

第一部份: 機構資料

Part I : Particulars of Company

機構名稱 Name of Company : \_\_\_\_\_

地址 Address : \_\_\_\_\_

聯絡人姓名 Contact Person : \_\_\_\_\_

電話號碼 Tel No. : \_\_\_\_\_ 傳真號碼 Fax No. : \_\_\_\_\_

旅遊業議會/香港酒店業協會/公共巴士同業聯會會員編號:  
TIC / HKHA / POOA Membership No.: \_\_\_\_\_

電郵地址  
Email Address : \_\_\_\_\_

\*旅遊車/貴賓車 (七座位或以下) / 貴賓車 (八座位或以上)  
\*Coach / Limousine (seating capacity ≤ 7) / Limousine (seating capacity ≥ 8)

申請通行證生效月份  
Effective Month of Permit(s) Applied: \_\_\_\_\_

第二部份: 指定車輛資料

Part II : Particulars of Designated Vehicle(s)

項目 No.	車輛登記號碼 Vehicle Registration Number	公司八達通卡號碼 Company's Octopus Card Number	座位數目 Seating Capacity	出租車許可證 / 客運營運證 號碼及類別 Hire Car Permit / Passenger Service Licence Number & Type	在機場提供的 服務類別# (如A01, A02...) Types of Service Provided in HKIA # ((i.e. A01,A02...))	出租車許可證 / 客運營運證到期日 Hire Car Permit / Passenger Service Licence Expiry Date	登記車主 Registered Vehicle Owner	通行證 費用 Permit Fee	(由機場管理局填寫) (For Airport Authority Use Only)		
									通行證編號 Permit No.	簽發日期 Date of Issue	到期日 Date of Expiry
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

申請通行證數目:

Total No. of Permits Applied : \_\_\_\_\_

合共(港元)

Total HK\$ \_\_\_\_\_

夾附支票編號

Cheque No. \_\_\_\_\_ attached

(支票必須劃線, 抬頭寫「機場管理局」)

(Crossed cheque should be made payable to the Airport Authority)

旅遊業議會或香港酒店業協會或公共巴士同業聯會批簽人姓名及蓋印  
(只適用於首次申請的旅遊業議會或香港酒店業協會或公共巴士同業聯會會員)

Endorsed by: TIC/ HKHA/ POOA Authorised Person  
(For first time applicants who are member of TIC / HKHA / POOA only)

核准人 \_\_\_\_\_

機場管理局陸路及跨境客運經理  
Manager, Airport Authority

申請人簽署 (附機構印章):  
Applicant's Signature (with Company Stamp): \_\_\_\_\_

(以正楷填寫)  
(Name in block letters)

日期 Date: \_\_\_\_\_

申請日期 Date: \_\_\_\_\_

# 提供非「旅遊/遊覽服務」者, 須遞交有關的旅遊業合約證明。 # Non-tour service providers shall provide proof of travel business contract(s).

\* 請刪去不適用者 \*Delete as appropriate

### 第三部分

#### Part III

### 旅遊業車輛通行證 - 使用條件 Travel Industry Vehicle Permit - Conditions of Use

1. 機場機管局 (機管局) 簽發旅遊業車輛通行證 (本通行證) 之目的, 旨在方便旅遊業界可專用特定上落客設施, 非常規非定時的接載旅客由機場往目的地。其他常規及定時服務需使用上述特定設施, 須先獲機管局的書面批准。The purpose of issuing the Industry Vehicle Permit (the "Permit") by the Airport Authority ("the Authority") is to facilitate the travel industry to utilise the designated facilities in the Hong Kong International Airport ("Airport") to pick up and carry passengers from the Airport to their destinations on a non-routine / non-scheduled basis. Any routine / scheduled service which utilises the aforesaid designated facilities requires the prior written approval by the Authority.
2. 持證人車輛 (巴士/貴賓車) 須同時獲香港運輸署批注「遊覽服務」/「旅遊服務」的客運營業證 / 出租汽車許可證。持證人車輛 (巴士/貴賓車) 若持其他類別的客運營業證 / 出租汽車許可證, 須先獲機管局的書面批准方可使用上述特定設施。機管局有絕對權利可拒絕任何持證人車輛 (巴士/貴賓車) 進入上述特定設施。The vehicle of the Permit holders (coach and/or limousine) must at the same time possess a trade licence / hire car permit for "Tour Service" issued by the Transport Department of Hong Kong. Any Permit holders (coach and/or limousine) possessing trade licences / hire car permits other than for "Tour Service" must first obtain the prior written approval from the Authority before utilising the aforesaid designated facilities. The Authority reserves the right to reject any Permit holder (coach and/or limousine) to enter into the aforesaid designated facilities at its absolute discretion.
3. 本通行證及隨同通行證登記之八達通只供指定車輛使用, 不得轉讓。The Permit and the registered Octopus Card are valid for the designated vehicle only and are strictly non-transferable.
4. 除非機管局再另授權, 否則本通行證祇容許指定車輛使用已登記的八達通卡, 進入及使用相關的上客區和輪候區的設施。Unless otherwise approved by the Authority, the Permit authorises the designated vehicle to enter and use the relevant permitted pick up and staging areas with an Octopus Card registered for such vehicle.
5. 每張通行證只限登記一張八達通卡。Each Octopus Card can only be registered for one Permit.
6. 持證人駕駛車輛進入或離開上客區或輪候區時, 必須將指定車輛的登記八達通卡, 在設於進出監控設備的八達通關卡機上掃讀。如通行證與登記之八達通資料不符, 將不會獲准進入上客區及輪候區。The Permit holder shall wave the registered Octopus Card of the designated vehicle over the Octopus Card reader installed at the access control equipment of the pick up and staging areas on entry and on exit. No access into or out of the pick up and staging areas will be granted to any Permit holder who does not possess an Octopus Card that is registered with the Authority or whose Permit does not match his / her Octopus Card.
7. 持證人必須出示適當的通行證及已登記的八達通卡才可進入通行證所批准使用的上客區及輪候區。所需通行證種類詳情如下。The right of access into and out of each permitted location is subject to presentation of the appropriate type of Permit and Octopus Card registered. Details are shown in the following table.

通行證種類 Permit Type	獲准使用地點 Permitted Locations
貴賓車 (七座位或以下) Limousine (seating capacity ≤ 7)	酒店及旅行社專車上客區、酒店及旅行社專車輪候區 Hotel & Travel Agent Limousine Pick-Up Area, Hotel & Travel Agent Limousine Staging Area
往內地轎車 (七座位或以下) Mainland Limousine (seating capacity ≤ 7)	往內地轎車上客區、往內地轎車輪候區 Mainland Limousine Pick-Up Area, Mainland Limousine Staging Area
酒店巴士/旅遊車/其他 (八座位或以上) Hotel Coach / Tour Coach / Others (seating capacity ≥ 8)	旅遊車上客區、旅遊車輪候區 Coach Station (Pick-Up Area), Coach Staging Area

8. 本通行證必須清楚展示在指定車輛擋風玻璃的左下角。The Permit shall be prominently displayed on the bottom left hand corner of the windscreen of the designated vehicle.
9. 本通行證只准許指定車輛及司機在指定地點進行停候或上客活動。司機不得在其他地方等候、停留或停泊車輛，或在機場其他地方上落客，又或進行其他相關活動。The Permit specifies the locations in which a driver can park his designated vehicle or pick up or set down his passengers. Save for the locations specified in the Permit, the Permit does not confer any privilege on the driver to hold, stop or park the designated vehicle or to pick up or set down passengers at any other locations in any part of the Airport or to conduct any related activities.
10. 除非另獲批准，否則輪候區只供指定車輛短暫停放，等候召喚前往上客區上客。Unless otherwise approved, the staging areas shall only be used for temporary parking of designated vehicles to be called forward to the pick up areas.
11. 有關指定車輛無論在上客區或輪候區，均須遵照在場交通控制員指示，在指定位置停放或上客。The designated vehicle concerned in pick up or staging areas shall be parked or picking up within a designated space in accordance with the direction of the traffic regulator.
12. 有關指定車輛須配備適當之通訊設備，以便駐機場代表與司機聯絡，召喚車輛到場載客。The designated vehicle concerned should be equipped with appropriate telecommunication device (e.g. radio transceiver, mobile telephone etc.) for communications with the airport representative of the tour group to enable call forward operations.
13. 在上客區及輪候區內，禁止進行任何形式的車輛維修工作。Vehicle maintenance work in any form is strictly prohibited in the pick up and staging areas.
14. 在上客區內，司機不得擅自離開其所駕駛的指定車輛。The driver of the designated vehicle concerned shall not leave his / her vehicle unattended whilst waiting at the pick up area.
15. 所有無人看管而又阻礙其他道路使用者的車輛，機管局或其服務承辦商可在無需事先通知持證人下，將車輛扣鎖或拖往機管局的車輛拘留場或其他機管局指定的地點停放。持證人須即場全數繳付拖鎖費用。  
Unattended vehicle causing obstruction to other road users will be towed by the Authority or its service contractor, without prior notice to the Permit holder, to the Airport Authority Towing Compound or other location as designated by the Authority. The Permit holder shall settle in full the towing charges on the scene.
16. 有關指定車輛在上客區接載旅客及裝載行李時，司機必須在場。The driver of the designated vehicle concerned shall be present during the pick-up of the passengers and loading of baggages at the pick up areas.
17. 有關指定車輛在上客區或輪候區等候時，司機須將車輛引擎關掉。The driver of the designated vehicle concerned is required to switch off the vehicle engine whilst waiting at the pick up and staging areas.
18. 司機不得雙行停車，亦不得將指定車輛停放在停車位以外的地方。Double parking or stopping of the designated vehicle outside the parking space is not allowed.
19. 司機需於旅遊車總站內使用低燈。The driver shall use dipped headlamps in Coach Station.
20. 司機切勿於旅遊車總站黃色影線倒車安全區內行駛。The driver shall not drive along the yellow hatched area for reversing in Coach Station.
21. 無論在任何時候，機場範圍內嚴禁賭博及亂拋垃圾。Gambling or littering at the Airport is strictly prohibited at all times.
22. 若有關指定車輛更換車主，或登記新的八達通卡，必須立刻書面通知機管局的服務承辦商。機管局可毋須給予通知，酌情決定是否因此撤銷有關指定車輛的通行證。Any change of the ownership of the designated vehicle or the registered Octopus Card of the designated vehicle must be reported to the Authority's service contractor(s) in

writing immediately. The Permit may be revoked or cancelled by the Authority at its sole discretion in the event of any change of vehicle ownership or the registered Octopus Card of the designated vehicle without prior notification.

23. 若遺失通行證，必須立即向機管局的服務承辦商報失，並同時提交警方的報失通知書副本。補發通行證一般需要 4 個工作天。每張補發的通行證須繳交港幣 100 元行政費。Loss of the Permit must be reported to the Authority's service contractor(s) immediately together with the submission of a copy of the Police Report. The issue of a replacement Permit will normally take 4 working days to process. An administration fee of \$100 will be charged for each replacement Permit.
24. 不得擅自更改或干擾本通行證。The Permit must neither be altered nor tampered with.
25. 有關指定車輛在機場候命，等候召喚前往接載旅客期間，須暫時停放於輪候區。司機須在接到駐接機大堂的旅行團代表召喚時，才把車輛駛往上客區接載旅客。當旅客已經準備妥當，可以上車時，車輛才可進入上客位。旅客上車後，有關指定車輛須立即離開。Until being called forward, the designated vehicle concerned shall be driven to the staging area for temporary parking. The vehicle may only be driven to the pick up area for picking up the passengers. When called forward by the tour representative, after all the passengers have boarded the designated vehicle, the designated vehicle concerned shall leave immediately.
26. 司機使用上客區及輪候區時，必須遵守該處的所有標誌及通告，並遵照機管局或其服務承辦商職員、交通督導員或警方的指示。Whilst using the pick up and staging areas, the driver shall observe all signs and notices displayed thereat and comply with the instructions given by staff of the Authority, the Authority's service contractor(s), traffic warden or the Police.
27. 持證人須遵守及遵從下列的停留/等候時間限制。The Permit holder shall observe and comply with the maximum waiting or staging time permitted at each of the permitted locations tabled below.

獲准使用地點 Permitted Locations	最長停留時間 Maximum Duration
旅遊車上客區、往內地轎車上客區 Coach Station (Pick-Up Area), Mainland Limousine Pick-Up Area	15 分鐘 mins
旅遊車輪候區、酒店及旅行社專車輪候區、 往內地轎車輪候區 Coach Staging Area, Hotel & Travel Agent Limousine Staging Area, Mainland Limousine Staging Area	2 小時 hours
酒店及旅行社專車上客區 Hotel & Travel Agent Limousine Pick-Up Area	15 分鐘 mins

28. 由 2009 年 2 月 16 日開始，任何指定車輛若在上客區或輪候區的停留時間超出第 27 段所載限制，須就該逾時停留時段繳付費用。而費用會在指定車輛離開時直接從八達通卡扣除。有關逾時停留費用詳情如下。With effect from 16 February 2009, any designated vehicle that has been staged at the pick up or staging areas for a period exceeding the duration of the relevant permitted location specified in Condition 27 will be subject to a charge corresponding to the period of such overstaying. The surcharges will be deducted from the Octopus Card directly on exit of the designated vehicle. The rate(s) of overstaying surcharges as listed in table below:-

地點 Locations	逾時停留收費 (2009 年 2 月 16 日生效) Charging Scheme (Effective from 16 February 2009)
旅遊車上客區、往內地轎車上客區 Coach Station (Pick-Up Area), Mainland Limousine Pick-Up Area	首 15 分鐘免費，其後每 15 分鐘 30 元 (不足十五分鐘亦作十五分鐘計算) 1st 15 mins FREE thereafter \$30 every 15 mins or part thereof

<p style="text-align: center;"><b>地點</b> Locations</p>	<p style="text-align: center;"><b>逾時停留收費</b> <b>(2009年2月16日生效)</b> Charging Scheme (Effective from 16 February 2009)</p>
<p style="text-align: center;">旅遊車輪候區、往內地轎車輪候區 Coach Staging Area, Mainland Limousine Staging Area</p>	<p style="text-align: center;">首 2 小時免費，其後每小時 25 元 (不足一小時亦作一小時計算) 1st 2 hours FREE thereafter \$25 per hour or part thereof</p>
<p style="text-align: center;"><b>地點</b> Locations</p>	<p style="text-align: center;"><b>逾時停留收費</b> <b>(2014年3月10日生效)</b> Charging Scheme (Effective from 10 March 2014)</p>
<p style="text-align: center;">酒店及旅行社專車上客區 Hotel &amp; Travel Agent Limousine Pick-Up Area</p>	<p style="text-align: center;">首 15 分鐘免費，其後每 15 分鐘 30 元 (不足十五分鐘亦作十五分鐘計算) 1st 15 mins FREE thereafter \$30 every 15 mins or part thereof</p>
<p style="text-align: center;">酒店及旅行社專車輪候區 Hotel &amp; Travel Agent Limousine Staging Area</p>	<p style="text-align: center;">首 2 小時免費，其後每小時 25 元 (不足一小時亦作一小時計算) 1st 2 hours FREE thereafter \$25 per hour or part thereof</p>

29. 所有司機在機場範圍內 (包括但不限於客運大樓內) 均不得進行任何可能對旅客及其他機場使用者構成滋擾或有損機場形象的行為或活動。該等行為包括但不限於在旅客等候上車的範圍內用膳、睡覺及看報紙。機管局或其服務承辦商職員對司機的任何活動或行為是否違反本段規定有獨有、最終及絕對的決定權。All drivers shall not carry out any activities or behaviour in the Airport (including, without limitation, the passenger terminal buildings) which may cause nuisance to the passengers and the other users of the Airport or which may jeopardize the image of the Airport. These activities include but not limited to eating, sleeping or reading newspaper in the passengers' waiting area in the passenger terminal buildings. The staff of the Authority and the Authority's service contractor(s) shall have the sole, final and absolute discretion to decide whether any of the activities or behaviour of any driver is in breach of this Condition.
30. 通行證到期後須立即交還機管局。Expired Permit must be returned to the Authority immediately.
31. 持證人須在各方面時刻遵守及遵從香港的所有適用法例 (包括但不限於《機場管理局附例》) 以及所有當其時實施並與機場相關而且涉及運作、安全、保安及其他方面的規例、指示、通告、指引、注意事項及條文，或其中任何部分，當中包括機管局發出的有關規例、指示、通告、指引、注意事項及條文，或其中任何部分。持證人亦須確保僱員、承包商、代理人，以及需要在機場範圍內工作的承包商僱員及代理人僱員，包括指定車輛的司機，在各方面時刻遵守及遵從上述規定。The Permit holder shall and shall procure that its employees, contractors and agents and their respective employees who are required to work within the Airport area, including the driver(s) of the designated vehicle(s) shall, at all times observe and comply in all respects with all applicable laws (including without limitation, the Airport Authority Bylaw) of or for the time being applicable in Hong Kong and all operational, safety, security and other regulations, directions, circulars, guidelines, recommendations and other provisions for the time being in force in relation to the Airport or any part thereof including those issued by the Authority.
32. 若持證人違反任何一項使用條件，則無論是否已有或將有任何人根據《機場管理局附例》被起訴，機管局可致函持證人最後為人所知的地址，通知持證人有關通行證已被撤銷或取消。已撤銷或期滿的通行證必須立即交還機管局，而已繳交的通行證費用概不發還。Where any condition of these Conditions of Use is contravened, the Authority may, by giving notice in writing to the Permit holder at its last known address, revoke or cancel the Permit whether or not any person is or will be prosecuted for an offence under the Airport Authority Bylaw. Revoked or expired Permits must be returned to the Authority immediately. Permit fee is non-refundable in any event.

33. 若持證人違反本任何一項使用條件，或指定車輛在機場範圍內導致他人受傷或財物損毀，所招致的訴訟費、索賠、支出、付款要求及法律責任，概由持證人向機管局作出彌償。The Permit holder shall indemnify the Authority from and against all costs, claims, expenses, demands and liabilities whatsoever arising out of the breach of any condition of these Conditions of Use or any injury to person or damage to property caused by the designated vehicle within the Airport area.
34. 機管局有權自行決定隨時更改使用條件。使用條件及申請表可向機管局或其服務承辦商索取，或從機管局網頁下載，網址為 <https://extranet.hongkongairport.com/>。(登入後請選擇“FORMS”，然後選“T2LD Forms”) The Authority reserves the right to change these Conditions of Use at any time at its sole discretion. Copy of the latest version of these Conditions of Use may be obtained from the Authority or the Authority's service contractor, or downloaded direct from the Authority's website: <https://extranet.hongkongairport.com/>. (Please choose “T2LD Forms” in “FORMS”).
35. 若有任何爭議，以英文版本為準。In case of discrepancies between the English and Chinese versions, the English version shall prevail.

\*\*註 申請人在本表格內提供的個人資料，供機管局考慮及處理申請，並供行政用途及 / 或方便機管局與申請人聯絡。機管局可能將本表格內的個人資料，向機管局聘用的第三方披露及轉達，以便提供與旅遊業車輛設施及停候區運作有關的行政及 / 或管理服務。有關資料亦可能因上述原故，向機管局認為合適的人士、機構及法人團體披露及轉達；有關資料又或會根據任何相關法定或規管的規定或責任，向政府部門、管理局及其他規管機構披露或轉達。申請人有權查閱或更改任何個人資料。請將書面要求，寄交香港大嶼山香港國際機場翔天路一號，機場行政大樓，機場管理局。 \*\* Note: Personal data provided in this form will be used by the Airport Authority for the purposes of considering and processing the application, for administration purpose and/or for facilitating communication between the Airport Authority and the applicant. The personal data provided in this form may be disclosed and transferred to third parties employed by the Airport Authority to provide administrative and/or management services in connection with the operation of the pick up and staging areas, to such persons, firms and corporations as the Airport Authority may consider necessary for the purposes hereinabove mentioned and to government departments, authorities and other regulatory bodies as required pursuant to any relevant statutory or regulatory requirements or duties. The applicant of the Permit has a right to request access to and correction of any personal data. Request can be made in writing to Airport Authority Hong Kong, HKIA Tower, 1 Sky Plaza Road, Hong Kong International Airport, Lantau, Hong Kong.

## 第四部分

### Part IV

#### 申請旅遊業車輛通行證及登記八達通卡程序

#### Procedures for Travel Industry Vehicle Permit Application and Octopus Card Registration

#### 填寫申請表注意事項

#### Notes For Attention

1. 申請人請於填寫申請表前，先詳細閱讀本申請表第三部分的使用條件。並以正楷清楚填寫「旅遊業車輛通行證申請表及八達通卡登記表」的第一及第二部分。Please read Part III of the Conditions of Use carefully before completing Part I and Part II of the "Travel Industry Vehicle Permit Application and Octopus Card Registration Form". All items shall be completed in **BLOCK LETTERS**.
2. 首次申請通行證的人士，必須遞交以下文件給機管局的服務承辦商。For new Permit applications, the following documents shall be submitted to Authority's appointed service contractor.
  - 2.1 由香港旅遊業議會或香港酒店業協會或公共巴士同業聯會批簽的申請表，批簽機構視乎情況而定；提供非「旅遊/遊覽」服務者，須遞交有關的旅遊業合約證明。Completed application form endorsed by Travel Industry Council of Hong Kong (TIC) or Hong Kong Hotels Association (HKHA) or Public Omnibus Operators Association (POOA), whichever is appropriate; Non-tour service providers shall provide proof of travel business contract(s).
  - 2.2 非香港旅遊業議會或香港酒店業協會或公共巴士同業聯會會員而為旅行社或酒店提供旅遊車或貴賓車服務的申請人，必須由所服務的旅行社或酒店代為申請，並需提交有關的旅遊業合約證明；For non TIC or HKHA or POOA members providing services for travel agents or hotels, application shall be made via travel agents or hotels with proof of travel business contract(s);
  - 2.3 每部車輛的有效客運營業證及客運營業證條件(批准服務種類)或出租汽車許可證副本；A copy of the valid Passenger Service Licence and Passenger Service Licence Conditions (Types of Service Permitted) or Hire Car Permit for each vehicle;
  - 2.4 每部車輛的車輛登記及牌照副本；及 A copy of the Vehicle Registration and Licensing document for each vehicle; and
  - 2.5 以劃線支票繳交通行證費用，抬頭寫「機場管理局」。Crossed cheque payable to "Airport Authority" for the Permit fee.
3. 申請通行證續期者，則須提交以下文件。For Permit renewal, the following documents shall be submitted to Authority's appointed service contractor.
  - 3.1 填妥的申請表格；及 Completed application form; and
  - 3.2 每部車輛新續期的客運營業證及客運營業證條件(批准服務種類)或出租汽車許可證副本(如適用)；A copy of the renewed Passenger Service Licence and Passenger Service Licence Conditions (Types of Service Permitted) or Hire Car Permit for each vehicle (if appropriate);
  - 3.3 提供非「旅遊/遊覽」服務者，須遞交有關的旅遊業合約證明。Non-tour service providers shall provide proof of travel business contract(s).
  - 3.4 以劃線支票繳交通行證費用，抬頭寫「機場管理局」。Crossed cheque payable to "Airport Authority" for the Permit fee.

4. 請將申請文件送交機管局服務承辦商於香港國際機場四號停車場辦事處。Applications shall be submitted to Authority's appointed service contractor's management office at Car Park 4.
5. 通行證有效期由一個月至十二個月，申請人須在申請表上清楚註明要求的通行證有效期；惟申請通行證的有效期不能超過申請人車輛的客運營業證或客運營業證條件(批准服務種類)或出租汽車許可證上的屆滿日期。有關通行證費用詳情如下。Permit is available with validity periods ranging from 1 month to 12 months. Applicants should indicate clearly the validity period of the Permits required on the applications. The validity period of the Permits required shall not exceed the expiry date of Passenger Service Licence or Passenger Service Licence Conditions (Types of Service Permitted) or Hire Car Permit of each vehicle. Permit fees are shown in the following table.

通行證種類 Permit Type	獲准使用地點 Permitted Locations	月費 (\$) Monthly Permit Fee (\$)
旅遊車 Tour Coach	旅遊車上客區、旅遊車輪候區 Coach Station (Pick-Up Area), Coach Staging Area	\$140
貴賓車 (七座位或以下) Limousine (seating capacity ≤ 7)	酒店及旅行社專車上客區、 酒店及旅行社專車輪候區 Hotel & Travel Agent Limousine Pick-Up Area, Hotel & Travel Agent Limousine Staging Area	\$1,450

6. 首次申請通行證的處理時間約為 7 個工作天，續期申請則約需 4 個工作天。如申請人未能提供第 2 或第 3 項所載的資料或文件，可能會導致申請延誤。It takes approximately 7 working days to process a new Permit application and 4 working days for Permit renewal. Failure to provide the requisite information or documents listed in paragraphs 2 or 3 above may cause delay in processing an application.

如有查詢，請聯絡：

For enquires, please contact:

香港國際機場停車場管理處 HKIA Parking Facilities Management Office	2183 4360	香港酒店業協會 Hong Kong Hotels Association (HKHA)	2375 3838
香港旅遊業議會 Travel Industry Council of H.K. (TIC)	2807 1199	公共巴士同業聯會 Public Omnibus Operators Association (POOA)	2782 0911