

Transport Department of the Government of the Hong Kong Special Administrative Region  
Application for Ad-hoc Quota and  
Closed Road Permit for Cross Boundary Private Cars  
[Applicable to Hong Kong Private Cars]

[Please read carefully the "Application Guide for Ad Hoc Quotas for Cross Boundary Private Cars" and "Notes for Attention" on Page 3 before completing this form.]

☐ Please tick this box for application for duplicate Closed Road Permit

**(OFFICIAL USE ONLY)**

Date : \_\_\_\_\_ Input Staff ID : \_\_\_\_\_ Quota approved: Yes ☐ No ☐

**Part I : Quota Reservation Number and Start Date**

Quota Reservation No. : 598  -  -  -

[The quota reservation no. is the one provided upon successful reservation of quota through Internet or by phone.]

Quota Start Date : \_\_\_\_\_(DD)\_\_\_\_\_(MM)\_\_\_\_\_(YYYY)

[The quota start date must be the same as that of the quota reserved through Internet or by phone. The quota validity period is 5 calendar days counted from the start date.]

**Part II : Particulars of Applicant and Vehicle**

**Particulars of Applicant [Applicant must be the registered vehicle owner <sup>(Note 1)</sup>]**

Name of Applicant <sup>(Note 1)</sup>	(English)	(Chinese)
Correspondence Address <sup>(Note 2)</sup>		
Email Address		← Please fill-in this field if you wish to receive prior email notification of the result of your application.

**Note 1 :** If the vehicle is registered under the name of a limited company, please fill in the name of the authorized person of the company who shall sign this application form on behalf of the company. This authorized person must be Driver (1) in Part III of this form. The company must attach an authorization letter (please see sample at page 5), a copy of the first page of the company's latest Annual Return and a copy of the authorized person's HK Identity Card to this application.

**Note 2 :** We will send the result of application and Closed Road Permit (if issued) to the above correspondence address but will not amend your address in Transport Department's record based on the information provided here. You are reminded to notify the Commissioner for Transport by completing the "Notice of Change of Personal Particulars or Vehicle Particulars" (TD599) (with address proof) within 72 hours of the change if there is any change to the address which you previously provided to the Transport Department and is kept in the register of vehicles.

**Particulars of Vehicle**

Vehicle Registration No.					
Name of Registered Owner (Individual / Company)					
Identity Document No. (HKID No. / Passport No.) or Certificate of Incorporation No. of Vehicle Owner <sup>(Note 3)</sup>			Contact Telephone No.		
Particulars of Hong Kong Vehicle Insurance <sup>(Note 4)</sup>	Name of Insurance Company				
	Insurance Policy No.		Validity Period	/ / to / / DD/MM/YYYY DD/MM/YYYY	

**Note 3 :** Certificate of Incorporation No. is applicable to vehicles registered under the name of a company, and must be the same as the record of Transport Department. If the vehicle is registered in the name of an individual by using his/her passport number, a copy of the applicant's HK Identity Card must be attached.

**Note 4 :** A copy of proof of valid Hong Kong third party risks insurance must be attached. The insurance must be valid for at least 11 days counted from the Quota Start Date. Only the relevant page(s) of the insurance policy showing the particulars of the vehicle insured, the type of insurance purchased and period covered would need to be provided. (If the application is approved, the applicant is required to procure the Mainland Compulsory Traffic Accident Liability Insurance for Motor Vehicles separately).

**Part III : Particulars of Driver(s) [Not more than two drivers would be allowed. If the Applicant is an individual, driver (1) must be the applicant. If the Applicant is a company, driver (1) must be the authorized person (see Note 1 above) of the company signing this application on behalf of the company. Driver (2), if any, must make a declaration (please see sample of “Declaration of the Designated Driver” at page 5).]**

Name of Driver (1)	(English)		(Chinese)	
Sex	Male / Female *		Contact Telephone No.	
HK ID No.			HK Full Driving Licence No. <sup>(Note 5)</sup>	
Mainland Home Visit Permit <sup>(Note 6)</sup>	Permit No.		Motor Vehicle Driving Licence of the People's Republic of China	Licence No.
	Valid until	/ / DD/MM/YYYY		File No.
Address <sup>(Note 7)</sup>				

Name of Driver (2) ^	(English)		(Chinese)	
Sex	Male / Female *		Contact Telephone No.	
HK ID No.			HK Full Driving Licence No. <sup>(Note 5)</sup>	
Mainland Home Visit Permit <sup>(Note 6)</sup>	Permit No.		Motor Vehicle Driving Licence of the People's Republic of China	Licence No.
	Valid until	/ / DD/MM/YYYY		File No.
Address <sup>(Note 7)</sup>				

**Note 5:** For vehicles registered under the name of an individual, the identity document used in applying for registration of the vehicle and the driving licence MUST be the same.

**Note 6:** The Mainland Home Visit Permit number once submitted CANNOT be changed. Applicants should make sure that the validity period of the permit covers the chosen period of the trip. If not, applicants should renew the permit before submitting the Application. Please note that if the permit number is different from that provided in the Application, the applicant will not be allowed to enter the Mainland under this scheme.

**Note 7:** We will not amend your address in Transport Department's record based on the information provided here. If there is any change in the driver's address registered with Transport Department, please notify the Commissioner for Transport of the change in writing or by completing the “Notice of Change of Personal Particulars or Vehicle Particulars” (TD599) with proof of change, within 72 hours of the change.

\* Delete whichever is not applicable

^ Fill in if applicable

## Part IV: Declaration and Signature

- I declare that to the best of my knowledge and belief, the information given above and supporting document(s) provided are true. I understand that if I knowingly make any statement which is false in a material particular, I shall render myself liable to prosecution under Section 111(3) of the Road Traffic Ordinance (Cap.374) and on conviction to a fine of \$5,000 and to imprisonment for six months.
- I have read the “Notes About Personal Data” as set out in this application form and hereby consent to the disclosure by relevant Departments of the HKSAR Government to the Commissioner for Transport of any information or record obtained during the discharge of their official duties concerning my non-compliance with or contravention of any requirement of Ad Hoc Quotas and the Laws of Hong Kong.
- # I (the authorized person referred to in Part II) have been duly authorized by the above company (registered vehicle owner) to sign and submit this application form on behalf of the company.

Signature of Individual  
Applicant/Authorized  
Person of the Company \_\_\_\_\_

Name (in block  
letters) \_\_\_\_\_

# Company Chop \_\_\_\_\_

Date \_\_\_\_\_

# Applicable only if the vehicle owner is a limited company. Please delete/ignore if the vehicle owner is an individual.

## Notes for Attention

1. The Cross Boundary Unit of Transport Department is responsible for handling applications for the Ad Hoc Quotas for Cross Boundary Private Cars and Closed Road Permit (CRP).
2. Applicants must reserve a quota through Internet or by phone before submitting the Application for Ad Hoc Quotas for Cross Boundary Private Cars and CRP (“the Application”) through Internet or by post or delivery to the following address: **Room 1032, 10/F, Harbour Building, 38 Pier Road, Central, Hong Kong.**
3. The Application must be submitted within 5 calendar days of quota reservation (the day of reservation is also counted as 1 day). Late or incomplete applications will NOT be processed and will render the reserved quota cancelled automatically. Under such circumstance, or if the vehicle does not depart as scheduled after the quota is approved, the vehicle owner will not be able to reserve another ad hoc quota for a specified period of time. For details, please refer to the “Application Guide for Ad Hoc Quotas for Crossing Boundary Private Cars” (“the Application Guide”).
4. **Supporting Documents** – The application form must be submitted together with the following supporting documents:

Vehicle registered under an individual	Vehicle registered under a limited company
1. Copy of relevant pages of the Hong Kong motor vehicle third party risks insurance document (valid for at least 11 days counting from the Quota Start Date)	
2. Declaration of the designated driver (other than Individual Applicant or Authorized Person) (please see sample at Page 5)	
3. Copy of the applicant’s Hong Kong Identity Card (only applicable if vehicle is registered in the name of an individual by using his/her passport number.)	3. Copy of the authorized person’s Hong Kong Identity Card
	4. Authorization letter of the company (sample at Page 5)
	5. Copy of the first page of the latest Annual Return of the company

5. A fee of HK\$45 is payable at the time of application. The Application, together with a crossed cheque (payable to: “**The Government of the Hong Kong Special Administrative Region**” or the “**The Government of the HKSAR**”) can be sent to the Cross Boundary Unit of Transport Department or delivered to the drop-in box at the Cross Boundary Unit. Please write down the applicant’s name and daytime contact telephone number on the back of the cheque. The Cross Boundary Unit also accepts submission of application in person. For online applications, payments can be made by PPS or credit cards. Unless the application for ad hoc quota is rejected, the fee is not refundable under any other circumstances.
6. Once the Application is submitted, applicant cannot amend the information provided nor withdraw the Application. If the Application is accepted, the Cross Boundary Unit will send the CRP to the applicant by post in about 10 working days after the Application is received irrespective of the mode of application.
7. Any approved ad hoc quota is not transferable.
8. The validity period of the ad hoc quota is 5 calendar days. The vehicle to which the CRP is issued can only travel to Guangdong Province from Hong Kong via the specified crossing once within these 5 days and stay in Guangdong Province for not more than 7 days (the day of departure also counted as 1 day) and return to Hong Kong within these 7 days.
9. For application for **duplicate** CRP, please tick the box on the top part of Page 1 and fill in Part I, Part II (Particulars of Applicant only) and Part IV. The fee payable is HK\$75. Besides, the reporting loss memo from the Police or the damaged permit has to be attached. Applications for duplicate CRP can only be processed at the Cross Boundary Unit of Transport Department.
10. Applications will be assessed in accordance with the terms and conditions as detailed in the “Application Guide”. Authorities of Hong Kong SAR and the Guangdong Province will also take into account the following vetting criteria when assessing new applications from applicants or drivers concerned-
  - (i) For vehicles involved in illegal or unauthorized activities, such as smuggling, transporting illegal immigrants, illegal operations, and illegal carriage of prohibited, restricted or undeclared items which should be subject to quarantine and inspection, new application would not be accepted.
  - (ii) For vehicles involving the obtaining of any licence/permit for ad hoc quota by improper practices such as deception, new application would not be accepted for 3 years from the day following the date of conviction.
  - (iii) For vehicles involving overstay in or non-departure from the Guangdong Province without justified reasons, new application would not be accepted for 3 years from the day following the date of departure from the Guangdong Province.
  - (iv) For vehicles involving travelling beyond the boundary of the Guangdong Province or driven by a person other than the designated driver(s), new application would not be accepted for 1 year from the day following the date of departure from the Guangdong Province.
  - (v) For vehicles involved in traffic incidents or traffic offences in the Guangdong Province, new application would not be accepted before the completion of the processing or relevant legal procedures.
  - (vi) Other situations that restrict or prohibit the applications for entry to Guangdong as stipulated in the laws, regulations or rules.Applications may also not be accepted under certain circumstances. These include but are not limited to -
  - (i) The applicant fails to provide relevant documentary proof.
  - (ii) The company which authorizes the application has been dissolved or is being wound up.
  - (iii) The driving licence of any designated driver is invalid or its remaining validity period is inadequate.
  - (iv) Any designated driver is subject to a traffic related outstanding court order or arrest warrant.
  - (v) The vehicle does not have a valid vehicle licence or the validity period of the vehicle licence is inadequate.
  - (vi) The vehicle has a valid Hong Kong hire car permit.
  - (vii) The vehicle is not a right-hand drive private car or its seating capacity (including driver’s seat) exceeds 5.
  - (viii) There is an outstanding inspection order on the vehicle concerned.
11. For enquiries, please contact the 1823 Call Centre. Applicants may also download this application form at the following website: [http://www.td.gov.hk/en/public\\_forms/td\\_forms/permit/index.html](http://www.td.gov.hk/en/public_forms/td_forms/permit/index.html) (TD 600A).  
The latest version of the application form which is downloadable at the above Transport Department’s Website shall prevail.

### **Notes from the Public Security Department of Guangdong Province to Applicants**

1. After the issue of a CRP and before departure of the vehicle to the Guangdong Province, the applicant must procure the Mainland Compulsory Traffic Accident Liability Insurance for Motor Vehicles and apply for the “Mainland Approval Notice” and Temporary-entry Vehicle Licence Plate and Licence at the office designated by the Public Security Department of Guangdong Province and complete the formalities required by Mainland Customs, Inspection and Quarantine authorities. Please refer to the Application Guide for more details.
2. Private cars entering the Mainland with ad hoc quotas are only permitted to be driven within the Guangdong Province in accordance with laws and rules of the People’s Republic of China.
3. Private cars under ad hoc quotas can only be driven by pre-approved designated drivers (i.e. Driver (1) and Driver (2) at Part III of this form if approved), who must possess valid “Home Visit Permit” and P.R.C. Motor Vehicle Driving Licence.

### **Notes About Personal Data**

#### **Purposes of Collection**

1. The personal data and other information provided in this application and obtained during the use of the vehicle under the CRP (if issued) will be used for the following purposes:
  - (a) coordination with the Public Security Department of Guangdong Province on matters relating to and in connection with this application and cross-border traffic regulation;
  - (b) activities relating to and in connection with the processing of the application;
  - (c) activities relating to and in connection with cross-border traffic and transport matters;
  - (d) facilitating communication between Transport Department and the applicant; and
  - (e) matters relating to and in connection with the implementation and enforcement of the requirement of Ad Hoc Quotas and the Road Traffic Ordinance (Cap. 374).

#### **Classes of Transferees**

2. The personal data and other information provided in the application and obtained during the use of the vehicle under the CRP (if issued) may be disclosed to:
  - (a) the Public Security Department of Guangdong Province;
  - (b) other Government bureaux and departments (including different sections of the Transport Department and the Police); and
  - (c) any other person, including tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator; for any purposes as set out in paragraph 1 (Purposes of Collection) above.

#### **Disclosure by Other Government Departments**

3. Other Government departments may disclose to the Commissioner for Transport any information or record obtained during discharge of their official duties concerning your non-compliance with or contravention of any requirement of Ad Hoc Quotas and the Laws of Hong Kong.

#### **Enquiries and 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 (Cap. 486). Your right of access includes the right to obtain a copy of your personal data provided in this form. Should you need to obtain a copy, please write to the Licensing Section, 3/F, United Centre, 95 Queensway, Hong Kong (Attn: Executive Officer/ FRT).

## **Authorization Letter**

(Applicable to private cars registered in the name of a company)

To: Commissioner for Transport

We \_\_\_\_\_ (Name of company) hereby authorize \_\_\_\_\_ (Name of authorized person)#, (HKID No. : \_\_\_\_\_), to deal with all matters relating to the Application for Ad Hoc Quotas and Closed Road Permit for Cross Boundary Private Cars in respect of the vehicle (registration number: \_\_\_\_\_) registered under the Company's name. We also nominate \_\_\_\_\_ (Name of Driver 2, if applicable), (HKID No. : \_\_\_\_\_) to be the other designated driver in this application.

We understand all the requirements and rules relating to this application, and agree to abide by them in full.

Authorized Signature of the Company's Director : \_\_\_\_\_

Name : \_\_\_\_\_

Company Chop : \_\_\_\_\_ Date : \_\_\_\_\_

# With copy of the Hong Kong Identity Card of the authorized person attached

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## **Declaration of the Designated Driver** **(Other than Individual Applicant/Authorized Person)**

(must be submitted if there is a second designated driver)

To: Commissioner for Transport

I, \_\_\_\_\_ (Name of the 2<sup>nd</sup> Driver) (HKID No. : \_\_\_\_\_), agree to be nominated as one of the designated drivers in this application. I understand and agree to comply with any requirements relating to the application for an ad hoc quota and closed road permit for cross boundary private cars.

I have read the "Notes about Personal Data" as set out in this application form and hereby consent to the disclosure by the relevant Departments of the HKSAR Government to the Commissioner for Transport any information or record obtained during the discharge of their official duties concerning my non-compliance with or contravention of any requirement of the Ad Hoc Quotas and the Laws of Hong Kong.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_