

申請酒店服務出租汽車許可證

Application for Hotel Service Hire Car Permit

所需文件

Required Documents

1. 申請人的香港身份證 (簽署作實副本) (如申請人是個別的私人經營者)。
The applicant's H.K.I.D. Card (Certified True Copy) (where the applicant is an individual person).
2. 申請人的公司註冊證 (簽署作實副本) (如申請人為有限公司)。
The applicant's Certificate of Incorporation (Certified True Copy) (where the applicant is a limited company).
3. 申請人的公司組織章程大綱及細則 (正本 / 簽署作實副本) (如申請人為有限公司)。
The applicant's Memorandum & Articles of Association (Original Copy / Certified True Copy) (where the applicant is a limited company).
4. 申請人的商業登記證 (簽署作實副本)。
The applicant's Business Registration Certificate (Certified True Copy).

(若商業登記證的商號名稱與申請人的姓名不同，需要遞交一份由稅務局簽署作實的表格一(甲)或表格一(丙)的商業登記申請書 (簽署作實副本) 。)

(If the name of business of the Business Registration Certificate differs from the name of applicant, a certified true copy of business registration application (Form 1(a) or 1(c) obtained from the Inland Revenue Department is required (Certified True Copy)).

5. 車房維修保養信，列明申請出租汽車許可證的私家車的車輛登記號碼。
Maintenance letter(s) which state(s) the vehicle registration mark(s) of the private car(s) under application.
6. 酒店合約／協議／推薦信闡明該出租汽車只為該酒店提供酒店出租汽車服務。有關推薦信的有效期限為最少 6 個月(由提交申請日期起計)，並須列明申請出租汽車許可證的私家車的車輛登記號碼。
Hotel's contract / agreement / support letter with a validity period of 6 months or above (from the date when the application was submitted) which states that the vehicle(s) under application (with vehicle registration mark(s) of the private car(s) shown in the letter) is / are exclusively used by the guests of the hotel for hotel hire car service.
7. 酒店牌照及其各級房間的房租及數目。
Hotel licence and evidence of hotel room rates for each class and number of bedrooms of each type.
8. 最近三個月有關酒店使用／申請人營運出租汽車以提供酒店出租汽車服務的用車／出租記錄 (簽署作實副本)*。首次申請人 (即從未獲發該申請類別出租汽車許可證者) 如無法提供有關酒店的用車記錄，可考慮提交其他支持文件 (例如以書面陳述其未能提交有關記錄的特別理由) 及任何他／她認為有助於「出租汽車許可證遴選委員會」了解及考慮其申請的資料。
Deployment record / hiring record for the past three months in respect of the hotel for using hire car(s) to provide hotel hire car service / the hire car(s) operated by the applicant to provide hire car service for that hotel (Certified True Copy)*. For a first-time applicant (i.e., who had not been issued with any hire car permit for that category) who is unable to submit the deployment record of that hotel, he / she may consider submitting any other supporting documents (e.g. written explanation on the special reasons for not being able to produce the said record) and any other information he / she considers relevant to facilitate the "Contract Hire Car Permits Selection Board" to understand and consider his / her application.

*注意 Note:

- (i) 出租汽車是指根據《道路交通(公共服務車輛)規例》(香港法例第374D章)，獲運輸署簽發獲准服務有關酒店的酒店服務出租汽車許可證或私家服務(豪華房車)出租汽車許可證的私家車以出租或取酬方式運載乘客。出租汽車許可證的發證條件規定，必須展示該證在擋風玻璃的左手邊，以供查閱。任何人士擬使用出租汽車服務前，可向營辦商查詢或檢視有關私家車是否已領有有效的出租汽車許可證。

Hire car refers to a private car issued with a hotel service hire car permit which is authorized to serve that hotel exclusively or a private service (limousine) hire car permit issued by the Transport Department under the Road Traffic (Public Service Vehicles) Regulations (Chapter 374D) for carriage of passengers for hire or reward. According to the hire car permit conditions, hire car permit must be displayed on the left-hand side of the vehicle's windscreen for easy inspection. Anyone intending to use hire car service is advised to check with the operator whether the vehicle holds a valid hire car permit before using the service or examine the hire car permit displayed on the vehicle concerned.

- (ii) 根據《道路交通條例》(香港法例第374章)第52條(3)，任何人士不得駕駛或使用；或容受或允許他人駕駛或使用私家車以作出租或取酬載客用途，除非該車輛領有有效的出租汽車許可證，否則即屬違法。違例人士，如屬首次被定罪，可處罰款\$5,000及監禁3個月；如屬第二次或隨後再次被定罪，則可處罰款\$10,000及監禁6個月。涉案車輛的牌照亦會暫時被吊銷。如申請人提交的用車／出租記錄中顯示有關車輛並未領有有效的出租汽車許可證，運輸署在處理該申請時將不會考慮有關記錄。

Pursuant to section 52(3) of the Road Traffic Ordinance (Chapter 374), no person shall drive or use a private car; or suffer or permit a private car to be driven or used for the carriage of passengers for hire or reward unless a hire car permit is in force in respect of the vehicle. Any person who contravenes these provisions commits an offence and is liable in the case of first conviction to a fine of \$5,000 and to imprisonment for 3 months, and in the case of a second or subsequent conviction to a fine of \$10,000 and to imprisonment of 6 months. The licence of the vehicle involved will also be temporarily suspended. If the deployment record / hiring record submitted by an applicant shows that the vehicle does not hold a valid hire car permit, Transport Department will not consider such record in processing an application.

- (iii) 出租記錄必須清楚顯示每一次行程的日期、起始時間、完成時間、行程的開始地點及目的地、及服務該次行程的車輛登記號碼等資料。如有關資料不全或有錯漏，運輸署在處理該申請時將不會考慮有關記錄。申請人請以「出租汽車服務的出租記錄」表格(TD202)提交有關記錄，並以簽名(及公司蓋印(如適用))作實。此外，為使運輸署可加快處理申請，申請人可另將「出租汽車服務的出租記錄」(TD202)的電子版本以電郵提交至運輸署(hirecar@td.gov.hk)，惟申請人必須於表格內註明用以提交有關記錄的電郵地址。「出租汽車服務的出租記錄」(TD202)可於運輸署網頁下載http://www.td.gov.hk/filemanager/en/content_2001/td202_rev2015.xls。

Details including the date, start time, end time, starting point and destination of the journey, and the registration mark of the vehicle providing service of each trip should be included in the hiring record. If there is incomplete or inaccurate information, Transport Department will not consider such record in processing an application. **Applicants shall submit the hiring record in the form of “Hire Car Service Hiring Record” (TD202) with signatory (with company chop if appropriate) as certification. In addition, to facilitate the Transport Department to expedite processing of the application, applicant may also submit the electronic copy of the “Hire Car Service Hiring Record” (TD202) to Transport Department by e-mail (hirecar@td.gov.hk) but the applicant must specify in the record the e-mail address that he/she would use to submit such record.** The “Hire Car Service Hiring Record” (TD202) can be downloaded from Transport Department's website http://www.td.gov.hk/filemanager/en/content_2001/td202_rev2015.xls.

9. 出租汽車預約制度條件的文件 (收條發票 / 出租記錄樣本)。
Evidence of hire car booking system (Sample of Invoices & Debit notes / Hiring record).
10. 申請出租汽車許可證的私家車的車輛登記文件 (簽署作實副本)。
Vehicle Registration Document(s) of the private car(s) under application (Certified True Copy).
11. 上文未有提及而其他有關的證明文件或資料。
Other relevant documents or information in support of application which is not mentioned above.

如有任何查詢，請致電 2804 2577 聯絡公共車輛分組。
For enquiry, please contact Public Vehicles Unit at 2804 2577.