

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或予以銷毀。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 or disposed of 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

出租汽車許可證申請書——旅遊服務
APPLICATION FOR HIRE CAR PERMIT—TOUR SERVICE

填寫前請參閱附列的「填表須知」。此申請書各項資料，均應以正楷填寫。
如填報失實，即屬違法。

Please read the attached notes carefully before completing this form. All items
should be completed in BLOCK LETTERS. It is an offence to make any false
statement.

(運輸署專用) (OFFICIAL USE)

編號 Serial No. _____

申請許可證數目 No. of permit(s) applied for _____

照准 / 否議 Recommended/Rejected by _____

處理 Processed by _____

甲欄 PART A

申請人資料 PARTICULARS OF APPLICANT

(1) 名稱：* 先生／太太／小姐／有限公司 Name: *Mr./Mrs./Miss/Ltd. Co.

英文名稱 (如屬人名，姓氏先行，名字隨後) In English (if in personal name, Surname first, then other Names)

中文名稱 In Chinese (if applicable)

(2) 辦公地址 Business Address _____

電話號碼 Tel. No. _____

(3) * 香港身份證 / 有限公司註冊證號碼 *H.K. Identity Card/Limited Company Certificate of Incorporation No. _____

(4) 商業登記證號碼 Business Registration Certificate No. _____

(5) 業務性質 Nature of Business _____

(6) 公司狀況 (請在適當方格填上「✓」) Status of Company (Please tick an appropriate box)

獨資經營
Sole Proprietor ☐

合夥經營
Partnership ☐

有限公司／法團
Ltd. Co./Corporate Body ☐

(7) 股本 (已繳) Capital (paid up) _____

(8) 如屬有限公司／法團，請在下面提供獲授權簽署合約的經理／董事／職員的資料。

For limited company/corporate body, please give below the particulars of managers/directors/officials authorized to enter into contracts on behalf of the company/organization.

姓名 Name

香港身份證號碼 H.K. Identity Card No.

職位／職級 Post/Rank

(a) _____

(b) _____

(c) _____

(9) 運輸業務經驗： Experience in transport business—

(a) 請說明以前／現在是否是出租汽車經營人。如是，請列出有關車輛的登記號碼及其出租汽車許可證類別。

State whether you are ex-/current hire car operator. If so, please list the registration mark(s) and the type of hire car permit of the vehicle(s) concerned.

(b) 請說明曾否獲發給公共／私家巴士或公共／私家小型巴士牌照。

State whether you have been granted public/private bus or public/private light bus licences.

曾
Yes ☐

否
No ☐

假如曾獲發給上述牌照，請提供以下資料： if so, please furnish the following information:

車輛類別 Class of Vehicle	車輛登記號碼 Regn. Mark	登記為車主日期 Date of Registration as Vehicle Owner

(必要時，可用另外一張紙填寫。) (Use separate sheet of paper if necessary.)

(10) 旅遊業務經驗： Experience in tourist business:

(a) 請簡述 貴公司所主辦旅遊的性質，並說明從事旅遊業已有若干年。

A brief description of nature of tours conducted by your company and the number of years in tourist business.

(b) 請列明為遊客提供的各種輔助服務 (例如能說英語的嚮導等)。

List of complementary services provided for the tourists (e.g. English-speaking guides etc.).

(c) 平均每日所處理遊客數目。 Average number of tourists handled daily.

乙欄PART B

出租汽車經營詳情DETAILS OF HIRE CAR OPERATION

(1)

申請理由（請說明擬經營出租汽車業務的需要）。Reasons for the application (please state the need for the hire car operation proposed).

(2)

請說明不能使用現有其他交通工具供遊客遊覽香港的理由。Reasons why existing alternative transport facilities for visitors to tour Hong Kong cannot be used.

(3)

估計每日使用出租汽車服務的遊客數目。Estimated number of tourists using hire car service daily.

(4)

是否已採取辦法以方便遊客預約出租汽車？假如已作出安排，請列出詳情並提供適當文件，證明會依照預約制度辦理。Have arrangements been made to provide facilities for booking hire car(s)? If so, please give details and attach documentary evidence to show that the booking system will be adhered to.

(5)

請列出擬提供出租汽車服務的辦事處地址。並請說明辦事處及分處的面積，辦公時間及長期僱用職員的總數。Address(es) of office(s) where private car(s) may be hired. State also the size of office and branch office(s), if any, office hours and the total no. of permanent employees.

電話號碼Tel. No.

(6)

出租汽車服務的其他詳情（行走路程，起點及終點，營業時間等）。Other particulars of hire car service (trips to be made, where they commence and finish, hours of operation etc.).

丙欄PART C

用作出租汽車車輛詳情PARTICULARS OF VEHICLE(S) TO BE USED AS HIRE CAR(S)

(1)

申請出租汽車許可證數目：No. of hire car permit(s) applied for:

(2)

詳情Particulars	車輛Vehicles				
登記號碼Registration Mark					
廠名Make					
車款Model					
製造年份Year of Manufacture					
原產國家／原產地Country/Place of Origin					
該車輛擬服務旅行社的名稱Tourist agent(s) to be served by the proposed vehicle(s)					

(如超過五輛車，請用另外一張紙填寫。)(Use separate sheet of paper if more than 5 vehicles.)

丁欄PART D

汽車維修及保養服務MAINTENANCE AND SERVICE FACILITIES

(1)

負責維修及保養該等車輛的公司名稱Name of company providing maintenance/service facilities for the vehicle(s)

(2)

公司地址Address of company

電話號碼Tel. No.

戊欄PART E

證明文件（請參閱附列填表須知「戊」項）SUPPORTING DOCUMENTS (Please refer to PART E of the notes attached.)

(1)

(2)

(3)

(4)

(5)

(6)

(7)

(8)

己欄PART F

聲明書DECLARATION

茲擬為上述丙欄本人名下的私家車申請出租汽車許可證，專為遊客提供旅遊出租汽車服務以遊覽香港。據本人所知，以上填報各項資料，均屬詳盡確實。本人明白，如故意提供失實資料，依照香港法例第三十七章道路交通條例第一一一條第（三）款的規定，本人可被罰款五千元及監禁六個月。

本人明白，如申請獲准，將須遵照此表格附列的填表須知「甲」項內的簽發條件而使用該許可證，特此聲明。

I wish to apply for hire car permit(s) for my private car(s) as listed in Part C above to provide tour hire car service for visitors to tour Hong Kong. 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 (Cap. 374) and on conviction to a fine of \$5,000 and to imprisonment for 6 months.

I understand that if my application is approved, the permit(s) 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)

簽署者姓名Name of signatory

簽署者職級／職位Rank/Post of Signatory

日期Date

APPLICATION FOR HIRE CAR PERMIT—TOUR SERVICE

NOTES FOR ATTENTION

A. CONDITIONS OF ISSUE

- (1) Hire car permits are issued only to a tourist agent carrying on a business in Hong Kong consisting wholly or in part of organising and conducting tours for, or supplying guides to, visitors to Hong Kong, or to a person with written approval from a tourist agent for the provision by such owner of a tour hire car service exclusively for that tourist agent. The applicant should be the registered owner of private car(s) for which permit(s) are sought.
- (2) Applications for hire car permits are approved only where it is satisfactorily shown that the need is genuine and that suitable arrangements are made to ensure an efficient tour hire car service.
- (3) (a) The hire car service shall be operated only from an address—
 - (i) specified in the hire car permit issued therefor; and
 - (ii) registered with the Commissioner.(b) No hire car service hiring shall be commenced unless there is first recorded in the *specified form* of record at the address mentioned in paragraph (a)—
 - (i) the name of the person hiring the private car;
 - (ii) a brief description of the journey for which the private car is hired.The operator who fails to produce his hire car permit or the specified form of record immediately when asked for it by a police officer or the Commissioner commits an offence and is liable to a fine of \$1,000 under Reg. 27 of the Road Traffic (Public Service Vehicles) Regulations.
- (4) The hire car permit shall be displayed inside the private car in respect of which it is issued in such manner as is approved by the Commissioner in writing.
- (5) The hire car permit holder shall not place or cause to be placed on or in the private car any marking, words, sign or device visible on or from the outside of the car except such as may be approved or required by the Commissioner in writing.
- (6) A private car in respect of which a hire car permit is issued for a tour hire car service shall not be hired other than for the conveyance of visitors to Hong Kong, and of persons *bona fide* accompanying such visitors on a journey which commences and terminates at the same point.
- (7) The hire car permit so issued shall run concurrently with the vehicle licence. During the period of validity of the permit, there should remain in force in relation to the user of the private cars for the carriage of passengers for hire or reward such policies of insurance or such securities in respect of third party risks. The issue and renewal of permits shall be at the discretion of the Commissioner and may be subject to the vehicle passing an examination conducted by the department. The permit fee is \$1,000 for a period over 4 months to 12 months and \$350 for a period of 4 months or less.
- (8) The permit will be non-transferable to another person and shall automatically cease to be valid upon expiry of the vehicle licence, sale or transfer of the vehicle or the holder being no longer the registered owner of the vehicle. If the permit holder replaces his vehicle, he may apply for a new permit.
- (9) The hire car operator should satisfy the Commissioner regarding the maintenance facilities provided for the vehicles.
- (10) Touting is not allowed. The permit holder(s) shall not provide hire car service in respect of one private car to more than one hirer at separate fares at one time.
- (11) The Commissioner may cancel a permit in the event of a breach of any condition specified for the issue of the permit, or if the registered owner or a driver of the vehicle is convicted of an offence under Section 52(3), (5), (6), (7) or (8) of the Road Traffic Ordinance or Regulation 21 of the Road Traffic (Public Service Vehicles) Regulations.
- (12) Other conditions will be specified in the approval letter to be sent to the successful applicant.

B. COMPLETION OF FORMS

- (1) All relevant items of this form should be completed by an applicant in BLOCK LETTERS. The declaration in PART F must be signed. In the case of a limited company, the name and address of the registered office of the company should be given in PART A and the declaration should be signed by the managing director or company secretary.
- (2) Assessment of suitability of an applicant depends largely on the details provided. Incomplete or insufficient information may render the application unacceptable for consideration or may result in the applicant being required to attend interviews for clarification.
- (3) The Commissioner for Transport may, after assessment, approve the issue of a lesser number of permits than that required by an applicant. If more than the determined number of applications are received, the successful applicants may be chosen by lot.

C. SUBMISSION OF APPLICATIONS

All completed applications should be submitted either in person or by registered post to the Public Vehicles Unit of Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong. The application form must be accompanied by all supporting documents as indicated in PART E below.

D. AMENDMENTS

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

E. SUPPORTING DOCUMENTS

The following documents should be forwarded at the time of submission of the application form:

- (1) Hong Kong Identity Card/Certificate of Incorporation (certified true copy);
- (2) Business Registration Certificate (certified true copy);
- (3) Memorandum and Articles of Association of the company if the applicant is a limited company;
- (4) Itineraries of tours organised by the tourist agent(s) to which the hire cars are served;
- (5) If possible, evidence of number of tourists handled and hired vehicles for tourists, say, for the past three months in respect of the tourist agent to which the hire cars are served;
- (6) If appropriate, evidence of ex-/current hire car operation and/or current operation of public service vehicles;
- (7) Evidence to show that the condition relating to hire car booking system will be adhered to;
- (8) Documentary evidence to show that maintenance and service facilities are provided by appointed garage/motor car company for the proposed vehicle(s) when permit(s) is issued;
- (9) Registration document(s) of the vehicle(s) under application (both the front and reverse sides) (copy only);
- (10) In the case of hire car(s) being provided by an operator, a copy of the written approval from the tourist agent concerned;
- (11) Travel Agents Licence(s) of the travel agent(s) to be served, if any (certified true copy); and
- (12) Other relevant documents/information in support of application not mentioned above.

F. ENQUIRIES

For further information, please contact the Public Vehicles Unit at telephone number 2804 2577.

申請出租汽車許可證申請書——旅遊服務

填表須知

甲、簽發條件

- (1) 出租汽車許可證祇簽發與在香港經營的旅行社，其業務須全部或部份為訪港旅客組織及主辦旅行團，或供給嚮導者，或任何人士獲得旅行社書面許可，准其專責為該旅行社提供接載遊客服務。申請人須為申領許可證私家車的登記車主。
- (2) 申請出租汽車許可證的人士，必須證明實有領證的需要，並已妥為安排，確保接載遊客出租汽車服務效率良好，方可獲得批准。
- (3) (a) 出租汽車業務，祇准於下開地址經營：
 - (i) 出租汽車許可證內指定的地址；
 - (ii) 已向運輸署署長登記的地址。(b) 存放於上文 (a) 段所提及地址的指定租車紀錄表格，事先倘無記入下列資料，則車輛不得出租：
 - (i) 租用私家車人士姓名；
 - (ii) 私家車租出後的路程簡述。根據道路交通（公共服務車輛）規例第二十七條的規定經營出租汽車業務的人士，遇警務人員或運輸署署長索閱出租汽車許可證或指定的紀錄表格而未能立刻出示者，即屬違法，可被判罰款一千元。
- (4) 出租汽車許可證必須展示於所屬的私家車內，且其展示位置必須以運輸署署長書面批准者為合。
- (5) 出租汽車許可證持有人不得在私家車內外設置任何可自車上或車外看見的記號、字句、標誌或設備，亦不得任令他人有此行為，除非各該記號、字句、標誌或設備乃經由運輸署署長書面批准或特別規定者，則不在此限。
- (6) 領有出租汽車許可證並用於旅遊出租汽車服務的私家車，除接載訪港遊客，或確係陪同該等遊客登車（路程的起點及終點須為同一地點）的伴遊人士外，不得出租作其他用途。
- (7) 出租汽車許可證與汽車牌照的有效日期，將同時屆滿。許可證有效期內，使用私家車以出租或收取報酬方式載運乘客的人士，必須具備有效的第三者保險單或投買第三者保險的保證書。許可證簽發或換領與否，概由運輸署署長決定，而車輛可能尚須經運輸署檢驗及格，方得領取許可證。許可證由四個月以上至十二個月期收費一千元，四個月期以下則收費三百五十元正。
- (8) 許可證不得轉讓他人，汽車牌照一旦屆滿，或遇車輛出售或過戶，或持證人不再成為車輛的登記車主時，許可證即自動失效。如持證人需要更換車輛，則可申請另行發給新證。
- (9) 經營出租汽車業務的人士必須向運輸署署長證明確已具備設施，能為其名下車輛進行維修。
- (10) 不得招徠顧客。出租汽車許可證持有人不得同時就一輛私家車向多於一位租用人分別收取費用以提供出租汽車服務。
- (11) 遇持證人違反簽發許可證的任何條件時，運輸署署長得立即取消其許可證。如車輛的登記車主或司機違反道路交通條例第五十二條第(三)、(五)、(六)、(七)或(八)款或道路交通（公共服務車輛）規例第二十一條的規定，並遭法庭裁定有罪，運輸署署長亦得將許可證取消。
- (12) 另有其他條件，日後寄予申請獲准人士的公函內，自會清楚列出。

乙、填寫表格

- (1) 申請人須用正楷填寫此表格內各項有關資料。「己」欄的聲明書必須由申請人簽署。如屬有限公司，該公司名稱及註冊辦事處地址均應在「甲」欄填報，而「己」欄聲明書則應由公司總經理或公司秘書簽署。
- (2) 衡量申請人是否適宜入選，主要視其所提供的資料而定。若資料不全或有漏報，其申請將不予考慮。此外，該申請人或須應約前來會見運輸署人員，以便澄清任何疑點。
- (3) 運輸署署長衡量情況後，得發給申請人許可證少於其所申請數目的許可證。如申請書數目超出運輸署預定發出者，則可能以抽籤方式，決定申請人是否入選。

丙、遞交申請書

申請書填妥後，須親自交來或用掛號信寄回香港金鐘道 95 號統一中心 3 樓運輸署公共車輛分組。申請書必須依照下文「戊」項所示，連同各證明文件，一併交來。

丁、更改資料

申請人所填報的資料，如有任何更改，應即通知運輸署署長。

戊、證明文件

申請人遞交申請書時，必須附來下列文件：

- (1) 香港身份證／公司註冊證（簽署作實副本）；
- (2) 商業登記證（簽署作實副本）；
- (3) 公司組織章程大綱及細則（如申請人為一有限公司）；
- (4) 出租汽車擬服務旅行社的旅遊行程表；
- (5) 出租汽車擬服務旅行社所處理遊客數目及為遊客租用車輛數目的證明文件，例如，足以證明最近三個月的情況者。（如可能提供此等資料）；
- (6) 以前／現在經營出租汽車業務、及／或現在經營公共服務車輛業務的證明文件。（如屬適用）；
- (7) 證明必會遵照有關出租汽車預約制度條件的文件；
- (8) 適當文件以證明擬使用的車輛獲得許可證後，將由指定的車房／汽車公司提供維修及保養服務；
- (9) 申請出租汽車許可證車輛的登記文件（正頁及背頁）（副本）；
- (10) 倘出租汽車由一名經營人士提供，應附來有關旅行社的書面批准；
- (11) 擬服務旅行社如有旅行代理商牌照，應附來其牌照（簽署作實副本）；及
- (12) 上文未有提及而屬有關的其他證明文件與資料。

己、諮詢

如有任何查詢，請撥 2804 2577 與公共車輛分組聯絡。

附 加 說 明

收集目的

1. 運輸署會使用透過本表格所獲得的個人資料作下列用途：
 - (a) 辦理有關審批你在本表格中所提出的申請的事務；
 - (b) 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）
 - (c) 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）
 - (d) 辦理有關交通及運輸的事務；及
 - (e) 方便運輸署與你聯絡。
2. 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

3. 你透過本表格所提供的個人資料會向下列人士／部門公開：
 - (a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；
 - (b) 任何人士，以作上述第 1 段 (b) 項所列的用途；及
 - (c) 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

4. 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

5. 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

Supplementary Notes

Purposes of Collection

The personal data provided by means of this form will be used by Transport Department for the following purposes:

- (a) activities relating to the processing of your application in this form;
- (b) 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*)
- (c) 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*)
- (d) activities relating to traffic and transport matters; and
- (e) facilitating communication between Transport Department and yourself.

2. 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

3. The personal data you provided by means of this form may be disclosed to:
- (a) other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;
 - (b) any person for the purpose mentioned in paragraph 1(b) above; and
 - (c) 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

4. 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

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Executive Officer/FRT
Licensing Section,
3/F, United Centre,
95 Queensway,
Hong Kong.