

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

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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 (僱員服務) 申請書
APPLICATION FOR PASSENGER SERVICE LICENCE — PUBLIC BUS SERVICE (EMPLOYEES' 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**.

擬提供僱員服務的詳情

DETAILS OF PROPOSED EMPLOYEES' SERVICE

(申請營辦每項僱員服務均須填寫以下表格 A separate form is to be used for each employees' service under application)

- (a) 申請理由 (請詳述為何需要擬營辦的服務而不採用其他公共交通服務) :
Reasons for the application (Please state the reasons for need for the service proposed and not using other public transport services) :

- (b) 僱主名稱 : _____
Name of the employer:
- (c) 服務人數 : _____
No. of employees for this service:
- (d) 工作地點 : _____
Location of the workplace:
- (e) 擬提供服務的車輛數目 : _____
Number of vehicle(s) to be deployed for the proposed service:
- (f) 服務路線 (請順序列出擬營辦的服務路線所經過的道路名稱；如有需要，請另加紙張填寫) :
Service routeing (Please list roads on which the service is proposed to be operated in sequence; please use separate sheet of paper if necessary):

- (g) 上落乘客站的正確位置 (如適用，請附草圖表明擬用作上落乘客站的確實位置) :
Exact boarding and alighting locations (Please provide sketches showing the exact locations proposed if appropriate):

擬設立的上落乘客站
Proposed boarding and alighting locations

請聲明有關上落乘客站是否位於限制區、禁區、巴士站、巴士專線、的士站或專線小巴站
Please declare whether the locations are within restricted zones, prohibited zones, bus stops, bus-only-lanes, taxi stands or green mini bus stops

* 請刪去不適用者 Please delete if inappropriate

- | | |
|----------|------------------------------------|
| 1. _____ | <u>是 / 否 *</u>
<u>Yes / No*</u> |
| 2. _____ | <u>是 / 否 *</u>
<u>Yes / No*</u> |
| 3. _____ | <u>是 / 否 *</u>
<u>Yes / No*</u> |
| 4. _____ | <u>是 / 否 *</u>
<u>Yes / No*</u> |
| 5. _____ | <u>是 / 否 *</u>
<u>Yes / No*</u> |
| 6. _____ | <u>是 / 否 *</u>
<u>Yes / No*</u> |

註：如有需要，請另加紙張填寫
Note: Please use separate sheet of paper if necessary

- (h) 每日營辦時間 : _____
Operation hours of the proposed service per day:
- (i) 每日提供服務的班次／數目 : _____
Number/Frequency of service trip(s) per day:
- (j) 每週營辦日子 : _____
Days of operation per week:

- (k) 確定乘客為委託公司僱員的方法：
Measure(s) to be taken to verify the identity of passengers (i.e. they are the employees of the hirer):

- (l) 擬收取的費用：
Proposed fares to be charged:

(i) 每程車費：
fee charged per journey:

(ii) 繳費方法(如月票、預繳式、代用券等)：
payment method (e.g. monthly ticket, pre-paid, coupon, etc.):

- (m) 與僱主所簽訂的服務合約的有效期：
Duration of the service contract entered into with the employer:

- (n) 擬用作僱員巴士服務的車輛詳情：
Details of public bus(es) to be allocated to the proposed employees' 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						

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

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，營辦擬提供的僱員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僱員服務乃屬違法。此外，除非獲運輸署署長批准營辦擬提供的僱員服務，否則本人／本公司不得就該僱員服務作出宣傳。

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 employees' 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 employees' service is obtained, publicity on the provision of the employees' 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

擬使用僱員服務的僱主資料 (由僱主填寫)

PARTICULARS OF EMPLOYER WHICH INTENDS TO USE THE PROPOSED EMPLOYEES' SERVICE (To be completed by the employer)

- (a) 僱主名稱：_____
- Name of the employer: _____
- (b) 僱員人數：_____
- No. of employees for this service: _____
- (c) 公司地址、聯絡人及電話號碼：_____
- Company address, contact person and telephone number: _____
- (d) 工作地點 (如與(c)公司地址不同)：_____
- Location of the workplace (If different from the company address in (c)): _____
- (e) 僱主是否全數資助僱員服務費用而不須由僱員支付或從僱員薪金中扣除？(請在適當方格內填上「✓」號)
- Is the employees' service fully subsidized by the employer and the employees are not required to pay any fare on an individual basis or through deduction of monthly salary? (please tick as appropriate.)
- ☐ 是 Yes / ☐ 否 No (如否，請提供資助的百分比 If no, please provide the percentage of subsidization) _____
- (f) 服務合約是否列明限期？ 是 / 否 *
- Is there expiry date specified in the service contract? Yes / No*
- (g) 如 (f) 的答案為「否」，請確認申請人所遞交的服務合約是否仍然有效，及有效期是否達六個月或以上？ 是 / 否 *
- If the answer to (f) is "no", is the service contract submitted by the applicant still valid and will it be valid for 6 months or above? Yes / No*
- (h) 如僱員服務由總承判商外判，僱主是否同意有關分判安排？ 是 / 否 *
- If the employees' service involves sub-contracting, does the employer agree on the sub-contracting arrangement? Yes / No*
- 若答案為「是」，請填妥附件D確認有關分判詳情。
- If the answer is "yes", please confirm the details of the sub-contracting arrangement at **Annex D**.
- (j) 如僱主委任多於兩位巴士營辦商提供僱員服務，請列出需要委任多於兩位巴士營辦商於同一工作地點提供僱員服務的原因：
- If more than two bus operators are appointed by the employer to provide employees' service, please state the reason for appointing more than two bus operators to provide employees' service at the same workplace: _____
- (k) 如僱員的工作地點為地盤，請提供以下的資料，並夾附有關支持文件：
- If the workplace is at construction site, please provide the following information and submit the relevant supporting document:
- (1) 工程項目名稱 Works project name: _____
- (2) 工程地點位置 Works site location: _____
- (3) 工程項目完工日期 Works project completion date: _____

* 請刪去不適用者 Please delete if inappropriate

僱主聲明書 DECLARATION BY THE EMPLOYER

據本人所知，在以上附件 A 內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僱員服務的詳情 (包括擬提供服務的車輛數目、服務路線、上落乘客站的正確位置、每日營辦時間、每日提供服務的班次 / 數目、每週營辦日子、確定乘客為委託公司僱員的方法、擬收取的費用及繳費方法等資料)。本人亦明白，營辦擬提供的僱員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僱員服務乃屬違法。此外，除非獲運輸署署長批准營辦擬提供的僱員服務，否則本人 / 本公司不得就該僱員服務作出宣傳。

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 employees' service as detailed in this application form (information including the number of vehicle(s) to be deployed for the proposed service, service routing, exact boarding and alighting locations, operation hours of the proposed service per day, number/frequency of service trip(s) per day, days of operation per week, measure(s) to be taken to verify the identity of passengers, proposed fares to be charged and payment method etc.) I also understand that operation of the proposed employees' 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 employees' service is obtained, publicity on the provision of the employees' service should not be made.

僱主負責人簽署及公司蓋章：_____

Signature of the authorized representative of employer with company chop: _____

日期：_____

Date: _____

負責人姓名 (正楷)：_____

Name of authorized representative (in Block Letters): _____

負責人職位：_____

Post of authorized representative: _____

附件 B ANNEX B

如擬營辦的僱員服務涉及分判安排，此欄必須由總承判商填寫

THIS PART MUST BE COMPLETED BY THE MAIN-CONTRACTOR IF THE PROPOSED EMPLOYEES' SERVICE INVOLVES SUB-CONTRACTING ARRANGEMENT

- (a) 請總承判商列出需要分判服務的原因：_____
- Please state the reason for the need for sub-contracting arrangement:
- (b) 總承判商現時是否正提供擬分判之僱員服務？ 是／否 * _____
- Is the main-contractor operating the employees' service to be sub-contracted? Yes / No*
- (c) 若 (b) 的答案為「是」，總承判商於僱員服務分判後仍否繼續提供該僱員服務的相同路線及每日營辦時間？ 是／否 * _____
- If the answer to (b) is "yes", will the main-contractor continue to operate the same employees' service (including routeing and operation hours of the service) after sub-contracting of the employees' service? Yes / No*
- (d) 若(c)的答案為「是」，請總承判商提供有關詳情：_____
- If the answer to (c) is "yes", please specify the details:
- (e) 如包括總承判商在內有多於兩位巴士營辦商提供擬營辦的僱員服務，請列出需要多於兩位巴士營辦商於同一工作地點提供該僱員服務的原因：_____
- If more than two bus operators (including the main-contractor) provide the proposed employees' service, please state the reason for requiring more than two bus operator to provide the employees' service at the same workplace:

* 請刪去不適用者 Please delete if inappropriate

總承判商聲明書 DECLARATION BY THE MAIN-CONTRACTOR

據本人所知，以上附件 B 內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，營辦擬提供的僱員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僱員服務乃屬違法。本人亦明白，如果本人／本公司支持巴士營辦商營辦未獲准的僱員服務，本人／本公司可能會因協助及教唆營辦未獲准僱員服務而被檢控。此外，除非獲運輸署署長批准營辦擬提供的僱員服務，否則本人／本公司不得就該僱員服務作出宣傳。

I declare that to the best of my knowledge and belief, the information given in Annex B 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 operation of the proposed employees' 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). I also understand that I / my company may be liable for aiding and abetting the offence of operating unauthorized employees' service if I / my company support(s) the bus operator to do so. Furthermore, unless the Commissioner's approval for the proposed employees' service is obtained, publicity on the provision of the employees' service should not be made.

總承判商負責人簽署及公司蓋章：_____

Signature of the authorized representative of main-contractor with company chop:

日期：_____

Date:

負責人姓名 (正楷)：_____

Name of authorized representative (in Block Letters):

負責人職位：_____

Post of authorized representative:

附件 C ANNEX C

僱主授權書（只適用於非單一僱主的僱員服務，由僱主填寫）

AUTHORIZATION LETTER OF EMPLOYER (Only Applicable to Multiple Employers Employees' Service; to be completed by the employer)

_____（僱主名稱）同意授權_____（僱主代表名稱）作為僱主代表向運輸署申請
營辦非單一僱主的僱員服務。

_____ (Name of employer) agrees to authorize _____ (Name of the
representative of employers) as the representative of employers to apply for the Multiple Employers Employees' Service from the
Transport Department.

僱主負責人簽署及公司印章：_____
Signature of the authorized person of employer with company chop

僱主負責人姓名(正楷)：_____
Name of authorized person of employer (in Block Letters)

僱主負責人職位：_____
Post of authorized person of employer

日期：_____
Date

附件D ANNEX D

僱主同意僱員服務(A04)的分判安排 (只適用於涉及分判的申請書，由僱主填寫)

AUTHORIZATION OF EMPLOYER ON THE SUB-CONTRACTING ARRANGEMENT OF THE EMPLOYEES' SERVICE (Only applicable to application with sub-contracting arrangement; to be completed by the employer)

_____ (僱主／僱主代表*名稱) 同意授權 _____ (總承判商名稱及客運營業證號碼) 分判夾附的合約文件中所列的僱員服務予下列客運營業證的持有人以營辦僱員服務，有效期由_____年____月____日起至_____年____月____日止：

**請刪去不適用者*

_____ (Name of employer / representative of employers*) agrees to authorize _____ (Name of the main-contractor and Passenger Service Licence No.) to sub-contract the employees' service proposed in the service contract as per attached to the following Passenger Service Licence Holder(s), with validity from _____ (dd/mm/yr) to _____ (dd/mm/yr):

**Please delete if inappropriate*

	Name of the Passenger Service Licence Holder 客運營業證名稱	Existing Passenger Service Licence No. 現有客運營業證號碼
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

僱主負責人／僱主代表負責人簽署及公司印章：_____

Signature of the authorized person of employer / representative of employers with company chop

僱主負責人／僱主代表負責人姓名：_____

Name of authorized person of employer / representative of employers (in Block Letters)

僱主負責人／僱主代表負責人職位：_____

Post of authorized person of employer / representative of employers

日期：_____

Date

(A) 經營公共巴士僱員服務須獲的批准

- (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須領有有效的客運營業證證明書，並獲運輸署簽發僱員服務 (A04) 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)(e)，僱員服務即由僱主提供以運載任何為其僱用的人的乘客往返該等人的工作地點的服務。
- (三) 如營辦僱員服務，除提供服務的非專營公共巴士須取得僱員服務 (A04) 的批註外，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

如申請人申請營辦僱員服務，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 (僱員服務) 申請書 (T.D. 246A)(A04)。

(C) 申請證明文件

(一) 申請人身分證明文件

- (i) 香港身份證 (只適用於新營辦商及申請人以個人名義申請)
(申請時所遞交的身份證影印副本，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) 僱員身分證明文件

- (i) 僱主的有效商業登記證 (只在運輸署認為有需要時才遞交)。

(三) 證明文件以支持申請人對擬營辦僱員服務的需要

- ◆ 與僱主簽署的有效服務合約，除特殊情況下，有關服務合約的有效期限須為最少 6 個月；
- ◆ 如擬以分判形式提供該僱員服務，僱主與總承判商簽訂的有效服務合約及總承判商與申請人簽訂的有效服務合約 (除特殊情況下，有關服務合約的有效期限須為最少 6 個月)；及
- ◆ 支持文件證明僱員工作地點的位置及工程完工日期 (只適用於工作地點為地盤之申請)。

(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僱員服務，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僱員服務，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僱員服務，而該巴士的現有車主不會申請代替巴士：
 - 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。

(五) 證明文件以支持申請人增添公共巴士及／或現有公共巴士增加僱員服務(A04)批註的需要(只適用於申請人為現有營辦商，無論該申請會否令非專營巴士總數出現淨增長，亦須提交以下文件)：

- ◆ 有關班次及車輛調配安排的班次調配表，班次調配表上訂明的每日最高的營運班次數目必須不少於有關批准服務類型車輛的數目

(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) 如以下僱員服務申請獲得批准，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) 如僱員服務申請獲得批准，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，以營辦僱員服務。如不依照服務詳情表提供服務，即構成違反發牌條件。
- (八) 除獲運輸署署長批准外，營辦僱員服務一律須受每輛巴士在同一時間內只可為一名僱主接載僱員的條件規限。如申請的僱員服務擬為多於一名僱主接載僱員，所有擬使用該僱員服務的僱主須填妥申請書**附件C**授權一名代表(「僱主代表」)處理僱員服務的申請，而該名僱主代表須填妥**附件A**確認由該營辦商提供僱員服務予其代表的公司僱員。
- (九) 如申請的僱員服務涉及分判予多於一個營辦商營運，僱主或僱主代表須填妥申請書**附件D**確認有關分判安排。

(F) 查詢

如有任何疑問，請致電 2804 2575 或傳真 2865 1227 與公共車輛分組聯絡。

NOTES FOR ATTENTION

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

- (1) According to Road Traffic Ordinance (Chapter 374), all non-franchised bus operators must be holders of valid Passenger Service Licences (PSL) whereas the bus(es) to be used for provision of service should be issued with valid passenger service licence certificate(s) with **Employees' Service (A04)** endorsement(s) by Transport Department.
- (2) According to section 4(3)(e) of the Public Bus Services Ordinance (Chapter 230), an employees' service is a service provided by an employer for the carriage to or from their place of work of passengers who are persons employed by him.
- (3) **For operation of employees' service (A04), prior approval for the respective service route(s) should be obtained from Transport Department in addition to obtaining A04 endorsement in respect of the non-franchised public bus(es) to be used for provision of service.**

(B) Application Forms

For applications for operation of employees' service (A04), 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 (Employees' Service) (T.D.246A)(A04).

(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 Document of Employer
 - (i) Valid Business Registration Certificate (at request of Transport Department only) .
- (3) Documents in Support of the Need for the Proposed Employees' Service
 - ◆ Service contract signed by the employer and the applicant with a validity period of 6 months or above except under special circumstances;
 - ◆ If the proposed employees' service is to be operated under a sub-contracting arrangement, the service contract signed by employer and the main contractor as well as the service contract signed by the main contractor and the applicant (with a validity period of 6 months or above except under special circumstances); and
 - ◆ Documentary proof of the location of the construction site and the target completion date of the construction work (for applications for which the workplace is a construction site only).
- (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 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).
- (5) Documentary Proof in Support of the Need for Additional Bus(es) and/or Additional Employees' Service (A04) Endorsement(s) (for applicant who is an existing operator only irrespective of whether a net increase will be entailed in the existing non-franchised bus fleet):
 - ◆ Trip assignment table on the vehicle deployment and trip assignment, which should specify that the maximum number of service trip(s) operated in a day shall be no less than the number of vehicles granted with the corresponding service endorsement(s).

(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 employees' 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 vehicles 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 employees' 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 employees' service. Non-adherence to the schedule of service constitutes a violation of the licensing conditions.
- (8) Unless otherwise approved by the Commissioner for Transport, operation of an employees' service shall be subject to the condition that a bus must only carry employees for one employer at any one time. If the proposed employees' service is to carry the employees of more than one employer, all of the employers who wish to use the employees' service should fill in **Annex C** of the application form to authorize a representative ("the representative of employers") in handling the application of the employees' service. The representative of employers should complete **Annex A** of the application form to confirm the appointment of the operator to provide the employees' service to the employees of the employers represented.
- (9) If the application of employees' service involves sub-contracting arrangement, the employer or the representative of employer(s) shall confirm the sub-contracting arrangement at **Annex D** of the application form.

(F) Enquiries

For enquiries, please contact the Public Vehicles Unit at telephone number 2804 2575 or fax number 2865 1227.

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、青馬管制營運區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。

NOTES ABOUT PERSONAL DATA

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).

申請增添公共巴士及/或新增僱員服務(A04)批註 - 班次調配表
Application for Additional Buses and/or Employee's Service (A04) Endorsement - Trip Assignment Table

- 如申請人沒有其他已獲運輸署批准的僱員服務，則無須填寫 (e) 部

Applicants do not have other employees' service(s) approved by Transport Department are not required to fill in part (e)

- (a) 客運營業證號碼: _____
 Number of Passenger Service Licence (PSL): _____
- (b) 新增僱員服務批註的數目: _____
 Number of additional Employee's Service (A04) Endorsement: _____
- (c) 已獲批僱員服務批註的公共巴士數目: _____
 Number of existing bus(es) with Employee's Service (A04) endorsement : _____
- (d) 擬提供的僱員服務的詳情如下:
 The details of the proposed employee's service are listed below:

僱主名稱 Name of the employer(s)	有效日期 Validity	每日最高的營運班次數目 Maximum no. of trip(s) operated in a day	車輛安排 Vehicle Deployment
			_ 新增僱員服務批註的巴士 Bus(es) applying for additional A04 endorsement(s)
			_ 已獲批僱員服務批註的巴士 Existing bus(es) with A04 endorsement(s)

- (e) 其他已獲運輸署批准的僱員服務 (如有) 詳情如下:
 The details of other employees' service(s) approved by Transport Department (if any) are listed below:

僱主名稱 Name of the employer(s)	有效日期 Validity	每日最高的營運班次數目 Maximum no. of trip(s) operated in a day	提供服務的車輛數目 Number of bus(es) with A04 endorsement deployed

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: