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

有關出租汽車許可證申請的預先評估請求書 ——旅遊服務
REQUEST FOR PRE-APPLICATION ASSESSMENT FOR HIRE CAR PERMIT—— TOUR SERVICE

填寫前請參閱附列的「填表須知」。此請求書各項資料，均應以正楷填寫。

Please read the attached notes carefully before completing this form. All items should be completed in BLOCK LETTERS.

甲欄 PART A 請求人資料 PARTICULARS OF REQUESTER

(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) 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 authorised 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)			

(8) 運輸業務經驗 Experience in transport business
請列明以前／現在是否出租汽車經營人。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 vehicles concerned.

_____

_____

_____

(9) 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.

_____

* 請將不適用者刪去 Delete if inappropriate (必要時，可用另外一張紙填寫) (Use separate sheet of paper if necessary)

乙欄 PART B 擬經營的出租汽車業務詳情 DETAILS OF INTENDED HIRE CAR OPERATION

(1) 申請出租汽車許可證的理由 (請說明擬經營出租汽車業務的需要)。
Reasons for obtaining hire car permit(s) (please state the need for the intended hire car operation).

_____

_____

_____

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

丙欄 PART C **擬用作出租汽車車輛詳情 PARTICULARS OF VEHICLE(S) INTENDED TO BE USED AS HIRE CAR(S)**

(1) 擬提出正式申請的出租汽車許可證數目: No. of hire car permit(s) intended to be applied for in the formal application _____

(2)

詳情 Particulars	車輛 Vehicles				
廠名 Make					
車款 Model					
製造年份 Year of Manufacture					
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 **證明文件** (請參閱附列填表須知「丁」項) **SUPPORTING DOCUMENTS** (Please refer to PART D of the notes attached.)

(1) _____
(2) _____
(3) _____
(4) _____
(5) _____
(6) _____

戊欄 PART E **聲明書 DECLARATION**

(a) 本人現請求就提供旅遊服務的出租汽車許可證申請進行預先評估 。

(b) 本人明白這項預先評估純屬行政措施，並不在《道路交通(公共服務車輛)規例》(香港法例第374D章)所訂法定制度的規管範圍之內。

(c) 本人明白這項預先評估請求不應被詮釋為根據香港法例第374D章提出的出租汽車許可證申請或其任何部分，而本人參與預先評估純粹出於自願。本人不會單憑這項預先評估請求而獲發出租汽車許可證。

(d) 本人明白如本人打算申請出租汽車許可證，便須根據香港法例第374D章第14條遞交正式的出租汽車許可證申請，而不論這項預先評估的結果為何，**最終應由運輸署署長決定是否發出出租汽車許可證**。預先評估所得結果不論是正面還是負面，均只供本人參考之用，並非定論，亦絕不會對運輸署署長根據香港法例第374D章第14條行使權力具約束力。換言之，正面的預先評估結果不一定代表本人就同一情況遞交的相同／相類正式申請定會獲得批准，亦不代表運輸署署長定會根據香港法例第374D章第14條發出出租汽車許可證。

(e) 本人明白當本人根據香港法例第374D章第14條遞交正式的出租汽車許可證申請時，須符合當時的出租汽車許可證簽發條件。

(a) I wish to request for pre-application assessment for hire car permit(s) to provide tour private hire car service.

(b) I understand that the pre-application assessment is a purely administrative measure falling outside the statutory regime of the Road Traffic (Public Service Vehicles) Regulations (Cap. 374D).

(c) I understand that my request for pre-application assessment should not be construed as an application or any part of an application for hire car permit(s) under Cap. 374D and my participation in the pre-application assessment is purely on a voluntary basis. No hire car permit will be issued pursuant to this request for pre-application assessment only.

(d) I understand that should I intend to apply for a hire car permit, a formal application for hire car permit(s) should be made in accordance with regulation 14 of Cap. 374D and, **it is ultimately for the Commissioner for Transport to decide whether hire car permit(s) should be issued** irrespective of the result of the pre-application assessment. Any indication of a positive or negative result in the pre-application assessment is for my reference only. Such indication is not conclusive and would not in any event bind the Commissioner for Transport in his/her exercise of the powers under regulation 14 of Cap. 374D. In other words, a positive result does not necessarily mean that the same/ similar formal application I make in respect of the same case will be approved or a hire car permit will be issued by the Commissioner for Transport under regulation 14 of Cap. 374D.

(e) I understand that should I submit a formal application for hire car permit(s) in accordance with regulation 14 of Cap. 374D, I will have to accede to the prevailing Conditions of Issue for Hire Car Permits.

請求人簽署 (如適用，請加公司蓋章) _____ 日期 *Date* _____
Signature of Requester (with Company seal, if applicable)

簽署者姓名 *Name of Signatory* _____

簽署者職級／職位 *Rank/Post of Signatory* _____

有關出租汽車許可證申請的預先評估請求書——旅遊服務
填表須知

甲、填寫表格

(1) 請求人須用正楷填寫本表格內各項有關資料，戊欄的聲明書必須簽署。如屬有限公司，應在甲欄填報公司名稱及註冊辦事處地址。聲明書應由公司執行董事或公司秘書簽署。

(2) 本署主要根據所提供的資料給予預先評估。如資料不全或有漏報，有關請求可能不獲考慮，或本署可能須約見請求人澄清疑點。

乙、 遞交預先評估請求書

請求書填妥後，須親自遞交或以掛號郵遞方式寄往香港金鐘道95號統一中心3樓運輸署公共車輛分組。請求書必須連同下文丁項所列所有證明文件一併遞交。

丙、更改資料

所填報的資料如有任何更改，應即時通知運輸署公共車輛分組。

丁、證明文件

遞交請求書時，必須附來下列文件：

(1) 請求人的香港身份證／公司註冊證 (簽署作實副本)；

(2) 商業登記證 (簽署作實副本)；

〔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）。〕

(3) 公司組織章程大綱及細則 (正本／簽署作實副本) (如請求人為有限公司)；

(4) 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）；

(5) 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；

(6) 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

(7) 上文未有提及而與請求相關的其他證明文件／資料。

戊、諮詢

如有任何查詢，請致電 2804 2577 與公共車輛分組聯絡。

REQUEST FOR PRE-APPLICATION ASSESSMENT FOR HIRE CAR PERMIT—TOUR SERVICE
NOTES FOR ATTENTION

A. COMPLETION OF FORMS

(1) All relevant items of this form should be completed by the requester in BLOCK LETTERS. The declaration in PART E 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) The pre-application assessment depends largely on the details provided. Incomplete or insufficient information may render the request unacceptable for consideration or may result in the requester being invited to attend interviews for clarification.

B. SUBMISSION OF REQUESTS FOR PRE-APPLICATION ASSESSMENT

All completed request forms 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 request forms must be accompanied by all supporting documents as indicated in SECTION D below.

C. AMENDMENTS

Public Vehicles Unit of the Transport Department should be notified of any change in particulars immediately.

D. SUPPORTING DOCUMENTS

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

(1) Hong Kong Identity Card/Certificate of Incorporation of requester (certified true copy);

(2) Business Registration Certificate (certified true copy);

[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).]

(3) Memorandum and Articles of Association of the company (original / certified true copy) (if the applicant is a limited company);

(4) 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;

(5) In the case of hire car(s) being provided by an operator, a copy of the written approval from the tourist agent concerned;

(6) Travel Agents Licence(s) of the travel agent(s) to be served, if any (certified true copy); and

(7) Other relevant documents/information in support of the request which is not mentioned above.

E. ENQUIRIES

For enquiry, please contact Public Vehicles Unit at 2804 2577.

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請求）

   (c) 辦理有關交通及運輸的事務；及

   (d) 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，你的請求可能不獲接納。

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(如適用)；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，你有權查閱及改正個人資料。你的查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，包括查閱及改正資料，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 requests only)

(c) activities relating to traffic and transport matters; and

(d) 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 request 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 (if applicable); 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.