

**Self-drive to Guangdong Province**  
**Application Guide**  
**for “Ad Hoc Quotas for Cross Boundary Private Cars”**  
**(Version of February 2024)**

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## **Chapter 1 : Introduction**

To further facilitate the economic, social and cultural exchanges between Guangdong and Hong Kong, the Governments of both sides have agreed to introduce ad hoc quotas to provide private car owners who are not eligible for regular quotas with an additional means of transport to cross the boundary. A trial scheme will first be launched at the Shenzhen Bay Port starting with the issue of ad hoc quotas to qualified owners of Hong Kong private cars with seating capacity of 5 or below, which allows them to enjoy the fun of self-driving to the Guangdong Province via the Shenzhen Bay Port.

This Application Guide is specifically designed to provide Hong Kong private car owners with handy information on the application procedures for ad hoc quota and other formalities required for driving to the Guangdong Province with such quotas. Relevant information on cross-boundary driving, including traffic and clearance arrangements at the Shenzhen Bay Port and general advice on driving in the Guangdong Province, is also provided. **The contents of this Application Guide will be updated from time to time. You may download the latest version from the website of the Transport Department (TD) at [www.td.gov.hk](http://www.td.gov.hk).**

## **Chapter 2 : Ad Hoc Quotas for Cross Boundary Private Cars**

Ad hoc quotas are open for application to eligible owners (please refer to Chapter 3 for details of the eligibility for application) of non-commercial Hong Kong private cars<sup>1</sup> without regular quotas allowing them to drive their own cars to the Guangdong Province for a short stay. Features of this ad hoc quota are as follows:

1. The Quota Validity Period<sup>2</sup> is **5 days**. Hong Kong private cars can enter the Guangdong Province via the Shenzhen Bay Port once within this 5-day period.
2. The quota allows Hong Kong private cars to stay in the Guangdong Province for not more than 7 days<sup>3</sup> and return to Hong Kong via the Shenzhen Bay Port within 7 days counted from the day of departure from Hong Kong.

To allow more eligible private car owners to join the scheme, **each vehicle owner can apply for one quota only each time. Besides, new reservation can only be made at least 6 weeks from the Quota Start Date<sup>4</sup> of the last quota.** Please refer to Chapter 4 for details of reservation of and application for quotas.

Please note that vehicles under the "Regular Quotas for Hong Kong Private Cars to Guangdong Province" or "Northbound Travel for Hong Kong Vehicles" are not eligible to apply for "Ad Hoc Quotas for Cross Boundary Private Cars".

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<sup>1</sup> Non-commercial private cars refer to private cars without a valid Hire Car Permit.

<sup>2</sup> The period will be printed on the confirmation document of quota reservation.

<sup>3</sup> It includes the day of departure and the day of return.

<sup>4</sup> It refers to the first day of the Quota Validity Period.

## **Chapter 3 : Eligibility for Application**

### **3.1 Eligibility of applicants**

- Applicants shall be **owners of a right-hand drive private car with seating capacity of 5 or below<sup>5</sup> registered and licensed<sup>6</sup> in Hong Kong. Applicants should also be residents of Hong Kong holding a valid “Home Visit Permit”.**
- If the registered owner of the vehicle is a company, the company must be incorporated in Hong Kong and must authorize in writing a person<sup>7</sup> who is a Hong Kong resident holding a valid “Home Visit Permit“ to act as the applicant.
- **The applicant must be on board the private car concerned upon entering the Guangdong Province and returning to Hong Kong.**
- Please note that vehicles under the "Regular Quotas for Hong Kong Private Cars to Guangdong Province" or "Northbound Travel for Hong Kong Vehicles" are not eligible to apply for "Ad Hoc Quotas for Cross Boundary Private Cars".

### **3.2 Eligibility of drivers**

- Private cars concerned can be driven by not more than two designated drivers when entering the Guangdong Province, **one of whom must be the applicant** (i.e. the registered private car owner or the person authorized in writing by the company vehicle owner for submitting the application). If the vehicle owner is a company, the other designated driver must also be authorized by the company in writing.
- The designated driver must hold a valid **Hong Kong Identity Card** and a **“Home Visit Permit”**.
- The designated driver must hold a valid **Hong Kong full driving licence<sup>8</sup>** and a **PRC Motor Vehicle Driving Licence** with private car entitlement.
- Private cars concerned can only be driven by the designated drivers but not anyone else.

### **3.3 Other considerations**

- The level of driving skills, experience and ability, etc. that are required of a driver in the Guangdong Province are quite different from that in Hong Kong. Therefore, for the sake of their own safety and that of the accompanying passengers, applicants should, on top of the basic eligibility requirements,

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<sup>5</sup> Including driver’s seat.

<sup>6</sup> The vehicle should possess a valid Hong Kong vehicle licence during the application for and upon the issue of Closed Road Permit. The Hong Kong vehicle licence should also be valid for at least 11 days upon the Closed Road Permit start date.

<sup>7</sup> This person must be a director or staff member of the company.

<sup>8</sup> The driving licence(s) of the designated driver(s) must be valid for at least 11 days from the Quota Start Date.

consider whether they have adequate experience, knowledge, ability and confidence in driving in the Mainland before applying for an ad hoc quota.

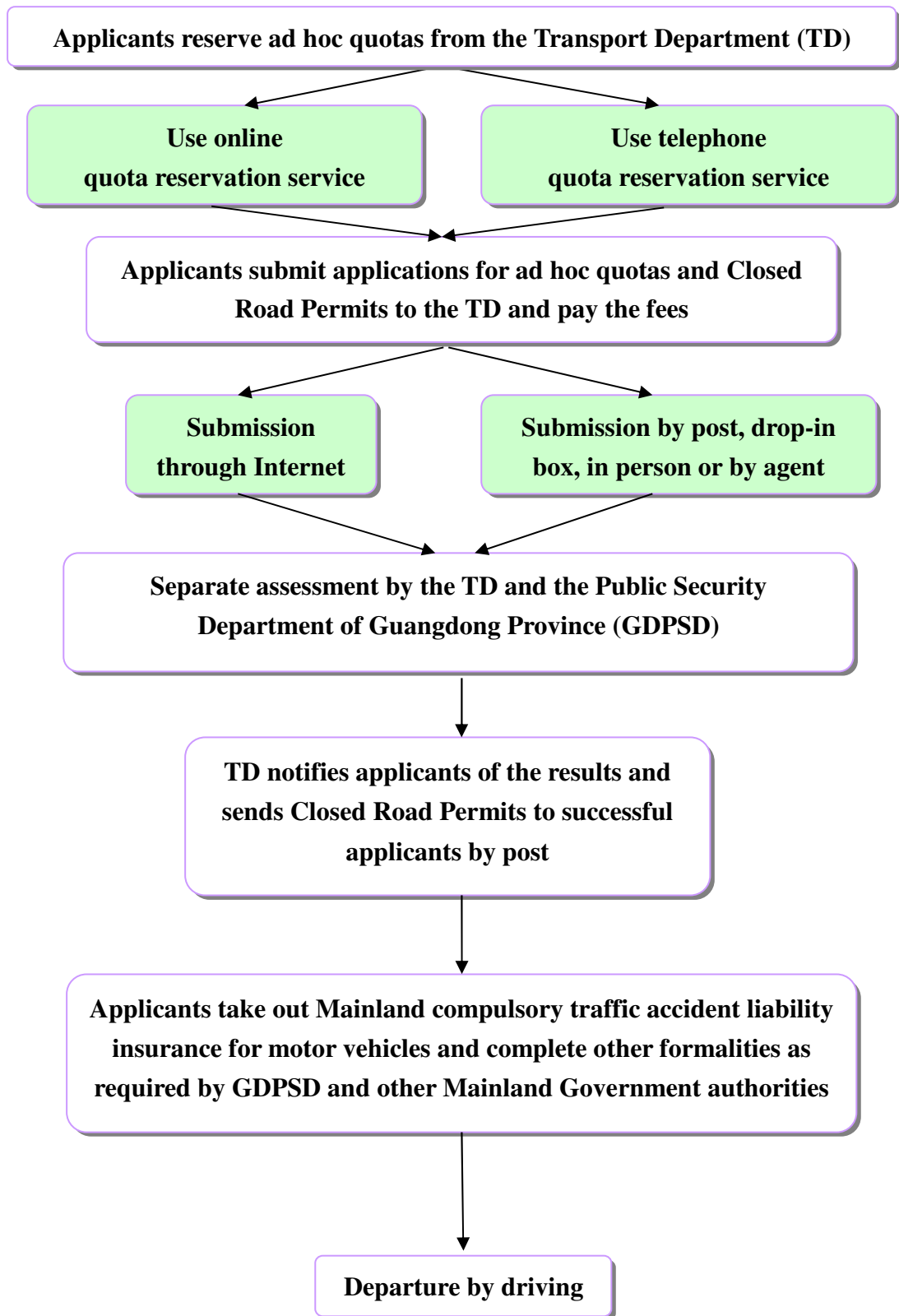
## **Chapter 4 : Application Procedures**

All procedures required by the Government of the Hong Kong Special Administrative Region (the HKSAR) will be processed and assessed by the TD in one go for the convenience of the applicants. The TD will also pass the application information on behalf of the applicants to relevant Mainland authorities for assessment. The application will be assessed by the Governments of the Guangdong Province and the HKSAR separately. After the assessment by both governments, the TD will inform the applicants of the assessment results. Upon the approval of applications by both governments, the applicants need to complete the formalities as required by the Mainland Government authorities through their authorised organisations in Hong Kong. The relevant procedures are:

- Step 1: Reserve an ad hoc quota from the Transport Department
- Step 2: Apply for the quota and Closed Road Permit from the Transport Department
- Step 3: Complete formalities as required by the Mainland Government authorities

The relevant workflow is provided in the following paragraphs.

Note: The application procedures and fees for the formalities as required by the Mainland Government authorities are set by the authorized organisations concerned and may vary from time to time. Applicants are advised to browse their websites or call their enquiry hotlines to obtain up-to-date information on the required application procedures and fees before submitting applications.



#### 4.1 Step 1: Reserve an ad hoc quota from the Transport Department

Applicants may reserve quotas via the GovHK website [www.gov.hk/adhocquota](http://www.gov.hk/adhocquota) or the reservation hotline 3901 0088. The Quota Start Date available for reservation is any day within the period between the 5<sup>th</sup> and 8<sup>th</sup> week from the day the reservation is made. To cope with long Mainland holidays, the reservation period available for certain Quota Start Dates will be adjusted to ensure that there is sufficient time for applicants to complete all necessary application procedures and formalities. Details of the relevant arrangements will be announced at TD's website ([www.td.gov.hk/en/public\\_services/licences\\_and\\_permits/ad\\_hoc\\_quota\\_scheme\\_for\\_cross\\_boundary\\_pcs/](http://www.td.gov.hk/en/public_services/licences_and_permits/ad_hoc_quota_scheme_for_cross_boundary_pcs/)).

For example, an applicant can reserve a quota through the Internet or by phone on 1 June 2012 with the Quota Start Dates falling within the period between 29 June 2012 and 26 July 2012.

June 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	<u>29</u>	<u>30</u>

July 2012						
S	M	T	W	T	F	S
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>
<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	27	28
29	30	31				

Applicants can choose any of the underlined Quota Start Dates when using the online reservation service.



When making a reservation, the applicant is required to provide the following information:

Vehicle registered in the name of an individual:

- Hong Kong Identity Card No. / Passport No.<sup>9</sup> (Only applicable if the vehicle is registered using a passport)

Vehicle registered in the name of a company:

- Hong Kong Certificate of Incorporation (CI) No.

**Note:**

- **Each applicant cannot reserve more than one quota at any one time.**
- **If a quota has been reserved, the same applicant can only reserve the next one six weeks after the Quota Start Date of the reserved one at the earliest.**

For example, if a vehicle owner has reserved a quota with Quota Validity Period from 1 to 5 June 2012, he/she can only reserve another quota on 13 July 2012 at the earliest.

A 16-digit “Quota Reservation Number” will be allocated to the applicant upon successful reservation. **This number must be kept by the applicant for subsequent enquiry and application for the quota and Closed Road Permit in the next step.** In case an applicant forgets the “Quota Reservation Number”, he/she can make an enquiry through the website or hotline by providing the identity document number (i.e. HKID/passport/CI number) and the Quota Start Date.

***Cancelling reserved quotas***

Prior to making reservation, applicants are advised to ascertain their departure dates. Applicants may cancel reserved quotas through the Internet or by phone **within 5 days** counted from the date of successful reservation. However, once the quota is cancelled, the same vehicle owner can only **reserve another quota 1 week after the day of cancellation.**

For example, if an applicant has reserved a quota on 1 June 2012 for the period from 29 June 2012 to 3 July 2012, he/she may cancel the reserved quota at any

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<sup>9</sup> Applicants using telephone reservation service are required to enter only the digits of their HKID or Passport number and date of birth for verification.

time between 1 and 5 June 2012 through the Internet or the hotline. If the applicant cancels the quota on 3 June 2012, he/she can only reserve another quota on or after 10 June 2012.

#### **4.2 Step 2: Apply for the quota and Closed Road Permit from the Transport Department**

Please note that quotas have not yet been allocated at this stage. Applicants must submit to the Cross Boundary Unit of the TD detailed information and other supporting documents (see Table 1) for applying for the quota **within a 5-day application period**<sup>10</sup> from the date of quota reservation. In case there are public holidays during the 5-day application period, applicants should submit applications as early as possible, or submit applications online to avoid postal delay, so as to facilitate timely processing by relevant Government authorities. Since the roads leading to the Shenzhen Bay Port are designated as closed roads, applicants are required to apply for a Closed Road Permit (CRP) for the vehicle at the same time.

The application for ad hoc quota and CRP will be processed together. **Late submissions will not be accepted.** If the Cross Boundary Unit of the TD does not receive the application by the application deadline, **the reserved quota will be cancelled automatically, and the vehicle owner concerned will only be able to reserve another quota 2 weeks after the application deadline** (please refer to the example in paragraph 5.3). In this regard, applicants are advised to cancel the reserved quota as early as possible within the application period if their trips cannot proceed as planned, in order to minimise the impact on their subsequent quota reservation.

##### ***Application Fee***

Application for quotas is free of charge and the application fee for CRP is **HK\$45**. The application fees for the formalities as required by the Mainland Government authorities are set by the authorized organisations concerned. Applicants are advised to obtain the information on relevant fees before submitting application.

##### ***Channels of Application***

###### **1. Online submission**

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<sup>10</sup> For postal applications, date of the stamp chop will be used as the submission date.

Applicants should provide the required information via the GovHK website [www.gov.hk/adhocquota](http://www.gov.hk/adhocquota) and settle the payment by means of online PPS or credit cards.

2. Submission by post/drop-in box/over office counter

Applicants should send the completed application form TD600A<sup>11</sup>, together with a crossed cheque of HK\$45 payable to “The Government of the Hong Kong Special Administrative Region” or “The Government of the HKSAR”, to the Cross Boundary Unit of the TD (Address: Room 1032, 10/F, Harbour Building, 38 Pier Road, Central, Hong Kong) or submit by the drop-in box at the above office. Applicants may also submit applications in person or by agents over the office counter (Address: Room 501, 5/F, Harbour Building, 38 Pier Road, Central, Hong Kong). Application form can be downloaded from the TD’s website [www.td.gov.hk/en/public\\_forms/td\\_forms/permit](http://www.td.gov.hk/en/public_forms/td_forms/permit) or obtained by facsimile through the 1823 Call Centre or at the Cross Boundary Unit and all Licensing Offices of the TD.

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<sup>11</sup> Applicants may also use the Chinese Form TD600B for the application.

**Table 1: Supporting documents to be provided by applicants**

<b>Registered Vehicle Owner</b>	<b>Required Documents</b>
Vehicles registered in the name of an individual	<ol style="list-style-type: none"> <li>1. Copy of the Hong Kong motor vehicle third party risks insurance certificate<sup>12</sup></li> <li>2. Declaration of the designated driver other than the applicant (if applicable) (sample attached to the application form)</li> <li>3. Copy of the applicant's Hong Kong Identity Card (applicable if the vehicle is registered using a passport)</li> </ol>
Vehicles registered in the name of a company	<ol style="list-style-type: none"> <li>1. Copy of the <u>first page</u> of the latest annual return of the company filed under the Companies Ordinance</li> <li>2. Authorization letter issued by the company (sample attached to the application form )</li> <li>3. Copy of the authorized person's Hong Kong Identity Card</li> <li>4. Copy of the Hong Kong motor vehicle third party risks insurance certificate<sup>13</sup></li> <li>5. Declaration of the designated driver other than the authorized person (if applicable) (sample attached to the application form )</li> </ol>

All applications are subject to separate assessment by the TD and the GDPD. The TD will notify applicants of the assessment results in about 10 working days (including the processing time of the GDPD) through email<sup>14</sup> and by post after receipt of the application. Applicants may also enquire about the application status via the Internet or the hotline. If the application is unsuccessful, the fee paid for the CRP will be refunded. Successful applicants will receive an approval letter and a CRP from the TD by post. Applicants can then complete the necessary formalities as required by the Mainland Government authorities. No refund will be given if the quota is

<sup>12</sup> Must be valid for at least 11 days from the Quota Start Date.

<sup>13</sup> Must be valid for at least 11 days from the Quota Start Date.

<sup>14</sup> Applicable if email address has been provided by the applicant.

subsequently forgone or cannot be used due to failure of the applicant to complete the necessary formalities with the Mainland Government authorities.

### **4.3 Step 3: Complete formalities as required by the Mainland Government authorities**

#### **Application fees**

The application fees for the formalities as required by the Mainland Government authorities are set by the authorized organisations concerned. Applicants are advised to obtain the information on relevant fees before submitting application.

#### **Application Formalities**

After obtaining the CRP, applicants are required to take out Mainland compulsory traffic accident liability insurance for motor vehicles for a period of at least 11 days<sup>15</sup> for their private cars as required in the Mainland and bring along the relevant supporting documents to the designated entry permit service centres of China Travel Service (Hong Kong) Limited (CTS) to complete the following formalities and make payments:

- checking validity of Mainland compulsory traffic accident liability insurance for motor vehicles<sup>16</sup>
- signing the application form for relevant permits printed by CTS for confirmation
- receiving the “Approval Notice” and “Temporary-entry vehicle licence plate and licence” issued by the GDPD
- receiving the “Inspection and quarantine declaration card for temporary arrival/departure of car”

Moreover, applicants must also complete the formalities of applying for “ATA Carnet” at the Hong Kong General Chamber of Commerce (HKGCC) as required by the Mainland Customs. Applicants need to pay the application fee and submit Proof of Guarantee. At the same time, applicants may choose to request HKGCC to arrange for Import Pre-notification on their behalf with an additional fee. Applicants are advised to observe the requirements and fees of

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<sup>15</sup> Counted from the Quota Start Date.

<sup>16</sup> CTS also offers procurement service for such insurance through their Mainland agencies.

the Proof of Guarantee before submitting application.

**To ensure departure on schedule, applicants should allow ample time, particularly when there are long Mainland holidays during which the relevant agencies would suspend office operation temporarily, to complete all the relevant formalities.** To save time, applicants may consider completing the required formalities at CTS and HKGCC on the same day after obtaining the Closed Road Permit.

**As the formalities processed by CTS and HKGCC on behalf of the Mainland Government authorities may vary from time to time, applicants are advised to obtain information on the latest arrangements from the websites of CTS and HKGCC or call their enquiry hotlines in advance.** Their websites and enquiry telephone numbers are as follows –

CTS	Website : <a href="http://www.ctshk.com">www.ctshk.com</a> Enquiry tel. no. : 2998 7888
HKGCC	Website : <a href="http://www.atacarnet.hk">www.atacarnet.hk</a> Enquiry tel. no. : 2823 1275

Note: Apart from the statutory insurance required by the Governments of the Guangdong Province and the HKSAR, applicants should also consider taking out other related insurance like travel insurance, commercial third party liability insurance and liability insurance for cross-boundary vehicle owners according to their own situation to extend the scope of coverage of insurance and enhance protection.

## **Chapter 5 : Important Notes for Applicants**

### **5.1 Invalidation of quotas**

As required by the Governments of the Guangdong Province and the HKSAR, all applications will be assessed on the basis of the information on applicants, drivers and vehicles provided at the time of application. The quota issued will become invalid if there is any change in the information on the applicant, driver or vehicle from the information provided at the time of application after an application has been approved and the relevant approved documents (including the CRP, “Approval Notice” and “Temporary-entry vehicle licence plate and licence”, etc.) have been issued. The relevant authorities of the two governments may also refuse the vehicle to cross the boundary.

### **5.2 Applications not processed or rejected**

All applications for ad hoc quotas are assessed separately by the relevant Government authorities of the Guangdong Province and the HKSAR. They will separately determine whether an application should be approved based on information provided on the applicants, vehicles and designated drivers. Applicants should note that their applications will not be approved if they are rejected by either side.

Please note that vehicles under the "Regular Quotas for Hong Kong Private Cars to Guangdong Province" or "Northbound Travel for Hong Kong Vehicles" are not eligible to apply for "Ad Hoc Quotas for Cross Boundary Private Cars".

### **5.3 Prevention of abuse of the quota reservation system**

In order to avoid abuse of the quota reservation system, applicants will not be allowed to make reservation for new quotas within a specified period of time under the following circumstances:

- (i) If an applicant does not submit an application to the Cross Boundary Unit of the TD within the 5-day application period after the reservation, he/she can only reserve quota again 2 weeks after the application deadline.

Example: Suppose an applicant has reserved a quota on 1 June 2012 but fails to either cancel the quota or submit an application to the Cross Boundary Unit of the TD on or before 5 June 2012, the reserved quota will be cancelled automatically and the applicant can only reserve another quota on or after 20 June 2012.

- (ii) If the vehicle concerned does not enter the Mainland within the quota validity period, the applicant will be suspended from reserving any quota for 8 weeks from the Quota Start Date.

Example: Suppose a quota is valid from 1 to 5 June 2012 but the vehicle does not enter the Mainland within the above period, the applicant can only reserve another quota on or after 27 July 2012.

#### **5.4 Compliance with rules and regulations and import/export control etc.**

All vehicle owners/drivers entering the Guangdong Province with ad hoc quotas are reminded not to use the private cars concerned for any illegal or unauthorized activities, including smuggling, carriage of prohibited articles, illegal carriage of passengers for reward or goods; or using fraudulent or dishonest means to obtain approval documents relating to the ad hoc quotas. Any violation is liable to prosecution. Besides, vehicle owners/drivers must pay attention to the import/export control of the two places and shall make true declarations to the local customs, inspection and quarantine control authorities. The Hong Kong Customs and Excise Department (C&ED) is responsible for vehicle and passenger clearance at various control points of HKSAR to prevent smuggling of prohibited articles in and out of Hong Kong. For details, please refer to the C&ED's website <https://www.customs.gov.hk/>.

Furthermore, the private cars concerned should not travel beyond the boundary of the Guangdong Province or be driven by non-designated drivers. Drivers should possess good driving records, observe the laws and regulations of the Mainland and return to Hong Kong within the 7-day permitted stay period.

All applications in which the applicants or drivers are found by the



Governments of either side to have violated any of the above requirements will not be accepted.

## 5.5 Documents to be carried on board the vehicles

On the date of departure, please make sure that the following documents are on board to facilitate inspection by the law enforcement personnel of Hong Kong and Mainland:

1. Hong Kong full driving licence;
2. PRC Motor Vehicle Driving Licence;
3. Copy of the Hong Kong third party risks insurance certificate for the vehicle;
4. Approval Notice;
5. Inspection and quarantine declaration card for temporary arrival/departure of car;
6. ATA Carnet;
7. Two copies of the Hong Kong Vehicle Registration Document;
8. Policy document of compulsory traffic accident liability insurance for motor vehicles;
9. Other documents, if any, as specified by relevant authorities of Governments of GD and HKSAR;
10. Closed Road Permit (To be displayed on the front window of the vehicle and attached alongside the vehicle licence disc);
11. Approval letter issued by the TD in respect of the ad hoc quota (To be placed inside the front window of the vehicle);
12. Temporary-entry vehicle licence plate and licence (To be placed inside the front window of the vehicle).

Please refer to the **Appendix** for the checklist of application procedures mentioned in Chapter 4 and the above documents to be carried on board the vehicles. To avoid delaying the application process and ensure departure on schedule, applicants are reminded to study all the requirements as set out in the checklist carefully and make sure that all the required supporting documents are ready before submitting applications.

## **Chapter 6 : Use of Closed Road Permits**

Applicants should comply with the relevant conditions when driving on the closed roads under a CRP, including:

- The CRP must be displayed on the front of the vehicle near to the vehicle licence disc at all times and produced for inspection by police officers/traffic wardens if so requested.
- The approval letter issued by the TD must be displayed at a conspicuous position of the front of the vehicle at all times and produced for inspection by police officers/traffic wardens if so requested.
- The vehicle is only allowed to depart from Hong Kong via the Shenzhen Bay Port once within the first 5 days of the permit period and return to Hong Kong via the Shenzhen Bay Port within 7 days after the departure (the day of departure is counted as the first day). (Note: Although the validity period of the CRP is 11 days, this does not mean the vehicle can stay in the Mainland for 11 days. According to the rules of the ad hoc quota, the vehicle must return to Hong Kong within 7 days from the date of departure, or it would be treated as overstay.)
- The vehicle must be driven by approved designated driver(s).
- The applicant (or the authorized person if the CRP holder is a company) must be on board the vehicle.

The CRP will become invalid if the “Approval Notice” issued by the GDPD in respect of the vehicle for which the CRP is granted ceases to be valid. Violation of the conditions of CRP or entering a closed road without a valid CRP may lead to prosecution. If the applicant/driver fails to return to Hong Kong with the vehicle within the specified period without a justified reason, subsequent applications may not be accepted (see paragraph 5.4).

## **Chapter 7 : Advice to Motorists**

Before departing for the Guangdong Province, motorists should pay attention to the operating hours and traffic arrangements at the Shenzhen Bay Bridge and Shenzhen Bay Port and plan their journeys well in advance. Since the road design and traffic regulations in Guangdong and Hong Kong are different, motorists should always drive with extra care to ensure safety.

### **7.1 Notice to motorists driving on the Shenzhen Bay Bridge**

Motorists should follow the instructions below when driving on the Shenzhen Bay Bridge:

- Always follow the instructions of Police officers.
- Pay attention to and follow the lane signals which are activated.
- Observe the speed limits which may be adjusted according to prevailing weather and traffic conditions.
- Pay attention to and follow the messages as shown on variable message signs which are activated.
- Pay attention to the latest traffic news.
- Drive with due care when the amber lights flash.
- Do not drive along or stop on the road shoulder, unless for emergencies.
- Do not stop or park the vehicle on the carriageway except for vehicle breakdown or emergencies.

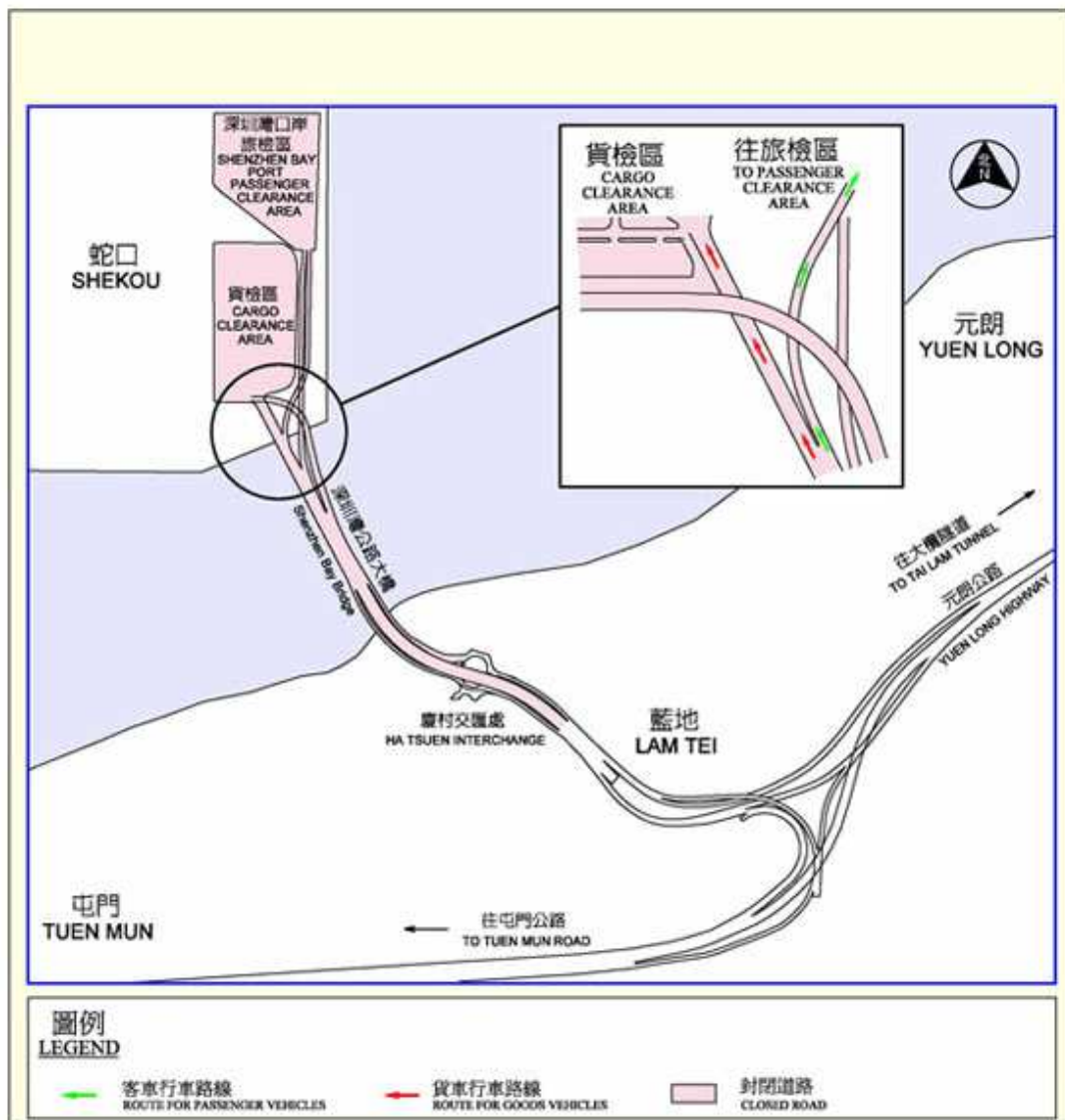
### **7.2 Traffic and crossing arrangements at the Shenzhen Bay Port**

#### ***Operating hours***

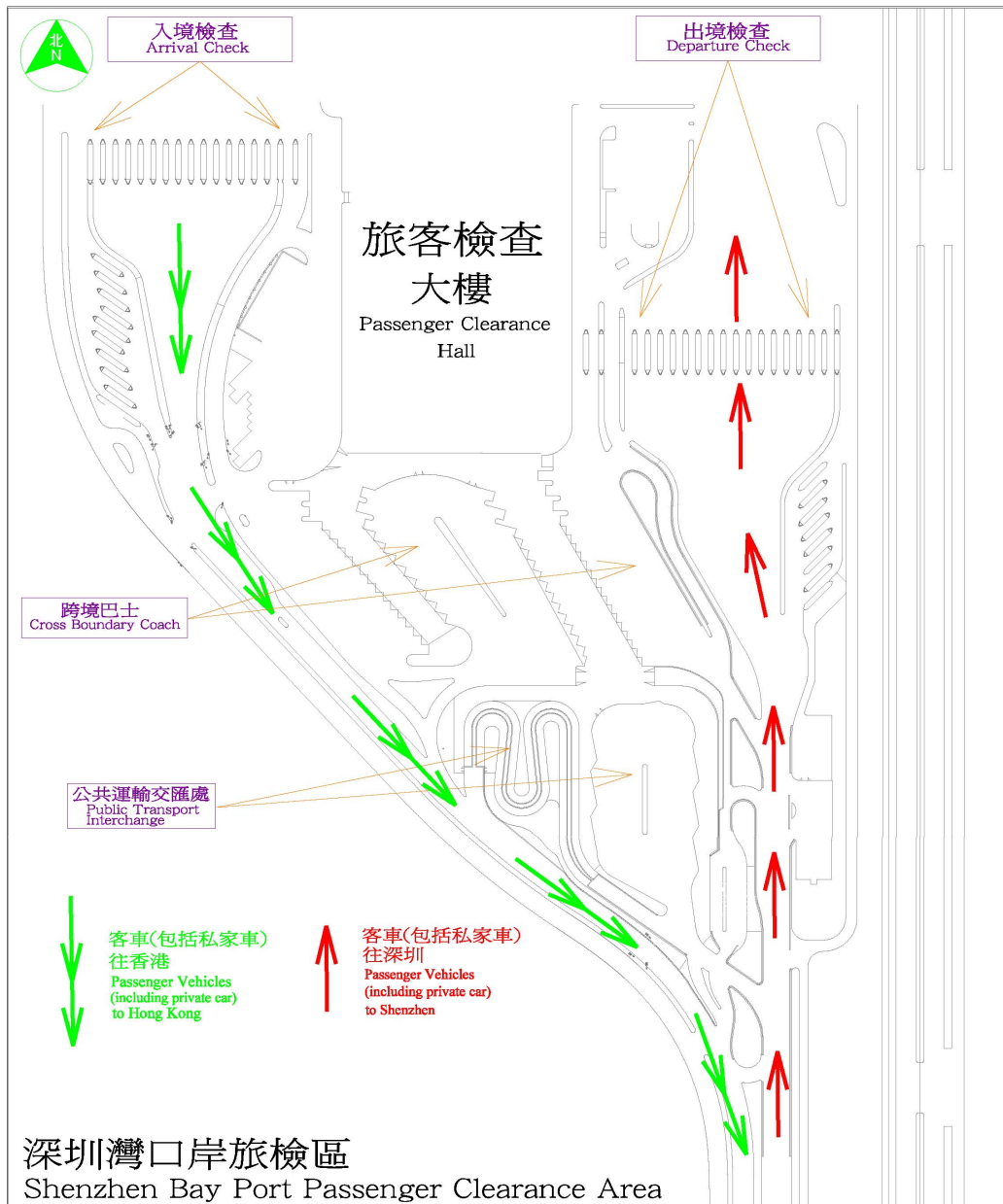
The Shenzhen Bay Port operates from 6:30 a.m. to midnight daily. Roads leading from Hong Kong to the Shenzhen Bay Port will be closed about 30 minutes before the Port ceases operation. Motorists should pay attention to the operating hours of the crossing point and the closing time of the approach roads. The Shenzhen Bay Bridge may be closed during inclement weather or serious traffic incidents (please see paragraph 7.3 for details). Motorists should pay attention to the announcements made by the Guangdong and Hong Kong authorities about the closure and re-opening of the Bridge. Motorists may also call the TD's hotline 2804 2600 to enquire the related arrangements.

### ***Crossing arrangements***

Private cars with ad hoc quotas should use the designated kiosk for clearance. Motorists should pay attention to the traffic signs installed along the Shenzhen Bay Bridge and select the passenger vehicle lane heading for the passenger clearance area when approaching the Shenzhen Bay Port. Motorists should also follow the instructions displayed on the overhead electronic displays above the kiosks and select the appropriate one for clearance. The TD has produced a short video showing how to proceed to the Shenzhen Bay Port and the crossing arrangements. Motorists may view the video via TD's or other websites using computers or smart phones.



### **Traffic Arrangements to/from the Shenzhen Bay Port**



**Traffic Arrangements**  
**near Shenzhen Bay Port Hong Kong Passenger Clearance Area**

### 7.3 Traffic management measures at the Shenzhen Bay Bridge under inclement weather conditions

For the safety of motorists, the Shenzhen Bay Bridge is subject to closure during such inclement weather as strong wind and dense fog. The special traffic management measures to be implemented under strong wind conditions are as follows:

Stage	Wind Speed	Traffic Management Measures
1	30 kph	Amber lights and variable message signs on the Shenzhen Bay Bridge and approach roads will be activated to alert motorists on strong wind conditions.
2	40 kph	When weather conditions worsen, the vehicle speed limit will be reduced to 50 km/h.
3	55 kph	The middle lanes in both directions will be closed and the vehicle speed should be maintained at 50km/h. Goods vehicles should drive on the left most lane and other vehicles on the right most lane.
4	65 kph	The Shenzhen Bay Bridge will be closed. Northbound vehicles will be diverted via Ha Tsuen Interchange.

The following crossing arrangements will be implemented by the Guangdong Province and HKSAR when the Shenzhen Bay Bridge is fully closed due to inclement weather or serious incidents:

- If the Shenzhen Bay Bridge is fully closed at any time on the last day of the 5-day permitted entry period into Guangdong (i.e. the Quota Validity Period), the respective period will be automatically extended by one day or until the day on which the Bridge is re-opened, whichever is the later. Meanwhile, the deadline for departure from Guangdong will also be extended correspondingly so as to maintain the 7-day permitted stay period in Guangdong.
- If the Shenzhen Bay Bridge is fully closed at any time on the last day of the 7-day permitted stay period, the period permitted for staying in Guangdong will automatically be extended by one day or until the day on which the

Bridge is re-opened, whichever is the later.

- Ad hoc quota private cars affected by the full closure of the Bridge can cross the boundary in the extended period without the need to apply for extension. However, the private cars concerned should have valid Hong Kong third party risks insurance and Mainland compulsory motor vehicle traffic accident insurance during the period of extension.

#### **7.4 Points to note when driving in the Guangdong Province**

Since the rules and regulations as well as the road design and traffic direction, etc. vary considerably between Guangdong and Hong Kong, to ensure driving safety, motorists should familiarise themselves with the local traffic regulations and relevant driving knowledge before departure. According to our understanding, some organisations in Hong Kong are offering training courses on driving in the Mainland. Applicants and/or drivers may consider enrolling in these training courses according to their actual needs. Besides, motorists may browse the website of People's Government of Guangdong Province (The Charm of Guangdong) at [www.gd.gov.cn/lygd/](http://www.gd.gov.cn/lygd/) to learn more about self-driving in the Guangdong Province.

Moreover, motorists should get hold of relevant information of traveling to and from their destinations, including maps, planned routes, and consider using global positioning system to facilitate driving, etc. If applicants or other persons joining the trip do not have previous self-driving experience in the Guangdong Province, they may consider inviting a few friends who have such experience to join in. It would be beneficial to have support among friends during the trip.

Before departure, applicants are advised to browse through the checklist at **Appendix**. Attention should be paid to the points to note before departure and documents to be carried on board the vehicle, so as to avoid missing out any of the required documents and personal belongings for the journey. In the Guangdong Province, motorists should always pay attention to the latest local traffic news.

Dial 110 for assistance of the local police in the unfortunate event of traffic



incidents in the Guangdong Province. The applicant, vehicle and the driver/passengers concerned may be requested to remain in the Guangdong Province to assist the Mainland enforcement agencies with their investigation.

## 7.5 General enquiries

In case of emergency or when assistance is needed, call the following hotlines:

	<b>Name of Organisation</b>	<b>Telephone No.</b>
Within Hong Kong	999 Emergency Call Centre	999
	Assistance to Hong Kong Residents Unit, Immigration Department (24-hour hotline)	(852)1868
	Shenzhen Bay Port Police Reporting Centre	3154 6510
	Transport Department Enquiry Hotline (non-emergency, 24-hour service)	2804 2600
	1823 Call Centre (non-emergency, 24-hour service)	1823

Source: The Government of the HKSAR

	<b>Name of Organisation</b>	<b>Telephone No.</b>
Within Guangdong Province	Police reporting centre	110
	Fire services	119
	Hospital first aid centre	120
	Traffic Management Bureau of GDPD: Enquiry on handling arrangement when the applicant / vehicle is unable to return to Hong Kong as scheduled due to emergency incidents and General enquiry (Address: No.388, Jianpeng Road, Baiyun Street, Guangzhou Office hours: Monday to Saturday, 8:30 a.m. – 12:00 n.n. and 2:00 p.m. – 5:30 p.m.)	(8620) 8311 1536 Fax: (8620) 3622 0820
	Economic and Trade Office of the Government of the Hong Kong Special Administrative Region in Guangdong (GDETO) (Address: Flat 7101, Citic Plaza, 233 Tian He North Road, Guangzhou Office hours: Monday to Friday, 8:30 a.m. – 12:30 p.m. and 1:30 p.m. – 5:30 p.m.)	(8620) 3891 1220 Ext. 608 Fax: (8620) 3877 0466

Source: Guangdong Public Security Department of Guangdong Province /

Economic and Trade Office of the Government of the HKSAR in Guangdong

## **Chapter 8 : Frequently Asked Questions**

### **1. How to apply for a Mainland driving licence?**

Any Hong Kong resident holding a valid full Hong Kong private car driving licence may apply for direct issue of a Mainland driving licence from Municipal Vehicle Control Offices (prefecture level or above) of Mainland Public Security authorities in the Guangdong Province. Applicants shall apply in person at any designated licensing counters of the relevant Vehicle Control Offices in the Guangdong Province.

### **2. What is the meaning of application period?**

Application period refers to the period within which formal application for Quota and CRP should be submitted to the TD after the quota has been reserved. The application period lasts for 5 days counted from the day of successful reservation (the day of reservation is counted as one day).

### **3. Why should there be a 6-week intervening period for making another quota reservation after the Quota Start Date of the previous quota?**

This is to allow more private car owners to have the chance of enjoying the use of ad hoc quotas.

### **4. After submitting the application, can an applicant withdraw the application or amend the information he/she provided?**

No. Once the application for CRP is submitted, the applicant cannot withdraw or amend any vehicles and drivers related particulars (e.g. addition, cancellation or change of the designated driver(s); change of vehicle (even using the same vehicle registration mark); or change of the vehicle registration mark); otherwise the applicant is required to submit a new application, and the relevant fees paid would not be refunded. CRP issued for a specific vehicle is not transferable either.

Furthermore, as required by the Governments of the Guangdong Province and the HKSAR, all applications will be assessed on the basis of the information on the applicants, drivers and vehicles provided at the time of application. The CRP issued will become invalid if there is any change in such information after an application has been approved and the relevant approved documents (including the CRP, "Approval Notice" and "Temporary-entry vehicle licence plate and licence", etc.) have been issued. The relevant authorities of the two governments

may also refuse the vehicle to cross the boundary.

**5. What is the application fee? Will the fee paid be refunded to the applicant if the application is rejected or if the reserved quota is forgone?**

Reserving ad hoc quota is free of charge. However, a fee of HK\$45 will be charged for a CRP. Refund will be arranged in due course if the application is rejected. If an application is approved, a CRP will be issued. In that case, no refund will be given even if the quota is subsequently forgone or invalidated because the necessary formalities as required by the Mainland Government authorities cannot be completed for whatever reasons. For the application fees for the formalities as required by the Mainland Government authorities, they are set by the authorized organisations concerned (i.e. China Travel Service (Hong Kong) Limited (CTS) and Hong Kong General Chamber of Commerce (HKGCC)). Applicants are advised to browse their websites or call their enquiry hotlines to obtain the up-to-date information on relevant fees before submitting application.

**6. What are the application procedures and fee for duplicate CRPs?**

Applicants may apply for duplicate CRPs in case the original CRPs are lost or damaged. Application should be made with application form TD600A<sup>17</sup> and sent to the Cross Boundary Unit of the TD together with a lost report issued by the Hong Kong Police or the damaged CRP. The application fee is HK\$86. Under normal circumstances, the duplicate CRP can be issued on the day of application.

**7. Before departing for the Mainland, are there any other formalities required after a CRP is received by the applicant?**

Similar to quotas for other types of cross boundary vehicles, the ad hoc quota is jointly administered by the Governments of Guangdong and Hong Kong. Therefore, after a CRP is received, the applicant should take out Mainland compulsory traffic accident liability insurance for motor vehicles and complete the required formalities at the organisations (i.e. China Travel Service (Hong Kong) Limited and the Hong Kong General Chamber of Commerce) authorized by the GDPSD and other Mainland authorities before departing for the Mainland. Besides, applicants and passengers on board must follow the clearance procedures like other visitors.

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<sup>17</sup>Applicants may also complete the Chinese Application form TD600B.

**8. How can an applicant find out if the application is successful or not?**

Under normal circumstances, the approval procedures will be completed in about 10 working days (including the time of the GDPD's assessment) after receipt of applications for quota and CRP. The result will be sent to the applicant by email first if an email address is provided in the application. The approval letter and CRP or a notification letter of rejection will then be sent to the applicant by post according to the address provided by the applicant. For those applicants who do not receive any notification in 10 working days after submission of their applications, they may call 2804 2600 for enquiry. They may also login to the GovHK website [www.gov.hk/adhocquota](http://www.gov.hk/adhocquota) or call 3901 0088 to enquire about the status or result of applications.

**9. Is there any arrangement for “express permit”?**

Since the processing time of an application, which includes the processing procedures of both Guangdong and Hong Kong authorities, has already been shortened as far as possible, there is no arrangement for “express permit”.

**10. Do the applicant for the ad hoc quota and the designated driver have to travel to the Mainland on the vehicle concerned?**

A private car under the ad hoc quota application can be driven by a maximum of two pre-approved designated drivers, one of whom must be the applicant himself (i.e. the registered private car owner or the person authorized by the company vehicle owner in writing for submitting the application). The applicant is required to be on board the vehicle to and from the Guangdong Province but the other driver (if any) is not subject to this requirement. Violation of this rule is conducive to violating the CRP condition for which the applicants or drivers may be subject to prosecution by the Police.

**11. Is it necessary to provide passengers' information when submitting application for ad hoc quotas? Can the passengers concerned be foreign passport holders?**

There is no need to submit information on passengers upon application for ad hoc quotas. Foreign passport holders travelling to the Mainland on the vehicle concerned shall meet and comply with the prevailing Mainland visa requirements for entry.

**12. Could private cars with ad hoc quotas be driven by their passengers?**

No. Private cars, if found being driven by anyone other than the

applicants/designated driver(s) to Guangdong will lead to rejection of future applications (please see paragraph 5.4 for details). The applicant or the driver may also be prosecuted by the Police for violating the conditions of CRP.

**13. How will the case be handled if vehicles fail to return to Hong Kong as scheduled due to emergency incidents?**

Please contact the Traffic Management Bureau of GDPD at (8620) 8311 1536 for relevant enquiries. Please also note that vehicles overstaying or failing to return to Hong Kong without justified reasons will lead to rejection of future applications (please see paragraph 5.4 for details). The applicant or driver may also be prosecuted by the Police for travelling without a valid CRP or violating the conditions of CRP.

**14. What kind of motorists is the ad hoc quota suited for?**

The driving environment, rules and regulations, as well as road design and traffic direction, etc. vary considerably between Guangdong and Hong Kong. Given the vast territory of the Guangdong Province, the road conditions may vary among different regions, and motorists will have more chances to drive long hours and feel tired more easily. Furthermore, they may also encounter communication problems due to different dialects. Therefore, before applying for an ad hoc quota, an applicant should, on top of the basic eligibility requirements, consider whether he has adequate experience, knowledge, ability and confidence in driving in the Mainland. Applicants are suggested to enroll in training courses on driving in the Mainland according to their actual needs and invite a few friends who have driving experience in the Mainland to join the trip to help out each other. Moreover, motorists should get hold of relevant information on travelling from one destination to another, including maps, planned driving routes, and consider using global positioning system to facilitate driving, etc.

**15. What measures are recommended for self-driving in Guangdong Province to enhance protection?**

Applicants of the ad hoc quota trial scheme should comply with the rules and regulations of the Mainland and get hold of relevant information before departure. They need to check with their insurance providers the details of the coverage of the statutory insurance required by the Governments of Guangdong and the HKSAR, and consider taking out other related insurances, like travel insurance, commercial third party liability insurance and liability insurance for

cross-boundary vehicle owners, according to their own situations in order to extend the scope and coverage of insurance. Currently, the compensation limit varies considerably between the Mainland compulsory traffic accident liability insurance for motor vehicles and the Hong Kong motor vehicle third party risks insurance. The Mainland compulsory traffic accident liability insurance for motor vehicles only covers liability arising from property damage and bodily injury/death of third parties. The compensation limit is a bit more than RMB 100,000. It does not cover any claims lodged by the third parties (victims) in Hong Kong for accidents taking place in the Mainland. On the other hand, the protection provided by Hong Kong motor vehicle third party risks insurance only covers car accidents that occurred in Hong Kong. Therefore, it is important to take out adequate commercial third party liability insurance and liability insurance for cross-boundary vehicle owners. According to our understanding, these insurance products are currently available in the market. Applicants may ask for details from the insurance providers that offer the Mainland compulsory traffic accident liability insurance for motor vehicles and arrange Proof of Guarantee of ATA Carnet.

**Checklist on application procedures and documents on board**

Procedures	Responsible Authorities	Formalities
(1) Reserve ad hoc quota	Transport Department	<ul style="list-style-type: none"> <li>● Reserve ad hoc quota via the Internet or by phone</li> </ul> <p><u>Required Information</u></p> <ol style="list-style-type: none"> <li>1. Hong Kong Identity Card / Passport No. (Applicants using telephone reservation service are required to enter their date of birth for verification) or Hong Kong Certificate of Incorporation No.</li> <li>2. Select quota start date</li> </ol>
(2) Submit application for ad hoc quota and Closed Road Permit	Transport Department	<ul style="list-style-type: none"> <li>● Submit application via the Internet; or Submit the completed TD form TD600A / TD600B to the Cross Boundary Unit of the Transport Department by post, in person/by agents or by drop-in box.</li> </ul> <p><u>Supporting documents required</u></p> <ol style="list-style-type: none"> <li>i. Vehicle owner registered in the name of an <u>individual</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of the Hong Kong motor vehicle third party risks insurance certificate*</li> <li><input type="checkbox"/> Declaration of the second designated driver (if applicable)</li> <li><input type="checkbox"/> Copy of the applicant's Hong Kong Identity Card (applicable if the vehicle is registered using a passport)</li> </ul> </li> <li>ii. Vehicle owner registered in the name of a <u>company</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of the Hong Kong motor vehicle third party risks insurance certificate*</li> <li><input type="checkbox"/> Declaration of the second designated driver (if applicable)</li> <li><input type="checkbox"/> Copy of authorized person's Hong Kong Identity Card</li> </ul> </li> </ol>



<b>Procedures</b>	<b>Responsible Authorities</b>	<b>Formalities</b>
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Authorization letter issued by the company</li> <li><input type="checkbox"/> Copy of the first page of the latest annual return of the company</li> </ul> <p>*Insurance must be valid for at least 11 days from the quota start date. Only the parts setting out the vehicle particulars, insurance type and validity period are required.</p> <p>Image files of the supporting documents submitted via the Internet should be in PDF, JPEG or JPG format (JPEG or JPG file size must not exceed 5MB and PDF file size must not exceed 1MB). The Transport Department recommends black and white, 100 dpi and JPEG format.</p>

<b>Procedures</b>	<b>Responsible Authorities</b>	<b>Formalities</b>
<p>(3) Complete formalities as required by the Mainland Government authorities</p> <p>(Applicants should complete the formalities as required by the Mainland Government authorities as soon as they have obtained the Closed Road Permit. To save time, applicants may consider completing the required formalities at CTS and HKGCC on the same day after obtaining the Closed Road Permit.)</p>	<p>China Travel Service (Hong Kong) Limited (CTS)</p> <p>Hong Kong General Chamber of Commerce (HKGCC)</p>	<p><u>To complete formalities as required by the GDPSPD and Inspection and Quarantine authorities</u></p> <ul style="list-style-type: none"> <li>● Take out the Mainland compulsory traffic accident liability insurance for motor vehicles through CTS's Mainland agencies and/or check its validity.</li> <li>● Signing the application form for relevant permits</li> <li>● Receiving the Approval Notice</li> <li>● Receiving the temporary car plate and licence</li> <li>● Receiving the inspection and quarantine declaration card for temporary arrival/departure of car</li> </ul> <p><u>To complete formalities as required by the Mainland Customs</u></p> <ul style="list-style-type: none"> <li>● apply for ATA Carnet</li> <li>● submit Proof of Guarantee</li> <li>● choose to request for arranging Import Pre-notification</li> </ul>
<p>(4) Points to note before departure</p>		<p>According to their needs, applicants may consider:</p> <ul style="list-style-type: none"> <li>● taking out other related insurance (e.g. travel insurance, commercial third party liability insurance, liability insurance for cross-boundary vehicle owners)</li> <li>● taking up relevant training courses on motoring in the Mainland</li> <li>● subscribing the “Registration of Outbound Travel Information” service</li> <li>● searching for relevant information about self-driving, including emergency telephone numbers</li> <li>● using global positioning system</li> <li>● viewing the video clip on self-driving to/from</li> </ul>

Procedures	Responsible Authorities	Formalities
		<p>Shenzhen Bay Port via TD's website</p> <ul style="list-style-type: none"> <li>● checking whether a mobile phone (that can be used in the Mainland), sufficient cash and/or credit cards are available</li> </ul>
(5) Documents to be carried on board the vehicle on departure/arrival		<ul style="list-style-type: none"> <li>● Copy of the Hong Kong third party risks insurance certificate</li> <li>● <u>Two copies</u> of the Hong Kong Vehicle Registration Document</li> <li>● Approval Notice</li> <li>● Inspection and quarantine declaration card for temporary arrival/departure of car</li> <li>● ATA Carnet</li> <li>● Policy document of compulsory traffic accident liability insurance for motor vehicles</li> <li>● Other documents, if any, as specified by relevant authorities of Governments of both sides</li> </ul> <p><u>To be placed on the front window of the vehicle:</u></p> <ul style="list-style-type: none"> <li>● Closed Road Permit issued by TD (to be attached alongside the vehicle licence disc)</li> </ul> <p><u>To be placed inside the front window of the vehicle:</u></p> <ul style="list-style-type: none"> <li>● Approval letter issued by the Transport Department in respect of the ad hoc quota</li> <li>● Temporary car plate and licence</li> </ul>



<b>Information Card : Application for Ad Hoc Quota and Closed Road Permit</b>		(Quota reservation no./start date: _____)
<b><u>Applicant's Information</u></b>	<b><u>Driver's Information (a maximum of 2 drivers)</u></b>	
1. Name in English & Chinese : _____	1. Name in English & Chinese : (1) _____ (2) _____	
2. HKID Card no. / Passport no. : _____	2. HKID Card no. : (1) _____ (2) _____	
3. Certificate of Incorporation no. of the company vehicle owner (if applicable) : _____	3. Home Visit Permit no.: (1) _____ (2) _____	
4. Date of Birth (DD/MM/YYYY) (if applicable) _____	4. HK driving licence no. : (1) _____ (2) _____	
5. Telephone no. : _____	5. PRC driving licence no. : (1) _____ (2) _____	
6. Email address : _____	6. PRC driving licence file no. : (1) _____ (2) _____	
7. Correspondence address : _____	7. Telephone no. : (1) _____ (2) _____	
	8. Address : (1) _____ (2) _____	
<b><u>Vehicle's Information</u></b>		
1. Vehicle registration no. : _____	3. Insurance policy no. : _____	
2. Name of Insurance Co. : _____	4. Policy validity period : ____/____/____ to ____/____/____	

(Applicants may record relevant application details on the above card for reference upon making quota reservation or formal application and enquiry of application status.)

## **Important Notice**

### Disclaimer

Information contained in this Application Guide is for reference only. You may visit the Transport Department's website [www.td.gov.hk](http://www.td.gov.hk) for the latest version. Whilst the Transport Department has endeavoured to ensure that the information contained in this guidebook is accurate, no guarantee is given as to its accuracy. The Government of the HKSAR and the Transport Department accept no legal liability for any errors or omissions found in the contents.

### Collection and Use of Data

Personal data provided to the Transport Department by the applicants and designated drivers for joining the Scheme may need to be disclosed to relevant authorities of both Guangdong Province and the HKSAR, including the Public Security Department of Guangdong Province and other policy bureaux and departments of the Government of the HKSAR. Please read carefully the “Notes about Personal Data” on the application form or on-line application system before making an application.