

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.

車輛類型 Type of vehicle:

-
- 跨境貨車、巴士或出租汽車
-
- Cross-boundary goods vehicles, buses or hire cars
-
-
- 跨境私家車
-
- Cross-boundary private cars

(本欄不必填寫 FOR OFFICIAL USE)

Date _____ Receiving officer's signature _____ MAN VRD AR/BR CRP
Agent Name & ID _____ Approving officer's signature _____ 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: _____

身份證明文件／商業登記證號碼：

Identity Document No./Business Registration Certificate No.: _____

香港手提電話號碼^{註1}：HK Mobile Phone No. ^{Note 1}: _____

住址／公司地址：

Address: _____

電郵地址^{註1}：Email address ^{Note 1}: _____註¹：請確保你在本欄填寫的電郵及手提電話號碼準確，以便本署日後以電郵、電話或短訊等方式與你聯絡。Note¹: Please make sure that the email address and mobile number are accurately provided so as to facilitate our contact with you via email, phone calls or SMS in the future.

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 Mark	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	深圳灣 SBP	港珠澳 HZMB	香園圍 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"/>

(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)

* 請在適當方格加上“✓”號。Please “✓” in the appropriate box.

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。

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 Transport Department.

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。

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.

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 Supporting Documents

填妥的申請表必須連同下列有關證明文件一併遞交。

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

項目 Item	證明文件 Supporting Documents
(1) 批准文件 Approval Document	(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(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 Public Security Department (Not Applicable to the Application of Regular Quota for Hong Kong Private Car to Macao)
(2)(A) 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(香港私家車往來港澳常規配額申請不適用);及 Copy of Mainland Appointment Document (Not Applicable to the Application of Regular Quota for Hong Kong Private Car to Macao); and (c) 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) Copy of address proof within the last 3 months e.g. water/electricity/gas/mobile phone bill or bank correspondence
(B) 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;及 Copy of valid Hong Kong Business Registration Certificate; and (b) 稅務局最近發出的商業登記冊內資料的摘錄核證本 Recent certified extract of Information on the Business Register issued by the Inland Revenue Department
(C) 以有限公司名義的申請 Applicant being a limited company	(a) 公司註冊處提供的最近一年公司查冊(查閱公司資料)結果核證副本或最近一年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);或 Certified copy of the latest Company Particulars Search results within the last year provided by the Company Registry OR the latest Annual Return within one year (certified by the Company Registry or a Hong Kong Certified Public Accountant or solicitor); or (b) 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 2(C)(a)及(c)項(只適用於沒有在香港註冊的海外公司);及 Certificate of Incorporation of overseas company and its list of directors (certified by a Hong Kong Certified Public Accountant or solicitor), authorization letter and Item 2(C)(a) and (c) of the authorized Hong Kong company (Only applicable to an overseas company not registered in Hong Kong); and (c) 有效香港商業登記證副本 Copy of Valid Hong Kong Business Registration Certificate
(3) 車輛 Vehicle	(a) 有效香港車輛登記文件副本(正面及背面)(如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 Hong Kong 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.)
(4) 司機 Driver	(a) 身份證明文件副本;及 Copy of Identity Document; and (b) 有效香港正式駕駛執照副本 Copy of valid Hong Kong Full Driving Licence
(5) 在以下地方業務活動的證明文件: Documents in respect of business activities in the following place:- (A) 內地 Mainland	(a) 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(如屬貨車、巴士及出租車);及 Copy of approval document issued by the Mainland authorities/business contract with a Mainland company and valid business licence of the Mainland company (For Goods vehicle, Bus and Hire Car); and (b) 中華人民共和國台港澳僑/外商投資企業批准證書副本或外商投資企業設立及變更備案回執或外商信息報告(如屬香港私家車) Copy of Certificate of Approval for Establishment of Enterprises with Investment of Taiwan, Hong Kong, Macao and Overseas Chinese/Foreign Investment in the PRC OR Receipt of Record on Establishment of Foreign-invested Enterprises or the Receipt of Record on Change of Foreign-invested Enterprises OR Foreign Investment Information Report (For Private Car)
(B) 澳門 Macao	i 以個人名義申請 For applicant being an individual 在澳從事受薪工作 Being employed with remunerations in Macao (a) 澳門治安警察局發出外地僱員身份識別證副本 Copy of non-resident Worker's Identification Card issued by the Macao Public Security Police Force 或 OR 在澳門開設公司 Have established a registered company in Macao (a) 有效澳門商業登記證明副本 Copy of valid Company Registration Proof of Macao ii 以註冊公司名義申請 For applicant being a registered company (a) 有效澳門商業登記證明副本;及 Copy of valid Company Registration Proof of Macao; and (b) 最近一年澳門收益評定通知書或所得補充通知書副本 Copy of the Notification of Macao within one year
(6) 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) Import and Export Manifest (Only for goods vehicle using Man Kam To Crossing)
(7) 簽名式樣 Specimen of signature	(a) 申請人簽名式樣 Specimen Signature of Applicant

注意 Note:

- 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.
- 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 copy of address proof within the last 3 months e.g. water/electricity/gas/mobile phone bill or bank correspondence.
- 在申請及簽發封閉道路通行許可證時,車輛須持有有效香港車輛牌照。
The vehicle should possess with valid Hong Kong vehicle licence when apply for and upon issue of Closed Road Permit.

(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、易辦事或轉數快繳付費用。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, EPS or FPS. 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.

(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 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) 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，新申請一般需時約 5 個工作天處理。 Except for unavailability of quotas, we normally process new applications around 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。

Submit your application together with the cheque by post or through drop-in box at the Cross Boundary Unit.

本署會於收到申請後約五個工作天，將許可證郵寄給你。
Upon receipt of your application, the permit will be sent to you by post around 5 working days.

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

請致電顧客服務熱線 2804 2600 或電郵到 licensing@td.gov.hk。你亦可在以下網址下載本表格 www.td.gov.hk。

Please contact customer service hotline at 2804 2600 or email to licensing@td.gov.hk. You can also download this application form at the following website: www.td.gov.hk.

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:

- 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;
- 辦理有關交通及運輸的事務；
activities relating to traffic and transport matters;
- 方便運輸署與你聯絡；
facilitating communication between Transport Department and yourself;
- 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；
coordination with the Mainland Authorities, including the Guangdong Provincial Public Security Department on matters concerning cross-boundary traffic regulation and filing of records;
- 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:

- 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;
- 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；

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 records; 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

檔案編號 File Ref: 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	身份證明文件號碼 Identity 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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本人明白須以上述簽名及公司印章提交有關封閉道路通行許可證的續期和相關申請。
 I understand that I should use the above signature and company chop for renewal and related applications concerning the relevant Closed Road Permit.

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.*