

# 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.

客運營業證——公共巴士服務(居民服務)申請書  
APPLICATION FOR PASSENGER SERVICE LICENCE — PUBLIC BUS SERVICE (RESIDENTS' 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**.

擬提供居民服務的詳情  
DETAILS OF PROPOSED RESIDENTS' SERVICE

- 申請營辦每項居民服務均須填寫以下表格 A separate form is to be used for each residents' service under application
- 如只需申請居民服務後備巴士，則無須填寫 (a) 至 (h) 部，請轉至第2頁填寫(i) 部  
Applicants for spare bus(es) for residents' service are not required to fill in parts (a) to (h) and please turn to page 2 and fill in part (i)

(a) 擬提供服務範圍：\_\_\_\_\_ 與 \_\_\_\_\_ 之間  
Service proposed to operate between \_\_\_\_\_ and \_\_\_\_\_

(b) 擬提供居民服務的路線(請順序列出擬營辦的服務路線所經過的道路名稱)：  
Route of the proposed residents' service (Please list roads on which the service is proposed to be operated in sequence);

(i) 由住宅區的總站至終點站：  
From the terminal point at the residential development (i.e. the outer terminal point) to the inner terminal point:

\_\_\_\_\_  
\_\_\_\_\_

(ii) 由終點站至住宅區的總站：  
From inner terminal point to the terminal point at the residential development (i.e. the outer terminal point):

\_\_\_\_\_  
\_\_\_\_\_

(c) 各終站正確位置(請附草圖表明擬用作終站的正確位置)：  
Exact location of the terminal points (Please include sketch showing the exact locations proposed):

(i) 住宅區的總站(如住宅區的總站設於私人/公共屋邨內，申請表的附件B必須由屋邨管理辦事處填寫)：  
The terminal point at the residential development (if the terminal point is within a private/public estate, Annex B of this application must be completed by estate management):

\_\_\_\_\_  
\_\_\_\_\_

(ii) 終點站：  
Inner terminal point:

\_\_\_\_\_  
\_\_\_\_\_

(d) 中途停車的正確地點(須註明門牌號碼)：  
Exact location of intermediate stopping places (house number should be indicated):

(i) 由住宅區的總站至終點站：  
From the terminal point at the residential development (i.e. the outer terminal point) to the inner terminal point:

\_\_\_\_\_  
\_\_\_\_\_

(ii) 由終點站至住宅區的總站：  
From inner terminal point to the terminal point at the residential development (i.e. the outer terminal point):

\_\_\_\_\_  
\_\_\_\_\_

(e) 擬收取的費用：\_\_\_\_\_  
Proposed fares:

(f) 繳費方法：\_\_\_\_\_  
Payment method:

(g) 建議的每日營辦時間及每週營辦日數：  
Operation hours of the proposed service per day and days of operation per week:

(i) 由住宅區的總站至終點站：\_\_\_\_\_  
From the terminal point at the residential development (i.e. the outer terminal point) to the inner terminal point:

(ii) 由終點站至住宅區的總站：\_\_\_\_\_  
From inner terminal point to the terminal point at the residential development (i.e. the outer terminal point):

- (h) 擬用作居民服務的車輛詳情：  
Details of public bus(es) to be allocated to the proposed residents' service:

	車輛登記號碼 Vehicle Registration Mark	車身底盤號碼 Chassis Number	登記車主姓名 Name of Registered Owner	*單層巴士 *Single Decker	*雙層巴士 *Double Decker	座位限額 (不計司機) Seating Capacity (excluding driver)
A. 全新公共巴士 New Public Bus(es)						
B. 現有公共巴士 Existing Public Bus(es)						
C. 有待過戶的二手公共巴士 Second-hand Public Bus(es) to be transferred						

- (i) 擬用作居民服務的后備巴士詳情 Details of the public bus(es) to be allocated as spare bus(es) of designated residents' service route(s):

	車輛登記號碼 Vehicle Registration Mark	車身底盤號碼 Chassis Number	登記車主姓名 Name of Registered Owner	路線號碼 Route Number	*單層巴士 *Single Decker	*雙層巴士 *Double Decker	座位限額 (不計司機) Seating Capacity (excluding driver)	車輛來源 # Source of vehicle #
申請以居民服務(A06)為批註的后備巴士 Application for spare bus(es) with residents' service (A06) endorsement								
申請以居民服務(A06)(后備)為批註的后備巴士 Application for spare bus(es) with residents' service (A06) (Spare) endorsement								

\* 請在適當方格內填上「✓」號 Please tick as appropriate

# A: 全新公共巴士 New public bus(es) / B: 現有公共巴士 Existing public bus(es) / C: 有待過戶的二手公共巴士 Second-hand public bus(es) to be transferred

註：如有需要，請另加紙張填寫

Note: Please use separate sheet of paper if necessary

#### 申請人聲明書 DECLARATION BY THE APPLICANT

據本人所知，以上填報的各項資料均屬確實。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 條 (第 3 款) 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，本人／本公司將須遵照非專營巴士的發牌條件及有關客運營業證條件，特此聲明。

本人明白，營辦擬提供的居民服務須先獲運輸署署長批准，而根據香港法例第 374 章道路交通條例第 52 條 (第 4 款) 的規定，營辦未獲運輸署署長批准的居民服務乃屬違法。此外，除非獲運輸署署長批准營辦擬提供的居民服務，否則本人／本公司不得就該居民服務作出宣傳。

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 licence to be issued will be subject to the compliance with the licensing conditions for a non-franchised bus and the relevant passenger service licence conditions.

I understand that operation of the proposed residents' service is subject to the prior approval from the Commissioner for Transport and provision of the service before obtaining the Commissioner's approval is illegal under Section 52(4) of the Road Traffic Ordinance (Chapter 374). Furthermore, unless the Commissioner's approval for the proposed residents' service is obtained, publicity on the provision of the residents' service should not be made.

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:

簽署者姓名 (正楷)：  
Name of Signatory (in Block Letters):

簽署者職位：  
Post of Signatory:

附件 A ANNEX A

擬使用居民服務的乘客代表詳細資料 (由乘客代表填寫)

**PARTICULARS OF REPRESENTATIVE OF PROSPECTIVE PASSENGERS (To be completed by representative of prospective passengers)**

- (a) \* 管理處／業主委員會名稱： \_\_\_\_\_  
Name of \*management/co-owners:
- (b) 地址： \_\_\_\_\_  
Address:
- (c) 乘客代表名稱 (如屬團體，請列出主席姓名，以及負責有關住宅發展的管理／行政事務職員姓名)： \_\_\_\_\_  
Name(s) of person(s) representing the prospective passengers (for organisation, only the names of Chairman and Office-bearers responsible for management/administration of the residential development concerned should be given):  
電話號碼： \_\_\_\_\_  
Telephone number(s):
- (d) 擬服務的住宅發展名稱及地點： \_\_\_\_\_  
Name and location of the residential development proposed to be served :
- (e) 是否有意只限某一團人使用該項服務 (例如只限某棟樓宇的居民)? \*是／否  
Is it intended that use of the service be restricted to a particular group of people (e.g. residents of particular housing block)? \*Yes / No  
若是，請說明原因： \_\_\_\_\_  
If so, please specify reasons:

\* 請刪去不適用者 Please delete if inappropriate

**乘客代表聲明書 DECLARATION BY THE REPRESENTATIVE OF PROSPECTIVE PASSENGERS**

據本人所知，在以上附件 A 填報的各項資料均屬確實。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 條 (第 3 款) 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。

本人明白及同意在申請表內列出的擬提供居民服務的詳情 (包括擬提供服務範圍、擬提供居民服務的路線、各終站正確位置、中途停車的正確地點、擬收取的費用、繳費方法、建議的每日營辦時間及每週營辦日數等資料)。本人亦明白，營辦擬提供的居民服務須先獲運輸署署長批准，而根據香港法例第 374 章道路交通條例第 52 條 (第 4 款)，營辦未獲運輸署署長批准的居民服務乃屬違法。此外，除非獲運輸署署長批准營辦擬提供的居民服務，否則本人／本公司不得就該居民服務作出宣傳。

I declare that to the best of my knowledge and belief, the information given in Annex A 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 and agree with the proposed residents' service as detailed in this application form (information including the service scope, route of the proposed residents' service, exact location of terminal points, exact location of intermediate stopping places, proposed fares, payment method, operation hours of the proposed service per day and days of operation per week etc.) I also understand that operation of the proposed residents' service is subject to the prior approval from the Commissioner for Transport and provision of the service before obtaining the Commissioner's approval is illegal under Section 52(4) of the Road Traffic Ordinance (Chapter 374). Furthermore, unless the Commissioner's approval for the proposed residents' service is obtained, publicity on the provision of the residents' service should not be made.

乘客代表簽署及蓋章： \_\_\_\_\_  
Signature and chop of representative of prospective passengers:

日期： \_\_\_\_\_  
Date:

簽署者姓名 (正楷)： \_\_\_\_\_  
Name of authorized representative (in Block Letters):

簽署者職位： \_\_\_\_\_  
Post of authorized representative:

香港身分證號碼： \_\_\_\_\_  
H.K. Identity Card No.:

附件 B ANNEX B

如住宅發展設於私人／公共屋邨內，此欄必須由屋邨辦事處填寫

**THIS PART MUST BE COMPLETED BY ESTATE MANAGEMENT IF THE OUTER TERMINAL POINT (WITHIN RESIDENTIAL DEVELOPMENT) IS WITHIN A PRIVATE/PUBLIC ESTATE**

(a) 屋邨名稱及地址：\_\_\_\_\_

Name of estate and address:

(b) 管理辦事處名稱及地址：\_\_\_\_\_

Name of management and address:

\_\_\_\_\_ 電話號碼：\_\_\_\_\_

Tel. No.:

茲證明\_\_\_\_\_申請營辦的居民服務如獲批准，\_\_\_\_\_邨管理辦事處將准許有關的服務車輛在邨內行走和停站。

This is to certify that consequential upon the grant of a residents' service to \_\_\_\_\_, the estate management of \_\_\_\_\_ estate will allow those vehicles which will be deployed on the proposed service to enter and terminate within the estate area.

屋邨管理辦事處負責人簽署及蓋章：\_\_\_\_\_

Authorized Signature and chop of the estate management:

日期：\_\_\_\_\_

Date:

簽署者姓名(正楷)：\_\_\_\_\_

Name of Signatory (in Block Letters):

簽署者職位：\_\_\_\_\_

Post of Signatory:

**(A) 經營公共巴士居民服務須獲的批准**

- (一) 根據香港法例第 374 章《道路交通條例》的規定，所有經營非專營巴士服務的營辦商，必須領有有效的客運營業證，而提供服務的非專營巴士亦須領有有效的客運營業證證明書，並獲運輸署簽發居民服務 (A06)的批註。
- (二) 根據香港法例第 230 章《公共巴士服務條例》第 4 條 (3)(f)，住客服務 (即本申請書所指的居民服務) 即運輸署署長於考慮獲得專營權以經營住客服務所涵蓋路線的任何部分的專營公司的權益與其他有關事宜後所批准的住客服務，而該服務是由或代任何住宅發展的管理機構、住客或擁有人提供，以運載乘客往返該住宅發展的服務。
- (三) 如營辦居民服務，除提供服務的非專營公共巴士須取得居民服務 (A06) 的批註外，營辦商亦須就個別服務路線取得運輸署的批准。
- (四) 如以居民服務(A06)(後備)巴士提供服務，營辦商亦須就個別服務路線取得運輸署的批准。

**(B) 申請表格**

如申請人申請營辦居民服務，須填妥及遞交以下 (一) 及 (二) 項的申請書：

- (一) 客運營業證 —— 公共巴士服務申請書 (T.D. 246A) 及/或客運營業證證明書 —— 公共巴士服務申請書 (T.D. 247A)；及
- (二) 客運營業證 —— 公共巴士服務 (居民服務) 申請書 (T.D. 246A) (A06)。

**(C) 申請證明文件**

(一) 申請人身分證明文件

- (i) 香港身分證 (只適用於新營辦商及申請人以個人名義申請)  
(申請時所遞交的身分證影印副本，運輸署會於處理後銷毀)；
- (ii) 公司註冊證書 (只適用於申請人以有限公司名義申請)；
- (iii) 有效商業登記證；
- (iv) 「查底紙」〔即稅務局表格 I(a)/I(c)〕 (只適用於新營辦商及申請人以個人名義申請)；及
- (v) 公司組織章程大綱及細則 (只適用於新營辦商及申請人以有限公司名義申請)。

(二) 乘客代表身分證明文件

- ◆ 如乘客代表為住宅發展的管理公司，該管理公司的有效商業登記證及證明文件以證明該公司為該住宅發展的管理公司；或
- ◆ 如乘客代表為住宅發展的業主立案法團，該法團的社團註冊證書/會議記錄；或
- ◆ 如乘客代表為其他團體，有關證明文件以證明該團體符合資格支持申請人為有關住宅發展提供居民服務。

(三) 證明文件以支持申請人對擬營辦居民服務的需要

與乘客代表簽署的有效服務合約，而有關服務合約的有效期限須為最少 6 個月。

(四) 就申請人擬使用的公共巴士須提交的證明文件 (只適用於新客運營業證及增添公共巴士之申請)

- ◆ 如申請人擬以全新的公共巴士提供居民服務，須以書面解釋購買全新公共巴士及不購買現有巴士而其車主毋須另外申請替代車輛的原因，並提交有關的理據/證明文件以作核實；
- ◆ 如申請人擬以二手巴士提供居民服務，而該巴士的現有車主須申請以另一巴士代替擬過戶之巴士：
  - 申請人須以書面解釋購買該公共巴士的原因及提交有關的理據；
  - 由申請人及該巴士的現有車主簽訂的買賣協議書；及
  - 該巴士的現有車主申請購買的替代巴士的申請書及有關證明文件；
- ◆ 如申請人擬以二手巴士提供居民服務，而該巴士的現有車主不會申請替代巴士：
  - 由申請人及該巴士的現有車主簽訂的買賣協議書；及
  - 該巴士的現有車主放棄購買替代巴士的聲明書。

**(D) 遞交申請表格及文件**

申請人須將已填妥的申請表格，及以上有關申請證明文件，親自遞交或由代理人交回香港金鐘道 95 號統一中心三樓運輸署公共車輛分組，或以掛號郵遞交回。申請人如需要更改填報的資料，必須立即通知運輸署署長。

## **(E) 申請注意事項**

- (一) 根據香港法例第 374 章《道路交通條例》第 28 條的規定，運輸署就客運營業證的申請作出決定時，除須顧及與該申請有關的事宜外，亦須顧及以下事宜：
- (i) 行政長官在有關提供公共運輸服務任何政策方面的指示；
  - (ii) 對於可予登記的車輛數目的任何有效限定；
  - (iii) 對申請人擬提供的服務需求；
  - (iv) 其他公共運輸經營者已有提供或已作計劃的服務的水平；
  - (v) 擬提供的服務的地區及道路的交通情況；及
  - (vi) 申請人擬提供的服務的標準。
- (二) 申請人如欲增添巴士，必須先嘗試在六個月之內從市場現有車隊中採購。申請人如成功從現有車隊中物色巴士，而該巴士的現時車主不會申請替換車輛，運輸署就會隨即辦理其申請；若申請人未能從現有車隊中物色巴士，運輸署則會在六個月限期結束之時覆檢其申請。
- (三) 運輸署會根據申請人所遞交之以上文件審批其申請。如有需要，運輸署會要求申請人提供額外資料及文件。如所遞交之文件不足以支持有關申請，運輸署可拒絕其申請。
- (四) 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。
- (五) 如以下居民服務申請獲得批准，運輸署一般只會簽發一項服務批註：
- 新客運營業證申請；及
  - 現有營辦商申請增添巴士申請；
- 只有在非常特殊而申請人又能提供充分理據和證明文件的情況下，才會簽發兩項批註。
- (六) 如申請批註的巴士源自現有已登記的車隊，而有關申請不會令非專營巴士總數出現淨增長，則運輸署在批出和更改有關批註時，會採用較靈活的做法。在這方面，非專營巴士營辦商 (不論是現有營辦商還是新加入的營辦商) 之間轉讓的巴士，將通常不會獲發多於三項批註。如轉讓巴士是因營業證持有人公司化而起，而營辦商又能提出理據證明有需要營辦該項服務，則可豁免遵守這項規定。
- (七) 如居民服務申請獲得批准，運輸署會制訂服務詳情表，規定所有關乎服務營運的細節，包括路線、服務時段、班次、車資、繳費方法、巴士數目及載客量、獲准接載的乘客類別、或／及上落乘客站等等。營辦商須遵守服務詳情表內訂定的細則，以營辦居民服務。如不依照服務詳情表提供服務，即構成違反發牌條件。
- (八) 營運居民服務的營辦商可申請以居民服務(A06)為批註的非專營公共巴士作為後備巴士，用作日常車輛調配用途，即當獲批准行走個別居民服務路線的任何非專營公共巴士暫時未能提供服務時，以該後備巴士暫代提供有關居民服務。另外，申請人也可申請居民服務(A06)(後備)為批註的非專營公共巴士作為後備巴士用作緊急車輛調配用途。

## **(F) 查詢**

如有任何疑問，請致電 2804 2650 或傳真 2865 1227 與公共車輛分組聯絡。

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## NOTES FOR ATTENTION

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### (A) Approval to be Obtained for the Operation of Residents' Service

- (1) According to Road Traffic Ordinance (Chapter 374), all non-franchised bus operators must be holders of valid Passenger Service Licence (PSL) whereas the bus(es) to be used for provision of service should be issued with valid passenger service licence certificate(s) with **residents' service (A06)** endorsement by Transport Department.
- (2) According to section 4(3)(f) of Public Bus Services Ordinance (Chapter 230), a residents' service is a service approved by the Commissioner for Transport, after considering the interests of any grantee franchised to operate over any part of the route to be covered by the service and any other relevant matter, and provided by or on behalf of the management, residents or owners of any residential development for the carriage of passengers to or from the residential development.
- (3) **For operation of residents' service (A06), prior approval for the respective service route(s) should be obtained from Transport Department in addition to obtaining residents' service (A06) endorsement in respect of the non-franchised public bus(es) to be used for provision of service.**
- (4) **For provision of residents' service by bus (es) with residents' service (A06) (Spare) endorsement, prior approval for the respective service route(s) should be obtained from Transport Department.**

### (B) Application Forms

For applications for operation of residents' service (A06), the application forms stated in (1) and (2) below should be completed and submitted:

- (1) Application for Passenger Service Licence — Public Bus Service (T.D. 246A) and/or Application for Passenger Service Licence Certificate(s) — Public Bus Service (T.D. 247A); and
- (2) Application for Passenger Service Licence — Public Bus Service (Residents' Service) — (T.D. 246A) (A06).

### (C) Supporting Documents

- (1) Identification Documents of Applicant
  - (i) Hong Kong Identity Card of the applicant (for new operators who are applying as individuals only) (copy of identity card attached with the application will be destroyed after processing the application);
  - (ii) Certificate of Incorporation (for applicants who are applying as limited companies only);
  - (iii) Valid Business Registration Certificate;
  - (iv) Company search document [Form I(a)/I(c) of Inland Revenue Department] (for new operators who are applying as individuals only); and
  - (v) Memorandum and Articles of Association (for new operators who are applying as limited companies only).
- (2) Identification Documents of Representative of Prospective Passengers
  - ◆ If the representative of prospective passengers is the management company of the residential development, valid Business Registration Certificate of the company and relevant supporting documents to prove that the company is the management company of the residential development; or
  - ◆ If the representative of prospective passengers is the Incorporated Owners of the residential development, the Certificate of Incorporation/minutes of meeting of the Incorporated Owners; or
  - ◆ If the representative of the prospective passengers is an organization other than those mentioned above, relevant supporting documents to prove its identify and eligibility for supporting application for the proposed residents' service.
- (3) Documents in Support of the Need for the Proposed Residents' Service
  - (i) Service contract signed by the representative of the prospective passengers and the applicant with a validity period of 6 months or above.
- (4) Supporting Documents in respect of the Bus(es) to be used for Provision of the Proposed Service(s) (for applications for new PSL and additional bus(es) only)
  - ◆ If new bus(es) are to be deployed for operation of the proposed service, written explanation with supporting documents on the reasons for purchasing new bus(es) instead of second-hand bus(es) (for which no replacement bus will be acquired by the existing owner(s)) are required;
  - ◆ If second-hand bus(es), for which replacement bus(es) will be acquired by the existing owner(s), are to be deployed for operation of the proposed service, the following documents are required:
    - written explanation from the applicant with supporting documents on the reasons for purchasing the proposed bus(es);
    - valid agreement signed between the applicant and the existing owner(s) in respect of the proposed bus(es); and
    - application together with supporting documents from the existing owner(s) of the second-hand bus(es) for purchase of the replacement bus(es).



- ◆ If second-hand bus(es), for which no replacement bus will be acquired by the existing owner(s), are to be deployed for operation of the proposed service, the following documents are required:
  - valid agreement signed between the applicant and the existing owner(s) in respect of the proposed bus(es); and letter from the existing owner(s) of the proposed bus(es), agreeing not to purchase replacement bus(es).

**(D) Submission of Application Forms and Documents**

The completed application forms together with the relevant supporting documents 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. If any amendment to the information provided is required to be made, the applicant(s) should notify the Commissioner for Transport immediately.

**(E) Points to Note in Submitting an Application**

- (1) According to section 28 of Road Traffic Ordinance (Chapter 374), in determining an application for a passenger service licence, Transport Department shall take into account the following in addition to any other matter relevant to the application:
  - (a) any policy direction from the Chief Executive with respect to the provision of public transport services;
  - (b) any limit in force on the number of vehicles that may be registered;
  - (c) the need for the services to be provided by the applicant;
  - (d) the level of service already provided or planned by other public transport operators;
  - (e) traffic conditions in the areas and on the roads where the services are to be provided; and
  - (f) the standard of service to be provided by the applicant.
- (2) Applicants for additional bus(es) would be given a period of 6 months to source vehicle(s) from the existing non-franchised bus (NFB) fleet in the market. For applicants who are able to acquire the required bus(es) from the existing registered NFB fleet and the existing owner(s) of the bus(es) concerned agree(s) not to purchase replacement vehicle(s), their applications will be processed by Transport Department immediately. For applicants who are unable to acquire the required bus(es) from the existing fleet, their applications will be reviewed at the end of the 6 month period.
- (3) Transport Department will process the application based on the documents provided as mentioned above. If necessary, Transport Department may request the applicant to provide additional information and document(s). If the documents provided are insufficient to support the application, the application may be rejected.
- (4) 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.
- (5) The following proposed resident's services, if approved by Transport Department, would normally be granted with one type of service endorsement only:
  - application for new Passenger Service Licence; and
  - application for additional bus(es) from existing operators.Two endorsements would only be approved under very exceptional circumstances and with sufficient justifications and supporting documents from the applicant.
- (6) If the vehicle for which an application for service endorsement is made is sourced from the existing registered NFB fleet and the application will not entail a net increase in the NFB fleet size, a more flexible approach will be adopted by Transport Department in the granting and/or amendment of endorsements. In this respect, vehicle(s) transferred among NFB operators (regardless of whether they are existing or new operators) would normally be granted with no more than 3 endorsements. Transfer of vehicle(s) arising from corporatisation of PSL holder, however, will be exempted from this requirement if justifications can be provided by the operator to prove the need of service.
- (7) If an application for residents' service is approved, a schedule of service would be stipulated by Transport Department specifying the relevant operation details, including routeing, operating hours, number of trips, fares, payment method, number of bus(es) and carrying capacity, category of passengers approved to carry, or/and boarding and alighting locations, etc. The bus operator should comply with the details specified in the schedule of service in operating the residents' service. Non-adherence to the schedule of service constitutes a violation of the licensing conditions.
- (8) Applicants for operating residents' service, could apply for spare bus(es) of the residents' service with residents' service (A06) endorsement, as for routine vehicle deployment, to replace any NFB(s) approved under relevant residents' service route as spare bus(es) when the latter is unable to provide the residents' service. Besides, the applicant could also apply NFB(s) with residents' service (A06)(Spare) endorsement as spare bus(es) for emergency vehicle deployment.

**(F) Enquiries**

For enquiries, please contact the Public Vehicles Unit at telephone number 2804 2650 or fax number 2865 1227.

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## 個人資料的說明

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### 收集目的

- 運輸署會使用透過本表格收集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；
  - 依照香港法例第 374E 章《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)
  - 依照香港法例第 374B 章《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

- 運輸署透過本表格收集的個人資料會向下列人士／部門公開：
  - 其他政府決策局和政府部門，及其他團體或公司，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法定職責。

### 索閱個人資料

- 根據香港法例第 486 章《個人資料(私隱)條例》第 18 及 22 條及附表 1 第 6 條，你有權要求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，包括要求索閱及修正資料，應寄往香港金鐘道 95 號統一中心 3 樓牌照部行政主任／首次登記稅收啟。

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## NOTES ABOUT PERSONAL DATA

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### Purposes of collection

- The personal data collected 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 (Chapter 374E); (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 (Chapter 374B); (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 collected by means of this form may be disclosed to:
  - other Government bureaux, Government departments, and other bodies or companies 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 to request 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 (Chapter 486). 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 a request to access and correct the data, should be addressed to the Licensing Division, 3/F, United Centre, 95 Queensway, Hong Kong (Attn.: Executive Officer/FRT).

**申請居民服務 - 車輛調配表**  
**Application for Residents' Service - Vehicle Deployment Plan**

客運營業證號碼： \_\_\_\_\_  
 Number of Passenger Service Licence

居民服務路線號碼： HR/KR/NR\* \_\_\_\_\_  
 Residents' Service Route Number

\*請刪去不適用者

Vehicle Registration Marks 車輛登記 號碼	服務 批註 Service Endorsement	服務時間 Operation Time		租用者 Hirer	夾附文件號碼 Supplementary document number
		星期一至五 Monday to Friday	六、日及 公眾假期 Saturday, Sunday and Public Holiday		

註：如有需要，請另加紙張填寫

Note: Please use separate sheet of paper if necessary

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