

# 重要通知

## 在車輛登記文件簽署及蓋印規定

車輛登記文件(以下簡稱為「牌簿」)上必須載有登記車主簽署，而當登記車主遞交有關的牌照申請時，申請表格上的簽署必須與牌簿上的簽署相符；如以公司/機構為登記車主，牌簿必須載有由該公司/機構所指定獲授權人士的簽署並加蓋該公司/機構的印章，而申請表格上的印章與牌簿上的印章必須完全相同，否則運輸署將不會處理有關的牌照申請。

## 地址證明要求

於遞交牌照服務申請時，必須連同最近三個月內發出的地址證明文件正本或副本，否則運輸署可以根據有關法例暫停處理有關申請。[\[請參閱可接納的地址證明\]](#)

## 更改地址

根據法例，駕駛執照持有人或登記車主的地址如有改變，須在 72 小時內通知運輸署。任何人無合理辯解而違反此規定，即屬犯罪，可處罰\$2,000。你可透過書面、[政府一站通](#)或遞交表格(「更改個人資料或車輛資料通知書」)連同新地址的證明文件通知運輸署有關地址的更改。

## 郵件貼上足夠郵資

若郵件郵資不足，香港郵政會收取欠資及相關費用。本署不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人(有回郵地址)或予以銷毀(沒有回郵地址)。為確保郵件能妥善送達本署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資及註明回郵地址。[\[請參閱郵費的詳情，並留意由 2016 年 1 月 1 日起生效的新郵費結構\]](#)

若你是已登記選民而你的住址有變更，請盡早通知選舉事務處。如有查詢，請致電選舉事務處熱線 2891 1001。



運輸署

Transport Department

**過境車輛封閉道路通行許可證續期/更換車輛/複本/更改司機資料申請表**  
 (填寫本申請表前, 請先閱讀附頁的「須知事項」。)

 申請類別:  續期  更換車輛  更換司機  更改口岸  許可證複本

**(本欄不必填寫)**

 Date \_\_\_\_\_ Receiving officer's signature \_\_\_\_\_  MAN  VRD  AR/BR  CRP  
 Agent Name & ID \_\_\_\_\_ Approving officer's signature \_\_\_\_\_  BRC/ID  DL/ID  CONT 
**第一部份：申請人/公司資料**

檔案編號: C/ / /

申請人姓名/公司名稱: \_\_\_\_\_

身份證明文件/商業登記證號碼: \_\_\_\_\_ 電話號碼: \_\_\_\_\_

住址/公司地址: \_\_\_\_\_

電郵地址: \_\_\_\_\_

**第二部份：續期/更換車輛/許可證複本/更換口岸**

車輛類型	車輛登記號碼		司機資料				現有許可證 屆滿日期	口岸 (請在適當方格加上“✓”號)						
	現有車輛	新用車輛 (更換車輛適用)	姓名	身份證明文件號碼	現任	新任		落馬洲	文錦渡	沙頭角	深圳灣	港珠澳	香園圍	
					<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"/>	<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"/>	<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"/>

**第三部份：更換司機**

車輛登記號碼	現任司機		新任司機		現有許可證 屆滿日期
	姓名	身份證明文件號碼	姓名	身份證明文件號碼	

**第四部份：聲明**

(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。)

據本人所知, 以上填報及提交的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。

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。

由於港珠澳大橋的主橋(“大橋”)位於內地水域, 所有使用大橋的跨境車輛, 均須經過內地境內。因應內地當局要求, 行經大橋往澳門的過境車輛須提供車輛及司機資料予內地當局作備案用途。本人已閱讀上述聲明, 並同意運輸署向內地當局提供在貴署紀錄內的車輛及司機資料作備案。

申請人/獲授權的代表簽署 \_\_\_\_\_

姓名 (請用正楷填寫) \_\_\_\_\_

公司印章 \_\_\_\_\_

日期 \_\_\_\_\_

(簽名及公司印章必須與本署存檔紀錄相符)

**APPLICATION FOR CLOSED ROAD PERMIT FOR CROSS BOUNDARY VEHICLES –  
RENEWAL/CHANGE OF VEHICLE/DUPLICATE/CHANGE IN DRIVER PARTICULARS**

(Please read “Notes For Attention” attached before completing this application form.)

Application Type:  Renewal  Change of Vehicle  Change of Driver  Change of Crossing  Duplicate Permit

**(FOR OFFICIAL USE)**

Date \_\_\_\_\_ Receiving officer’s signature \_\_\_\_\_  MAN  VRD  AR/BR  CRP  
Agent Name & ID \_\_\_\_\_ Approving officer’s signature \_\_\_\_\_  BRC/ID  DL/ID  CONT

**Part I: Particulars of the Applicant**

File Ref: C / / /

Name of Applicant: \_\_\_\_\_

Identity Document No./Business Registration Certificate No.: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Part II: Renewal/Change of Vehicle/Duplicate Permit/Change of Crossing**

Type of Vehicle	Vehicle Registration Mark		Drivers Particulars				Expiry Date of Existing Permit	Crossing(s) (Please “✓” in the appropriate box)					
	Existing	New (For Change of Vehicle Only)	Name	Identity Document No.	Existing	New		LMC	MKT	STK	SBP	HZMB	HYW
					<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"/>
					<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"/>
					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(LMC—Lok Ma Chau; MKT—Man Kam To; STK—Sha Tau Kok; SBP—Shenzhen Bay Port; HZMB—Hong Kong-Zhuhai-Macao Bridge; HYW—Heung Yuen Wai)

**Part III: Change of Driver**

Vehicle Registration Mark	Existing Driver		New Driver		Expiry Date of Existing Permit
	Name	Identity Document No.	Name	Identity Document No.	

**Part IV: Declaration**

**(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 completed and signed by the proprietor/director of the company or a representative duly authorized by the company.)**

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.

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 Transport Department.

As the Main Bridge of the HZMB is located within the Mainland waters, all cross-boundary vehicles using the HZMB will travel through the Mainland. It is the requirement of the Mainland authorities that all cross-boundary vehicles travelling via the HZMB to Macao must file with the Mainland authorities in advance the information of vehicles and drivers. I have read the above notes and hereby consent to the disclosure by the Transport Department to the Mainland authorities the information of vehicles and drivers so recorded in this Department for the purpose of filing of records.

Signature of Applicant/  
Authorized Representative \_\_\_\_\_

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

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

Date \_\_\_\_\_

(The signature and company chop must match with the records kept by this Department.)

## 須知事項 NOTES FOR ATTENTION

(A) 證明文件 - 填妥的申請表必須連同下列證明文件一併遞交。

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

申請類別 Type of Application	載於右表內 所需的證明文件 Supporting Documents Listed in Table on the right	項目 Item	證明文件 Supporting Documents
A. 續期 Renewal (a) 如車輛及司機不變 No Change in Vehicle/Driver	<ul style="list-style-type: none"> <li>■ 項目 Item (1)(2)(9)</li> <li>■ 項目 Item (1)(2)(4) (只適用於巴士) (For Bus only)</li> <li>■ 項目 Item (1)(2)(5) (只適用於出租車) (For Hire Car only)</li> </ul>	1	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 (電子批文卡) (香港私家車往來港澳常規配額申請不適用) Valid Electronic Approval Notice issued by the Guangdong Provincial Public Security Department (Not Applicable to the Application of Regular Quota for Hong Kong Private Car to Macao)
(b) 如更換車輛 For Change of Vehicle	<ul style="list-style-type: none"> <li>■ 項目 Item (1)(2)(3)(8)(9)</li> <li>■ 項目 Item (1)(2)(3)(4)(8) (只適用於巴士) (For Bus only)</li> <li>■ 項目 Item (1)(2)(3)(5)(8) (只適用於出租車) (For Hire Car only)</li> </ul>	2	有效香港商業登記證副本或人大／政協委員證副本 (如適用) (香港私家車往來港澳常規配額申請不適用) Copy of valid Hong Kong Business Registration Certificate or Mainland Appointment Document (if applicable) (Not Applicable to the Application of Regular Quota for Hong Kong Private Car to Macao)
(c) 如更換司機 For Change of Driver	<ul style="list-style-type: none"> <li>■ 項目 Item (1)(2)(6)(9)</li> <li>■ 項目 Item (1)(2)(4)(6) (只適用於巴士) (For Bus only)</li> <li>■ 項目 Item (1)(2)(5)(6) (只適用於出租車) (For Hire Car only)</li> </ul>	3	有效香港車輛登記文件副本 Copy of valid Hong Kong Vehicle Registration Document
B. 更換車輛 Change of Vehicle	<ul style="list-style-type: none"> <li>■ 項目 Item (1)(2)(3)(8)(9)</li> <li>■ 項目 Item (1)(2)(3)(4)(8) (只適用於巴士) (For Bus only)</li> <li>■ 項目 Item (1)(2)(3)(5)(8) (只適用於出租車) (For Hire Car only)</li> </ul>	4	如屬巴士，則須提交有效客運營業證副本 Copy of valid Passenger Service Licence (For Bus Only)
C. 許可證複本 Duplicate Permit	<ul style="list-style-type: none"> <li>■ 項目 Item (7)</li> </ul>	5	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)
D. 更換司機 Change of Driver	<ul style="list-style-type: none"> <li>■ 項目 Item (1)(6)</li> </ul>	6	司機的身份證明文件及有效香港正式駕駛執照副本 Copy of identity document and valid Hong Kong Full Driving Licence of driver(s)
E. 更換口岸 Change of Crossing	<ul style="list-style-type: none"> <li>■ 項目 Item (1)(2)(8)</li> </ul>	7	警方報失紙或已損毀的許可證 Reporting loss memo from the Police or return of damaged Closed Road Permit
		8	所有口岸現有有效的封閉道路通行許可證 Existing valid Closed Road Permit(s) of all the Crossing(s)
		9	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核證副本 (例如最近一年的周年申報表或商業登記查冊)。 The applicant should submit certified copy of proof of relationship between the applicant and the registered owner (e.g. latest Annual Return or Information on the Business Register within one year) if the private car concerned is not owned by the applicant.

### 其他所需文件 Other Required Documents

1. 續領貨車及巴士封閉道路通行許可證的申請人，如現有業務活動的證明文件期限已經屆滿，必須提交獲延長合作經營期限的有關文件。  
For renewal applications regarding goods vehicle and bus, applicant should produce documents showing that the contract period has been extended if the existing contract period already expired.
2. 若本申請表由未包括在過往遞交的簽名式樣表格內的人士簽署，你必須遞交一份申請人簽名式樣表格。  
You should submit the duly completed "Specimen Signature of Applicant" form if the application form is signed by any other persons not included in the previous form(s) submitted.
3. 申請人必須提交最近三個月的地址證明副本 (例如水／電／煤氣／手提電話費單或銀行信件等)。  
Applicants are required to provide address proof within the last 3 months e.g. water/electricity/gas/mobile phone bill or bank correspondence.

### (B) 提前續期 Early Renewal

你可於現有的許可證屆滿前四個月內申請續期，新許可證將於現有許可證屆滿日期起生效。

You may apply for renewal of a Closed Road Permit within 4 months prior to the expiry date of the existing permit. The new permit will be valid from the expiry date of the existing permit.

### (C) 現有許可證有效期已屆滿超過六個月 Expired Permits

如原有封閉道路通行許可證的有效期已經屆滿超過六個月，申請將被視為新申請。

In case of the existing Closed Road Permits having expired over 6 months, the application should be regarded as an application for new issue.

### (D) 收費 Fee

貨車／巴士 Goods Vehicle/Bus	私家車 Private Car	許可證複本 Duplicate Permit	更換司機 Change of Driver
每年 \$456 Per Year	每年 \$540 Per Year	\$86	免費 Free of charge

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" or "The Government of the HKSAR" and crossed.

## (E) 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 Permit in respect of cross-boundary vehicles is handled by the 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 one of the following methods:

- (1) 續期/更換車輛/更換口岸/許可證複本  
Renewal/Change of Vehicle/Change of Crossing/Duplicate
  - (a) 親自或由代理人遞交申請。服務時間為星期一至五上午九時至下午四時四十五分 (午膳時間照常服務)。若符合條件，本署一般會即日處理有關申請。  
In person or by agent. The service hours are **9:00AM to 4:45PM from Mondays to Fridays** (open during lunch hours). Eligible application will normally be processed on the same day of application.
  - (b) 申請表連同支票郵寄或使用設於本組的投遞箱遞交申請。本署會於收到申請後約五個工作天，將許可證郵寄給你。  
By post enclosed with the cheque or through drop-in box at the Cross Boundary Unit. Upon receipt of your application, the permit will be sent to you by post around 5 working days.
- (2) 更換司機 Change of Driver
  - (a) 親自或由代理人遞交申請。服務時間為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)。若符合條件，本署一般會即日處理有關申請。  
In person or by agent to the Cross Boundary Unit. The service hours are **9:00AM to 5:15PM from Mondays to Fridays** (open during lunch hours). Eligible application will normally be processed on the same day of application.
  - (b) 郵寄或使用設於本組的投遞箱。本署會於收到申請後約三個工作天，以郵遞方式將處理結果通知你。  
By post or through drop-in box at the Cross Boundary Unit. This department will inform you of the results by post around three working days upon receipt of your application.

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.

## (F) 查詢 Enquiries

請致電顧客服務熱線 2804 2600 或 1823。你亦可在以下網址下載本表格 [www.td.gov.hk](http://www.td.gov.hk)。

Please contact customer service hotline at 2804 2600 or 1823. You can also download this application form at the following website: [www.td.gov.hk](http://www.td.gov.hk).

## 個人資料的說明 Notes About Personal Data

### 收集目的 Purposes 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；  
facilitating communication between Transport Department and yourself;
- (d) 與內地當局，包括廣東省公安廳就規管跨境交通及備案事宜進行協調；及  
coordination with the Guangdong Provincial Public Security Department on matters concerning cross-boundary traffic regulation and filing of records; and
- (e) 供澳門當局辦理有關澳門牌證的申請及就規管跨境交通事宜進行協調。  
Macao authorities for processing Macao permit relating to your application in this form and coordination on matters concerning cross-boundary 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;
- (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；  
tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters;
- (d) 內地當局，包括廣東省公安廳，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，及作備案；及  
Mainland authorities, including the Guangdong Provincial Public Security Department for the regulation of cross-boundary traffic matters; in particular, details of contravention of Closed Road Permit, if granted, may be disclosed for this purpose, and for filing of record; and
- (e) 澳門當局，以作上述第 1 段 (e) 項所列的用途。  
Macao authorities for the purpose mentioned in paragraph 1(e) above.

### 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/首次登記稅收處。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).