

# 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

出租汽車許可證申請書——酒店服務  
APPLICATION FOR HIRE CAR PERMIT——HOTEL 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) 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) 擬提供出租汽車服務的酒店名稱及地址。 Name and address of the hotel where proposed private cars may be hired.

(9) 酒店客房及住客總數。 Total number of hotel bedrooms and guests accommodated.

(10) 酒店客房每晚房租 (請列出各類客房的房租及每類房租的客房數目。)

Hotel room rates per night (State the full range of charges and the number of rooms to which each charge applies.).

(11) 估計每日使用出租汽車服務的酒店住客數目。 Estimated number of hotel guests using hire car service daily.

(12) 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 vehicle(s) concerned.

\* 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

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及如不提供此項服務，酒店的一般服務水準是否會受到影響。) Reasons for the application (please state the need for the hire car operation and whether the general standard of service provided by the hotel will be affected without such operation.)

(2) 出租汽車服務的其他詳情 (例如，行走路線，營業時間等)。Other particulars of hire car service (e.g. trips to be made, 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 |             |  |  |  |  |

(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 酒店提供出租汽車服務。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，依照香港法例第三七四章道路交通條例第一一條第 (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 hire car service for exclusively for hotel. 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)

日期 Date

簽署者姓名 Name of Signatory

簽署者職級／職位 Rank/Post of Signatory

# 出租汽車許可證申請書——酒店服務 填表須知

## 甲、簽發條件

- (1) 出租汽車許可證乃簽發予酒店如酒店東主合符香港法例第一五八章《酒店東主條例》第二條所指申請人須為申領許可證私家車的登記車主。或任何獲得酒店東主或經理書面許可，准其以出租汽車專為該酒店接載客人的人士。
- (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，確保酒店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；及
  - (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，可被判罰款二千元。
- (4) 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。
- (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) 領有出租許可證並用於酒店出租汽車服務的私家車，除接載證內指定酒店的客人或確係陪同該等客人的人士外，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，四個月期或以下則收費三百五十元。
- (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，或酒店不再准許持證人繼續經營該項業務時，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) 持證人違反簽發許可證的任何條件時，運輸署署長可立即取消其許可證。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，運輸署署長亦可將許可證取消。
- (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) 如經營人已獲得有關酒店書面批准，可專為該酒店提供出租汽車服務，則應於填表前先與酒店磋商，並簽署「己」欄的聲明書。
- (3) 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。
- (4) 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

所填報的資料如有任何更改，應即通知運輸署公共車輛分組。

## 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／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)(如申請人為有限公司)；
- (4) 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；
- (5) 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須為最少 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；
- (6) 酒店牌照及其各級房間的房租及數目；
- (7) 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；

\*注意：

- (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。
  - (ii) 根據《道路交通條例》(第374章)第52(3)條的規定，任何人不得駕駛或使用汽車；或容受或允許他人駕駛或使用汽車，以作出租或取酬載客用途，除非該車輛領有生效的出租汽車許可證。任何人違反此規定即屬犯罪，如屬首次被定罪，可處第3級罰款及監禁6個月；及如屬再次定罪，則可處第4級罰款及監禁12個月。此外，根據第374章第90至93條的規定，凡有人就上述第52(3)條被定罪，有關人士可被暫時吊銷汽車牌照。初次違例，可被吊銷汽車牌照6個月；就同一汽車其後再犯罪，則可被吊銷汽車牌照12個月。涉案車輛須於牌照被吊銷期間移交運輸署保管。
  - (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。
- (8) 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)；及
  - (9) 上文未有提及而其他有關的其他證明文件或資料。

## 己、諮詢

如有任何查詢，請致電 2804 2577 與公共車輛分組聯絡。

## **APPLICATION FOR HIRE CAR PERMIT— HOTEL SERVICE NOTES FOR ATTENTION**

### **A. CONDITIONS OF ISSUE**

- (1) Hire car permit(s) is issued to an hotel if the hotel proprietor is within the meaning of section 2 of the Hotel Proprietors Ordinance, Chapter 158 or to a person with written approval from the hotel proprietor of manager to provide a hire car service exclusively for the use of that hotel. 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 hotel 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 for Transport (“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; and
  - (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 \$2,000 under Regulation 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 an hotel hire car service shall not be hired other than for the conveyance of guests of an hotel which is specified in the hire car permit, and of persons bona-fide accompanying such guests.
- (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 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.
- (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, the holder being no longer the registered owner of the vehicle or withdrawal of approval of the hotel for provision of the service. 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 of the form 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 of the form and the declaration should be signed by the managing director or company secretary.
- (2) In the case of an operator having written approval from the hotel to provide exclusive hire car service, the operator should consult the hotel concerned in completing the form and sign the declaration in PART F of the form.
- (3) 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.
- (4) The Commissioner 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 SECTION E below.

### **D. AMENDMENTS**

Public Vehicles Unit of the Transport Department 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 of applicant (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 (original copy / certified true copy) (where the applicant is a limited company);
- (4) Maintenance letter(s) which state(s) the vehicle registration mark(s) of the private car(s) under application;
- (5) 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;
- (6) Hotel licence and evidence of hotel room rates for each class and number of bedrooms of each type;
- (7) 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.

\* Note:

- (i) 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) In accordance with section 52(3) of the Road Traffic Ordinance Cap. 374, no person shall drive or use a motor vehicle; or suffer or permit a motor vehicle 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 this section commits an offence and is liable on a first conviction to a fine at level 3 and to imprisonment for 6 months; and on a subsequent conviction to a fine at level 4 and to imprisonment of 12 months. Moreover, in accordance with sections 90 to 93 of Cap. 374, if a person is convicted under section 52(3), the licence of his/her vehicle may be suspended for a period of 6 months on first offence; and a period of 12 months on subsequent offence in respect of the same vehicle. The vehicle concerned shall be delivered into the custody of Transport Department during the vehicle licence suspension period.
  - (iii) 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](mailto: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 [https://www.td.gov.hk/filemanager/common/tdforms/td202\\_\(rev%202018\).xlsx](https://www.td.gov.hk/filemanager/common/tdforms/td202_(rev%202018).xlsx).
- (8) Vehicle Registration Document(s) of the private car(s) under application (certified true copy);
  - (9) Other relevant documents/information in support of application which is not mentioned above.

## F. 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.