

# 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.

**續領客運營業證／客運營業證證明書，續辦專線服務<sup>#</sup>—公共巴士服務申請書**  
**APPLICATION FOR EXTENSION OF PASSENGER SERVICE LICENCE/PASSENGER SERVICE LICENCE**  
**CERTIFICATE(S), OPERATION OF SCHEDULED SERVICE(S)<sup>#</sup>—PUBLIC BUS SERVICE**

#請參閱附頁的「填表須知」的第(A)(三)段

Please note Section (A)(3) of Notes for Attention

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)**

予以／不予以批准者

Approved/disapproved by \_\_\_\_\_

處理者

Processed by \_\_\_\_\_

**申請人資料 PARTICULARS OF APPLICANT**

|          |         |   |
|----------|---------|---|
| 姓名／公司名稱： | Name:   |   |
| *先生      | *Mr.    | 1 |
| 太太       | Mrs.    | 2 |
| 小姐       | Miss    | 3 |
| 女士       | Ms.     | 4 |
| 有限公司     | Ltd Co. | 5 |

英文姓名 (姓氏先行，名字隨後) In English - Surname first, then Other Names

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 | 樓宇層數請依升降機所用編號，或以西式計算。 | 座 Block |
| <p>大廈／屋苑名稱 Name of Building / Estate</p> <p>門牌號數及街道(或鄉村)名稱 Number and Name of Street (or Village)</p>                                             |         |                       |         |
| <p>地區 District</p> <p>† <input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 九龍 Kowloon <input type="checkbox"/> 新界 New Territories</p> |         |                       |         |

電話號碼：

Telephone No.: \_\_\_\_\_

傳真號碼：

Fax No.: \_\_\_\_\_

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

**申請詳情 DETAILS OF APPLICATION**

申請類別：(請於適當方格內填上「✓」)

Type(s) of application: (Please mark a "✓" in the appropriate box(es))

- |                                                                         |                          |                                                      |
|-------------------------------------------------------------------------|--------------------------|------------------------------------------------------|
| (a) 續領客運營業證<br>Extension of Passenger Service Licence                   | <input type="checkbox"/> | 請填寫甲欄及乙欄<br>Please complete <b>Part A and Part B</b> |
| (b) 續領客運營業證證明書<br>Extension of Passenger Service Licence Certificate(s) | <input type="checkbox"/> | 請填寫甲欄<br>Please complete <b>Part A</b>               |
| (c) 續辦專線服務<br>Extension of Operation of Scheduled Service(s)            | <input type="checkbox"/> | 請填寫丙欄<br>Please complete <b>Part C</b>               |

甲欄 續領客運營業證／客運營業證證明書的詳情

**PART A DETAILS OF EXTENSION OF PASSENGER SERVICE LICENCE/PASSENGER SERVICE LICENCE CERTIFICATE(S)**

客運營業證編號： \_\_\_\_\_ 屆滿日期： \_\_\_\_\_  
Passenger Service Licence No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

客運營業證內的公共巴士總數： \_\_\_\_\_  
Total number of public bus(es) operated under passenger service licence:

客運營業證授權營辦的服務種類：（請於適當方格內填上「✓」）  
Type(s) of service authorized under passenger service licence (Please mark a “✓” in the appropriate box(es)):

|                               |                          |                                              |                          |
|-------------------------------|--------------------------|----------------------------------------------|--------------------------|
| A01 – 遊覽服務 Tour Service       | <input type="checkbox"/> | A05 – 國際乘客服務 International Passenger Service | <input type="checkbox"/> |
| A02 – 酒店服務 Hotel Service      | <input type="checkbox"/> | A06 – 居民服務 Residents' Service                | <input type="checkbox"/> |
| A03 – 學生服務 Student Service    | <input type="checkbox"/> | A08 – 合約式出租服務 Contract Hire Service          | <input type="checkbox"/> |
| A04 – 僱員服務 Employees' Service | <input type="checkbox"/> |                                              | <input type="checkbox"/> |

在申請書內續領客運營業證證明書的公共巴士登記號碼：  
Registration mark(s) of public bus(es) under application for extension of Passenger Service Licence Certificate(s):

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
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|  |  |  |  |  |

（如有需要，請另加紙張填寫 Please use separate sheet of paper if necessary）

**乙欄 續領客運營業證服務批註的詳情**

**PART B DETAILS OF EXTENSION OF SERVICE ENDORSEMENT(S) OF PASSENGER SERVICE LICENCE**

如續領遊覽服務、酒店服務及／或僱員服務批註，申請人所遞交之有效服務合約上訂明的所需車輛數目／每日提供服務班次必須不少於獲發有關服務批註車輛數目的一半。

*In justifying the need for extension of Tour, Hotel and/or Employees' service endorsement(s), the number of vehicle(s) to be deployed for Tour or Hotel service(s) or number of Employees' service trip(s) per day stated on the valid service contract(s) shall be no less than half of the number of vehicle(s) granted with relevant service endorsement(s).*

|     | 批准服務類型(如A01, A02, A03, A04, A05, A06 或 A08)<br>Type(s) of Approved Service(s) (e.g. A01, A02, A03, A04, A05, A06 or A08) | 租用者／乘客代表<br>Hirer/Passenger Representative | 有效合約上訂明的所需車輛數目(只適用於遊覽 (A01)及酒店(A02)服務) /<br>有效合約上訂明的每日最高營運班次數目(只適用於僱員(A04)服務)<br>Number of vehicle(s) to be deployed as stated in the valid service contract(s) (only applicable to Tour (A01) and Hotel (A02) services) /<br>Maximum number of trip(s) operated in a day as stated in the valid service contract(s) (only applicable to Employees' (A04) service) |
|-----|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) |                                                                                                                          |                                            |                                                                                                                                                                                                                                                                                                                                                                    |
| (2) |                                                                                                                          |                                            |                                                                                                                                                                                                                                                                                                                                                                    |
| (3) |                                                                                                                          |                                            |                                                                                                                                                                                                                                                                                                                                                                    |
| (4) |                                                                                                                          |                                            |                                                                                                                                                                                                                                                                                                                                                                    |
| (5) |                                                                                                                          |                                            |                                                                                                                                                                                                                                                                                                                                                                    |

(如有需要，請另加紙張填寫 Please use separate sheets of paper if necessary)

**丙欄 續辦專線服務的詳情****PART C DETAILS OF EXTENSION OF OPERATION OF SCHEDULED SERVICE(S)**

如專線服務的路線、上落乘客站、班次等詳細資料與原有批准不同，需另作申請。

If there are differences in routeing, boarding and alighting locations, services trip etc, a separate application should be submitted.

|     | 批准服務類型(如A01, A02, A03, A04, A05, A06 或 A08)<br>Type(s) of Approved Service(s) (e.g. A01, A02, A03, A04, A05, A06 or A08) | 路線<br>Routeing | 租用者／乘客代表<br>Hirer/Passenger Representative | 屆滿日期<br>Expiry Date | 原有批准信檔號<br>Reference of the previous approval letter |
|-----|--------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------|---------------------|------------------------------------------------------|
| (1) |                                                                                                                          |                |                                            |                     |                                                      |
| (2) |                                                                                                                          |                |                                            |                     |                                                      |
| (3) |                                                                                                                          |                |                                            |                     |                                                      |
| (4) |                                                                                                                          |                |                                            |                     |                                                      |
| (5) |                                                                                                                          |                |                                            |                     |                                                      |

(如有需要，請另加紙張填寫 Please use separate sheet of paper if necessary)

**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

／本公司將須遵照非專利巴士的發牌條件及有關客運營業證條件，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 compliance with the licensing conditions for a non-franchised bus and the relevant passenger service licence conditions.

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:

## 填表須知

### (A) 經營非專營公共巴士服務須獲的批准

- (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，並獲運輸署簽發有關服務的批註。
- (二) 公共巴士可獲發客運營業證證明書以提供下列其中一項或多項公共巴士服務：

#### 作個別收費的運載乘客服務

- (i) 遊覽服務 (A01)，即：
- (a) 乘客有權在有間斷或沒有間斷的任何旅程中一起乘車，由乘客被接載的某地點或某些地點(為同一地點或為同一近處的 2 個或多於 2 個地點)前往一個或多於一個其他地點，然後返回乘客被接載的該地點或該等地點；
  - (b) 所有乘客的運載均是為完成該旅程大部分；及
  - (c) 乘客中並無任何人是經常或慣常在一日之中該旅程作出的時間或大約時間前往該旅程的出發地點或途經地點，或該等地點的近處的；
- (ii) 酒店服務 (A02)，即運載下榻某酒店的乘客的服務，而該服務是在該酒店接載或放下每一名乘客的； (iii) 學生服務 (A03)，即運載學校、大學或其他教育機構的學生、陪同或管控該等學生的人或於該學校、大學或其他教育機構任教的人往返該學校、大學或其他教育機構的服務；
- (iv) 僱員服務 (A04)，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；
- (v) 國際乘客服務 (A05)，即運載乘客往返以下任何一個或多個地點之間的服務：香港國際機場，紅磡火車站、澳門渡輪碼頭或任何其他碼頭，任何香港邊境過境站，任何酒店、航空公司辦事處或任何渡輪終點碼頭或同類終點碼頭，而使用該服務的乘客只包括一藉飛機、鐵路、渡輪船隻、船舶或汽車到達香港的人或擬藉飛機、鐵路、渡輪船隻、船舶或汽車離開香港的人；或迎接或陪同上述的人士的人；或航空公司或其代理僱用的人，或旅遊代理、船務代理或鐵路代理僱用的人；
- (vi) 住客服務(即本須知所指的居民服務) (A06)，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。

#### 不作個別收費的運載乘客服務

- (vii) 合約式出租服務 (A08)，為不收取個別車費的運載乘客服務，即用合約方式提供並非香港法例第 230 章《公共巴士服務條例》第 4 條(3)所指的任何服務。
- (三) 如營辦以下非專營公共巴士專線服務，除提供服務的非專營公共巴士須取得有關服務的批註外，營辦商亦須就個別服務路線先取得運輸署的批准方可提供有關服務：
- (i) 具常規性質並有固定路線、固定目的地或目的地地區及時間表的酒店服務 (A02)；
  - (ii) 為專上教育機構提供的學生服務 (A03)；
  - (iii) 僱員服務 (A04)；
  - (iv) 國際乘客服務 (A05)；
  - (v) 居民服務 (A06)；及
  - (vi) 由相同起點地區往相同目的地地區，而在 30 天內不論是接續或間歇營運的日數超過兩天的合約式出租服務 (A08)。
- (四) 每輛以客運營業證經營的車輛，必須：
- (i) 在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；以及
  - (ii) 將按照道路交通(公共服務車輛)規例附表 2 第 2 號圖形所示客運營業證號碼的字牌，展示在車尾。
- (五) 如根據客運營業證服務的車輛有以下情況，任何人不得駕駛或使用該車輛，或容受或允許該車輛被駕駛或使用：
- (i) 該車輛未有展示第 (四) 款所提述的證明書及字牌；
  - (ii) 該車輛採用並非屬第 (四) 款訂明的方式展示該證明書或字牌；
  - (iii) 該車輛展示任何看來是第 (四) 款所提述的證明書或字牌，而該等證明書或字牌 —

- (a) 是經損壞、更改或毀損的；
  - (b) 與就該車輛當時有效的客運營業證無關；或
  - (c) 與該車輛無關；或
  - (iv) 展示第(四)款所提述的但已屬無效的證明書。
- (六) 如運輸署署長有理由相信已領有客運營業證的車輛被用作未獲批准的用途，或有人違反客運營業證的任何條件或任何有關法例，經信納研訊報告後，他可：
- (i) 暫時吊銷或取消有關客運營業證；
  - (ii) 暫時吊銷或取消有關個別車輛的客運營業證；或
  - (iii) 就以下各項更改客運營業證—
    - (a) 路線
    - (b) 批准的用途；以及
    - (c) 該證所包括的車輛數目。
- (七) 如客運營業證被取消、暫時吊銷、更改或修訂，持證人應於七十二小時內將客運營業證遞交予運輸署署長，由運輸署署長視乎情況需要而將營業證取消、扣留或修訂。
- (八) 客運營業證不得轉讓，已繳付的客運營業證費恕不退還。
- (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) 費用**

- (一) 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照費用的單張(TD341)或瀏覽運輸處網頁(<http://www.td.gov.hk>)。

## **(C) 遞交申請**

- (一) 申請人須填妥及遞交此申請書及支持文件以供運輸署考慮。所須支持文件包括以下文件：

### 所有申請

- (i) 香港身份證及「查底紙」〔即稅務局表格 I(a)/I(c)〕(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)；
- (ii) 公司註冊證書(只適用於申請人以有限公司名義申請)；  
有效的商業登記證(加簽的真確正本)。

### 續領客運營業證申請

- (i) 將屆滿的客運營業證及有關附件(只需正本)；
- (ii) 證明申請人須營辦有關服務的有效合約(如適用)。如有經營合約式出租服務而未能提供有效合約，請遞交有關服務的發票/租車費用收據/租車單等。如續領遊覽服務批註及／或酒店服務批註，申請人所遞交之有效服務合約上訂明的所需車輛數目必須不少於獲發有關服務批註車輛數目的一半；如續領僱員服務批註，申請人遞交之有效服務合約上訂明的每日提供服務班次必須不少於獲發有關服務批註車輛數目的一半；
- (iii) 如經營遊覽服務，請附上申請人／旅行代理商的有效旅行代理商牌照及有效香港旅遊業議會會員證書；
- (iv) 如經營酒店服務，請附上申請人／酒店的有效酒店牌照；及
- (v) 由申請人指定車房或汽車公司發出有關維修及保養車輛的文件(只需正本)。

### 續領客運營業證證明書申請

- (i) 將屆滿的客運營業證及有關附件(只需正本)。

### 續辦專線服務申請

- (i) 有關服務的有效合約。

- (二) 如以有限公司名義申請，則此表格內的聲明必須由已獲公司授權的人士簽署。
- (三) 申請人須將已填妥的表格，連同有關證明文件，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。
- (四) 申請續領客運營業證／客運營業證證明書應於屆滿前四個月內及不少於十四日前遞交。而申請續辦專線服務應於屆滿前二個月前遞交。

- (五) 申請人如需要更改填報的資料，必須立即通知運輸署署長。

## **(D) 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) 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。
- (三) 如申請獲得批准，營辦商須遵守非專利巴士的發牌條件及客運營業證條件以營辦非專營巴士服務。
- (四) 如提供非專營公共巴士專線服務的申請獲得批准，運輸署或會制訂服務詳情表，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，以營辦該非專營公共巴士專線服務。如不依照服務詳情表提供服務，即構成違反發牌條件。
- (五) 如申請的專線服務的路線、上落乘客站、班次等詳細資料與原有批准不同，需另作申請。

## **(E) 查詢**

如有任何疑問，請致電 2527 4752 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 Non-franchised Public Bus 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 respective service endorsement(s) by Transport Department.
- (2) A passenger service licence certificate may be issued for a public bus to operate one or more of the following public bus services : -

#### For the carriage of passengers at separate fares

- (i) a tour service (A01), that is to say, a service –
  - (a) entitling the passengers to travel together on a journey, with or without breaks, from the place or places at which they are taken up (being the same place or 2 or more places in the same vicinity) to one or more other places and back to the place or places at which they were taken up;
  - (b) in which all the passengers are carried for the greater part of the journey; and
  - (c) in which no passenger is a person who frequently, or as a matter of routine, travels, at or about the time of day at which the journey is made, to or to the vicinity of a place from or through which the journey is made.
- (ii) a hotel service (A02), that is to say, a service for the carriage of passengers residing at a hotel where every passenger is taken up or set down at the hotel;
- (iii) a student service (A03), that is to say, a service for the carriage to or from a school, university or other educational establishment of students thereof, persons accompanying or in charge of such students or who teach at the school, university or other educational establishment;
- (iv) an employees' service (A04), that is to say, a service provided by an employer for the carriage to or from their place of work of passengers who are persons employed by him;
- (v) an international passenger service (A05), that is to say, a service for the carriage of passengers in either direction between any one or more of the following places, that is to say, the Hong Kong International Airport, Hung Hom Railway Station, Macau Ferry Pier or any other pier, any Hong Kong boundary crossing, any hotel, airline office or ferry or transport terminal, where the passengers consist only of persons arriving in or intending to leave Hong Kong by aircraft, railway, ferry vessel, ship or motor vehicle; or persons meeting or accompanying such persons; or persons employed by an airline or the agent of an airline, or by any travel, shipping or railway agent;
- (vi) a residents' service (A06), that is to say, a service approved by the Commissioner, 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.

#### For the carriage of passengers other than at separate fares

- (vii) a contract hire service (A08), is for the carriage of passengers other than at separate fares. It provides under contract any type of service other than those specified in section 4(3) of the Public Bus Services Ordinance (Chapter 230).
- (3) For operation of the following scheduled non-franchised bus services, prior approval for the respective service route(s) should be obtained from Transport Department in addition to obtaining the relevant service endorsement(s) in respect of the non-franchised public bus(es) to be used for provision of service(s).
    - (i) hotel service which is regular in nature with fixed routeing, fixed destination or destination areas and timetable(s) (A02);
    - (ii) student service for post-secondary educational institutions (A03);
    - (iii) employees' service (A04);
    - (iv) international passenger service (A05);
    - (v) residents' service (A06); and
    - (vi) contract hire service with the same origin and destination areas operated for more than 2 days either intermittently or consecutively in a period of 30 days (A08).

- (4) Every vehicle operated under a passenger service licence shall display : -
  - (i) 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
  - (ii) 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.
- (5) 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 : -
  - (i) does not display the certificate and the plate referred to in paragraph (4) above;
  - (ii) displays any such certificate or plate other than in the manner prescribed by paragraph (4) above;
  - (iii) displays any certificate or plate, purporting to be a certificate or plate referred to in paragraph (4) above that –
    - (a) is damaged, altered or defaced;
    - (b) does not relate to a passenger service licence currently in force in respect of the vehicle; or
    - (c) does not relate to the vehicle; or
  - (iv) displays a certificate referred to in paragraph (4) above that is invalid.
- (6) If the Commissioner for Transport has reason to believe that the vehicle for which a passenger service licence has been issued is used otherwise than for the service authorized by the licence; or any condition of the licence or any provision of the relevant legislation is not complied with, he may, after his satisfaction of inquiry report : -
  - (i) suspend or cancel the passenger service licence;
  - (ii) suspend or cancel the passenger service licence in respect of particular vehicles; or
  - (iii) vary the passenger service licence in respect of: -
    - (a) routes;
    - (b) approved purposes; and
    - (c) 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, deliver the licence to the Commissioner for Transport who shall cancel, hold or amend the licence as the circumstances require.
- (8) A passenger service licence shall not be transferable. No part of the passenger service licence fee paid shall be refunded.
- (9) The licensee shall comply with any other conditions specified in the passenger service licence and approval letters.

## **(B) Fee**

- (1) 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>).

## **(C) Submission of Applications**

- (1) This application form should be completed and submitted with relevant supporting documents for consideration by Transport Department. Relevant supporting documents include the following: -

### All Applications

- (i) Hong Kong Identity Card of the applicant and company search document [Form I(a)/I(c) of the Inland Revenue Department] (for applicants 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); and
- (iii) Valid Business Registration Certificate (certified true copy).

### Extension of Passenger Service Licence Application

- (i) The expiring Passenger Service Licence with Annexure(s) (original only);
- (ii) Document such as contracts to justify the need for services (where appropriate). Submit invoice / hiring receipt / hiring order if no service contract is available for application for Contract Hire Service. In justifying the need for extension of Tour and/or Hotel service endorsements, the number of vehicle(s) to be deployed for Tour or Hotel services per day stated on the service contract(s) shall be no less than half of the number of vehicles granted with the corresponding service endorsement(s). In justifying the need for extension of Employees' service endorsement, the number of Employees' service trip(s) stated on the service contract(s) shall be no less than half of the number of vehicles granted with the service endorsement.

- (iii) Valid Travel Agents Licence and Membership Certificate of Travel Industry Council of Hong Kong in respect of the applicant/travel agent for application for Tour Service;
- (iv) Valid hotel licence in respect of the applicant/hotel for application for Hotel Service; and
- (v) Documentary evidence to show that maintenance and service facilities are provided by appointed garage or motor car company for the vehicles (original only).

Extension of Passenger Service Licence Certificate(s) Application

- (i) The expiring Passenger Service Licence with Annexure(s) (original only).

Extension of Operation of Scheduled Service(s)

- (i) Contracts to justify the need for service(s).
- (2) For applicants who are applying as limited companies, the declaration in this form should be signed by the person authorised by the company.
  - (3) 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.
  - (4) **Application for extension of Passenger Service Licence and/or Passenger Service Licence Certificate(s) shall be submitted within 4 months and at least 14 days before its/their expiry. Whereas, application for extension of operation of scheduled service(s) shall be submitted at least 2 months before its/their expiry.**
  - (5) If any amendment to the information provided is required to be made, the applicant(s) should notify the Commissioner for Transport immediately.

**(D) 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:
  - (i) any policy direction from the Chief Executive with respect to the provision of public transport services;
  - (ii) any limit in force on the number of vehicles that may be registered;
  - (iii) the need for the services to be provided by the applicant;
  - (iv) the level of service already provided or planned by other public transport operators;
  - (v) traffic conditions in the areas and on the roads where the services are to be provided; and
  - (vi) the standard of service to be provided by the applicant.
- (2) 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.**
- (3) If the application is approved, the applicant should comply with the Licensing Conditions for a Non-franchised Bus and the Passenger Service Licence Conditions in operating the non-franchised bus services.
- (4) If an application for scheduled service is approved, a schedule of service may be stipulated by Transport Department specifying the relevant operation details, including routeing, operation 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 scheduled service. Non-adherence to the schedule of service constitutes a violation of the licensing conditions.
- (5) **If there are differences in routeing, boarding and alighting locations, services trip etc. a separate application should be submitted.**

**(E) Enquiries**

For enquiries, please contact the Public Vehicles Unit at telephone number 2527 4752 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).