

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

填表須知
NOTES FOR ATTENTION
遞交申請書
SUBMISSION OF APPLICATIONS

申請書填妥後，應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。
申請書必須連同有關出租汽車許可證（只適用於紙本許可證）一併交還以便取消。

All completed applications should be submitted either in person or by registered post to Public Vehicles Unit, Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong. Application must be accompanied by the relevant hire car permit (only applicable to paper permits) to be surrendered for cancellation.

注意：(1) 已繳交的許可證費用將不獲發還。

Note: No part of the permit fee paid shall be refunded.

- (2) 茲促請你注意道路交通（公共服務車輛）規例第二十二條的規定。該條款授權運輸署署長根據各項理由而取消出租汽車許可證。

Your attention is drawn to Regulation 22 of the Road Traffic (Public Service Vehicles) Regulations, which empowers the Commissioner for Transport to cancel a hire car permit on various grounds.

- (3) 如你擬為其他私家車申請出租汽車許可證以取代後頁乙欄所指定的車輛，則請填寫提供同類服務的出租汽車許可證申請書（T.D. 243A 至 T.D. 243G，視何者適用），連同其中所述的證明文件，一併交回香港金鐘道 95 號統一中心 3 樓運輸署公共車輛分組。申請書必須連同有關出租汽車許可證一併交還以便取消。

If you wish to apply for a new hire car permit for another private car(s) to replace the vehicle specified in Part B overleaf, please complete the application form for a hire car permit in respect of the same type of service (T.D. 243A to T.D. 243G whichever is appropriate) and return it to Public Vehicles Unit, Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong together with the supporting documents mentioned therein.

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.