

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
客運營業證申請書 — 私家巴士服務

APPLICATION FOR A PASSENGER SERVICE LICENCE — PRIVATE BUS 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.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

客運營業證編號

Passenger Service Licence No. _____

處理者

Processed by _____

予以／不予以批准者

Approved/disapproved by _____

申請人資料 PARTICULARS OF APPLICANT

姓名： Name：

*先生	*Mr.	1	<div>英文姓名（姓氏先行，名字隨後）In English - Surname first, then Other Names</div>
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. : _____ ()

地址：

Address：

<div>室 Flat/Room</div>	<div>座 Block</div>	<div>樓 Floor</div>
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樓宇層數請依升降機所用層數，或以西式計算。

大廈名稱／門牌號數及街道名稱／屋邨 Name of Building/Number and Name of Street/Estate

地區 District

*香港 *H.K.
九龍 Kln.
新界 N.T.

電話號碼：

Telephone No. : _____

商業登記證號碼：

Business Registration Certificate No. : _____

營業性質：

Nature of Business : _____

獲授權代表有限公司／法團簽訂合約的*經理／董事／職員的姓名：

Names of *managers/directors/officials of limited company/corporate body who are authorized to enter into contracts on behalf of the company：

(a)	香港身份證號碼 H.K. Identity Card No.	_____
(b)	香港身份證號碼 H.K. Identity Card No.	_____
(c)	香港身份證號碼 H.K. Identity Card No.	_____

* 請刪去不適用者 Please delete if inappropriate

經營客運服務的詳情 DETAILS OF PASSENGER SERVICE OPERATION

擬申請的服務種類：(請於適當方格內填上「✓」)

Type(s) of service under application: (Please mark a “✓” in the appropriate box(es))

- ☐ (i) B01 - 學生服務 Student Service
- ☐ (ii) B02 - 僱員服務 Employees' Service
- ☐ (iii) B03 - 傷殘人士服務 Disabled Persons' Service
- ☐ (iv) B04 - 其他服務 Other Service

申請理由：

Reasons for the application : _____

服務的路綫或地區：_____

Route(s) or area to be served :

擬收取的費用 (如適用)：_____

Proposed fares to be charged (if applicable) :

擬使用的私家巴士詳情 PARTICULARS OF THE PROPOSED PRIVATE BUS(ES)

私家巴士數目：_____

No. of private bus(es):

詳情 Particulars	車輛 Vehicles				
#登記車主 Registered Owner					
#車輛登記號碼 Vehicle Registration Mark					
#車身底盤號碼 Chassis No.					
單層／雙層巴士 Single/Double Decker					
^座位限額 Seating Capacity					

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

新車不適用 Not required for new vehicle(s)

^ 請注意，私家巴士不可申請提供「企位」 Standing passengers are not allowed in private bus applications

證明文件 SUPPORTING DOCUMENTS

請參閱填表須知 (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，本人將須遵照此表格附列的填表須知 (A) 項的客運營業證簽發條件，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 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）：_____

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

客運營業證——私家巴士服務申請書

填表須知

(A) 簽發條件

(一) 私家巴士的登記車主可獲發客運營業證經營下列其中一項或多項私家巴士服務：—

- (a) 學生服務，即用以教育機構名義登記的自用巴士，運載該教育機構的學生及陪伴或看管此等學生或在教育機構任教的人士往／返該教育機構的服務；
- (b) 僱員服務，即由僱主用以其名義登記的自用巴士提供運載僱員往／返他們的工作地點的服務；
- (c) 傷殘人士服務，即專用以提供祇運載傷殘人士及受聘協助他們的人士的服務；
- (d) 除上文 (a) 至 (c) 項外，其他由運輸署署長批准的服務，而該服務乃不准出租或收受報酬。

任何私家巴士的客運營業證均有註明批准該(等)車輛可用作上述的一種或多種指定的服務。申請人亦須同時為該(等)擬領取客運營業證私家巴士的車主。

(二) 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。

(三) 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) 並無展示如上文第(二)段所指的證明書及字牌；
- (b) 展示該證明書或字牌的方法與上文第(二)段所指定者不符；
- (c) 展示任何聲稱為以上第(二)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) 與該車輛現有客運營業證無關；或
 - (iii) 與該車輛無關。
- (d) 展示如上文第(二)段所指的證明書，惟該證明書已失效。

(四) 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>)。

(五) 客運營業證不得轉讓，已繳付的客運營業證費恕不退還。

(六) 如有理由相信(甲)該已領有客運營業證的車輛，曾經或正被用作並非其營業證所許可的用途；或(乙)該營業證的任何條件或任何有關法例未被遵從或已經被抵觸者，經調查屬實，則運輸署署長可：—

- (a) 暫時吊銷客運營業證或將客運營業證取消；
- (b) 就所指明的車輛暫時吊銷客運營業證或將客運營業證取消；或
- (c) 就下列事項更改客運營業證：
 - (i) 路線；
 - (ii) 所批准的用途；
 - (iii) 營業證內的車輛數目。

(七) 遇客運營業證被取消、暫時吊銷、更改或修訂時，持證人應於其後的七十二小時內將營業證遞交運輸署署長，俾能將該營業證按情況需要予以取消、暫時吊銷、更改或修訂。

(八) 當局如發現業務負責人經營非法服務，可拒絕續發客運營業證予該業務負責人，或拒絕增加其已領取的客運營業證的巴士數目，客運營業證失效時，有關私家巴士的車輛牌照可能亦會取消。

(九) 持證人須遵守其他在客運營業證及批准書內註明的條件。

(B) 填寫表格

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。

(C) 遞交申請書

申請書填妥後，應親自遞交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，應立即通知運輸署署長。

(E) 證明文件

(一) 遞交申請書時，應一併附上下列文件：——

- (a) 香港身份證／公司註冊證 (加簽的真確副本)；
(經掛號郵遞申請所遞交的身分證影印副本，本署會於處理後銷毀。)
- (b) 公司組織章程大綱及細則，如有者；
- (c) 學校註冊證書，如適用 (加簽的真確副本)；
- (d) 有效的商業登記證 (加簽的真確副本)；
- (e) 適當的文件，以證明擬提供服務的私家巴士，由指定的車房／汽車公司維修和保養服務；及
- (f) 上文未有提及的其他有關證明文件或資料。

(二) 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。

(F) 諮詢

查詢請撥電 2804 2576 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 provide 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, and 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 the Licensing Section, 3/F., United Centre, 95 Queensway, Hong Kong. (Attn.: Executive Officer/FRT)

**APPLICATION FOR A PASSENGER SERVICE LICENCE —
PRIVATE BUS SERVICE**

NOTES FOR ATTENTION

A. CONDITIONS OF ISSUE

- (1) A passenger service licence may be issued to the registered owner of a private bus to operate one or more of the following private bus services: —
- (a) a student service, that is to say, a service for the carriage to or from an educational institution of students thereof and persons accompanying or in charge of such students or who teach at the educational institution, in private buses registered in the name of the educational institution;
 - (b) an employees' service, that is to say, a service provided by an employer for the carriage of his employees to or from their place of work, in private buses registered in the name of the employer;
 - (c) a disabled persons' service, that is to say, a service provided exclusively for the carriage of disabled persons and of persons employed to assist them;
 - (d) any other service, other than those in (a)-(c), which is not for hire or reward, approved by the Commissioner for Transport.
- Any passenger service licence issued should be designated as authorising the use of the vehicle(s) specifically for one or more of the above-mentioned categories of service as specified in the licence. The applicant should be the owner of the private bus(es) for which a passenger service licence is sought.
- (2) Every vehicle operated under a passenger service licence shall display: —
- (a) on the left hand half of the 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.
- (3) 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. (2) above;
 - (b) displays such certificate or plate other than in the manner prescribed by para. (2) above;
 - (c) displays any such certificate or plate purporting to be a certificate or plate referred to in para. (2) that: —
 - (i) is damaged, altered or defaced; or
 - (ii) does not relate to a passenger service licence currently in force in respect of the vehicle;
 - (iii) does not relate to the vehicle; or
 - (d) display a certificate referred to in paragraph (2) that is invalid.
- (4) 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>).
- (5) A passenger service licence shall not be transferable. No part of the passenger service licence fee paid shall be refunded.
- (6) If the Commissioner for Transport has reason to believe that (a) the vehicle for which a passenger service licence has been issued is being used otherwise than for the purpose of the service authorized by the licence; or (b) any condition of the licence or any provision of the relevant legislation has not been or is not being complied with, he may, after conducting an inquiry: —
- (a) suspend or cancel the passenger service licence;
 - (b) suspend or cancel the passenger service licence in respect of particular vehicles; or
 - (c) vary the passenger service licence in respect of: —
 - (i) routes;
 - (ii) approved purposes; and
 - (iii) the number of vehicles included in the licence.
- (7) Where a passenger service licence is cancelled, suspended, varied or amended, the licensee shall within 72 hours after such cancellation, suspension, variation or amendment comes into effect, deliver the licence to the Commissioner for Transport who shall cancel, withhold or amend the licence as the circumstances require.
- (8) If an operator is known to be operating illegal service(s), the re-issue of a passenger service licence to him or the inclusion of additional bus(es) under his existing passenger service licence may be refused. When a passenger service licence is no longer in force in respect of a private bus, the vehicle licence in respect of the bus may be cancelled.
- (9) The licensee shall comply with any other conditions specified in the passenger service licence and approval letters.

B. COMPLETION OF FORMS

In the case of a limited company, the declaration should be signed by the person authorized by the company.

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.

D. AMENDMENT

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

E. SUPPORTING DOCUMENTS

(1) 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 identity card attached with the application submitted by registered post will be destroyed after processing the application.)
- (b) Memorandum and Articles of Association where applicable;
- (c) School Registration Certificate, if applicable (certified true copy);
- (d) Valid Business Registration Certificate (certified true copy);
- (e) Documentary evidence to show that maintenance and service facilities are provided by appointed garage/motor car company for the proposed private bus(es); and
- (f) Other relevant documents/information in support of the application not mentioned above.

(2) 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.

F. ENQUIRIES

For further information, please contact the Public Vehicles Unit at telephone number 2804 2576.