

# Important Notice

## Signature and Chop on Vehicle Registration Document (VRD)

The VRD **has to** contain signature of the registered vehicle owner, and the signature on the application form should match with that on the VRD when a relevant licensing application is submitted by the registered vehicle owner concerned. If the vehicle is owned by a company, organization or association, the VRD **has to contain** the signature of the proprietor/director of the company or the designated authorized person of the organization/association together with a company/organization/association chop. The chop on the application form **must be identical** with that on the VRD, otherwise this department will **not** process the licensing application.

## Requirement of Address Proof

The original or a copy of the proof of address issued within the last three months **has to** be produced when submitting a licensing application. In accordance with the relevant legislation, the Transport Department may suspend processing the application in the absence of address proof. [\[Please refer to the list of acceptable proof of address\]](#)

## Change of Address

According to the law, driving licence holders or registered vehicle owners have to notify the Transport Department within 72 hours of their change of address. Any person without reasonable excuse contravenes such requirement commits an offence and is liable on conviction to a fine at level 1. You may notify the Transport Department of change in address with your proof of new address (if applicable) through [GovHK](#), by submitting [the specified form](#) ("Change of Personal Particulars or Vehicle Particulars") or in writing.

## Mail Items with Insufficient Postage

For proper delivery of your mail items to this department and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting [\[Please note the latest details about postage rates by Hongkong Post\]](#). This department will not receive any underpaid mail items. Any underpaid mail items will be handled by the Hongkong Post, which actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address.

## Submission of Identity Document

For application submitted by post/ via drop-in box, please **do not** submit the **original** identity document.

If you are a registered elector and your residential address has changed, please notify the Registration and Electoral Office (REO) as early as possible. For enquiries, please call the REO hotline 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 ☐ 許可證複本  
車輛類型：☐ 跨境貨車、巴士或出租汽車 ☐ 跨境私家車<sup>註</sup>

註：根據粵港常規配額及港澳常規配額的規定，跨境私家車必須為非商用私家車(包括未持有有效出租汽車許可證的香港私家車、非營運內地小型客車及私人用途之澳門輕型客車)。

(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：申請人資料

檔案編號：C / /

申請人名稱：\_\_\_\_\_

身份證明文件／商業登記證號碼：\_\_\_\_\_ 香港手提電話號碼<sup>註</sup>：\_\_\_\_\_

香港地址：\_\_\_\_\_

電郵地址<sup>註</sup>：\_\_\_\_\_

註：請確保你在本欄填寫的電郵地址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。

第二部份：續期／更換車輛／許可證複本

| 車輛類型 | 車輛登記號碼 |                  | 司機資料 |          |                          |                          | 現有許可證<br>屆滿日期 | 口岸<br>(請在適當方格加上“✓”號)     |                          |                          |                          |                          |                          |
|------|--------|------------------|------|----------|--------------------------|--------------------------|---------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|      | 現有車輛   | 新用車輛<br>(更換車輛適用) | 姓名   | 身份證明文件號碼 | 現任                       | 新任                       |               | 落馬洲<br>／皇崗               | 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"/> |

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<br>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、機構或團體名義申請，則應由公司東主／董事、機構或團體所指定獲授權人士或其書面授權人填寫和簽署。)

據本人所知，以上

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

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

Application Type:

☐ Renewal   ☐ Change of Vehicle   ☐ Change of Driver   ☐ Duplicate Permit

Type of Vehicle:

☐ Cross-boundary goods vehicles, buses or hire cars   ☐ Cross-boundary private cars<sup>Note</sup>

Note: According to the regulations of Guangdong – Hong Kong Regular Quota or Hong Kong – Macao Regular Quota, cross-boundary private cars should be non-commercial private cars (including Hong Kong private cars without valid hire car permits, Mainland non-commercial small passenger vehicles and Macao light passenger vehicles for private purpose).

**(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.: \_\_\_\_\_ HK Mobile Phone No. <sup>Note</sup> : \_\_\_\_\_

Hong Kong Address: \_\_\_\_\_

Email Address <sup>Note</sup>: \_\_\_\_\_

Note: 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.

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

| Type of Vehicle | Vehicle Registration Mark |                                     | Drivers Particulars |                       |                          |                          | Expiry Date of Existing Permit | Crossing(s)<br>(Please “✓” in the appropriate box) |                          |                          |                          |                          |                          |
|-----------------|---------------------------|-------------------------------------|---------------------|-----------------------|--------------------------|--------------------------|--------------------------------|----------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                 | Existing                  | New<br>(For Change of Vehicle Only) | Name                | Identity Document No. | Existing                 | New                      |                                | LMC/<br>HG                                         | 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; HG—Huanggang; 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 |
|---------------------------|
|---------------------------|

## 須知事項 NOTES FOR ATTENTION

### (A) 所需文件 Supporting Documents

填妥的申請表必須連同所需文件一併遞交。有關所需文件詳情，請掃描右方二維碼前往本署網頁。

The completed application form should be submitted together with the supporting documents. For the details of the supporting document, please scan the QR code to visit our website.



### (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) 原有許可證有效期已屆滿超過六個月 Expired Permits for over 6 months

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(適用於往來粵港常規配額過境車輛)。

In case of the existing Closed Road Permits having expired over 6 months, the application should be regarded as an application for new issue (applicable to cross-boundary vehicles under Guangdong-Hong Kong Regular Quota).

### (D) 收費 Fee

|                                                                                                                     | 貨車／巴士 Goods Vehicles / Bus | 私家車 Private Car |
|---------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------|
| 12 至 60 個月的許可證劃一費用<br>Flat rate fees for Closed Road Permit valid for 12 to 60 months                               | \$588                      | \$744           |
| 少於 12 個月的許可證每月費用 <sup>註</sup><br>Fee per month for Closed Road Permit valid for less than 12 months <sup>Note</sup> | \$49                       | \$62            |
| 許可證複本 Duplicate Permit                                                                                              | \$86                       |                 |
| 更換司機 Change of Driver                                                                                               | 免費 Free of charge          |                 |

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.

註：不足一個月亦作一個月計算。

Note: Any part of a month counts as one month.

### (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 of the Transport Department. 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/E, 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。符合條件的申請一般會在同一個工作天內處理。如需查詢運輸署過境服務分組服務時間，可致電 2804 2600 或瀏覽本署網站：[www.td.gov.hk](http://www.td.gov.hk)。

In person or by agent. Eligible application will normally be processed on the same working day of application. For enquiry on service hours of the Cross Boundary Unit of the Transport Department, please call 2804 2600 or visit our website: [www.td.gov.hk](http://www.td.gov.hk).

(b) 郵寄／使用投遞箱／電郵遞交申請。請以郵寄方式或使用本組的投遞箱遞交支票及所需文件。如申請資料齊備，本署會於收到申請後約五個工作天<sup>註</sup>，將許可證郵寄給你。請在支票背面寫上你的姓名及日間聯絡電話號碼，並在下方表格填上你的付款資料：

(2) 更換司機 Change of Driver

(a) 親自或由代理人遞交申請。符合條件的申請，一般會在同一個工作天內處理。如需查詢運輸署過境服務分組服務時間，可致電 2804 2600 或瀏覽本署網站：[www.td.gov.hk](http://www.td.gov.hk)。

In person or by agent to the Cross Boundary Unit. Eligible application will normally be processed on the same working day of application. For enquiry on service hours of the Cross Boundary Unit of the Transport Department, please call 2804 2600 or visit our website: [www.td.gov.hk](http://www.td.gov.hk).

(b) 郵寄／使用投遞箱／電郵遞交申請。請以郵寄方式或使用本組的投遞箱遞交所需文件。如申請資料齊備，本署會於收到申請後約三個工作天內，以郵遞方式將處理結果通知你。

By post, through drop-in box or by email at the Cross Boundary Unit. Please send the necessary supporting documents by post or through drop-in box at the Cross Boundary Unit. Upon receipt of your application, this department will inform you of the results by post around 3 working days.

註：不適用於需送交內地及/或澳門當局處理的申請

Note: Not applicable to the applications which required further processing by the Mainland and/or Macao authorities.

(F) 領取許可證的方式 Method of Collection of Permit

☐ 前往運輸署過境服務分組領取  
Collect at the Cross Boundary Unit of the Transport Department

☐ 將許可證郵寄給本人<sup>註</sup>。  
Receive the permit by post<sup>Note</sup>.

註：請在右方填寫你的姓名及回郵地址。本署會將許可證寄回該地址，但不會就右方資料更改本署記錄。該回郵地址必須與申請表第一部份填寫的地址相同。

Note: 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 on the right. The Hong Kong return address must be as same as the address in section 1 of the application form.

姓名 Name : \_\_\_\_\_

香港回郵地址 Hong Kong return address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(G) 查詢 Enquiries

請致電熱線 2804 2600 或電郵到 [licensing@td.gov.hk](mailto:licensing@td.gov.hk)。你亦可在本署網頁下載本表格 [www.td.gov.hk](http://www.td.gov.hk)。

Please contact hotline at 2804 2600 or email to [licensing@td.gov.hk](mailto:licensing@td.gov.hk). You can also download this application form at our 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 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

(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；and

coordination with the Mainland Authorities, including the Guangdong Provincial Public Security Department on matters concerning cross-boundary traffic regulation and filing of records;

(e) 與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。

coordination with the Macao authorities on the processing of Macao permit relating to your application in this form and 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

- (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披露，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 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 – 授權書

Application for Closed Road Permit for Cross-boundary Vehicles – Authorization Letter

**重要事項 Important Notes:**

1. 如過境車輛封閉道路通行許可證申請表由申請人簽署，則無須填寫本授權書。  
If the application form of closed road permit for cross boundary vehicles is signed by the applicant, authorization letter is not required.
2. 本授權書必須由申請人填寫。如以公司、機構或團體名義申請，則應由公司東主／董事、機構或團體指定獲授權人士填寫。  
This authorization letter should be signed by the applicant. In case of an applicant which is a/an company, organization or association, this should be completed by the proprietor/director of the company, or the designated persons of the organization or association.
3. 本授權書內提供的資料如有變更，請盡快通知本署。  
Please inform us immediately if there is any change in the information provided in this authorization letter.

檔案編號 File Ref: C/ / /

致：運輸署署長

To: Commissioner for Transport

本人為 \*\_\_\_\_\_ (申請人) / \*\_\_\_\_\_ (申請公司) 的東主 /  
\*\_\_\_\_\_ (申請公司) 的董事 / \*\_\_\_\_\_ (申請機構或團體) 的指定獲授  
權人士。現授權 \_\_\_\_\_ (身份證明文件號碼：\_\_\_\_\_) (「獲授權人」) 辦理  
封閉道路通行許可證申請，並附上本人及獲授權人的身份證明文件副本。

I am \_\_\_\_\_ (applicant) or the \*proprietor / director of \_\_\_\_\_ (applicant  
company) or \*designated person of \_\_\_\_\_ (applicant organization or association). I hereby  
authorize \_\_\_\_\_ (Identity Document no.: \_\_\_\_\_) (“the authorized person”) to  
apply for the Closed Road Permit. The copies of my identity document and the identity document of the authorized  
person are attached with the letter.

簽署 Signature : \_\_\_\_\_

姓名 Name : \_\_\_\_\_

職位 Capacity : \_\_\_\_\_

\*東主／董事／指定獲授權人士  
Proprietor / Director / Designated Person

日期 Date : \_\_\_\_\_

公司、機構或團體印章

Company, Organization or Association Chop : \_\_\_\_\_

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

#不適用於以香港郵政電子證書簽署的申請 Not applicable to applications signed with Hongkong Post e-Cert certificate