

## 出租汽車許可證申請書——私家服務(豪華房車)(過境服務)

### 填表須知

#### 甲、簽發條件

- (1) 出租汽車許可證的簽發對象，為訂有合約或其它特別目的提供過境出租汽車私人載客服務(豪華房車)的人士或機構。獲發許可證的人士須先取得有關中國當局的批准。
- (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，確保過境出租汽車私人載客服務(豪華房車)效率良好。方可獲得批准。
- (3) 用以提供豪華房車出租服務的私家車，若於本港首次登記日期為一九九四年七月三十一日或以前者，其到岸價格須超過港幣十萬元；或若於本港首次登記日期為一九九四年八月一日或以後者，其應課稅值須超過港幣三十萬元。
- (4) (a) 出租汽車業務，祇准於下列地址經營：
  - (i) 出租汽車許可證內指定的地址；及
  - (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。
- (5) 出租汽車許可證必須展示於所屬的車輛內，且其展示位置必須以運輸署署長書面批准者為合。
- (6) 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。
- (7) 持證人須確保提供過境出租汽車服務的私家車上所有乘客均持有有效的旅遊證件，有必要時須另有香港簽證規例所需的簽證。此外，持證人亦須負責將車上所有乘客交由入境事務主任審查。
- (8) 入境事務處處長有權拒絕讓任何來自中國的乘客入境，持證人須負全責將該乘客遣離香港，入境事務處處長若拒絕任何乘客入境時可發給下列指示：
  - (a) 將該人由香港遣返中國；或
  - (b) 將該人由香港遣返某一指定國家。

香港特別行政區政府將不負責支付根據上述指示將該人遣離香港的有關費用。
- (9) 若被拒絕進入香港的人士不能立即遣走而須按照入境事務條例(香港法例第一一五章)將其拘留者，入境事務處處長可要求持證人向政府繳付拘留該人期間所支出的費用。
- (10) 持證人須禁止任何持有中國出境許可證的人士乘坐某出租汽車進入香港。
- (11) 持證人須確保所有出入境乘客及其私人行李均送交海關檢查。
- (12) 乘客若因任何原因被海關扣留，並於隨後獲釋，持證人必須負責安排將該名乘客送往其目的地。
- (13) 持證人、其屬下人員、代理人及租用者均須遵守香港海關人員確實根據香港海關條例(香港法例第三四二章)所賦予的權力而發出的任何指示或要求。
- (14) 該私家車駛入邊境禁區或在禁區內時必須展示有效的封閉道路通行許可證。
- (15) 該私家車只可在運輸署署長發出的封閉道路通行許可證指定時間內通過邊境禁區而入境事務處處長可以無須提出理由或通知而拒絕該車輛進入邊境禁區。
- (16) 該私家車進入邊境禁區後須直接駛往海關及入境管制站。車輛回程時同樣須要直接由邊境禁區駛往出口處。該等車輛不得在邊境禁區範圍內停下。如有意外或機件故障，車輛司機必須通知就近的警務人員，入境事務主任或海關人員。乘客不得離開所乘坐的車輛，但為着安全或因已發生意外則除外，而在該等情況下，乘客應逗留在車輛附近等候緊急救援。
- (17) 持證人須盡可能在每一行程的二十四小時前，有關乘客的姓名，以書面方式通知入境事務處及海關於沙頭角管制站／落馬洲管制站的負責人。
- (18) 該私家車的司機須攜帶一簽署作實的指定出租汽車紀錄表格副本，上面須列明某一行程乘客的姓名、旅遊證件類別及號碼及所前往的目的地。
- (19) 該私家車未獲得運輸署署長書面批准前，不得在香港境內用作非過境性質的出租汽車服務。
- (20) 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合格，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，四個月期或以下則收費三百五十元。
- (21) 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。
- (22) 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。
- (23) 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。
- (24) 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。如車輛之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。
- (25) 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) 申請人的香港身份證／護照／公司註冊證（簽署作實副本）；
- (2) 公司代表的香港身份證或護照（簽署作實副本）；
- (3) 商業登記證（簽署作實副本）；
- (4) 公司組織章程大綱及細則（如申請人為一有限公司）；
- (5) 與需要出租汽車服務（豪華房車）的顧客簽訂的合約／協議副本；
- (6) 有關中國當局的書面證明文件，證明申請人獲准提供過境出租汽車服務；
- (7) 獲准的營業地址及預約出租汽車辦法的證據；
- (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) 擬提供服務車輛的貨價，保費及運費總值的證明文件（如適用）；
- (10) 擬申請的私家車車輛登記文件（正頁及背頁）（副本）；
- (11) 簡述經營狀況的文件；及
- (12) 上文未有提及而屬有關的其他證明文件／資料。

### 己、諮詢

如有任何查詢，請撥電 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

# APPLICATION FOR HIRE CAR PERMIT—PRIVATE SERVICE (LIMOUSINE) (CROSS BOUNDARY SERVICE)

## NOTES FOR ATTENTION

### A. CONDITIONS OF ISSUE

- (1) A hire car permit is issued to a person or agency under contract or otherwise to provide cross boundary private hire car service (limousine) and who has obtained prior approval from the appropriate Mainland authorities.
- (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 cross boundary private hire car service (limousine).
- (3) A private car providing a limousine service must have a C.I.F. value above HK\$100,000 if it was first registered in Hong Kong on or before 31 July 1994, and its taxable value must be above HK\$300,000 if it was first registered in Hong Kong on or after 1 August 1994.
- (4) (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 Regulation 27 of the Road Traffic (Public Service Vehicles) Regulations.
- (5) 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.
- (6) 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.
- (7) The permit holder shall ensure that all passengers on board the private car are in possession of valid travel documents and where appropriate, visas in accordance with the Hong Kong visa regulations. It is also the responsibility of the permit holder to present all passengers on board to Immigration Officers for examination.
- (8) The Director of Immigration reserves the right to refuse entry to any passengers arriving from China and the permit holder must accept full responsibility for his/her repatriation from Hong Kong. In the event of any arriving passengers being refused entry, the Director of Immigration may give directions as follows:—
  - (a) To remove the person from Hong Kong to China; or
  - (b) To remove the person from Hong Kong to a specified country.The expenses of removing from Hong Kong a person in accordance with the above directions should not be borne by the Government of the Hong Kong Special Administrative Region.
- (9) If a person who has been refused permission to land in Hong Kong cannot be removed immediately and has to be detained under the provisions of the Immigration Ordinance (Cap. 115), the Director of Immigration may require the permit holder to pay to the Government the expenses incurred by Government in maintaining that person during this period of detention.
- (10) The permit holder shall ensure that no "Chinese exit permit holders" are allowed to travel on the services to enter Hong Kong.
- (11) The permit holder shall ensure that all incoming/outgoing passengers and their personal baggage are presented to Customs for clearance.
- (12) In the event that a passenger is detained by Customs for whatever reason and subsequently released, it shall be the responsibility of the permit holder to arrange for the passenger to be conveyed to his/her destination.
- (13) Any direction or requirement of a member of Customs and Excise Services acting bona fide under powers conferred by the Customs and Excise Services Ordinance (Cap. 342) should be complied with by the permit holder, its servants, agents and charterers.
- (14) When entering or whilst in the Frontier Closed Area, the private car must display a valid Closed Road Permit.
- (15) The private car may be used for passage through the Frontier Closed Area during the times shown in the Closed Road Permits issued in respect of the private car by the Commissioner for Transport and without prejudice to the Director of Immigration's right to refuse entry to the Frontier Closed Area without reason or notice.
- (16) On entering the Frontier Closed Area, the private car shall proceed direct to the Customs and Immigration Control Point. Similarly, on inward journeys the private car shall proceed direct to the exit point from the Frontier Closed Area. The private car is not permitted to stop within the Frontier Closed Area. In the event of an accident or mechanical breakdown, the private car driver must inform the nearest Police, Immigration or Customs Officer of the incident. Passengers are not permitted to leave the private car in which they are travelling other than as required for safety reasons, or in the event of an accident when they should remain near to it pending the arrival of the emergency services.
- (17) The permit holder must notify the Director of Immigration and the Commissioner of Customs and Excise via their representatives at Sha Tau Kok Control Point/Lok Ma Chau Control Point in writing of the names of the passengers for a particular journey preferably 24 hours in advance.
- (18) The driver of the private car must carry a certified true copy of record in the specified form containing a list of the passengers for a particular journey, giving their full names, type of travel documents and numbers and destination of travel.
- (19) The private car shall not be used to provide limousine hire car service within Hong Kong without crossing the boundary unless otherwise approved in writing by the Commissioner for Transport.
- (20) 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 car 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 permit 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.
- (21) 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.
- (22) The hire car operator should satisfy the Commissioner regarding the maintenance facilities provided for the vehicle.
- (23) 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.
- (24) 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.
- (25) 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 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/Passport/Certificate of Incorporation of applicant (certified true copy);
- (2) Hong Kong Identity Card or Passport of the representative(s) of company where applicable (certified true copy);
- (3) Business Registration Certificate (certified true copy);
- (4) Memorandum and Articles of Association of the company if the applicant is a limited company;
- (5) Copies of contracts/agreements entered into to show that the proposed cross boundary limousine hire car service is required;
- (6) Written supporting documents from the appropriate Mainland Authorities;
- (7) Evidence of authorized base of operation and of arrangements made for booking hire car(s);
- (8) Documentary evidence to show that maintenance and service facilities are provided by appointed garage/motor car company for the proposed vehicle when permit is issued;
- (9) Documents showing C.I.F. value for the proposed vehicle(s), if any;
- (10) Copies of vehicle registration documents of the private cars under application (both the front and reverse sides);
- (11) A brief description of business; 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.

## 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.

**申請私家服務（豪華房車）（過境服務）出租汽車許可證**  
**Application for Private Service (Limousine) (Cross Boundary 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）（如申請人爲有限公司）。  
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）（如申請人爲有限公司）。  
The applicant's Memorandum & Articles of Association (Original / 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. 有關中國當局的書面證明文件，證明申請人獲准提供過境出租汽車服務（正本及副本）。  
Written supporting documents from the appropriate Mainland Authorities (Original and Copies).
7. 粵港澳機動車輛往來及駕駛人駕車批准通知書（正本及副本）。  
Approval Notice for the vehicle(s) and driver(s) from the Guangdong Public Security Bureau (Original and Copies).
8. 由申請人及其顧客簽署需要出租汽車服務的合約 / 協議（正本及副本）。有關合約的有效期限須爲最少 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。  
Contract(s) / agreement(s) (original and copies) signed by the applicant and her client(s) for using hire car service provided by the vehicle(s) under application (with vehicle registration mark(s) of the private car(s) shown in the contract(s) / agreement(s)) with a validity period of 6 months or above (from the date when the application was submitted).
9. 顧客的商業登記證（簽署作實副本）。  
The client's Business Registration Certificate(s) (Certified True Copy).
10. 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 records).
11. 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）。  
The Vehicle Registration Document(s) of the private car(s) under application (Certified True Copy).
12. 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.