

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
續領客運營業證申請書 — 私家巴士服務
APPLICATION FOR EXTENSION OF 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)

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： 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

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

中文名稱 Chinese Characters

地址： Address：
室 Flat/Room 座 Block 樓 Floor

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. :

* 請刪去不適用者 Please delete if inappropriate

將屆滿的客運營業證資料

PARTICULARS OF THE EXPIRING PASSENGER SERVICE LICENCE

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

屆滿日期：
Expiry Date :

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))

- ☐ (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

(請加以說明 Please specify)

客運營業證內的私家巴士總數：_____

Total number of private bus(es) operated under passenger service licence :

以上私家巴士的登記號碼：

Registration mark(s) of the above private bus(es) :

(如有需要，可另加紙張填寫 Use separate sheet of paper if necessary)

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 : _____

續領客運營業證申請書—私家巴士服務

填表須知

A. 簽發條件

- (1) 私家巴士服務包括有學生服務、僱員服務、傷殘人士服務及由運輸署署長批准不得用作出租或收取報酬的其他服務。
- (2) 客運營業證的有效期限通常不多於兩年。
- (3) 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>)。
- (4) 每輛以客運營業證經營的車輛，必須：
 - (a) 在擋風玻璃的左面展示一張由運輸署署長指定格式的營業證證明書；以及
 - (b) 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。
- (5) 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：
 - (a) 該車輛未有展示第 (4) 款所提述的證明書及字牌；
 - (b) 該車輛採用並非屬第 (4) 款訂明的方式展示該證明書及字牌；
 - (c) 該車輛展示任何看來是第 (4) 款所提述的證明書或字牌，而該等證明書或字牌：
 - (i) 是經損壞、更改或毀損的；
 - (ii) 與就該車輛當時有效的客運營業證無關；或
 - (iii) 與該車輛無關；
 - (d) 展示第 (4) 款所提述的但已屬無效的證明書。
- (6) 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，經調查屬實後，他可：
 - (a) 暫時吊銷或取消有關客運營業證；
 - (b) 暫時吊銷或取消有關客運營業證中有關該車輛的部分；或
 - (c) 更改有關客運營業證內下列事項：
 - (i) 行駛路線；
 - (ii) 認可用途；以及
 - (iii) 營業證內所載的車輛數目。
- (7) 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與運輸署署長，由運輸署署長視乎情況需要而將客運營業證註銷、扣留或修訂。
- (8) 持證人必須將車輛保養記錄（包括例行服務及非定期維修）保存兩年，並在運輸署署長的要求下出示有關記錄。
- (9) 客運營業證不得轉讓與他人。
- (10) 若當局發現經營者經營非法服務，可拒絕簽發客運營業證予該經營者或拒絕增加其已領取的客運營業證的私家巴士數目。當客運營業證失效時，有關私家巴士的車輛牌照亦可能被取消。

B. 填寫表格

如以有限公司名義申請，聲明書部分應由已獲公司授權的人士簽署。

C. 遞交申請書

持證人須於客運營業證屆滿前四個月內及不少於十四日前，將已填妥的申請書親自或轉交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

申請人如要更改已填報的資料，應即通知運輸署署長。

E. 證明文件

申請人須於遞交申請書時，一併附上下列文件：

- (a) 香港身份證／公司註冊證 (經郵遞提交的身份證影印本會於處理後銷毀)；
- (b) 有效的商業登記證 (加簽的真確副本)；
- (c) 將屆滿的客運營業證及有關附件（只需正本）；
- (d) 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)；以及
- (e) 其他證明文件或資料。

F. 查詢

如有查詢，請致電 2804 2232 與公共車輛分組聯絡。

APPLICATION FOR EXTENSION OF PASSENGER SERVICE LICENCE - PRIVATE BUS

SERVICE NOTES FOR ATTENTION

A. CONDITIONS OF ISSUE

- (1) A private bus service includes a student service, an employees' service, a disabled persons' service and any other service which is not for hire or reward, approved by the Commissioner for Transport.
- (2) A passenger service licence will normally be issued for a period of not more than two years.
- (3) 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>).
- (4) 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.
- (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 : -
 - (a) does not display the certificate and the plate referred to in paragraph (4) above;
 - (b) displays any such certificate or plate other than in the manner prescribed by paragraph (4) above;
 - (c) displays such certificate or plate purporting to be a certificate or plate referred to in paragraph (4) that : -
 - (i) is damaged, altered or defaced;
 - (ii) does not relate to a passenger service licence currently in force in respect of the vehicle; or
 - (iii) does not relate to the vehicle;
 - (d) displays a certificate referred to in paragraph (4) that is invalid.
- (6) If the Commissioner for Transport has reason to believe that (a) the vehicle for which a passenger service licence has been issued is used otherwise than for the service authorized by the licence; or (b) any condition of the licence or any provision of the relevant legislation is not 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, deliver the licence to the Commissioner for Transport who shall cancel, hold or amend the licence as the circumstances require.
- (8) The licensee shall retain records of vehicle maintenance (including both routine servicing and unscheduled repairs) for a period of two years and produce them if requested by the Commissioner for Transport.
- (9) A passenger service licence shall not be transferable.
- (10) 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.

B. COMPLETION OF FORMS

In case the application is submitted by a limited company/body corporate, the declaration should be signed by the authorized person of the company.

C. SUBMISSION OF APPLICATIONS

All completed applications should be submitted either in person or by registered post to the Public Vehicles Unit of the Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong within 4 months and at least 14 days before expiry of the passenger service licence.

D. AMENDMENT

The Commissioner for Transport must be notified of any change in particulars relating to the application immediately.

E. SUPPORTING DOCUMENTS

The following documents should be submitted together with the application form:

- (a) Hong Kong Identity Card/Certificate of Incorporation; (copy of identity card submitted by registered post will be destroyed after the application is processed);
- (b) Valid Business Registration Certificate (certified true copy);
- (c) The expiring Passenger Service Licence with Annexure(s) (original only);
- (d) Documentary evidence to show that maintenance and service facilities are provided by appointed garage or motor car company for the vehicles (original only); and
- (e) Other relevant documents or information in support of the application.

F. ENQUIRIES

For enquiries, please contact the Public Vehicles Unit at 2804 2232.

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, 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)