

(Please return Pages 1 to 2 of this form and the requested documents by email)

To: Transport Department

Email: STO-SD3-VLD@td.gov.hk

The Government of the Hong Kong Special Administrative Region

(Attn: Senior Transport Officer/Special Duties 3)

**Request for Invitation Documents of
Application for Ride-hailing Service Licence 2026**

On behalf of the following company, I hereby request for invitation documents of the Application for Ride-hailing Service Licence 2026.

(a) Company profile:

Company Name:

Registered office/Place of business:

Contact Person:

Post Title:

Tel. No.:

Email Address:

Fax. No.:

Company Website:

Scope of Business:

Company Chop

(b) A copy of a valid Business Registration Certificate must be submitted to facilitate the processing of your request.

I acknowledge that I have read, understood and agreed the following Points to Note:

- (1) The companies which request for the invitation documents (the requesting companies) should provide their company information in the application form and all requested supporting documents. If necessary, TD will require the requesting companies to provide supplementary information on their scope of business. If the requesting companies do not provide sufficient information, TD may not be able to process the applications. All information collected is for the purpose of application for requesting the invitation documents.
- (2) An acknowledgement email would be sent to the requesting companies upon a successful submission of application form. If you do not receive an acknowledgement email within two working days, please contact TD by email (email address: STO-SD3-VLD@td.gov.hk).
- (3) Upon confirming the receipt of relevant information by TD, the requesting companies will be contacted for collecting the invitation documents via the email address provided in the application form. Please make sure that all information provided is accurate and complete. TD will not be responsible for any failure of communication or correspondence due to inaccurate/incomplete information provided.
- (4) The requesting companies shall not disclose the invitation documents or any information (including any specifications and documents) provided by the Government to the requesting companies for the purpose of this application invitation for ride-hailing service licences, to any person other than any person employed, used or engaged by us in the preparation and submission of application where such disclosure is necessary and shall be in strict confidence on a “need-to-know” basis. Such disclosure extends to any of (i) employees, agents, associates, consultants, and any other persons engaged in connection with this application invitation of the requesting companies; (ii) potential partners and subcontractors of the requesting companies for the project; and (iii) employees, agents, associates, consultants, and any other persons engaged in connection with this application invitation of the potential partners in item (ii).
- (5) Personal data provided in the application form will be used for handling the request for the invitation documents. It may be disclosed to relevant bureaux/departments and their consultants in processing the information related to the aforesaid purpose. The requesting companies have rights of access and correction with respect to the personal data provided in this application form. Such request may be made in writing to TD by email to STO-SD3-VLD@td.gov.hk.

Signature: _____
Name: _____
Post Title: _____

Tel. No.: _____
Date.: _____