

**APPLICATION FOR EXTENSION OF PASSENGER SERVICE LICENCE—
PUBLIC LIGHT BUS 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. A public light bus (non-scheduled) service is a service for the carriage by public light bus of passengers at separate fares.
- (2) A passenger service licence will normally be issued for a period of 2 years or 3 years, depending on the nature of the service and the area in which the service is provided.
- (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 currently 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) 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 vehicles included in the licence.
- (6) Where a passenger service licence is cancelled, suspended, varied or amended, the licensee 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.
- (7) The applicant of public light bus (scheduled) service will be responsible to the Transport Department for the satisfactory operation of the routes granted.
- (8) If an operator is known to be operation illegal service(s), the re-issue of a passenger service licence to him or the inclusion of additional public light bus(es) under his existing passenger service licence may be refused. When a passenger service licence is no longer in force in respect of a public light bus the vehicle licence in respect of the public light bus may be cancelled.

B. COMPLETION OF FORMS

- (1) In the case of a limited company, the declaration should be signed by the person authorized by the company.
- (2) If the applicant of public light bus (scheduled) service is in partnership or intends to enter into partnership with one or more persons for the purpose of operating the services, then it is recommended that the partnership be registered as a business in accordance with the provisions of the Business Registration Ordinance (Cap. 310).
- (3) 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>).

C. SUBMISSION OF APPLICANTS

All completed applications should be submitted either in person, by agent or by registered post to Public Vehicles Unit of Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong within 4 months and at least 14 days before expiry of the passenger service licence.

D. AMENDMENT

The Commissioner for Transport 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:—

- (a) Hong Kong Identity Card/Certificate of Incorporation (certified true copy);
- (b) Valid Business Registration Certificate (certified true copy);
- (c) Vehicle Registration Document(s) (certified true copy);
- (d) Passenger Service Licence (original);
- (e) Documentary evidence to show that maintenance and service facilities are provided by appointed garage/motor car company for the public light bus(es) running scheduled service; and
- (f) Other relevant documents/information in support of the application not mentioned above.

F. ENQUIRIES

For further information, please contact the Public Vehicles Unit at telephone No. 2804 2579.

續領客運營業證申請書 —— 公共小巴服務

填表須知

(A) 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釐定。公共小巴（非專綫）服務為以公共小巴作載客服務並收取個別的收費。
- (二) 客運營業證的有效期限通常為 2 年或 3 年，視乎服務性質及提供服務的地區而定。
- (三) 每輛以客運營業證經營的車輛，必須：
 - (a) 在擋風玻璃的左面展示一張由運輸署署長指定格式的營業證證明書；以及
 - (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) 任何人士在下列情況下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：
 - (a) 該車輛並無展示上文第（三）段所指的營業證證明書及字牌；
 - (b) 該車輛展示該營業證證明書或字牌的方法與上文第（三）段所指定者不符；
 - (c) 該車輛展示的任何聲稱為上文第（三）段所指的營業證證明書或字牌：
 - (i) 已損壞、塗改或破損；
 - (ii) 與該車輛現有的客運營業證無關；或
 - (iii) 與該車輛無關。
 - (d) 該車輛展示的營業證證明書（上文第（三）段所指者）已告失效。
- (五) 如有理由相信該已領有客運營業證的車輛，曾經或正用作未獲批准的用途，或有人曾經或正在違反該營業證的任何條件或任何有關法例，經調查屬實，運輸署署長可：
 - (a) 暫停或註銷客運營業證；
 - (b) 暫停或註銷客運營業證中有關某車輛的適用部分；或
 - (c) 更改客運營業證內下開事項：
 - (i) 行駛路綫；
 - (ii) 認可用途；以及
 - (iii) 營業證內所載的車輛數目。
- (六) 如須註銷、暫停、更改或修訂客運營業證，持證人應於 72 小時內，向運輸署署長交出營業證，由署長視乎情況需要而註銷、留置或修訂營業證。
- (七) 公共小巴（專激）服務申請人須向運輸署負責，確保各該路激的服務，能令運輸署感到滿意。
- (八) 若當局發現經營者經營非法服務，可拒絕續發客運營業證予該經營者或拒絕增加其已領取的客運營業證的公共小巴數目，當客運營業證失效時，有關公共小巴的車輛牌照亦可能被取消。

(B) 填寫表格

- (一) 如以有限公司名義申請，聲明書部份應由已獲公司授權的人士簽署。
- (二) 如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。
- (三) 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>)。

(C) 遞交申請書

申請書填妥後，應於客運營業證屆滿前四個月內及不少於十四日前親自或由代理人交回運輸署公共車輛分組（香港金鐘道95號統一中心3樓），或以掛號郵遞寄回。

(D) 更改資料

申請人如要更改填報的資料，應即通知運輸署署長。

(E) 證明文件

遞交申請書時，應一併附上下列文件：

- (a) 香港身份證／公司註冊證（加簽的真確副本）；
- (b) 商業登記證（加簽的真確副本）；
- (c) 車輛登記文件（加簽的真確副本）；
- (d) 客運營業證（正本）
- (e) 適當的文件，以證明該等提供專激服務的公共小巴，由指定的車房／汽車公司維修及保養服務；以及
- (f) 上文未有提及的其他有關證明文件或資料。

(F) 諮詢

查詢請電 2804 2579 與公共車輛分組聯絡。

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:

- (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 bureaux and departments 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.

個人資料的說明

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) 其他政府部門及決策局，以作上述第 1 段所列明的用途；
 - (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