離島遊計劃

Visiting Scheme to Outlying Islands

運輸署
Transport Department

申請編號
Application No.

(只供本署填寫 For ocial use only)

「離島遊計劃」申請表格

Application Form for "Visiting Scheme to Outlying Islands"

A 部 Part A：申請機構及活動資料 Applicant and Activity Information

(由申請機構填寫To be completed by the Applicant)

(1)	申請機構名稱 Name of Applicant	(中文) (Chinese)	(英文) (English)	
(2)	申請機構代表姓名 Name of the Representative of the Applicant	(中文) (Chinese)	☐ 先生 Mr	☐ 女士 Ms
		(英文) (English)	職銜 Post title	
	通訊地址 Correspondence address			
	電話號碼 Telephone No.		傳真號碼 Fax No.	
	電郵地址 E-mail Address			

(3) 申請機構類別 Category of Applicant
(須夾附有關的證明文件 Please attach relevant documentary proof)
(請留意申請須知第1, 3及4項) (Please refer to Notes for Application Items 1, 3 & 4)

☐ 根據《稅務條例》(第112章) 第88條獲認可的慈善團體
Approved charitable institutions of a public character under section 88 of the Inland Revenue Ordinance (Cap.112)

☐ 受社會福利署資助的非政府機構
Non-governmental organisations subvented by the Social Welfare Department

☐ 根據《教育條例》(第279章)註冊的學校、根據《專上學院條例》(第320章)註冊的專上學院、職業訓練局轄下各院校及根據個別法例成立的高等教育院校（例如八所大學教育資助委員會資助的院校、香港公開大學等）
Schools registered under the Education Ordinance (Cap. 279), post-secondary colleges registered under the Post Secondary Colleges Ordinance (Cap. 320), member institutions of the Vocational Training Council and tertiary institutions established under their own ordinances (e.g. the eight University Grants Committee-funded institutions, The Open University of Hong Kong, etc)

☐ 僱員再培訓局委任的培訓機構及勞工處執行的青少年就業和培訓計劃的委任培訓機構
Appointed training bodies of the Employees Retraining Board and appointed training bodies of youth employment and training programmes administered by the Labour Department

☐ 受民政事務局資助的制服團體
Uniformed groups subvented by the Home Affairs Bureau

☐ 區議會
District Councils

☐ 鄉議局
Heung Yee Kuk

☐ 社區和地區團體（鄉事委員會、分區委員會、業主立案法團及互助委員會）
Community and local groups (Rural Committees, Area Committees, Owners' Corporations and Mutual Aid Committees)

請在適當的格內加✓。
Please insert "✓" in the appropriate box(es).

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(4) 活動詳情 Activity Details
(請留意申請須知第2, 4, 5, 6, 7及8項) (Please refer to Notes for Application Items 2, 4, 5, 6, 7 & 8)

活動日期 Date of Activity	
活動性質 Nature of Activity	
(例如: 野外定向、遠足或參觀等) (e.g. Orienteering, hiking or sightseeing etc.)	

(a) ☐ 去程Departure Trip / ☐ 回程Return Trip	日期 Date	時間 Time	☐ a.m. 上午 ☐ p.m. 下午
起點	目的地		

參加人數 Number of Participants ☐ 成人Adult	位 no.
☐ 小童Child (年滿三歲至未滿十二歲之小童 Child aged between 3 and under 12 years old)	位 no.
☐ 長者Elderly (六十五歲或以上長者 Senior Citizen aged 65 or above)	位 no.
☐ 殘疾人士Passenger with Disabilities (殘疾人士登記證持有人士Holder of Registration Card for People with Disabilities)	位 no.

(a) ☐ 去程Departure Trip / ☐ 回程Return Trip	日期 Date	時間 Time	☐ a.m. 上午 ☐ p.m. 下午
起點	目的地		

參加人數 Number of Participants	
☐ 成人Adult	位 no.
☐ 小童Child (年滿三歲至未滿十二歲之小童 Child aged between 3 and under 12 years old)	位 no.
☐ 長者Elderly (六十五歲或以上長者 Senior Citizen aged 65 or above)	位 no.
☐ 殘疾人士Passenger with Disabilities (殘疾人士登記證持有人士Holder of Registration Card for People with Disabilities)	位 no.

(5) 申請機構聲明及同意書 Declaration and Consent of the Applicant

本機構保證：

(a) 本機構在本申請表格填報的資料均屬真確無訛，亦明白如填報資料不確，申請將被視為無效。
(b) 本機構沒有獲得任何其他船費資助，亦沒有及不會向上述活動的參加者收取任何與船費有關的費用。
(c) 獲批准的船費資助會用於舉辦上述第(4)點所指明的活動，而不會作其他用途。
(d) 如申請獲得批准，本機構同意在有關的宣傳資料和活動文件中，標明由「離島遊計劃」提供免費船票。
(e) 知悉如申請獲得批准不代表船公司已為本機構預留航班座位。本機構將自行與船公司聯絡作出航班的安排。

We certify that :

(a) all the information given in this application is true and accurate. We understand that any inaccurate information will make the application void.
(b) we have not obtained any subsidy from other sources on the ferry rides, and have not collected and will not collect any fees from participants with respect to the ferry rides.
(c) the ferry ride subsidy approved will be used for the activity as stated in item (4) above and will not be used otherwise.
(d) we agree that should this application be accepted, we will publicise in all publicity materials and documents related to the activity that the ferry rides are provided free of charge under the "Visiting Scheme to Outlying Island".
(e) we acknowledge the approval of application does not guarantee availability of seats and we have to liaise with relevant ferry operators for the prior arrangement for concerned ferry rides.

申請機構代表簽署 Signature of the Representative of the Applicant		
姓名 Name	職銜 Post title	
日期 Date		機構蓋章 Organisation Chop

請在適當的格內加✓。
Please insert "✓" in the appropriate box(es).

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B 部 Part B：申請機構的活動負責人簽署式樣 Signatory of the person-in-charge of the activity of the Applicant

(由申請機構填寫To be completed by the Applicant)

活動負責人(可多於一位)必須為活動的帶隊人，並負責於活動當天在有關的碼頭簽署D部的確認文件。
The person-in-charge of the activity (can be more than one person) must be the escort of the activity and is responsible for signing the Written Confirmation in Part D on the date of activity at the piers concerned.

申請機構的活動負責人 Person-in-charge of the activity of the Applicant

(1)

姓名 Name	☐ 先生 Mr. ☐ 女士 Ms.	
職銜 Post title	電郵地址 E-mail Address	
電話號碼 Telephone No.	流動電話號碼 Mobile No.	簽署 Signature

(2)

姓名 Name	☐ 先生 Mr. ☐ 女士 Ms.	
職銜 Post title	電郵地址 E-mail Address	
電話號碼 Telephone No.	流動電話號碼 Mobile No.	簽署 Signature

(3)

姓名 Name	☐ 先生 Mr. ☐ 女士 Ms.	
職銜 Post title	電郵地址 E-mail Address	
電話號碼 Telephone No.	流動電話號碼 Mobile No.	簽署 Signature

本機構確認授權以上活動負責人可作為本機構的代表，簽署D部的確認文件。
We conrm that the above person(s)-in-charge is/are authorised to represent this organisation to sign the Written Conrmation in Part D.

申請機構代表簽署 Signature of the Representative of the Applicant		
姓名 Name	職銜 Post title	
日期 Date		機構蓋章 Organisation Chop

C 部 Part C：申請結果 Application Result

(只供本署填寫 For official use only)

☐ 接納申請 Application accepted

(申請人需留意申請須知第7項及第8項) (Applicant should take note of Items 7& 8 in the Notes for Application)

☐ 拒絕申請 Application refused

原因 Reason	
日期 Date	運輸署蓋章 Chop of Transport Department

請在適當的格內加✓。
Please insert "✓" in the appropriate box(es).

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D 部 Part D : 船公司確認文件 Ferry Operator's Written Confirmation

(由船公司和申請機構填寫To be completed by the Ferry Operator and Applicant)

我們確認申請機構已乘搭由本公司提供的下列渡輪服務
We hereby certify that the Applicant has taken the following ferry service provided by our Company.

(a) ☐ 去程Departure Trip / ☐ 回程Return Trip	日期 Date	時間Time	☐ a.m.上午 ☐ p.m.下午
起點	**目的地**		

☐ 高速船Fast Ferry ☐ 普通船(普通位) Ordinary Ferry (Ordinary Class) ☐ 不適用 Not applicable

☐ 成人Adult	張no.	x $	總額Total Amount	$	
☐ 小童票 Child Tickets	張no.	x $	總額Total Amount	$	
☐ 長者票 Elderly Tickets	張no.	x $	總額Total Amount	$	
☐ 殘疾人士票Passenger with Disabilities Tickets	張no.	x $	總額Total Amount	$	
			合共 Grand Total	$	

申請機構 活動負責人姓名及簽署 Name and Signature of the person-in-charge of the activity of the Applicant	船公司 負責人姓名及簽署 Name and Signature of the Ferry Operator

(b) ☐ 去程Departure Trip / ☐ 回程Return Trip	日期 Date	時間Time	☐ a.m.上午 ☐ p.m.下午
起點	**目的地**		

☐ 高速船Fast Ferry ☐ 普通船(普通位) Ordinary Ferry (Ordinary Class) ☐ 不適用 Not applicable

☐ 成人Adult	張no.	x $	總額Total Amount	$	
☐ 小童票 Child Tickets	張no.	x $	總額Total Amount	$	
☐ 長者票 Elderly Tickets	張no.	x $	總額Total Amount	$	
☐ 殘疾人士票Passenger with Disabilities Tickets	張no.	x $	總額Total Amount	$	
			合共 Grand Total	$	

申請機構 活動負責人姓名及簽署 Name and Signature of the person-in-charge of the activity of the Applicant	船公司 負責人姓名及簽署 Name and Signature of the Ferry Operator

請在適當的格內加✓。
Please insert "✓" in the appropriate box(es).

計劃簡介

為推動長洲、大嶼山(梅窩、東涌、沙螺灣和大澳)、坪洲、南丫島(榕樹灣和索罟灣)及馬灣的地區經濟活動，減低有需要團體舉辦活動的交通開支，以及帶動離島渡輪服務的乘客量，政府推出一個免船費計劃，鼓勵合資格團體，例如學校、獲認可的慈善團體、社區和地區團體、非政府機構、制服團體、區議會及鄉議局舉辦前往這些離島的活動。有興趣的機構可向運輸署提交申請。成功申請的機構可免船費往返上述五個離島舉行活動。歡迎有興趣的團體登入運輸署網頁 **www.td.gov.hk** 或致電**1823**電話中心，進一步了解計劃詳情。

The Scheme

In order to promote the local economy of Cheung Chau, Lantau Island (Mui Wo, Tung Chung, Sha Lo Wan and Tai O), Peng Chau, Lamma Island (Yung Shue Wan and Sok Kwu Wan) and Ma Wan, facilitate the needy groups to organise activities at reduced transport costs and boost the patronage of the outlying island ferry services, the Government launches a scheme of providing free ferry rides to encourage eligible organisations such as schools, approved charitable institutions, community and local groups, non-governmental organisations, uniformed groups, District Councils and Heung Yee Kuk to organise activities to these outlying islands. Interested organisations may submit applications to the Transport Department. Once applications are accepted, the applicants may take free ferry rides to and from the five outlying islands for their activities. Interested parties may visit the Transport Department website at **www.td.gov.hk** or call the **1823** Call Centre for more details of the scheme.

申請須知
Notes for Application

1. **申請機構的資格 Eligibility of Applicants :**

   (a) 根據《稅務條例》(第112章)第88條獲認可的慈善團體；
   Approved charitable institutions of a public character under section 88 of the Inland Revenue Ordinance (Cap.112);

   (b) 受社會福利署資助的非政府機構；
   Non-governmental organisations subvented by the Social Welfare Department;

   (c) 根據《教育條例》(第279章)註冊的學校、根據《專上學院條例》(第320章)註冊的專上學院、職業訓練局轄下各院校及根據個別法例成立的高等教育院校（例如八所大學教育資助委員會資助的院校、香港公開大學等）；
   Schools registered under the Education Ordinance (Cap. 279), post-secondary colleges registered under the Post Secondary Colleges Ordinance (Cap. 320), member institutions of the Vocational Training Council and tertiary institutions established under their own ordinances (e.g. the eight University Grants Committee-funded institutions, The Open University of Hong Kong, etc) ;

   (d) 僱員再培訓局委任的培訓機構及勞工處執行的青少年就業和培訓計劃的委任培訓機構；
   Appointed training bodies of the Employees Retraining Board and appointed training bodies of youth employment and training programmes administered by the Labour Department;

   (e) 受民政事務局資助的制服團體；
   Uniformed groups subvented by the Home Affairs Bureau;

   (f) 區議會；
   District Councils;

   (g) 鄉議局；或
   Heung Yee Kuk; or

   (h) 社區和地區團體（鄉事委員會、分區委員會、業主立案法團及互助委員會）；
   Community and local groups (Rural Committees, Area Committees, Owners' Corporations and Mutual Aid Committees).

   申請人如屬個人名義(包括個別立法會議員、區議會議員、鄉議局議員、鄉事委員會執行委員或其辦事處名義)或以營商為目的的旅行社，其申請將不獲考慮。
   Applications from individuals in their personal capacity (including individual members of Legislative Council, District Councils, Heung Yee Kuk, executive committee members of Rural Committees or office of such members) or travel agencies for profit-making purpose will not be considered.

2. **除長洲、梅窩、坪洲、南丫島或馬灣的合資格團體可申請由該島出發的活動外，其他團體所申請的活動必須由市區出發。**
   Except for the eligible organisations on Cheung Chau, Mui Wo, Peng Chau, Lamma Island or Ma Wan which may propose activities starting from the concerned island, the proposed activities of other organisations must start from the urban area.

3. **申請機構必須填妥申請表格內A及B部所需的資料，並將申請表正本郵寄或親身遞交至九龍油麻地海庭道11號西九龍政府合署南座14樓或傳真(號碼:3528 0564)至運輸署渡輪組**收。申請機構請在信封上註明「申請『離島遊計劃』」。
   Applicant must duly complete Part A & B of the application form and submit the original copy of the application form to the **Ferry Section, Transport Department, 14/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon by post or in person or by Fax (Number: 3528 0564)**. Applicant please mark on the envelope "Application for 'Visiting Scheme to Outlying Islands' ".

4. **申請機構須於活動舉行前最少30天，將填妥的申請表格連同所需文件的影印本一併提交。**
   Applicant is required to submit duly completed application form together with copies of the relevant supporting documents at least 30 days prior to the date of its proposed activity.

   (a) 證明申請機構符合第1項所述資格的文件，如:
   Documentary proof to show the eligibility of the applicant as stated in Item 1, such as -

   - 由稅務局發出的註冊証明文件 (如申請人屬子機構則須遞交母機構的註冊証明文件，並須於稅務局的網上列印出列明其母子機構關係的名單，由子機構負責人簽署及蓋上子機構的印章以作核實)；
     Documentary proof issued by the Inland Revenue Department (If the applicant is a subsidiary organisation, the applicant must submit the documentary proof of the mother organisation, and certify with signature and chop of the subsidiary organisation on the list showing the relationship of the two organisations printed out from the website of the Inland Revenue Department);

   - 由社會福利署發出的証明文件；
     Documentary proof issued by the Social Welfare Department;

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- 由教育局發出的註冊証明文件；
  Documentary proof issued by the Education Bureau;
- 由僱員再培訓局或勞工處發出的証明文件;
  Documentary proof issued by the Employees Retraining Board or the Labour Department;
- 由民政事務局發出的証明文件；
  Documentary proof issued by the Home Affairs Bureau;
- 由民政事務總署發出的註冊証明文件；或
  Documentary proof issued by the Home Affairs Department; or
- 由運輸署指定的其他証明文件。
  Other relevant documentary proof as specified by the Transport Department.

(b) 申請活動資料
Details of the proposed activity

- 申請活動的行程表，包括擬乘搭渡輪的航班日期及時間 (去程及回程)
  Itinerary of the proposed activity, showing the tentative date and time for taking the ferry (departure and return trips)
- 申請活動的宣傳單張（如有）
  Promotion leaflets of the proposed activity, if any.

(c) 其他支持申請的文件（如有）
Other relevant documents in support of the application, if any.

5. 為免影響日常使用渡輪服務的離島居民，每項活動的參與人數將按各航線不同的營運情況設上限，而可供申請的日子、時間及服務亦有限制，具體詳情請參運輸署網頁 (www.td.gov.hk)。
   To avoid causing adverse impact on the use of ferry services of residents living on outlying islands, the maximum number of participants, days, time and services open for applications will be restricted. You may refer to the TD's website (www.td.gov.hk) for details.
6. 如申請獲接納，申請機構必須於**申請日當天起計3個月內**完成有關活動。
   If the application is accepted, the applicant must complete the activity concerned **within 3 months from the date of application.**
7. 如申請獲接納，並不表示船公司已為申請機構預留渡輪航班的座位。申請機構須於**活動舉行前最少7個工作天**自行與船公司聯絡，預早就乘坐航班的事宜作出安排。在乘搭有關渡輪前，申請人必須出示已獲批准的申請表，與船公司一同填妥D部的資料，並簽署以作核實。船公司將保留申請表D部之正本作報銷船費之用，申請人可自行保留一份副本以作記錄。
   If the application is accepted, the approval does not imply that seats on ferry vessel have been reserved by the relevant ferry operator. The applicant must contact the relevant ferry operator on their own **at least 7 working days in advance** to make prior arrangements for the ferry rides in respect of the proposed activity. Before taking the ferry ride, the applicant is required to present the duly accepted application form and, together with the ferry operator, properly fill in the information required in Part D and sign for confirmation purpose. The ferry operator will keep the original copy of Part D for reimbursement purpose while the applicant may make a copy for their own record.
8. 如申請獲接納，申請機構需在有關的宣傳資料和活動文件中，標明由「離島遊計劃」提供免費船票。運輸署可要求申請機構提供有關的宣傳資料或活動文件作參考。
   If the application is accepted, the applicant shall publicise in all publicity materials and documents related to the activity that the ferry rides are provided free of charge under the "Visiting Scheme to Outlying Island". The Transport Department may request the applicant to submit the relevant publicity materials and documents for reference.
9. 請參閱運輸署網頁 (www.td.gov.hk) 瀏覽船公司的聯絡電話。
   Please refer to TD's website (www.td.gov.hk) for the telephone numbers of ferry operators.
10. 所有申請將以先到先得的形式進行審理。
    All applications will be processed on a first come, first served basis.
11. 運輸署保留批准或拒絕任何申請的最終決定權。
    The Transport Department reserves the right to accept or reject any applications.
12. 運輸署保留隨時修訂、暫停及取消有關計劃的權利。
    The Transport Department reserves the right to amend, suspend and terminate the scheme.
13. 如有任何爭議，運輸署保留最終決定權。
    In case of any disputes, the decision of the Transport Department shall be final.