，則不在此限。
- (8) 出租汽車許可證與汽車牌照的有效日期，將同時屆滿。許可證有效期內，使用私家車以出租或收取報酬方式載運乘客的人士，必須具備有效的第三者保險單或投買第三者保險的保證書。許可證簽發或換領與否，概由運輸署署長決定，而車輛可能尚須經運輸署檢驗及格，方得領取許可證。許可證由四個月以上至十二個月期收費一千元，四個月期或以下則收費三百五十元。
- (9) 許可證不得轉讓他人，汽車牌照一旦屆滿，或遇車輛出售或過戶，或持證人不再成為車輛的登記車主時，許可證即自動失效。如持證人需要更換車輛，則可申請另行發給新證。
- (10) 經營出租汽車業務的人士必須向運輸署署長證明確已具備設施，能為其名下車輛進行維修，並已覓得地方，可供車輛停放過夜。
- (11) 不得招徠顧客。出租汽車許可證持有人不得同時就一輛私家車向多於一位租用人分別收取費用以提供出租汽車服務。
- (12) 遇持證人違反簽發許可證的任何條件時，運輸署署長可立即取消其許可證。如車輛的登記車主或司機違反道路交通條例第五十二條第(三)、(五)、(六)、(七)或(八)款或道路交通(公共服務車輛)規例第二十一條的規定，並遭法庭裁定有罪，運輸署署長亦可將許可證取消。
- (13) 另有其他條件，日後寄予申請獲准人士的公函內，自會清楚列出。

### 乙、經特別考慮下簽發的出租汽車許可證的條件

就申請人未能提供最近3個月出租記錄或有效期6個月合約的個案，出租汽車許可證遴選委員會可按個別情況給予特別考慮。申請人須就其擬議經營模式／計劃提供充分理據及證明資料。除上文「甲」項所述的簽發條件外，此類申請人亦需遵守其他特別條件，包括使用應課稅值超過港幣400,000元的車輛，而有關車輛在申請時的車齡，由以「全新車輛」在香港首次登記的日期起計，應少於1年；或如車輛並非以「全新車輛」在香港首次登記，則申請時車齡應距「出廠年份」不多於1年。

### 丙、填寫表格

- (1) 申請人須用正楷填寫此表格內各項有關資料。「己」欄的聲明書必須由申請人簽署。如屬有限公司，該公司名稱及註冊辦事處地址均應在「甲」欄填報，而「己」欄聲明書則應由公司總經理或公司秘書簽署。
- (2) 衡量申請人是否適宜入選，主要視其所提供的資料而定。若資料不全或有漏報，其申請將不予考慮。此外，該申請人或須應約前來會見運輸署人員，以便澄清任何疑點。
- (3) 運輸署署長衡量情況後，得發給申請人少於其所申請數目的許可證。如申請書數目超出運輸署預定發出者，則可能以抽籤方式，決定申請人是否入選。

### 丁、遞交申請書

申請書填妥後，須親自交來或用掛號信寄回香港金鐘道95號統一中心3樓運輸署公共車輛分組。申請書必須依照下文「己」項所示，連同各證明文件，一併交來。

### 戊、更改資料

所填報的資料如有任何更改，應即通知運輸署公共車輛分組。

## 己、證明文件

申請人遞交申請書時，必須附來下列文件：

(1) 申請人的香港身份證／公司註冊證(簽署作實副本)；

(2) 商業登記證(簽署作實副本)；

〔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(簽署作實副本)。〕

(3) 公司組織章程大綱及細則(正本／簽署作實副本)(如申請人為有限公司)；

(4) 車房維修保養信列明申請出租汽車許可證的私家車的車輛登記號碼，及其他文件證明有關車輛停泊過夜的地點；

(5) 由申請人及其顧客簽署需要使用出租汽車服務的合約／協議(正本及副本)，有關合約的有效期須為最少6個月(由提交申請日期起計)，並須列明申請出租汽車許可證的私家車的車輛登記號碼；

(6) 顧客的商業登記證(簽署作實副本)；

(7) 最近三個月有關顧客使用／申請人營運私家服務(豪華房車)出租汽車的用車／出租記錄(簽署作實副本)\*。首次申請人(即從未獲發該申請類別出租汽車許可證者)如無法提供顧客用車記錄，可考慮提交其他支持文件(例如以書面陳述其未能提交有關記錄的特別理由)及任何他／她認為有助於「出租汽車許可證遴選委員會」了解及考慮其申請的資料；

\*注意：

- (i) 私家服務(豪華房車)出租汽車是指根據《道路交通(公共服務車輛)規例》(香港法例第374D章)，獲運輸署簽發私家服務(豪華房車)出租汽車許可證的私家車以出租或取酬方式運載乘客。出租汽車許可證的發證條件規定，必須展示該證在擋風玻璃的左手邊，以供查閱。任何人士擬使用出租汽車服務前，可向營辦商查詢或檢視有關私家車是否已領有有效的出租汽車許可證。
- (ii) 根據《道路交通條例》(第374章)第52(3)條的規定，任何人不得駕駛或使用汽車；或容受或允許他人駕駛或使用汽車，以作出租或取酬載客用途，除非該車輛領有生效的出租汽車許可證。任何人違反此規定即屬犯罪，如屬首次被定罪，可處第3級罰款及監禁6個月；及如屬再次定罪，則可處第4級罰款及監禁12個月。此外，根據第374章第90至93條的規定，凡有人就上述第52(3)條被定罪，有關人士可被暫時吊銷汽車牌照。初次違例，可被吊銷汽車牌照6個月；就同一汽車其後再犯罪，則可被吊銷汽車牌照12個月。涉案車輛須於牌照被吊銷期間移交運輸署保管。
- (iii) 出租記錄必須清楚顯示每一次行程的日期、起始時間、完成時間、行程的開始地點及目的地、及服務該次行程的車輛登記號碼等資料。如有關資料不全或有錯漏，運輸署在處理該申請時將不會考慮有關記錄。**申請人請以「出租汽車服務的出租記錄」表格(TD202)提交有關記錄，提交有關記錄，並以簽名(及公司蓋印[如適用])作實。此外，為使運輸署可加快處理申請，申請人可另將「出租汽車服務的出租記錄」(TD202)的電子版本以電郵提交至運輸署(hirecar@td.gov.hk)，惟申請人必須於表格內註明用以提交有關記錄的電郵地址。**「出租汽車服務的出租記錄」(TD202)可於運輸署網頁下載 [https://www.td.gov.hk/filemanager/common/tdforms/td202\\_\(rev%202018\).xlsx](https://www.td.gov.hk/filemanager/common/tdforms/td202_(rev%202018).xlsx)。

(8) 申請出租汽車許可證的私家車的車輛登記文件(簽署作實副本)；及

(9) 上文未有提及而其他有關的其他證明文件或資料。

## 庚、諮詢

如有任何查詢，請致電 2804 2577 與公共車輛分組聯絡。

**APPLICATION FOR HIRE CAR PERMIT—PRIVATE SERVICE (LIMOUSINE)  
NOTES FOR ATTENTION**

**A. CONDITIONS OF ISSUE**

- (1) A hire car permit is issued to a person or agency under contract or otherwise to provide private hire car service (limousine).
- (2) Applications for hire car permits are approved only where it is satisfactorily shown that the need is genuine and that suitable arrangements are made to ensure an efficient private hire car service (limousine).
- (3) Vehicles to be deployed under a Private Service (Limousine) Hire Car Permit application should have a minimum taxable value of over HK\$300,000 and —
  - (a) for a vehicle first registered before 2 January 2019: it should be less than 7 years old from the date of first registration as a “brand new vehicle” in Hong Kong (viz. aged 6 year or below) at the time of the application. For a vehicle not first registered in Hong Kong as a “brand new vehicle”, it should be within 6 years from the “Year of Manufacture” at the time of the application; or
  - (b) for a vehicle first registered on or after 2 January 2019: it should be within 6 years from the “Year of Manufacture” at the time of the application.
- (4) When holder of Private Service (Limousine) Hire Car Permit replaces the vehicle to which the permit is issued, the replacement vehicle should not be older than the vehicle being replaced.
- (5) (a) The hire car service shall be operated only from an address—
  - (i) specified in the hire car permit issued therefor; and
  - (ii) registered with the Commissioner for Transport (“the Commissioner”).  
(b) No hire car service hiring shall be commenced unless there is first recorded in the specified form of record at the address mentioned in paragraph (a)—
  - (i) the name of the person hiring the private car; and
  - (ii) a brief description of the journey for which the private car is hired.

The operator who fails to produce his hire car permit or the specified form of record immediately when asked for it by a police officer or the Commissioner commits an offence and is liable to a fine of \$1,000 under Regulation 27 of the Road Traffic (Public Service Vehicles) Regulations.
- (6) The hire car permit shall be displayed inside the private car in respect of which it is issued in such manner as is approved by the Commissioner in writing.
- (7) The hire car permit holder shall not place or cause to be placed on or in the private car any marking, words, sign or device visible on or from the outside of the car except such as may be approved or required by the Commissioner in writing.
- (8) The hire car permit so issued shall run concurrently with the vehicle licence. During the period of validity of the permit, there should remain in force in relation to the user of the private car for the carriage of passengers for hire or reward such policies of insurance or such securities in respect of third party risks. The issue and renewal of permit shall be at the discretion of the Commissioner and may be subject to the vehicle passing an examination conducted by the department. The permit fee is \$1,000 for a period over 4 months to 12 months and \$350 for a period of 4 months or less.
- (9) The permit will be non-transferable to another person and shall automatically cease to be valid upon expiry of the vehicle licence, sale or transfer of the vehicle, or the holder being no longer the registered owner of the vehicle. If the permit holder replaces his vehicle, he may apply for a new permit.
- (10) The hire car operator should satisfy the Commissioner regarding the maintenance facilities provided for the vehicle and the availability of suitable overnight parking accommodation for the vehicle.
- (11) Touting is not allowed. The permit holder(s) shall not provide hire car service in respect of one private car to more than one hirer at separate fares at one time.
- (12) The Commissioner may cancel a permit in the event of a breach of any condition specified for the issue of the permit, or if the registered owner or a driver of the vehicle is convicted of an offence under Section 52(3), (5), (6), (7) or (8) of the Road Traffic Ordinance or Regulation 21 of the Road Traffic (Public Service Vehicles) Regulations.
- (13) Other conditions will be specified in the approval letter to be sent to the successful applicant.

**B. CONDITIONS OF ISSUE UNDER SPECIAL CONSIDERATIONS**

On individual merits, special considerations may be given to applicants who are not able to provide any hiring record or six-month contract to support the application but can provide sufficient justifications and supporting information about the proposed business model / case to establish that there is a genuine business case hence service demand. Apart from the conditions of issue as specified in SECTION A above, the applicants are also required to meet certain special conditions, including the deployment of vehicles of higher taxable value of more than HK\$400,000. Also, such vehicles should be, at the time of submission of applications, within one year from the date of first registration as a “brand new vehicle” in Hong Kong or, in the case of vehicles not first registered in Hong Kong as a “brand new vehicle”, within one year from the “Year of Manufacture”. This arrangement comes into effect from 1 February 2017.

**C. COMPLETION OF FORMS**

- (1) All relevant items of this form should be completed by an applicant in BLOCK LETTERS. The declaration in PART F of the form must be signed. In the case of a limited company, the name and address of the registered office of the company should be given in PART A of the form and the declaration should be signed by the managing director or company secretary.
- (2) Assessment of suitability of an applicant depends largely on the details 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) The Commissioner may, after assessment, approve the issue of a lesser number of permits than that required by an applicant. If more than the determined number of applications are received, the successful applicants may be chosen by lot.

**D. SUBMISSION OF APPLICATIONS**

All completed applications should be submitted either in person or by registered post to the Public Vehicles Unit of Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong. The application form must be accompanied by all supporting documents as indicated in SECTION F below.

**E. AMENDMENTS**

Public Vehicles Unit of the Transport Department should be notified of any change in particulars immediately.

## F. SUPPORTING DOCUMENTS

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

- (1) Hong Kong Identity Card/Certificate of Incorporation of applicant (certified true copy);
- (2) Business Registration Certificate (certified true copy);  
*[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 (certified true copy).]*
- (3) Memorandum and Articles of Association (original copy / certified true copy) (where the applicant is a limited company);
- (4) Maintenance letter(s) which state(s) the vehicle registration mark(s) of the private car(s) and other evidence on overnight parking accommodation provided for the vehicle(s) under application;
- (5) Contract(s) / agreement(s) (original & copies) signed by the applicant and her client(s) for using hire car service provided by the vehicle(s) under application (with vehicle registration mark(s) of the private car(s) shown in the contract(s) / agreement(s)) with a validity period of 6 months or above (from the date when the application was submitted);
- (6) The client's Business Registration Certificate(s) (certified true copy);
- (7) Deployment record / hiring record for the past three months in respect of the applicant's client(s) for using private service (limousine) hire car(s) / the private service (limousine) hire car(s) operated by the applicant (certified true copy)\*. For a first-time applicant (i.e., who had not been issued with any hire car permit for that category) who is unable to submit the deployment record of her client(s), he/she may consider submitting any other supporting documents (e.g. written explanation on the special reasons for not being able to produce the said record) and any other information he/she considers relevant to facilitate the "Contract Hire Car Permits Selection Board" to understand and consider his/her application;

\* Note:

- (i) Private service (limousine) hire car refers to a private car issued with a private service (limousine) hire car permit issued by Transport Department under Road Traffic (Public Service Vehicles) Regulations (Chapter 374D) for carriage of passengers for hire or reward. According to the hire car permit conditions, hire car permit must be displayed on the left-hand side of the vehicle's windscreen for inspection. Anyone intending to use hire car service is advised to check with the operator whether the vehicle holds a valid hire car permit before using the service or examine the hire car permit displayed on the vehicle concerned;
  - (ii) In accordance with section 52(3) of the Road Traffic Ordinance Cap. 374, no person shall drive or use a motor vehicle; or suffer or permit a motor vehicle to be driven or used, for the carriage of passengers for hire or reward unless a hire car permit is in force in respect of the vehicle. Any person who contravenes this section commits an offence and is liable on a first conviction to a fine at level 3 and to imprisonment for 6 months; and on a subsequent conviction to a fine at level 4 and to imprisonment of 12 months. Moreover, in accordance with sections 90 to 93 of Cap. 374, if a person is convicted under section 52(3), the licence of his/her vehicle may be suspended for a period of 6 months on first offence; and a period of 12 months on subsequent offence in respect of the same vehicle. The vehicle concerned shall be delivered into the custody of Transport Department during the vehicle licence suspension period.
  - (iii) Details including the date, start time, end time, starting point and destination of the journey, and the registration mark of the vehicle providing service of each trip should be included in the hiring record. If there is incomplete or inaccurate information, Transport Department will not consider such record in processing an application. **Applicants shall submit the hiring record in the form of "Hire Car Service Hiring Record" (TD202) with signatory (with company chop if appropriate) as certification. In addition, to facilitate the Transport Department to expedite processing of the application, applicant may also submit the electronic copy of the "Hire Car Service Hiring Record" (TD202) to Transport Department by e-mail ([hirecar@td.gov.hk](mailto:hirecar@td.gov.hk)) but the applicant must specify in the record the e-mail address that he/she would use to submit such record.** The "Hire Car Service Hiring Record" (TD202) can be downloaded from Transport Department's website [https://www.td.gov.hk/filemanager/common/tdforms/td202\\_\(rev%202018\).xlsx](https://www.td.gov.hk/filemanager/common/tdforms/td202_(rev%202018).xlsx).
- (8) Vehicle Registration Document(s) of the private car (s) under application (certified true copy); and
  - (9) Other relevant documents/information in support of application which is not mentioned above.

## G. ENQUIRIES

For enquiry, please contact Public Vehicles Unit at 2804 2577.

## 附 加 說 明

### 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／FRT 收啟



## Supplementary Notes

### *Purposes of Collection*

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:

Executive Officer/FRT  
Licensing Section,  
3/F, United Centre,  
95 Queensway,  
Hong Kong.