

# 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或予以銷毀。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 or disposed of 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*

替換非專營公共巴士／私家巴士申請書  
APPLICATION FOR REPLACEMENT OF NON-FRANCHISED PUBLIC BUS / PRIVATE BUS

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**.

甲部 PART A

申請人資料 PARTICULARS OF APPLICANT

姓名／公司名稱： Name:		
*先生 *Mr.	1	英文姓名 (姓氏先行，名字隨後) In English - Surname first, then Other Names
太太 Mrs.	2	
小姐 Miss	3	
女士 Ms.	4	
有限公司 Ltd Co.	5	

中文名稱 Chinese Characters

\*香港身份證／公司註冊證號碼：  
\*H.K. Identity Card/Certificate of Incorporation No.: \_\_\_\_\_ ( )

通訊地址 Correspondence Address

室 Flat / Room	樓 Floor	座 Block

樓字層數請依升降機所用編號，或以西式計算。

\_\_\_\_\_

大廈／屋苑名稱 Name of Building / Estate  
\_\_\_\_\_

門牌號數及街道(或鄉村)名稱 Number and Name of Street (or Village)  
\_\_\_\_\_ †  香港 Hong Kong  九龍 Kowloon  新界 New Territories

地區 District

電話號碼：  
Telephone No.: \_\_\_\_\_

傳真號碼：  
Fax No.: \_\_\_\_\_

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

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

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

† 請於適當方格內填上「✓」 Please mark a "✓" in the appropriate box

乙部 PART B

申請替換車輛的詳情  
DETAILS OF APPLICATION FOR REPLACEMENT OF BUS

- (a) 申請理由 (請詳述為何需要擬替換的車輛) :  
Reason(s) for the application (Please state the need for the replacement bus proposed):
- 
- (b) 擬被替換的現有巴士詳情 Details of existing bus to be replaced
- (i) 現有巴士類別\* : 非專營公共巴士 / 非專營私家巴士  
Classification of existing bus to be replaced\*: Non-franchised Public bus / Non-franchised Private bus
- (ii) 現有巴士種類\* : 單層巴士 / 雙層巴士  
Type of existing bus to be replaced\*: Single decker / Double decker
- (iii) 車輛登記號碼 :  
Registration mark: \_\_\_\_\_
- (iv) 車身底盤號碼 :  
Chassis number: \_\_\_\_\_
- (v) 座位數目 (不計司機) : \_\_\_\_\_ 「企位」 : \_\_\_\_\_  
Seating capacity (excluding driver): \_\_\_\_\_ “Standees”: \_\_\_\_\_
- (vi) 現有巴士將被處理的形式 : (請在適當方格內填上「✓」號) :  
Proposed arrangement for the existing bus to be replaced: (Please mark a “✓” in the appropriate box)
- 拆毀 / 出口離開香港 ; 或  
To be scrapped / exported out of Hong Kong ; or
- 擬過戶予其他巴士營辦商 ^ : \_\_\_\_\_ ; 或  
To be transferred out to another bus operator ^: \_\_\_\_\_ ; or
- 其他 (請註明) : \_\_\_\_\_  
Others (please specify): \_\_\_\_\_
- (c) 擬替換的巴士詳情 : (請在適當方格內填上「✓」號)  
Details of proposed replacement bus: (Please mark a “✓” in the appropriate box)
- 全新巴士  
New bus
- 座位數目 (不計司機) : \_\_\_\_\_ 「企位」 : \_\_\_\_\_ ; 或  
Seating capacity (excluding driver): \_\_\_\_\_ “Standees”: \_\_\_\_\_ ; or
- 二手巴士  
Second-hand bus
- (i) 車輛登記號碼 :  
Registration mark: \_\_\_\_\_
- (ii) 車身底盤號碼 :  
Chassis number: \_\_\_\_\_
- (iii) 座位數目 (不計司機) : \_\_\_\_\_ 「企位」 : \_\_\_\_\_  
Seating capacity (excluding driver): \_\_\_\_\_ “Standees”: \_\_\_\_\_
- (iv) 現有登記車主 :  
Existing bus owner: \_\_\_\_\_
- (v) 現有登記車主\* 需要替換巴士^ / 並不需要替換巴士#  
Existing bus owner\* requires replacement bus^ / does not require replacement bus#

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

^ 有關巴士營辦商須同時提出申請, 而相關的申請會被一併考慮. Associated application has to be submitted and relevant applications will be considered together

# 該二手巴士登記車主須提交聲明書以說明將放棄購買替代巴士. Declaration from the existing bus owner stating no replacement bus is required has to be submitted

(d) 更改運輸署原有批准信內的詳情 (如適用)<sup>+</sup>

Application for revision of previous approval from Transport Department (if applicable)<sup>+</sup>

(i) 申請理由 (請詳述為何需要更改替換巴士以取代原先批准之替換巴士)

Reason(s) for the application (Please state the need for another replacement bus instead of the replacement bus previously approved)

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(ii) 原有批准信內列明的替換巴士詳情 (請在適當方格內填上「✓」號)

Details of replacement bus in the previous approval (Please mark a “✓” in the appropriate box)

原有批准信檔號：

Ref. of the previous approval letter: ( \_\_\_\_\_ ) in PV41/150/ \_\_\_\_\_

- 為全新巴士登記及領牌  
Registration and licensing of new bus

座位數目 (不計司機) : \_\_\_\_\_ 「企位」 : \_\_\_\_\_ ; 或  
Seating capacity (excluding driver): \_\_\_\_\_ “Standees”: \_\_\_\_\_ ; or

- 從其他巴士營辦商過戶巴士<sup>@</sup>  
Acquire bus from other bus operator<sup>@</sup>

車輛登記號碼：  
Registration mark: \_\_\_\_\_

車身底盤號碼：  
Chassis number: \_\_\_\_\_

座位數目 (不計司機) : \_\_\_\_\_ 「企位」 : \_\_\_\_\_  
Seating capacity (excluding driver): \_\_\_\_\_ “Standees”: \_\_\_\_\_

(iii) 根據原有批准信所述，擬被替換的現有巴士將被處理的形式 (請在適當方格內填上「✓」號)  
According to the previous approval, the proposed arrangement for the existing bus to be replaced  
(Please mark a “✓” in the appropriate box)

- 拆毀 / 出口離開香港 ; 或  
To be scrapped / exported out of Hong Kong ; or

- 擬過戶予其他巴士營辦商  
To be transferred out to another bus operator

(iv) 如(iii)答案屬「擬過戶予其他巴士營辦商」，該現有巴士是否已過戶予其他巴士營辦商 (請在適當方格內填上「✓」號)

If the answer is “To be transferred out to another bus operator” in (iii), has the bus been transferred to another bus operator (Please mark a “✓” in the appropriate box)

- 是 ; 或  
Yes ; or

- 否  
No

(v) 如(iv)答案屬「是」，請說明有關巴士已過戶予哪一位巴士營辦商

If the answer is “Yes” in (iv), please specify the bus operator who has received the bus ownership from you / your company

\_\_\_\_\_ (請註明 please specify)

<sup>+</sup> 須提交有關批准信的正本 Original of the approval letter has to be submitted

<sup>@</sup> 需提交聯合聲明書以證明買賣雙方已取消有關巴士轉讓事宜 Joint declaration for cancellation of the sale of the bus originally approved

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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 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，如申請獲得批准，本人／本公司將須遵照此表格附列的填表須知(A)項的申請條件，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 approval 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)：  
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:

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## 填表須知

### (A) 申請條件

1. 申請人只可替換其名下現有及已登記的巴士；
2. (a) 申請人在向運輸署申請替換巴士時，須同意取消其現有巴士的車輛登記（即將現有巴士拆毀或出口離開香港），其申請方可獲得批准；或  
(b) 如申請人的現有巴士將被過戶予其他巴士營辦商，該巴士營辦商須同時提交替換車輛申請和支持文件，並需同意有關的申請最終導致有壹輛巴士被拆毀／出口離開香港。所有有關的替換車輛申請會一併予以考慮；
3. 申請人在申請替換現有巴士時，有關巴士的車輛牌照必須仍然有效；否則，申請人須提交車輛租賃紀錄／單據或車輛調配紀錄等作為支持文件；以及
4. 在批准替換巴士的有效期限內，除非有充份的理由和足夠的支持文件，否則運輸署將不會批准任何涉及增大替換巴士座位數目的更改替換巴士申請。

### (B) 填寫表格

如申請人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。

### (C) 遞交申請書

申請書填妥後，必須親身或以掛號郵遞交回運輸署公共車輛分組（香港金鐘道 95 號統一中心三樓）或新界運輸管理部邊界組（九龍旺角彌敦道始創中心 22 樓 2235-36 室新界運輸管理部邊界組）（非專營公共／私家巴士[國際乘客服務（過境服務）]）。申請書必須夾附第 E 段所列的有關證明文件。

### (D) 更改資料

申請人如需更改填報的資料，必須立即通知運輸署署長。

### (E) 證明文件

申請書必須夾附下列文件的副本：

1. 香港身份證（只適用於申請人以個人名義申請）（申請時所遞交的身份證影印副本，運輸署會於處理後銷毀）；
2. 公司註冊證書（只適用於申請人以有限公司名義申請）；
3. 車輛登記文件；
4. 車輛買賣合約（如申請人的現有巴士將被過戶予其他巴士營辦商）；以及
5. 其他可用作支持是項申請的有關文件／資料。

### (F) 查詢

如有查詢，聯絡方法如下：

- (a) 非專營公共巴士：電話號碼 2804 2289 或傳真號碼 2865 1227 [公共車輛分組]；
- (b) 非專營私家巴士：電話號碼 2804 2450 或傳真號碼 2865 1227 [公共車輛分組]；或
- (c) 非專營公共巴士 [國際乘客服務（過境服務）]：電話號碼 3583 3968 或傳真號碼 2110 9073 [新界運輸管理部邊界組]。

## Notes for Attention

### (A) CONDITIONS OF APPLICATION

1. An applicant can only apply for replacement of bus which is a registered bus under his / its ownership;
2. (a) Approval for the application for replacement of bus may only be granted on condition that the applicant, in making the application to Transport Department, agrees to deregister the existing bus to be replaced (i.e. the bus will be scrapped or exported out of Hong Kong); or  
(b) If the existing bus to be replaced will be transferred to another bus operator, the relevant bus operator should also submit an application for replacement of bus and agrees that the relevant application will eventually lead to deregistration of one existing bus (i.e. the bus will be scrapped or exported out of Hong Kong). All relevant applications for replacement of bus would be jointly considered;
3. The existing bus must have a valid vehicle licence at the time of application for replacement; otherwise the applicant has to provide vehicle hiring record / receipts or vehicle deployment record as the supporting document; and
4. During the validity period of approval for replacement bus, no approval will be granted by Transport Department for any application for change of replacement bus which involves increased seating capacity of the bus unless there are sound reasons and sufficient supporting documents.

### (B) COMPLETION OF FORMS

For applicants who are applying as limited companies, the declaration of the application form should be signed by an authorized person of the company.

### (C) SUBMISSION OF APPLICATIONS

All completed applications must 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 or Boundary Section of Transport Operations (NT) Division at Room 2235-36, 22/F Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon (for Non-franchised Public / Private Bus [International Passenger Service (Cross Boundary Service)]). The application form must be accompanied by appropriate supporting documents as indicated in paragraph E below.

### (D) AMENDMENT

Applicants must notify Transport Department of any change in particular relating to their applications immediately.

### (E) SUPPORTING DOCUMENTS

Copies of the following documents must be attached to the application form: -

1. Hong Kong Identity Card of the applicant (for applicants who are applying as individuals only) (*The copy of the identity card attached to the application submitted will be destroyed after processing the application.*);
2. Certificate of Incorporation (for applicants who are applying as limited companies only);
3. Vehicle registration document(s);
4. Vehicle sale agreement (for the existing bus to be replaced which will be transferred to another bus operator); and
5. Other relevant documents / information in support of the application(s).

### (F) ENQUIRIES

For enquiries, the contact details are as follows: -

- (a) Non-franchised Public Bus – telephone number 2804 2289 or fax number 2865 1227 [Public Vehicles Unit];
- (b) Non-franchised Private Bus – telephone number 2804 2450 or fax number 2865 1227 [Public Vehicles Unit]; or
- (c) Non-franchised Public Bus [International Passenger Service (Cross Boundary Service)] – telephone number 3583 3968 or fax number 2110 9073 [Cross Boundary Team of Transport Operations (NT) Division].

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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).