

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.

客運營業證 —— 公共巴士服務 (合約式出租服務[#]) 申請書
APPLICATION FOR PASSENGER SERVICE LICENCE — PUBLIC BUS SERVICE (CONTRACT HIRE SERVICE[#])

請閱讀附頁的「填表須知」，各項資料均須以正楷填寫。
Please read the attached notes and complete all items in BLOCK LETTERS.

擬於申請的新增公共巴士或現有公共巴士加入合約式出租服務 (A08) 批註，請填寫甲欄。(申請人必須符合「填表須知」第 (E)(二) 段內訂明的條件)

Please complete Part A for proposed/existing public bus(es) to be endorsed with contract hire (A08) service endorsement. (Applicant should meet the criteria laid down in paragraph (E)(2) of “Notes for Attention”)

擬新增營辦由相同起點地區往相同目的地地區，而在 30 天內不論是接續或間歇營運的日數超過兩天的合約式出租服務，請填寫乙欄、附件 A 及／或附件 B。

Please complete Part B, ANNEX A and/or ANNEX B for proposed contract hire service with the same origin and destination areas operated for more than 2 days either intermittently or consecutively in a period of 30 days.

甲欄 擬提供合租式出租服務的詳情
PART A DETAILS OF PROPOSED CONTRACT HIRE SERVICE

- (a) 與租用者所簽訂的服務合約的有效期：_____
- Duration of the service contract(s) entered into with the hirer:
- (b) 如擬營辦的合約式出租服務涉及分判安排，請提供申請人與總承判商所簽訂的服務合約的有效期：_____
- If the proposed contract hire service involves sub-contracting arrangement, please provide the duration of the service contract signed by the applicant and the main-contractor:
- (c) 擬提供服務的車輛數目：_____
- Number of vehicle(s) to be deployed for the proposed service:
- (d) 擬用作合約式出租巴士服務的車輛詳情：_____
- Details of public bus(es) to be allocated to the proposed contract hire service:

	車輛登記號碼 Vehicle Registration Mark	車身底盤號碼 Chassis Number	登記車主姓名 Name of Registered Owner	* 單層巴士 *Single Decker	* 雙層巴士 *Double Decker	座位限額 (不計司機) Seating Capacity (excluding driver)
A	現有公共巴士 Existing Public Bus(es)					
B	有待過戶的二手公共巴士 Second-hand Public Bus(es) to be transferred					

* 請在適當方格內填上「✓」號 Please tick as appropriate

註：如有需要，請另加紙張填寫

Note: Please use separate sheet of paper if necessary

[#] 根據香港法例第 374 章《道路交通條例》第 27(4) 條及第 230 章《公共巴士服務條例》第 4 條，若你的巴士並非提供《公共巴士服務條例》第 4 條所訂定的公共巴士服務，例如是以合約式出租形式提供服務 (即 A08 服務)，任何人士 (包括你及租用巴士者) 均不得向乘客收取個別車費。

In accordance with section 27(4) of the Road Traffic Ordinance (Chapter 374) and section 4 of the Public Bus Services Ordinance (Chapter 230), no person (including you and the hirer) may collect separate fares from the passengers if your bus is providing a public bus service not under section 4 of the Public Bus Services Ordinance (Chapter 230), such as contract hire service (A08).

乙欄 擬新增營辦由相同起點地區往相同目的地地區，而在 30 天內不論是接續或間歇營運的日數超過兩天的合約式出租服務的詳情

PART B DETAILS OF PROPOSED CONTRACT HIRE SERVICE WITH THE SAME ORIGIN AND DESTINATION AREAS OPERATED FOR MORE THAN 2 DAYS EITHER INTERMITTENTLY OR CONSECUTIVELY IN A PERIOD OF 30 DAYS

(a) 擬提供合約式出租服務的個別路線申請類別 (請在適當方格內填上「✓」號)：

Types of application for the proposed contract hire service with specified route (Please tick as appropriate):

- (1) ☐ 就指定合約式出租服務類別取得「一次過批准」
“One-off Approval” for designated types(s) of contract hire service
- ☐ 婚禮 wedding ceremony
 - ☐ 喪禮 funeral
 - ☐ 中學或以下學校的課外活動 extra curricular activities to schools up to secondary schools
 - ☐ 應付緊急交通需要提供接載服務 transportation service for emergency
- (2) ☐ 為提供合約式出租服務予指定團體或院舍取得「就個別團體或院舍發出的一次過批准」
“One-off Approval” for contract hire service for Non Governmental Organization (NGO), church, community centre or home for the elderly
- ☐ 志願團體 NGO
 - ☐ 教會 church
 - ☐ 社區中心 community centre
 - ☐ 老人院舍 home for the elderly
- (3) ☐ 就擬提供合約式出租服務取得「逐次申請」的批准 (申請類別 (1) 及 (2) 除外)
Individual Approval for contract hire service (other than type (1) & (2))

(b) 與租用者所簽訂的服務合約的有效期：_____

Duration of the service contract(s) entered into with the hirer:

(c) 租用者名稱：_____

Name of the hirer:

(d) 服務路線 (請順序列出擬營辦的服務路線所經過的道路名稱)：

Service routeing (Please list roads on which the service is proposed to be operated in sequence):

(e) 上落乘客站的正確位置 (如適用，請附草圖表明擬用作上落乘客站的確實位置)：

Exact boarding and alighting locations (Please provide sketches showing the exact locations proposed if appropriate):

擬設立的上落乘客站
Proposed boarding and alighting locations

請聲明有關上落乘客站是否位於限制區、禁區、巴士站、巴士專線、的士站或專線小巴站
Please declare whether the locations are within restricted zones, prohibited zones, bus stops, bus-only-lanes, taxi stands or green mini bus stops

* 請刪去不適用者 Please delete if inappropriate

- | | |
|----------|-----------------------------|
| 1. _____ | 是 / 否 *
<u>Yes / No*</u> |
| 2. _____ | 是 / 否 *
<u>Yes / No*</u> |
| 3. _____ | 是 / 否 *
<u>Yes / No*</u> |
| 4. _____ | 是 / 否 *
<u>Yes / No*</u> |
| 5. _____ | 是 / 否 *
<u>Yes / No*</u> |

註：如有需要，請另加紙張填寫
Note: Please use separate sheet of paper if necessary

- (f) 每日營辦時間：_____
- Operation hours of the proposed service per day:
- (g) 每日提供服務的班次／數目：_____
- Number / Frequency of service trip(s) per day:
- (h) 每週營辦日子：_____
- Days of operation per week:
- (i) 擬用作合約式出租巴士服務個別路線的車輛詳情：
- Details of public bus(es) to be allocated to the proposed contract hire service with specified route:

	車輛登記號碼 Vehicle Registration Mark	車身底盤號碼 Chassis Number	登記車主姓名 Name of Registered Owner	* 單層巴士 *Single Decker	* 雙層巴士 *Double Decker	座位限額 (不計司機) Seating Capacity (excluding driver)
A	現有公共巴士 Existing Public Bus(es)					
B	有待過戶的二手公共巴士 Second-hand Public Bus(es) to be transferred					

* 請在適當方格內填上「✓」號 Please tick as appropriate

註：如有需要，請另加紙張填寫

Note: Please use separate sheet of paper if necessary

申請人聲明書 DECLARATION BY THE APPLICANT

據本人所知，以上填報的各項資料均屬確實。本人明白，如故意提供失實資料，根據香港法例第 374 章道路交通條例第 111 條 (第3款) 的規定，本人可被檢控，一經定罪，可被罰款 5,000 元及監禁六個月。

本人明白，如申請獲准，本人／本公司將須遵照非專營巴士的發牌條件及有關客運營業證條件，特此聲明。

本人明白，營辦擬提供的合約式出租服務須先獲運輸署署長批准，而根據香港法例第 374 章道路交通條例第 52 條 (第 4 款) 的規定，營辦未獲運輸署署長批准的合約式出租服務乃屬違法。此外，除非獲運輸署署長批准營辦擬提供的合約式出租服務，否則本人／本公司不得就該合約式出租服務作出宣傳。

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 (Chapter 374) and on conviction to a fine of \$5,000 and to imprisonment for six months.

I understand that if my application is approved, the licence to be issued will be subject to the compliance with the licensing conditions for a non-franchised bus and the relevant passenger service licence conditions.

I understand that operation of the proposed contract hire service is subject to the prior approval from the Commissioner for Transport and provision of the service before obtaining the Commissioner's approval is illegal under Section 52(4) of the Road Traffic Ordinance (Chapter 374). Furthermore, unless the Commissioner's approval for the proposed contract hire service is obtained, publicity on the provision of the contract hire service should not be made.

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 (正楷)：_____

Name of Signatory (in Block Letters):

簽署者職位：_____

Post of Signatory:

附件 A ANNEX A

如擬營辦由相同起點地區往相同目的地地區，而在 30 天內不論是接續或間歇營運的日數超過兩天的合約式出租服務，請提供租用者資料 (由租用者填寫)

FOR PROPOSED CONTRACT HIRE SERVICE WITH THE SAME ORIGIN AND DESTINATION AREAS OPERATED FOR MORE THAN 2 DAYS EITHER INTERMITTENTLY OR CONSECUTIVELY IN A PERIOD OF 30 DAYS, PLEASE PROVIDE PARTICULARS OF THE HIRER (To be completed by the hirer)

- (a) 租用者名稱：_____
- Name of the hirer:
- (b) 地址：_____
- Address:
- (c) 聯絡人及電話號碼：_____
- Contact person and telephone number:
- (d) 服務合約是否列明限期？ 是／否 *
- Is there expiry date specified in the service contract? Yes/No*
- (e) 如 (d) 的答案為「否」，請確認申請人所遞交的服務合約是否仍然有效，及有效期是否達六個月或以上？ 是／否 *
- If the answer to (d) is "no", is the service contract submitted by the applicant still valid and will it be valid for 6 months or above? Yes/No*
- (f) 如合約式出租服務由總承辦商外判，租用者是否同意有關分判安排？ 是／否 *
- If the contract hire service involves sub-contracting, does the hirer agree on the sub-contracting arrangement? Yes/No*
- (g) 如租用者委任多於壹位巴士營辦商提供合約式出租服務，請列出需要委任多於壹位巴士營辦商提供該合約式出租服務的原因：
- If more than one bus operator are appointed to provide contract hire service by the hirer, please state the reason for appointing more than one bus operator to provide the same contract hire service:

* 請刪去不適用者 Please delete if inappropriate

租用者聲明書 DECLARATION BY THE HIRER

據本人所知，在以上附件 A 內填報的各項資料均屬確實。本人明白，如故意提供失實資料，根據香港法例第 374 章道路交通條例第 111 條 (第 3 款) 的規定，本人可被檢控，一經定罪，可被罰款 5,000 元及監禁六個月。

本人明白及同意在申請表內列出的擬提供合約式出租服務的詳情 (包括擬提供服務的車輛數目、服務路線、上落乘客站的正確位置、每日營辦時間、每日提供服務的班次／數目、每週營辦日子等資料)。本人亦明白，營辦擬提供的合約式出租服務須先獲運輸署署長批准，而根據香港法例第 374 章道路交通條例第 52 條 (第 4 款) 的規定，營辦未獲運輸署署長批准的合約式出租服務乃屬違法。此外，除非獲運輸署署長批准營辦擬提供的合約式出租服務，否則本人／本公司不得就該合約式出租服務作出宣傳。

I declare that to the best of my knowledge and belief, the information given in Annex A 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 (Chapter 374) and on conviction to a fine of \$5,000 and to imprisonment for six months.

I understand and agree with the proposed contract hire service as detailed in this application form (information including the number of vehicle(s) to be deployed for the proposed service, service routeing, exact boarding and alighting locations, operation hours of the proposed service per day, number/frequency of service trip(s) per day, days of operation per week etc.) I also understand that operation of the proposed contract hire service is subject to the prior approval from the Commissioner for Transport and provision of the service before obtaining the Commissioner's approval is illegal under Section 52(4) of the Road Traffic Ordinance (Chapter 374). Furthermore, unless the Commissioner's approval for the proposed contract hire service is obtained, publicity on the provision of the contract hire service should not be made.

租用者負責人簽署及公司蓋章：_____

Signature of the authorized representative of hirer with company chop:

日期：_____

Date:

負責人姓名 (正楷)：_____

Name of the authorized representative (in Block Letters):

負責人職位：_____

Post of the authorized representative:

附件 B ANNEX B

如擬營辦由相同起點地區往相同目的地地區，而在 30 天內不論是接續或間歇營運的日數超過兩天的合約式出租服務涉及分判安排，此欄必須由總承判商填寫

THIS PART MUST BE COMPLETED BY THE MAIN-CONTRACTOR IF THE PROPOSED CONTRACT HIRE SERVICE WITH THE SAME ORIGIN AND DESTINATION AREAS OPERATED FOR MORE THAN 2 DAYS EITHER INTERMITTENTLY OR CONSECUTIVELY IN A PERIOD OF 30 DAYS INVOLVES SUB-CONTRACTING ARRANGEMENT

- (a) 請總承判商列出需要分判服務的原因： _____
Please state the reason for the need for sub-contracting arrangement:
- (b) 總承判商現時是否正提供擬分判之合約式出租服務？ 是／否 *
Is the main-contractor operating the contract hire service to be sub-contracted? Yes/No*
- (c) 若(b)的答案為「是」，總承判商於合約式出租服務分判後仍否繼續提供該合約式出租服務的相同路線及每日營辦時間？ 是／否 *
If the answer to (b) is "yes", will the main-contractor continue to operate the same contract hire service (including routeing and operation hours of the service) after sub-contracting of the contract hire service? Yes/No*
- (d) 若(c)的答案為「是」，請總承判商提供有關詳情： _____
If the answer to (c) is "yes", please specify the details:
- (e) 如包括總承判商在內有多於壹位巴士營辦商提供擬營辦的合約式出租服務，請列出需要多於壹位巴士營辦商為同一租用者提供該合約式出租服務的原因： _____
If more than one bus operator (including the main-contractor) provide the proposed contract hire service, please state the reason for requiring more than one bus operator to provide the contract hire service for the same hirer: _____

* 請刪去不適用者 Please delete if inappropriate

總承判商聲明書 DECLARATION BY THE MAIN-CONTRACTOR

據本人所知，以上附件 B 內填報的各項資料均屬確實。本人明白，如故意提供失實資料，根據香港法例第 374 章道路交通條例第 111 條(第 3 款)的規定，本人可被檢控，一經定罪，可被罰款 5,000 元及監禁六個月。

本人明白，營辦擬提供的合約式出租服務須先獲運輸署署長批准，而根據香港法例第 374 章道路交通條例第 52 條(第 4 款)的規定，營辦未獲運輸署署長批准的合約式出租服務乃屬違法。本人亦明白，如果本人／本公司支持巴士營辦商營辦未獲准的合約式出租服務，本人／本公司可能會因協助及教唆營辦未獲准合約式出租服務而被檢控。此外，除非獲運輸署署長批准營辦擬提供的合約式出租服務，否則本人／本公司不得就該合約式出租服務作出宣傳。

I declare that to the best of my knowledge and belief, the information given in Annex B 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 (Chapter 374) and on conviction to a fine of \$5,000 and to imprisonment for six months.

I understand that operation of the proposed contract hire service is subject to the prior approval from the Commissioner for Transport and provision of the service before obtaining the Commissioner's approval is illegal under Section 52(4) of the Road Traffic Ordinance (Chapter 374). I also understand that I / my company may be liable for aiding and abetting the offence of operating unauthorized contract hire service if I / my company support(s) the bus operator to do so. Furthermore, unless the Commissioner's approval for the proposed contract hire service is obtained, publicity on the provision of the contract hire service should not be made.

總承判商負責人簽署及公司蓋章： _____
Signature of the authorized representative of main-contractor with company chop:

日期： _____
Date:

負責人姓名(正楷)： _____
Name of authorized representative(in Block Letters):

負責人職位： _____
Post of authorized representative:

(A) 經營公共巴士合約式出租服務須獲的批准

- (一) 根據香港法例第374章《道路交通條例》的規定，所有經營非專營巴士服務的營辦商，必須領有有效的客運營業證，而提供服務的非專營巴士須領有有效的客運營業證證明書，並獲運輸署簽發合約式出租服務 (A08)的批註。
- (二) 合約式出租服務為不收取個別收費的運載乘客服務，即用合約方式提供並非香港法例第230章《公共巴士服務條例》第4條(3)所指明的任何服務。

- (三) 由相同起點地區往相同目的地地區，而在30天內不論是接續或間歇營運的日數超過兩天的合約式出租服務，除提供服務的巴士須取得合約式出租服務的批註(A08)外，營辦商須就個別路線取得運輸署的批准，包括以下批准類別：

◆ 就指定合約式出租服務類別取得「一次過批准」

其中的以下各類服務，申請人可考慮就有關服務向運輸署申請「一次過批准」，以便在合約式出租服務的批註有效期內提供這幾類服務，而毋須逐次申請：

- 婚禮；
- 喪禮；
- 中學或以下學校的課外活動；或
- 應付緊急交通需要提供接載服務(例如鐵路停駛)。

◆ 為提供合約式出租服務予指定團體或院舍取得「就個別團體或院舍發出的一次過批准」

為以下團體或院舍提供的服務，申請人可考慮向運輸署申請「就個別團體或院舍發出的一次過批准」，以便在有關的合約期內提供服務予某指定的團體或院舍，而毋須逐次申請。

- 志願團體；
- 教會；
- 社區中心；或
- 老人院舍。

◆ 其他——「逐次申請」

其他由相同起點地區往相同目的地地區，而在30天內不論是接續或間歇營運的日數超過兩天的合約式出租服務，必須逐次申請。

(B) 申請表格

如申請人申請營辦合約式出租服務，申請人須填妥及遞交以下(一)及(二)項的申請書：

- (一) 客運營業證——公共巴士服務申請書(T.D.246A)及／或客運營業證證明書——公共巴士服務申請書(T.D.247A)；及
- (二) 客運營業證——公共巴士服務(合約式出租服務)服務申請書(T.D.246A)(A08)。

(C) 申請證明文件

- (一) 申請人身份證明文件

- (i) 香港身份證(只適用於新營辦商及申請人以個人名義申請)(申請時所遞交的身份證影印副本，運輸署會於處理後銷毀)；
- (ii) 公司註冊證書(只適用於申請人以有限公司名義申請)；
- (iii) 有效商業登記證；
- (iv) 「查底紙」〔即稅務局表格 I(a)/I(c)〕(只適用於新營辦商及申請人以個人名義申請；及
- (v) 公司組織章程大綱及細則(只適用於新營辦商及申請人以有限公司名義申請)。

- (二) 租用者身份證明文件

- (i) 租用者的有效商業登記證(只在運輸署認為有需要時才遞交)。

(三) 證明文件以支持申請人對擬營辦合約式出租服務的需要

(i) 申請合約式出租服務的批註

- 與租用者簽署的巴士租用服務合約，有效期至少應為 6 個月，合約須列明租用巴士服務的生效日期、租用巴士的數目以及所提供的服務性質；
- 如擬以分判形式提供該合約式出租服務，租用者與總承判商簽訂的有效服務合約及總承判商與申請人簽訂的有效服務合約(有關服務合約的有效期限為最少 6 個月)，及租用者發出的支持信同意有關分判安排；及
- 如擬提供的合約式出租服務於申請時已經開始，申請人須以書面解釋以何等方式提供該合約式出租服務及提交有關證明文件，並須解釋不再繼續以該等方式提供合約式出租服務的原因。

(ii) 申請營辦由相同起點地區往相同目的地地區，而在 30 天內不論是接續或間歇營運的日數超過兩天的合約式出租服務

如擬營辦由相同起點地區往相同目的地地區，而在 30 天內不論是接續或間歇營運的日數超過兩天的合約式出租服務，除提供服務的巴士須取得合約式出租服務的批註 (A08) 外，申請人須提交以下證明文件：

- 就指定合約式出租服務類別取得「一次過批准」
與租用者所簽署的巴士租用服務合約或過往的營運記錄(例如服務收據、銀行入數紙或租車單等)，合約須列明租用巴士服務的有效日期、租用巴士的數目以及所提供的服務性質；
- 為提供合約式出租服務予指定團體或院舍取得「就個別團體或院舍發出的一次過批准」
與租用者簽署的巴士租用服務合約或訂車單等，合約須列明租用巴士服務的有效日期、租用巴士的數目以及所提供的服務性質；
- 其他－「逐次申請」
與租用者簽署的巴士租用服務合約或訂車單等，合約須列明租用巴士服務的有效日期、租用巴士的數目以及所提供的服務性質。

(四) 就申請人擬使用的公共巴士須提交的證明文件(只適用於新客運營業證及增添公共巴士之申請)

◆ 如申請人擬以二手巴士提供合約式出租服務，而該巴士的現有車主須申請以另一巴士代替擬過戶之巴士：

- 申請人須以書面解釋購買該公共巴士的原因及提交有關的理據；
- 由申請人及該巴士的現有車主簽訂的買賣協議書；及
- 該巴士的現有車主申請購買替代巴士的申請及有關證明文件；

◆ 如申請人擬以二手巴士提供合約式出租服務，而該巴士的現有車主不會申請代替巴士：

- 由申請人及該巴士的現有車主簽訂的買賣協議書；及
- 該巴士的現有車主放棄購買替代巴士的聲明書。

(D) 遞交申請表格及文件

申請人須將已填妥的申請表格，及以上有關申請證明文件，親自遞交或由代理人交回香港金鐘道 95 號統一中心三樓運輸署公共車輛分組，或以掛號郵遞交回。如申請營辦由相同起點地區往相同目的地地區，而在 30 天內不論是接續或間歇營運的日數超過兩天的合約式出租服務，申請人需於擬營辦日期前最少 14 個工作天前遞交申請。申請人如須更改填報的資料，必須立即通知運輸署署長。

(E) 申請注意事項

- (一) 根據香港法例第 374 章《道路交通條例》第 28 條的規定，運輸署就客運營業證的申請作出決定時，除須顧及與該申請有關的事宜外，亦須顧及以下事宜：
- (i) 行政長官在有關提供公共運輸服務任何政策方面的指示；
 - (ii) 對於可予登記的車輛數目的任何有效限定；
 - (iii) 對申請人擬提供的服務需求；
 - (iv) 其他公共運輸經營者已有提供或已作計劃的服務的水平；
 - (v) 擬提供的服務的地區及道路的交通情況；及
 - (vi) 申請人擬提供的服務的標準。
- (二) 根據「非專營巴士營運的規管架構和發牌制度」的立法會交通事務委員會文件，政府會繼續實行自二零零三年十二月起停止自動簽發合約式出租服務 (A08) 批註予沒有該類批註的巴士的措施。唯新加入的營辦商或現有營辦商之間互相轉讓現有已登記車隊內的巴士時，如能符合下列條件，其合約式出租服務 (A08) 批註可予保留：
- (i) 該巴士在轉讓前已取得 A08 批註，因此不會令 A08 批註總數出現淨增長；
 - (ii) 巴士轉讓不會令非專營巴士車隊中的巴士總數出現淨增長；以及
 - (iii) 申請 A08 批註的新車車主能出示證明文件支持申請。
- (三) 如(i) 新的客運營業證申請及(ii) 現有營辦商申請增添巴士的申請，只通過合約式出租服務批註(A08)作為支持文件，則只有在非常特殊而申請人又能提供充分理據和證明文件的情況下，其申請才會獲得批准。
- (四) 如申請合約式出租服務的批註(即本申請表甲欄所指事項)，運輸署在收齊申請人需要提交的文件後，一般需時六至八個星期處理申請，實際處理時間視乎申請的複雜程度而定。
- (五) 如申請批註的巴士源自現有已登記的車隊，而有關申請不會令非專營巴士總數出現淨增長，則運輸署在批出和更改有關批註時，會採用較靈活的做法。在這方面，非專營巴士營辦商 (不論是現有營辦商還是新加入的營辦商) 之間轉讓的巴士，將通常不會獲發多於三項批註。如轉讓巴士是因營業證持有人公司化而起，而營辦商又能提出理據證明有需要營辦該項服務，則可豁免遵守這項規定。
- (六) 如合約式出租服務個別路線申請獲得批准，運輸署會制訂服務詳情表或在批准信內，規定所有關乎服務營運的細節，包括路線、服務時段、班次、巴士數目及載客量、獲准接載的乘客類別、或／及上落乘客站等等。營辦商須遵守服務詳情表或批准信內訂定的細則，以營辦該合約式出租服務個別路線。如不依照服務詳情表或批准信內訂定的細則提供服務，即構成違反發牌條件。

(F) 查詢

如有任何疑問，請致電 2527 4752 或傳真 2865 1227 與公共車輛分組聯絡。

NOTES FOR ATTENTION

(A) Approval to be Obtained for the Operation of Public Bus Contract Hire Service

- (1) According to the Road Traffic Ordinance (Chapter 374), all non-franchised bus operators must be holders of valid Passenger Service Licences (PSL) whereas the bus(es) to be used for the provision of service should be issued with valid passenger service licence certificate(s) with contract hire service (A08) endorsement(s) by the Transport Department.
- (2) Contract hire service is for the carriage of passengers other than at separate fares. It provides under contract any type of service other than those specified in section 4(3) of the Public Bus Services Ordinance (Chapter 230).

(3) For the operation of any contract hire service with the same origin and destination areas for more than 2 days either intermittently or consecutively in a period of 30 days, prior approval for respective route(s) should be obtained from the Transport Department in addition to the contract hire service (A08) endorsement in respect of the bus(es) to be used for the provision of service, including the following approved types:

◆ Obtaining “one-off approval” in respect of specified types of contract hire service

The applicant may consider applying for “one-off approval” from the Transport Department for the provision of the following types of service during the validity period of the contract hire service endorsement and has no need to submit individual applications:

- service for weddings;
- service for funerals;
- service for extra-curricular activities of schools at secondary level or below; or
- pickup service to cope with urgent transport needs (e.g. suspension of railway services).

◆ Obtaining “one-off approval in respect of individual groups or homes” for the provision of contract hire service to specified groups or homes

The applicant may consider applying for “one-off approval in respect of individual groups or homes” for the provision of contract hire service to the following specified types of groups or homes during the contract period and has no need to submit individual applications.

- non-governmental organisation;
- church;
- community centre; or
- home/day care centre for the elderly.

◆ Others — “individual applications”

For the operation of other types of contract hire service with the same origin and destination areas for more than 2 days either intermittently or consecutively in a period of 30 days, individual applications should be made.

(B) Application Forms

For the operation of contract hire service, the application forms stated in (1) and (2) below should be completed and submitted:

- (1) Application for Passenger Service Licence — Public Bus Service (T.D. 246A) and/or Application for Passenger Service Licence Certificate(s) — Public Bus Service (T.D. 247A); and
- (2) Application for Passenger Service Licence — Public Bus Service (Contract Hire Service) (T.D. 246A) (A08).

(C) Supporting Documents

(1) Identification Documents of the Applicant

- (i) Hong Kong Identity Card of the applicant (only for new operators and those who are applying as individuals)
(the copy (copies) of identity card attached to the application will be destroyed by the Transport Department after the processing of application);
- (ii) Certificate of Incorporation (only for applicants who are applying as limited companies);
- (iii) valid Business Registration Certificate;
- (iv) Company search document [Form I(a)/I(c) of the Inland Revenue Department] (only for new operators and those who are applying as individuals); and
- (v) Memorandum and Articles of Association (only for new operators and those who are applying as limited companies).

(2) Identification Document of the Hirer

- (i) valid Business Registration Certificate (to be submitted only when deemed necessary by the Transport Department).

(3) Documents in Support of the Need for the Contract Hire Service Proposed by the Applicant

(i) Application for contract hire service endorsement

- The bus hire service contract signed with the hirer with a validity period of at least 6 months, specifying the commencement date of hire, the number of bus(es) hired and the nature of service to be provided;
- If the proposed contract hire service is operated under a sub-contracting arrangement, the service contract signed between the hirer and the main contractor as well as the service contract signed between the main contractor and the applicant (with a validity period of at least 6 months), and a support letter from the hirer endorsing the sub-contracting arrangement; and
- If the proposed contract hire service has already been in operation at the time of application, written explanation with supporting documents on the arrangements for the provision of service and the reasons for not continuing the provision of contract hire service under such arrangements.

(ii) Application for the operation of contract hire service with the same origin and destination areas for more than 2 days either intermittently or consecutively in a period of 30 days

In the event of proposed operation of contract hire service with the same origin and destination areas for more than 2 days either intermittently or consecutively in a period of 30 days, the applicant should submit the following supporting documents in addition to obtaining the contract hire service (A08) endorsement in respect of the bus(es) to be used for the provision of service:

- Obtaining “one-off approval” in respect of specified types of contract hire service
The bus hire service contract signed with the hirer or past business records (e.g. service receipts, bank pay-in slips or hire receipts). The contract should specify the validity period of the bus hire, the number of bus(es) hired and the nature of service to be provided;
- Obtaining “one-off approval in respect of individual groups or homes” for the provision of contract hire service to specified groups or homes
The bus hire service contract signed with the hirer or booking receipts, etc. The contract should specify the validity period of the bus hire, the number of bus(es) hired and the nature of service to be provided;
- Others — “individual applications”
The bus hire service contract signed with the hirer or booking receipts, etc. The contract should specify the validity period of the bus hire, the number of bus(es) hired and the nature of service to be provided.

(4) Supporting Documents in respect of the Bus(es) to be used for the provision of the proposed service(s) (only for applications for new PSL and additional bus(es))

◆ If second-hand bus(es), for which replacement bus(es) will be acquired by the existing owner(s), are to be deployed for the provision of contract hire service, the following documents are required:

- written explanation from the applicant with supporting documents on the reasons for purchasing the public bus(es);
- sale and purchase agreement signed between the applicant and the existing owner(s) in respect of the proposed bus(es); and
- application together with supporting documents from the existing owner(s) of the second-hand bus(es) for the purchase of replacement bus(es).

◆ If second-hand bus(es), for which no replacement bus will be acquired by the existing owner(s), are to be deployed for the provision of contract hire service, the following documents are required:

- sale and purchase agreement signed between the applicant and the existing owner(s) in respect of the proposed bus(es); and
- letter from the existing owner(s) of the proposed bus(es), agreeing not to purchase replacement bus(es).

(5) Documents in Support of the Need for Additional Bus(es) and/or Additional Service Endorsement(s) for Existing Public Bus(es) (only for applicants who are existing operators)

◆ Operation details of the services provided (except the proposed contract hire service) in the past 3 months in respect of all bus(es) registered under his/her PSL, including:

- valid service contracts signed with all hirers;
- hiring receipts endorsed by the hirers, or if such is not available, deployment records of the vehicle(s) with supporting documents; and
- public bus daily operation chart that clearly sets out the routes, timetable and name lists of students in the case that the applicant currently provides student service (sample forms are obtainable from the Public Vehicles Unit). The operation chart should be endorsed by the school principal concerned and affixed with the school chop. The deployment records in respect of the existing bus(es) is also required.

◆ If the applicant has been hiring bus(es) from other public bus operators for the provision of services in the past 3 months, the relevant bus hiring records and written explanation of reasons for not continue hiring bus(es) from other public bus operators.

(D) Submission of Application Forms and Documents

The completed application forms together with the relevant supporting documents should be submitted either in person, by agent or by registered post to the Public Vehicles Unit of the Transport Department at 3/F, United Centre, 95 Queensway, Hong Kong. For application for the operation of contract hire service with the same origin and destination areas for more than 2 days either intermittently or consecutively in a period of 30 days, the application should be submitted at least 14 working days prior to the service commencement. For any amendment to the information provided, the applicant(s) should notify the Commissioner for Transport immediately.

(E) Points to Note in Submitting an Application

- (1) According to section 28 of the Road Traffic Ordinance (Chapter 374), in determining an application for a PSL, the Transport Department shall take into account the following in addition to any other matter relevant to the application:
 - (i) any policy direction from the Chief Executive with respect to the provision of public transport services;
 - (ii) any limit in force on the number of vehicles that may be registered;
 - (iii) the need for the services to be provided by the applicant;
 - (iv) the level of service already provided or planned by other public transport operators;
 - (v) traffic conditions in the areas and on the roads where the services are to be provided; and
 - (vi) the standard of service to be provided by the applicant.
- (2) According to the paper entitled “Regulatory Framework And Licensing System For Non-Franchised Bus Operation” of the Legislative Council Panel on Transport, the measure implemented since December 2003 to cease automatic granting of contract hire service (A08) endorsement to vehicles currently without such endorsement will be continued, except that non-franchised vehicles within the existing registered fleet transferred among new or existing operators would be allowed to retain the contract hire service (A08) endorsement if:
 - (i) such vehicle has A08 endorsement before the transfer and thus will not result in a net increase in the total number of A08 endorsements;
 - (ii) the transfer will not result in a net increase in the non-franchised bus fleet; and
 - (iii) the new owner of the vehicles applies for the A08 endorsement with supporting documents to justify the application.
- (3) For (i) application for new PSL or (ii) application for additional bus(es) from existing operators, if the vehicle(s) concerned is solely supported by Contract Hire Service (A08), approval would only be given under exceptional circumstances and after stringent vetting. Applicant should also provide sufficient justifications and supporting documents to support the application.
- (4) For applications for contract hire service endorsement (i.e. the matter as indicated under Part A of this application form), it normally takes 6 to 8 weeks for the Transport Department to process the application upon receipt of all the requisite documents submitted by the applicant. Actual processing time will depend on the complexity of individual application.
- (5) If the vehicle for which an application for service endorsement is made is sourced from the existing registered non-franchised bus fleet and the application will not entail a net increase in the non-franchised bus fleet size, a more flexible approach will be adopted by the Transport Department in the granting and/or amendment of endorsements. In this respect, vehicle(s) transferred among non-franchised bus operators (regardless of whether they are existing or new operators) would normally not be granted with more than 3 endorsements. Transfer of vehicles arising from the corporatisation of PSL holder, however, will be exempted from this requirement if justifications can be provided by the operator to prove the need of service.
- (6) If the application for contract hire service in respect of specified route(s) is approved, a schedule of service would be set by the Transport Department or set out in the offer letter specifying the relevant operation details, including routing, operation hours, number of trips, number of bus(es) and seating capacity of bus(es), types of passengers permitted to carry, and/or boarding and alighting locations, etc. The bus operator should adhere to the details specified in the schedule of service or set out in the offer letter in providing contract hire service of the specified route(s). Non-adherence to the schedule of service or details set out in the offer letter will constitute a violation of the licensing conditions.

(F) Enquiries

For enquiries, please contact the Public Vehicles Unit at telephone number 2527 4752 or fax number 2865 1227.

收集目的

- 運輸署會使用透過本表格收集的個人資料作下列用途：
 - 辦理有關審批你在本表格中所提出的申請的事務；
 - 依照香港法例第 374E 章《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)
 - 依照香港法例第 374B 章《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)
 - 辦理有關交通及運輸的事務；及
 - 方便運輸署與你聯絡。
- 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

- 運輸署透過本表格收集的個人資料會向下列人士／部門公開：
 - 其他政府決策局和政府部門，及其他團體或公司，以作上述第 1 段所列的用途；
 - 任何人士，以作上述第 1 段 (b) 項所列的用途；及
 - 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

- 根據香港法例第 486 章《個人資料 (私隱) 條例》第 18 及 22 條及附表 1 第 6 條，你有權要求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

- 有關透過本表格收集的個人資料的查詢，包括要求索閱及修正資料，應寄往香港金鐘道 95 號統一中心 3 樓牌照部行政主任／首次登記稅收啟。

NOTES ABOUT PERSONAL DATA

Purposes of collection

- The personal data collected by means of this form will be used by Transport Department for the following purposes:
 - activities relating to the processing of your application in this form;
 - maintenance of a register of vehicles for public access under regulation 4(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations (Chapter 374E); (applicable to vehicle-related applications only);
 - maintenance of a record of particulars of driving licences under regulation 39 of the Road Traffic (Driving Licences) Regulations (Chapter 374B); (applicable to driving licence-related applications only);
 - activities relating to traffic and transport matters; and
 - facilitating communication between Transport Department and yourself.
- 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

- The personal data collected by means of this form may be disclosed to:
 - other Government bureaux, Government departments, and other bodies or companies for the purposes mentioned in paragraph 1 above;
 - any person for the purpose mentioned in paragraph 1(b) above; and
 - 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

- You have a right to request 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 (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

- Enquiries concerning the personal data collected by means of this form, including the making of a request to access and correct the data, should be addressed to the Licensing Division, 3/F, United Centre, 95 Queensway, Hong Kong (Attn.: Executive Officer/FRT).