

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

私家小巴批准申請書（學校私家小巴服務除外）

APPLICATION FOR APPROVAL FOR PRIVATE LIGHT BUS (EXCEPT SCHOOL PRIVATE LIGHT BUS SERVICE)

填表前請參閱夾附的「填表須知」；所有資料均須以正楷填寫。如填報失實，即屬違法。
Please read the attached "Notes To Help You" 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)

Application checked by _____

甲欄 PART A

申請人資料 PARTICULARS OF APPLICANT

- (1) 姓名：* 先生／夫人／小姐／女士／有限公司
Name: *Mr./Mrs./Miss/Ms./Ltd. Co.

英文姓名（如屬人名，姓氏先行，名字隨後）
In English (if in personal name, surname first, then other names)

中文姓名 In Chinese

- (2) 營業地址

Business Address: _____

電話號碼

Tel. No.: _____

- (3) 通訊地址：

Correspondence Address: _____

電話號碼

Tel. No.: _____

- (4) * 香港身份證／有限公司註冊證號碼

*H.K. Identity Card/Limited Company Certificate of Incorporation No.: _____

- (5) 商業登記證號碼

Business Registration Certificate No.: _____

- (6) 營業性質

Nature of Business: _____

- (7) 公司組織情況（請於適當方格內加上「√」號）

Status of Company: (Please tick the appropriate box)

個人經營

Sole Proprietor ☐

合夥經營

Partnership ☐

有限公司／法團

Ltd. Co./Corporate Body ☐

- (8) 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/officers authorized 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) _____

(d) _____

* 請將不適用者刪去 Delete whichever is inapplicable

乙欄 PART B

車輛細節 PARTICULARS OF VEHICLE(S)

- (1) 有關的車輛數目

Number of vehicle(s) involved: _____

- (2) 擬使用的車輛細節

Particulars of proposed vehicle(s)

	全新車輛適用 For Brand New Vehicle	舊車過戶或轉類適用 For Used Vehicles to be transferred/reclassified		
登記號碼 Registration Mark				
現時登記車主姓名 Name of Present Registered Owner				
車輛類別 Class of Vehicle				
廠名／車款 Make/Model				
製造年份 Year of Manufacture				
原產國家／原產地 Country/Place of Origin				
座位數額（司機除外） Seating Capacity (excluding driver)				
車身底盤號碼 Chassis No.				
引擎號碼 Engine No.				

（如有需要請另用紙張填報）(Use separate sheet if necessary)

丙欄 PART C	服務細則 DETAILS OF SERVICE OPERATION
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- (1) 申請理由（請解釋為何未能使用其它交通設施去代替擬提供的服務）。
Reasons for the application (please also explain why the proposed service cannot be satisfactorily met by other transport facilities):

- (2) 擬提供的服務是否免費？
Is the proposed service provided free of charge?

- (4) 擬使用車輛每日行車詳情（請在附表甲內填報）。
Daily operation schedule of the proposed vehicle(s) (Please complete Appendix A).

- (5) 擬接載乘客資料（請在附表乙內填報）。
Particulars of intending passengers (Please complete Appendix B).

丁欄 PART D	附加資料 ADDITIONAL INFORMATION
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- (1) 申請人現時是否持有公共／私家巴士牌照或私家小巴批准？ *是／否。
Are you currently issued with any public/private bus licence or approval for private light bus? *Yes/No.
如是，請在下表填報有關資料。
If yes, please complete the table below.

登記號碼 Regn. Mark	車輛類別 Class of Vehicle	登記為車主日期 Date Registered as Owner	座位數額（司機除外） Seating Capacity (Excluding Driver)	牌照／批准屆滿日期 Licence/Approval Expiry Date

* 請將不適用者刪去 Delete whichever is inapplicable

- (2) 上列第 (1) 項各現有車輛的每日行車詳情（請在附表丙內填報）。
Daily operation schedule of the existing vehicle(s) quoted at (1) above (Please complete Appendix C).

- (3) 過去六個月來租賃運輸工具詳情。
Details of hired transport, if any, for the past six months.

- (4) 公司／工廠／機構資料
Particulars of company/factory/organization:

- (a) 除辦事處外的營業／服務地址
Location of business/service other than the business address.

- (b) * 工作／服務時間 (i) _____
*Working/service hours (ii) _____
(iii) _____

* 請將不適用者刪去 Delete whichever is inapplicable

戊欄 PART E	證明文件（請參閱夾附的「填表須知」第己欄） SUPPORTING DOCUMENTS (Please refer to Part F of the attached "Notes to Help You")
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- (1) _____
(2) _____
(3) _____
(4) _____
(5) _____

己欄 PART F	聲明 DECLARATION
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本人確已閱讀及完全明白簽發私家小巴車輛牌照的條件，現擬為 _____ 輛私家小巴申請批准。本人特此聲明，根據本人所知，本申請書內填報的各項資料均屬確實無訛。本人明白，如故意提供失實資料，根據道路交通條例（香港法例第三七四章）第一百一十一條（三）款，本人可被檢控，一經定罪，可被判罰款五千元及監禁六個月。

I certify that I have read and fully understand the conditions of issue of vehicle licence in respect of private light bus and hereby apply for approval for _____ private light bus(es). I declare that to the best of my knowledge and belief, the information given in this application is true and correct. 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.

申請人簽署（如適用，請加蓋章）
Signature of Applicant (with chop, where applicable): _____

日期
Date: _____

簽署人姓名（請以正楷填寫）
Name of Signatory (in block letters): _____

簽署人職位／職級
Post/Rank of Signatory: _____

擬使用的私家小巴每日行車表
DAILY OPERATION CHART OF THE PROPOSED PRIVATE LIGHT BUS
(每一車輛用另表填報)
(Use separate sheet for each vehicle)

每程出發及到達終站的時間 Time of departure and arrival for each trip	行車路線 (包括所經街道名稱) Routing (please specify roads on which the vehicle will be used)	上／落客地點 Pick-up/set-down points	在各上落客地點擬載客人數 Number of persons expected to be carried at each pick-up/set-down point	備註 Remarks

擬接載乘客資料
PARTICULARS OF INTENDING PASSENGERS

順序數目 Serial No.	姓名 Name	地址 Address	備註 Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

現有車輛每日行車表
DAILY OPERATION CHART OF THE EXISTING VEHICLE
(每一車輛用另表填報)
(Use separate sheet for each vehicle)

車輛登記號碼
Vehicle Registration Mark _____

車輛類別
Class of Vehicle _____

每程出發及到達終站的時間 Time of departure and arrival for each trip	行車路線 (包括所經街道名稱) Routing (please specify roads on which the vehicle will be used)	上／落客地點 Pick-up/set-down points	在各上落客地點擬載客人數 Number of persons carried at each pick-up/set-down point	備註 Remarks

私家小巴批准申請書（學校私家小巴服務除外）
填表須知

甲 發牌條件

- (1) 署長可拒絕接受不是法人團體或是 18 歲以下自然人的車主所提出的申請；
- (2) 私家小巴決不可以收受報酬方式接載乘客，除非該車輛的牌照註明其用途為接載一教育機構的學生、教師或員工、傷殘人士或受僱協助傷殘人士的員工。
- (3) 私家小巴批准只發給能充份證明其需要屬實，而其他交通設施又不足以應付載運需求的申請人。
- (4) 私家小巴只能用作接載運輸署署長批准接載的乘客，不能供其他用途。
- (5) 私家小巴必須先經運輸署署長批准方可過戶。
- (6) 在換領車輛牌照前，一輛私家小巴必須先經運輸署檢驗及格。該車輛的批准在期滿後不一定可以獲准續期。該車必須符合運輸署署長認為適當的條件，方可續期。
- (7) 私家小巴亦須遵守批准該車輛的信件所列明的其他條件。

乙 填寫表格

- (1) 表格的一切有關項目，必須用正楷填寫，不適用的項目必須註明“不適用”。「已欄」的聲明必須由申請人簽署。（申請者如屬有限公司／法團，該聲明必須由在表格的「甲欄」第 8 項獲授權的人士簽署。）
- (2) 本署主要根據申請人所提供的資料及證明文件去審核申請書。若資料不全或有漏報，申請可能不獲考慮或申請人可能被約見澄清疑點。
- (3) 填表時，若有任何塗改，必須由申請人簽署作實（及蓋章，如適用）。

丙 遞交申請書

申請書填妥後，必須親自遞交或用掛號郵遞寄往香港金鐘道 95 號統一中心 3 樓運輸署公共車輛分組。申請書必須連同下文「己」項列明的所有有關文件一起遞交，本署將不退還已遞交的申請書及證明文件。

丁 更改資料

申請書內所填報的資料如有任何更改，申請人必須立即通知運輸署署長。

戊 警告

- (1) 根據防止賄賂條例（香港法例第二〇一章），任何人士，如向公務員提供利益，乃屬違法。如有公務員，或聲稱為公務員的代理人向申請人索取利益，申請人應立即向廉政公署舉報。
- (2) 申請人如為求獲發私家小巴批准而故意提供失實資料，其申請即告無效。此外，根據道路交通條例（香港法例第三七四章）第一百一十一條（第三款），其本人可能因此而被檢控，一經定罪，可被判罰款五千元及監禁六個月。

己 證明文件

下列文件（除非另有註明，否則須為簽署作實副本）應連同申請表格一起送交本署：

- (1) (a) 若申請人是個別的私人經營者
 - (i) 香港身份證；（經郵遞申請所遞交的身份證影印副本，本署會於處理申請後銷毀）
 - (ii) 有效的商業登記證。
（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。）
- (b) 若申請人是一有限公司
 - (i) 公司註冊證；
 - (ii) 公司組織章程大綱及細則（正本／簽署作實副本）；
 - (iii) 有效的商業登記證。
- (c) 若申請人是一社會服務團體或其他機構
 - (i) 顯示該機構是一法團的證明文件；
 - (ii) 顯示該機構的組織、宗旨等的證明文件；
 - (iii) 由稅務局發出的免稅信件（如適用）。
- (2) 擬申請過戶或轉類車輛的車輛登記文件正頁及背頁（影印本）（如適用）。
- (3) 若申請人透過車輛過戶取得擬使用的車輛，須同時遞交由登記車主所寫同意該車過戶予申請人及確定是否需要申請換車的信件正本（若該車的登記車主並未分別遞交該信件）。
- (4) 其他於上述未提及而有關連的證明文件及資料。

庚 諮詢

如有任何查詢，請撥電話 2804 2580 與公共車輛分組聯絡。

APPLICATION FOR APPROVAL FOR PRIVATE LIGHT BUS (EXCEPT SCHOOL PRIVATE LIGHT BUS SERVICE)
NOTES FOR ATTENTION

A. CONDITIONS OF ISSUE

- (1) The Commissioner may refuse to accept an application from an owner who is not a body corporate or is a natural person under the age of 18 years.
- (2) A private light bus must not be used to carry passengers for hire or reward unless it is licensed to carry students, teachers or employees of an educational institution or disabled persons and persons assisting them.
- (3) An application for approval for private light bus is approved only where it is satisfactorily shown that the need is genuine and the demand cannot be satisfactorily met by other transport facilities.
- (4) A private light bus must exclusively be used for the conveyance of passengers approved by the Commissioner for Transport.
- (5) Ownership of a private light bus cannot be transferred without the prior approval of the Commissioner for Transport.
- (6) Prior to renewal of the vehicle licence, a private light bus must pass a vehicle examination conducted by the Transport Department. Approval for private light bus for further periods is not automatic and may be approved subject to such conditions as considered appropriate from time to time by the Commissioner for Transport.
- (7) A private light bus is also subject to any other conditions as stipulated in the letter approving the private light bus.

B. COMPLETION OF FORMS

- (1) All relevant items of this form should be completed in **BLOCK LETTERS**. Items that are not applicable should be marked "N.A.". The declaration in Part F must be signed by the applicant. (In the case of a limited company/body corporate, the declaration should be signed by an authorized person stated in item 8 of Part A.)
- (2) Assessment of an application depends largely on the details and supporting documents 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) Any alteration made to the completed application form must be initialled by the applicant (and affixed with chop, where applicable).

C. SUBMISSION OF APPLICATIONS

All completed applications should be submitted either in person or by registered post to the Public Vehicles Unit of the Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong. The application form must be accompanied by all relevant documents as indicated in Part F below. Application form and supporting documents submitted are not returnable.

D. AMENDMENT

The Commissioner for Transport should be notified of any change in particulars of the application immediately.

E. WARNING

- (1) Applicants are reminded that it is an offence under the Prevention of Bribery Ordinance (Chapter 201) for any person to offer an advantage to a Government Servant. In the case of a Government Servant or any person representing to be his agent seeking or soliciting advantage from an applicant, he should immediately report to the Independent Commission Against Corruption.
- (2) Applicants are also reminded that if they knowingly make any statement which is false in a material particular for the purpose of obtaining the grant of approval for a private light bus, they will not only render their applications null and void but will also render themselves 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 6 months.

F. SUPPORTING DOCUMENTS

The following documents (certified true copy, unless otherwise specified) should be forwarded at the time of submission of the application form:—

- (1) (a) *where the applicant is an individual person*
 - (i) Hong Kong Identity Card; (the copy of the identity card attached with the application submitted by registered post will be destroyed after processing the application)
 - (ii) Valid Business Registration Certificate.
(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.)
- (b) *where the applicant is a limited company*
 - (i) Certificate of Incorporation;
 - (ii) Memorandum and Articles of Association (original/certified true copy);
 - (iii) Valid Business Registration Certificate.
- (c) *where the applicant is a social service agency or other organization*
 - (i) Documents showing that the organization is a corporate body;
 - (ii) Official documents conferring the purpose and aim of the organization;
 - (iii) Tax exemption letter issued by the Inland Revenue Department, if applicable.
- (2) Vehicle registration document (both the front and reverse sides)(copy) in respect of the vehicle(s) to be transferred/reclassified, if applicable.
- (3) For vehicle to be acquired by transfer of ownership, original copy of letter from the registered owner agreeing to the transfer and confirming whether he/she will apply for a replacement vehicle or not (if such letter has not been separately submitted by the registered owner).
- (4) Other relevant documents/information in support of the application not mentioned above.

G. ENQUIRIES

For further information, please contact the Public Vehicles Unit at telephone number 2804 2580.

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、青馬管理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
運輸署牌照事務組
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, Transport Department
3/F, United Centre,
95 Queensway,
Hong Kong.