

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.

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)。

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).

(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：申請人資料

Part I: Particulars of the Applicant

檔案編號 File Ref: C/ / /

申請人名稱：
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：
HK Mobile Phone No. ^{Note}: _____

香港地址：
Hong Kong Address: _____

電郵地址^註：
Email address ^{Note}: _____

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。

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.

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／皇崗 LMC / HG	文錦渡 MKT	沙頭角 STK	深圳灣 SBP	港珠澳 HZMB	香園圍 HYW
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐	☐

(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)

* 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、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。)
(To be completed and signed by the applicant or his representative authorized by him in writing. In case of an applicant which is a/an company, organization or association, this should be completed and signed by the proprietor/director of the company, the designated person of the organization or association or a representative duly authorized by the company, organization or association.)

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實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／獲授權人簽署^註
#Signature of Applicant/
Authorized Person ^{Note} _____

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

公司、機構或團體印章
Company, Organization or Association Chop _____

日期
Date _____

須知事項 NOTES FOR ATTENTION



(A) 所需文件 Supporting Documents

填妥的申請表必須連同有關所需文件一併遞交。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) 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 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 ^註 Fee per month for closed road permit valid for less than 12 months ^{Note}	\$49	\$62

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.

(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 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/F, Harbour Building,
38 Pier Road, Central, Hong Kong

除需送交內地及/或澳門當局處理的申請外，新申請一般在完成審批後可於五個工作天內向申請人簽發許可證。請將填妥的申請表及所需文件以下列方式交回：

Except for applications which require further processing by the Mainland and or Macao authorities, permits are normally issued to applicants of new applications within five working days after approval. 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

如需查詢運輸署過境服務分組服務時間，可致電 2804 2600 或瀏覽運輸署網站：www.td.gov.hk。

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.

2) 郵寄／使用投遞箱／電郵遞交申請 Application by post, drop-in box or email

請以郵寄方式或使用本組的投遞箱遞交支票及所需文件。

Please send the cheque and necessary supporting documents by post or through drop-in box at the Cross Boundary Unit.

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。

Please write down your name and daytime contact telephone number on the back of the cheque, and fill in your remittance details in the table below:

銀行名稱 Name of Bank:	
付款總額 Amount Paid:	
支票號碼 Cheque No.:	

(D) 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^註
Receive the permit by post ^{Note}.

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 : _____

(E) 查詢 Enquiries

請致電熱線 2804 2600 或電郵到 licensing@td.gov.hk。你亦可在本署網頁下載本表格 www.td.gov.hk。

Please contact hotline at 2804 2600 or email to licensing@td.gov.hk. You can also download this application form at our 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

- (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 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 for you to supply the personal data as required by this form. 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／部門披露：

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) / *the proprietor of _____ (applicant
company) / *the director of _____ (applicant company) / *the 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.