

# 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或予以銷毀。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 or disposed of 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

客運營業證申請書——公共小巴(專綫)服務  
APPLICATION FOR PASSENGER SERVICE LICENCE—PUBLIC LIGHT BUS (SCHEDULED) SERVICE

申請客運營業證以經營公共小巴(專綫)服務的有關資料。  
Information in support of an application for passenger service licence to operate public light bus (scheduled) service.

填表前請參閱附列的「填表須知」,此申請書所需的各項資料,均須以正楷填寫。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)

客運營業證編號  
Passenger Service Licence No. \_\_\_\_\_  
此營業證所批准的公共小巴數目  
No. of public light buses operating under Licence \_\_\_\_\_  
客運營業證屆滿日期  
Expiry of passenger service licence \_\_\_\_\_  
應繳費用  
Fee payable (\$) \_\_\_\_\_  
處理者  
Processed by \_\_\_\_\_  
批准/不予批准者  
Approval/disapproval by \_\_\_\_\_

甲欄 PART A 申請人的資料 PARTICULARS OF APPLICANT

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

英文名稱(姓氏先行,名字隨後)  
In English (Surname first, then Other Names)

中文名稱  
Chinese Characters

(2) 商業地址  
Business address: \_\_\_\_\_

電話號碼  
Tel. No.: \_\_\_\_\_

(3) 通信地址  
Correspondence address: \_\_\_\_\_

電話號碼  
Tel. No.: \_\_\_\_\_

(4) \*香港身份證/有限公司的註冊號碼  
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) 公司狀況 (請於適當方格內填上「√」號) 獨資經營  合夥經營  有限公司/法團   
Status of Company: (Please "√" appropriate box) Sole Proprietor Partnership Ltd. Co./Corporate Body

(8) 股本(已繳)  
Capital (paid up) \_\_\_\_\_

(9) \*獲受權代表有限公司/法團簽訂合約的經理/董事/職員的姓名。  
Names of managers/directors/officials of limited company/corporate body who are authorised to enter into contracts on behalf of the company

(a) \_\_\_\_\_ 香港身份證號碼  
H.K. Identity Card No. \_\_\_\_\_  
(b) \_\_\_\_\_ 香港身份證號碼  
H.K. Identity Card No. \_\_\_\_\_  
(c) \_\_\_\_\_ 香港身份證號碼  
H.K. Identity Card No. \_\_\_\_\_  
(d) \_\_\_\_\_ 香港身份證號碼  
H.K. Identity Card No. \_\_\_\_\_

\* 請刪去不適用者 Delete if inappropriate

乙欄 PART B 經營客運服務的詳情 DETAILS OF PASSENGER SERVICE OPERATION

(1) 路線: 該等車輛可能使用的地區或街道及路線編號。(經營狀況必須按照運輸署署長所批准的服務細節)  
Routing: Area(s) in which or roads on which the vehicle(s) will be used and route no., if any. (operation should be in accordance with the Schedules of Service approved by the Commissioner for Transport.)

(2) 擬收取的車資。  
Proposed fares to be charged.

(3) 擬聘用的員工。  
Staff to be employed.

種類  
Nature

人數  
Number



# 客運營業證申請書——公共小巴（專綫）服務

## 填表須知

### (甲) 簽發條件

- (一) 公共小巴（專綫）服務為以公共小巴作載客服務並收取個別及固定的收費，該等收費乃根據行走路綫的路程長短而釐定，公共小巴（專綫）服務客運營業證的簽發指定批准該等車輛用作公共小巴用途並得依照營業證上指定的地區或街道接載乘客，除非另作別論。
- (二) 客運營業證的有效期通常為 3 年。
- (三) 每輛以客運營業證經營的車輛，必須：——
  - (a) 在該車輛擋風玻璃的左面展示一張由運輸署署長指定格式的證明書；及
  - (b) 根據道路交通（公共服務車輛）規例第 2 附表中圖 2 所指定的形式於車輛後面展示載有客運營業證編號的字牌。
- (四) 任何人士不得駕駛或使用已領有客運營業證的車輛或容許或任令他人駕駛或使用該車輛，如該車輛：——
  - (a) 並無展示如以上第 (三) 段所指的證明書及字牌；
  - (b) 展示該證明書或字牌的方式與以上第 (三) 段所指定者不符。
  - (c) 展示任何聲稱為以上第 (三) 段所指的證明書及字牌，惟該證明書或字牌：——
    - (i) 已遭毀壞，塗改或損毀；
    - (ii) 與該車輛現有客運營業證無關；或
    - (iii) 與該車輛無關。
  - (d) 展示如以上第 (三) 段所指的證明書及字牌，惟該證明書已失效。
- (五) 有關各類客運營業證的費用，你可於香港牌照事務處查詢或索取印有各類牌費用的單張 (TD341) 或瀏覽運輸署網頁 (<http://www.td.gov.hk>)。
- (六) 如有理由相信 (甲) 該已領有客運營業證的車輛，曾經或正被用作並非其營業證所許可的用途；或 (乙) 該營業證的任何條件或任何有關法例未被遵從或已被抵觸者，經調查屬實，則運輸署署長可：——
  - (a) 吊銷客運營業證一個時期或將客運營業證取消；
  - (b) 就所指明的車輛吊銷客運營業證一個時期或將客運營業證取消；或
  - (c) 就下開事項更改客運營業證：——
    - (i) 路綫；
    - (ii) 所批准的用途；
    - (iii) 營業證內的車輛數目。
- (七) 遇客運營業證被取消、吊銷、更改或修訂時，持證人應於其後的七十二小時內將營業證遞交運輸署署長，俾能視乎情況需要而將其營業證取消、吊銷、更改或修訂。
- (八) 該等經營必須按照由運輸署署長所批准及指定的服務細節。
- (九) 該等公共小巴（專綫）服務客運營業證持證人必須通知運輸署署長任何因該專綫服務而牽涉在內的法律訴訟程序。
- (十) 其他條件將於批准通知書內註明。

### (乙) 填寫表格

- (一) 申請人須用正楷填寫此表格內各項有關資料。若資料不全或有漏報，其中請將不予考慮。此外，該申請人或須應邀前來會見運輸署人員，以便澄清任何疑點。

#### 甲欄

- (二) 申請人於取得經營權後，須向運輸署負責，確保各該路綫的服務，能令運輸署感到滿意。
- (三) 倘申請人已經或有意與一名或數名其他人士合股經營其公共小巴（專綫）服務，當局建議申請人根據商業登記條例（香港法例第 310 章）的規定將其與合股人經營的服務作為商業加以登記。
- (四) 如屬有限公司，該公司的名稱及註冊辦事處的地址均應填報。

#### 丙欄

- (五) 申請獲准後，可用諸經營各綫的公共小巴，其登記細節，應在此欄填報，運輸署為取得各登記車主的保證，彼等必須在本欄指定的空格內簽署以表示彼等願意由申請人單獨向運輸署負責確保該路綫的服務，能令運輸署感到滿意。
- (六) 該等公共小巴登記車主必須填報任何已領有的客運營業證。
- (七) 已登記於公共小巴（專綫）服務的客運營業證內的車輛將會從其他客運營業證中刪除。

#### 己欄

- (八) 如屬有限公司，聲明書應由公司的總經理或公司秘書簽署。

### (丙) 遞交申請書

申請書填妥後，應親自交回或用掛號郵遞寄香港金鐘道 95 號統一中心 3 樓，運輸署公共車輛組。申請書必須依照下文已項所示，連同各證明文件一併交來。

### (丁) 更改資料

申請人所填報的資料，如有任何更改，應即通知運輸署署長。

### (戊) 警告

- (一) 根據防止賄賂條例（香港法例第 201 章），任何人士，如向公務員提供利益，乃屬違法。遇有公務員或聲稱為公務員的代理人者，向申請人索取利益或請求給予利益，申請人應即向廉政公署舉報（電話：2526 6366）。
- (二) 申請人如故意提供失實資料以圖獲發該公共小巴（專綫）服務營業證，則其申請即告無效。此外，根據道路交通條例（香港法例第 374 章）第 111(3) 條，其本身尚有被判罰款 5,000 元及監禁 6 個月之虞。

### (己) 證明文件

遞交申請書時應一併附上下列文件：——

- (一) 香港身份證（加簽的真確副本）  
(經郵遞申請所遞交的身分證影印副本，本署會於處理申請後銷毀)
- (二) 有效的商業登記證（加簽的真確副本）；
- (三) 有限公司註冊證（加簽的真確副本）；
- (四) 備忘錄及公司組織大綱；
- (五) 由運輸署簽發准許經營有關的專綫公共小巴服務批准信（副本）；
- (六) 適當的文件，以證明該等有關於的公共小巴，將由指定的車房／汽車公司提供維修及保養服務；及
- (七) 上文未有提及而屬有關的其他證明文件及資料。

### (庚) 諮詢

如有任何查詢，請撥電話 2804 2220 與公共車輛分組聯絡。

# 個人資料的說明

## 收集目的

- 運輸署會使用透過本表格所獲得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

- 你透過本表格所提供的個人資料會向下列人士／部門公開：
  - 其他政府部門及決策局，以作上述第1段所列明的用途；
  - 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

- 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

## NOTES ABOUT PERSONAL DATA

### Purposes of Collection

- The personal data provided 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;  
(*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;  
(*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 you provided by means of this form may be disclosed to:
  - other Government bureaux and departments 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 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

- 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 Division, 3/F., United Centre,  
95 Queensway, Hong Kong.



**APPLICATION FOR PASSENGER SERVICE LICENCE  
TO OPERATE PUBLIC LIGHT BUS (SCHEDULED) SERVICE**

**NOTES FOR ATTENTION**

**A. CONDITIONS OF ISSUE**

- (1) A public light bus (scheduled) service is a service for the carriage by public light bus of passengers at separate and fixed fares, the charge of which is based on the route kilometrage. Any passenger service licence for the operation of public light bus service (scheduled) service issued should be designated as authorising the use of the vehicle(s) for the carriage of passengers by public light bus in areas or on roads specified in the licence unless otherwise stated.
- (2) A passenger service licence will normally be issued for a period of 3 years.
- (3) Every vehicle operated under a passenger service licence shall display—
  - (a) on the left hand half of the vehicle's windscreen in a manner as to be visible from the front of the vehicle a certificate in a form specified by the Commissioner for Transport; and
  - (b) at the rear of the vehicle, a plate showing the passenger service licence number in accordance with Figure No. 2 of the Second Schedule to the Road Traffic (Public Service Vehicles) Regulations.
- (4) No person shall drive or use a vehicle operated under a passenger service licence or suffer or permit such a vehicle to be driven or used, if such vehicle—
  - (a) does not display the certificate and the plate referred to in para. (3) above;
  - (b) displays such certificate or plate other than in the manner prescribed by para. (3) above;
  - (c) displays any such certificate or plate purporting to be a certificate or plate referred to in para. (3) that—
    - (i) is damaged, altered or defaced;
    - (ii) does not relate to a passenger service licence concurrently in force in respect of the vehicle; or
    - (iii) does not relate to the vehicle.
  - (d) displays a certificate referred to in para. (3) that is invalid.
- (5) For enquiry of passenger service licence fees, you may enquire at Hong Kong Licensing Office, obtain TD341 containing various licence fee or visit Transport Department's website (<http://www.td.gov.hk>).
- (6) If the Commissioner has reason to believe that (a) the vehicle for which a passenger service licence has been issued or is being used otherwise than for the purpose of the service authorized by the licence; or (b) any condition of the licence or any provision of the relevant legislation has not been or is not being complied with, he may, after conducting an enquiry—
  - (a) suspend or cancel the passenger service licence;
  - (b) suspend or cancel the passenger service licence in respect of particular vehicles; or
  - (c) vary the passenger service licence in respect of—
    - (i) routes;
    - (ii) approved purposes;
    - (iii) the number of vehicle included in the licence.
- (7) Where a passenger service licence is cancelled, suspended, varied or amended, the licence shall, upon such cancellation, suspension, variation or amendment coming into effect, deliver the licence to the Commissioner within 72 hours who shall cancel, hold or amend the licence as the circumstances require.
- (8) The operator should be in accordance with the details specified in the Schedules of Service approved by the Commissioner for Transport.
- (9) The holder of the passenger service licence for public light bus (scheduled) service is required to advise the Commissioner of his involvement in any legal proceedings in connection with the scheduled service.
- (10) Other conditions will be specified at the letter offering the service/licence to the successful applicant.

**B. COMPLETION OF FORMS**

- (1) All relevant items of the form should be completed by an applicant in **BLOCK LETTERS**. Incomplete or insufficient information may render the application unacceptable for consideration or may result in the applicant being required to attend interviews for clarification.

**Part A**

- (2) The applicant will be responsible to the Transport Department for the satisfactory operation of the routes granted.
- (3) If the applicant is in partnership or intends or enter into partnership with one or more persons for the purpose of operating the services to which the application for specific public light bus (scheduled) service relates, then it is recommended that the partnership to be registered as a business in accordance with the provisions of the Business Registration Ordinance (Cap. 310).
- (4) In the case of a limited company, the name and address of the registered office of the company should be given.

**Part C**

- (5) This part of the form is on the particulars of the public light buses available for the operation of the routes applied for. The Transport Department will seek assurance that each registered owner nominated in Part C is willing to accept that the applicant *alone* will be responsible to the Transport Department for the satisfactory operation of any route granted. As an indication of his/her willingness, each registered owner must sign his/her name in the space provided.
- (6) Any passenger service licence held by the registered owners of the public light bus fleet should be stated.
- (7) Vehicles registered under the passenger service licence for public light bus (scheduled) service will be deleted from any other passenger service licence.

**Part F**

- (8) In the case of a limited company, the declaration should be signed by the managing director or company secretary.

**C. SUBMISSION OF APPLICATIONS**

All completed applications should be submitted either in person or by registered post to Public Vehicles Section 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 Part F below.

**D. AMENDMENTS**

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

**E. WARNING**

- (1) Applicants are reminded that it is an offence under the Prevention of Bribery Ordinance (Cap. 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 (Tel. 2526 6366).
- (2) Applicants are also reminded that if they knowingly make any statement which is false in material particular for the purpose of obtaining the grant of the public light bus (scheduled) service licence, 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 (Cap. 374) on conviction to a fine of \$5,000 and to imprisonment for 6 months.

**F. SUPPORTING DOCUMENTS**

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

- (1) Hong Kong Identity Card (certified true copy only);  
*(the copy of the identity card attached with the application submitted by registered post will be destroyed after processing the application)*
- (2) Valid Business Registration Certificate (certified true copy only);
- (3) Certificate of Incorporation in the case of a limited company (certified true copy only);
- (4) Memorandum and Articles of Association where applicable;
- (5) Approval letter issued by Transport Department in respect of the right to operate a scheduled packages public light bus service (copy only);
- (6) Documentary evidence to show that maintenance and service facilities are provided by appointed garage/motor car company for the proposed public light bus(es); and
- (7) Other relevant documents/information in support of application not mentioned above.

**G. ENQUIRIES**

For further information, please contact the Public Vehicles Section at telephone No. 2804 2220.