

過境車輛封閉道路通行許可證新簽發申請表
APPLICATION FOR NEW ISSUE OF CLOSED ROAD PERMIT FOR
CROSS BOUNDARY VEHICLES

 填寫本申請表前，請先閱讀附頁的「須知事項」。
 Please read "Notes For Attention" attached before completing this application form.

(本欄不必填寫 FOR OFFICIAL USE)

 Date _____ Staff ID _____ MAN VRD AR/BR CRP
 Agent ID _____ Approving Officer _____ BRC/ID DL CONT
第一部份：申請人／公司資料
Part I: Particulars of the Applicant

檔案編號 File Ref: C/ / /

 申請人姓名／公司名稱：
 Name of Applicant: _____
 香港身份證／商業登記證號碼：
 HK Identity Card No/Business Registration Certificate No.: _____ 電話號碼：
 Telephone No. _____
 住址／公司地址：
 Address: _____

第二部份：車輛及司機細節
Part II: Particulars of Vehicle(s) and Driver(s)

車輛類型 Type of Vehicle	車輛登記號碼 Vehicle Registration Number	司機 Driver		口岸 Crossing(s)*			
		姓名 Name	身份證明文件號碼 Identity Document No.	落馬洲 LMC	文錦渡 MKT	沙頭角 STK	深井灣 SB
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* 請在適當的方格加上“√”號。Please “√” in the box wherever appropriate.

第三部份：聲明
Part III: Declaration

 (由申請人或其書面授權人填寫和簽署。如以公司名義申請，則應由公司東主／董事或其書面授權人填寫和簽署。)
 (To be completed and signed by the applicant or his representative authorized by him in writing. In case of an applicant which is a company, this should be signed by the proprietor/director of the company or a representative duly authorized by the company.)

 據本人所知，以上填報及提交各項資料均屬詳盡確實。本人明白，如故意提供失實資料，根據香港法例第374章道路交通條例第111條(第3款)的規定，本人可被檢控，一經定罪，可被罰款港幣5,000元及監禁六個月。
 I declare that to the best of my knowledge and belief, the information given above and supporting document(s) provided is 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.
 本人明白，在封閉道路通行許可證批出後，如本人向運輸署申請為有關車輛重新分類(例如由貨車改為私家車)，在重新分類申請獲運輸署批准後，封閉道路通行許可證即告無效。本人承諾在任何重新分類申請獲批後，立即交回「封閉道路通行許可證」給貴署註銷。
 I understand that, if at anytime after the Closed Road Permit is issued, I apply for reclassification of the said vehicle (e.g. from goods vehicle to private car), the Closed Road Permit shall be rendered invalid after reclassification. I undertake to surrender the Closed Road Permit to your office for cancellation immediately after any application for reclassification is approved by the Transport Department.

 申請人／獲授權的代表簽署
 Signature of Applicant/
 Authorized Representative _____

 姓名(請用正楷填寫)
 Name (in block letters) _____

 公司印章
 Company Chop _____

 日期
 Date _____

須知事項 NOTES FOR ATTENTION

(A) 證明文件 - 填妥的申請表必須連同下列有關證明文件一併遞交

Supporting Documents - The completed application form should be submitted together with the following supporting documents.

項目 Item	證明文件 Supporting Documents
(1) 批文 Approval Notice	(a) 廣東省公安廳所簽發的有效粵港澳機動車輛往來及駕駛員駕車批准通知書第四聯 (正本) Valid Approval Notice issued by the Guangdong Public Security Bureau (original copy)
(2) 以個人名義的申請 Applicant being an individual	(a) 香港身份證副本 Copy of Hong Kong Identity Card (b) 人大或政協委員證副本 Copy of Appointment Document in the Mainland
(3) 以無限公司名義的申請 Applicant being an unlimited company	(a) 有效香港商業登記證副本 Copy of valid Hong Kong Business Registration Certificate (b) 稅務局最近發出的商業登記冊內資料的摘錄核證本 A certified extract of Information on the Business Register issued by the Inland Revenue Department recently
(4) 以有限公司名義的申請 Applicant being a limited company	(a) 有效香港商業登記證副本 Copy of valid Hong Kong Business Registration Certificate (b) 公司註冊處提供的最新公司查冊 (查閱公司資料) 結果核證副本或最新的週年申報表核證副本 (由公司註冊處或香港註冊會計師/律師核證) Certified copy of the latest Company Particulars Search results provided by the Company Registry or the latest Annual Return (certified by the Company Registry or a HK Certified Public Accountant or solicitor) (c) 海外公司的註冊文件和董事名單 (由香港註冊會計師/律師核證)、委託信及獲委託的香港公司的第 4(a) 及 (b) 項 (適用於沒有在香港註冊的海外公司) Certificate of Incorporation of overseas company and its list of directors (certified by a HK Certified Public Accountant or solicitor), authorization letter and Item 4(a) and (b) of the authorized HK company (Only applicable to an overseas company not registered in HK)
(5) 車輛 Vehicle	(a) 有效香港車輛登記文件副本 (正面及背面) (若申請人並非私家車的登記車主, 須同時提交證明車主與申請人關係的文件。) Copy of valid HK Vehicle Registration Document (both front and back page) (The applicant should submit proof of relationship between the applicant and the registered owner if the private car concerned is not owned by the applicant.) (b) 如屬巴士, 則須提交有效客運營業證副本 Copy of valid Passenger Service License (For Bus only) (c) 如屬出租汽車, 則須提交有效出租汽車許可證副本 Copy of valid Hire Car Permit (For Hire Car only)
(6) 司機 Driver	(a) 身份證明文件副本 Copy of Identity Document (b) 有效香港駕駛執照副本 Copy of valid Hong Kong driving licence
(7) 在內地業務活動的證明文件 Documents in respect of business activities in the Mainland	(a) 貨車、巴士及出租車-內地政府的批准文件/與內地公司訂立的有效商業合約及內地公司的有效營業執照副本 Goods vehicle, Bus and Hire Car - Copy of approval document issued by the Mainland authorities/business contract with a Mainland company and valid business licence of the Mainland company (b) 香港私家車-中華人民共和國台港澳僑/外商投資企業批准證書副本 HK Private Car - Copy of Certificate of Approval for Establishment of Enterprises with Investment of Taiwan, HongKong, Macau and Overseas Chinese/Foreign Investment in the PRC
(8) 海關載貨清單 Import & Export Manifest	(a) 海關載貨清單 (只適用於行走文錦渡口岸的貨車申請) Import and Export Manifest (Applicable to application regarding goods vehicle using Man Kam To Crossing only)
(9) 簽名式樣 Specimen of signature	(a) 申請人簽名式樣 Specimen Signature of Applicant

注意 Notes :

- 如原有封閉道路通行許可證的有效期限已經屆滿超過六個月, 申請人的申請將被視為新申請。
In case of the existing Closed Road Permits having expired over 6 months before the present application, the applicant should submit an application for new issue instead.
- 本署可要求申請人出示其地址的證明及可在該等證明被出示之前, 暫停處理該項申請。
We may require the applicant to produce proof of his address and may suspend the processing of the application until the production of such proof.

(B) 收費 Fee

貨車/巴士 Goods Vehicle/Bus	私家車 Private Car
每年 \$456 Per Year	每年 \$540 Per Year

可以現金、支票或易辦事繳付費用。如以支票付款, 請劃線並寫明「香港特別行政區政府」為收款人。

You can pay by cash, cheque or EPS. If paid by cheque, please make the cheque payable to "The Government of the Hong Kong Special Administrative Region" and crossed.

(C) 遞交申請表 Submission of Application

過境車輛封閉道路通行許可證由運輸署過境服務分組負責處理，地址如下：

The application for closed road permits in respect of cross-boundary vehicles is handled by our Cross Boundary Unit. The address is as follows:

你可沿虛線將地址剪下作郵遞用途。
You can tear it off and use as an address label.

香港中環統一碼頭道 38 號
海港政府大樓 10 樓 1032 室
Room 1032, 10/F, Harbour Building,
38 Pier Road, Central, Hong Kong

請將填妥的申請表及所需文件以下列方式交回：

Please return the completed application form and necessary supporting documents by any of the following methods:

(1) 親身或由代理人遞交申請 Application in person or by agent

服務時間： 星期一至五上午九時至下午五時十五分（午膳時間照常服務）
Service Hours: Monday to Friday – 9:00AM to 5:15PM (open during lunch hours)

除未有配額的申請外，新申請一般需時 5 個工作日處理。 Except for unavailability of quotas, we normally process new applications within five working days.

(2) 郵寄／使用投遞箱遞交申請 Application by post or drop-in box

你可將申請連同支票郵寄至本組或使用設於本組的投遞箱遞交申請。（註：若屬使用落馬洲口岸的香港私家車新申請則暫時無須郵寄支票。待申請獲批准後，本署會發信通知你前來繳交所付費用及領取許可證。）

Submit your application together with the cheque by post or through drop-in box at our Cross Boundary Unit. (Note: For new applications regarding HK private cars using Lok Ma Chau Crossing, we are not required to mail the cheque for the time being. Upon approval of the application, we will inform you to pay the prescribed fee and collect the permit.)

本署會於收到申請後五個工作天內，將許可證郵寄給你。（使用落馬洲口岸的香港私家車新申請除外）
Upon receipt of your application, the permit will be sent to you by post within 5 working days. (Except for new applications regarding HK private cars using Lok Ma Chau Crossing.)

請在支票背面寫上你的姓名及日間聯絡電話號碼。Please write down your name and daytime contact telephone number on the back of the cheque.

請填上你的付款資料 Please fill in your remittance details:

銀行名稱 Name of Bank: _____

付款總額 Amount Paid: _____

支票號碼 Cheque No: _____

請在下方填寫你的姓名及回郵地址。本署會將許可證寄回該地址，但不會就以下資料更改本署記錄。Please fill in your name and return address to which the permit will be posted. We will not amend our record on the basis of the information provided below.

(D) 查詢 Enquiries

如有查詢，請致電顧客服務熱線 28042600 或電郵到 licensing@td.gov.hk。你亦可在以下網址下載本表格 <http://www.info.gov.hk/forms/chinese/search.htm>。

For enquiries, please contact customer service hotline at 28042600 or email to licensing@td.gov.hk. You can also download this application form from: <http://www.info.gov.hk/forms/english/search.htm>

個人資料的說明 Notes About Personal Data

收集目的 Purpose of Collection

1. 運輸署會使用透過本表格所獲得的個人資料及其他資料作下列用途：
The personal data and other information provided by means of this form will be used by Transport Department for the following purposes:
- (a) 辦理有關審批你在本表格中所提出的申請的事務；
activities relating to the processing of your application in this form;
 - (b) 辦理有關交通及運輸的事務；
activities relating to traffic and transport matters;
 - (c) 方便運輸署與你聯絡；及
facilitating communication between Transport Department and yourself; and
 - (d) 與廣東省公安廳就規管跨境交通事宜進行協調。
coordination with the Guangdong Provincial Public Security Bureau on matters concerning cross-border traffic regulation.
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。
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.

獲轉交資料的部門／人士 Classes of Transferees

3. 你透過本表格所提供的個人資料及其他資料會向下列人士／部門公開：
The personal data and other information you provide by means of this form may be disclosed to:
- (a) 其他政府部門及決策局，以作上述第 1 段所列的用途；
other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
 - (b) 任何人士，以作上述第 1 段 (b) 項所列的用途；
any person for the purpose mentioned in paragraph 1(b) above; and

- (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；及
tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters; and
- (d) 廣東省公安廳，以作規管跨境交通事宜，尤其有關違反許可證條件的詳情會基於此用途而公開。
the Guangdong Provincial Public Security Bureau for the regulation of cross-border traffic matters; in particular, details of contravention of CRP, if granted, may be disclosed for this purpose.

索閱個人資料 Access to Personal Data

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。
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.

查詢 Enquiries

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。
Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Licensing Section, 3/F, United Centre, 95 Queensway, Hong Kong (Attn.: Executive Officer/FRT).

過境車輛封閉道路通行許可證申請 - 申請人簽名式樣
Application for Closed Road Permit for Cross-boundary Vehicles -
Specimen Signature of Applicant

重要事項 Important Notes

1. 本表格必須由申請人或公司的東主／董事簽署。
This form should be signed by the applicant/proprietor/director of the company applicant.
2. 每頁表格只用作提供一位申請人或公司的東主／董事或獲授權人的簽名式樣。
The specimen signature of each applicant or proprietor/director of a company or authorised person should be provided in separate page.
3. 本表格內提供的資料／式樣如有變更，請盡快通知本署。
Please inform us immediately if there is any change in the information/specimen provided in this form.

致：運輸署署長
 To: Commissioner for Transport

本署檔案編號 **File Re:** C/ / /

本人為 _____ (公司名稱)的*東主／董事。現通知：下述為*本人／獲授權辦理封閉道路通行許可證申請人士的簽名式樣：

I am the *proprietor/director of _____ (company name).
 This is to inform you that the following is *my specimen signature/specimen signature of the authorised person to apply for the Closed Road Permit:

姓名 Name	香港身份證／ 旅遊證件號碼 HKID Card／ Travel Document No.	職位 Capacity	簽名式樣 Specimen Signature
		*東主／董事／ 獲授權人 Proprietor/Director/ Authorised Person	

公司印章式樣 Specimen of Company Chop	
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簽 署 Signature : _____

姓 名 Name : _____

職 位 Capacity : *東主／董事
Proprietor/Director

公司印章 :
 Company Chop _____

日 期 Date : _____

**請將不適用者刪去 Please delete where inappropriate.*