

## Document List for Applying for Closed Road Permit for Cross Boundary Vehicles

### Regular Quotas for Hong Kong Private Cars to Macao (Access to City Centre)

#### (Company Quota - With Eligibility Criteria)

Required Documents	Eligibility Vetting	Collecting CRP (Note 1)	Renewal	Change of Vehicle  OR Updating Particulars in Vehicle Registration Document (Note 2)	Change of Driver	Duplicate
1. Application Form for New Issue of Closed Road Permit for Cross Boundary Vehicles (TD547D) Original Copy	✓					
2. Application Form for Closed Road Permit for Cross Boundary Vehicles – Renewal / Change of Vehicles / Duplicate / Change in Driver Particulars (TD547) Original Copy (Note 3)			✓	✓	✓	✓
3. Consent Form of Vehicle Owner Original Copy	✓ (Note 4)		✓	✓	✓	
4. Consent Form of Designated Driver Original Copy for each designated driver	✓		✓		✓ (Note 5)	
5. Application Form for Regular Quotas for Hong Kong Private Cars to Macao (required by the Transport Bureau of the Macao SAR) Original Copy	✓			✓	✓	
6. 4-sided coloured photos of vehicle <b>*4 photos in total, each photo has to be under the size of A4 paper</b>	✓			✓		
7. Specimen Signature of Applicant Original Copy (Note 6)	✓					
8(i). (a) Certified copy of the latest Company Particulars Search results within latest one year provided by the Company Registry (applicable to limited companies); OR  (b) Original copy or certified true copy (certified by the Company Registry or a Hong Kong Certified Public Accountant or solicitor) of the latest Annual Return (NAR1) within latest one year (applicable to limited companies); OR	✓					

Required Documents	Eligibility Vetting	Collecting CRP (Note 1)	Renewal	Change of Vehicle  OR Updating Particulars in Vehicle Registration Document (Note 2)	Change of Driver	Duplicate
(c) A certified extract of Information on the Business Register within latest one year issued by the Inland Revenue Department (applicable to unlimited companies)  <b>* The "latest one year" of the above document(s) is / are based on the ballot registration deadline of that certain batch)</b>						
8(ii). (a) Certified copy of the latest Company Particulars Search results within latest one year provided by the Company Registry (applicable to limited companies); OR  (b) Original copy or certified true copy (certified by the Company Registry or a Hong Kong Certified Public Accountant or solicitor) of the latest Annual Return (NAR1) within latest one year (applicable to limited companies); OR  (c) A certified extract of Information on the Business Register within latest one year issued by the Inland Revenue Department (applicable to unlimited companies)  <b>* The "latest one year" of the above document(s) is / are based on the date of application submission and the date of collecting Closed Road Permit</b>		✓	✓			
9(i). Copy of valid Business Registration Certificate of Hong Kong <b>*It must show that it is still valid as at the ballot registration deadline of that certain batch</b>	✓					
9(ii). Copy of valid Business Registration Certificate of Hong Kong <b>*It must show that it is still valid as at the date of application submission and the date of collecting Closed Road Permit</b>		✓	✓	✓	✓	
10(i). Copy of valid Business Registration Proof in Macao <b>*The information cut-off date and issue date should both be on or before the ballot registration deadline of that certain batch)</b>	✓					

Required Documents	Eligibility Vetting	Collecting CRP (Note 1)	Renewal	Change of Vehicle  OR Updating Particulars in Vehicle Registration Document (Note 2)	Change of Driver	Duplicate
10(ii). Copy of valid Business Registration Proof in Macao issued within <b>the latest one year</b> <b>* The "latest one year" of the above document(s) is / are based on the date of application submission and the date of collecting Closed Road Permit</b>		✓	✓			
11. A copy of valid Hong Kong vehicle registration document (Front and back page)	✓	✓	✓	✓	✓	
12. A copy of Hong Kong Permanent Identity Card of every designated driver	✓				✓ (Note 5)	
13. A copy of valid Hong Kong Driving Licence of every designated driver	✓	✓			✓ (Note 5)	
14. Proof of the specified Hong Kong address issued within the last three months (Note 7)	✓		✓	✓	✓	
15. A copy of valid Mainland Compulsory Traffic Accident Liability Insurance <b>* Can be purchased after the applicant's quota eligibility is established</b>	✓		✓	✓	✓	
16. A copy valid Macao Statutory Vehicle Insurance <b>* Can be purchased after the applicant's quota eligibility is established, and submitted when collecting Closed Road Permit</b>		✓	✓	✓	✓	
17. Designated driver – Copy of Valid Mainland Driving Licence (both the front and side pages) (If applicable) (Note 8)	✓		✓	✓	✓	
18. An original copy of the existing valid Closed Road Permit (Note 9)				✓		
19. A report (original copy) of lost property issued by the Hong Kong Police Force or the original copy of the damaged Closed Road Permit (Note 10)						✓

**Note 1:** If the documents submitted by the applicant for eligibility assessment by this Department are still valid and could meet the required documentary requirements at the time of collecting the permit, the applicant may be exempted from submitting the same documents again when collecting the permit. Hong Kong cross boundary private cars holding Hong Kong regular quotas are not allowed to hold Macao car plates, otherwise they may incur corresponding legal liabilities.

**Note 2:** During the quota validity period, if there is any information change of the vehicle registration document which was submitted in Hong Kong – Macao regular quota application, including but not limited to particular of registered vehicle owner or vehicle information (color, engine number or chassis number / vehicle identification number etc), the quota holder must inform TD (Cross Boundary Unit) and submit all required documents for the governments of Guangdong, Hong Kong and Macao to process the change. Otherwise, the vehicle concerned may not be allowed to enter HZMB Hong Kong Port and Macao city centre by the law enforcement agency of the three governments. Besides, depending on the information changes areas of the vehicle registration document, applicants is responsible for ensuring that he/she is still possessing valid Mainland Compulsory Traffic Accident Liability Insurance and valid Macao Statutory Vehicle Insurance in order to avoid incurring any legal liability.

**Note 3:** The company chop and signature of the authorising director / authorised person on the application form must match the “Specimen Signature of Applicant” record kept by this Department.

**Note 4:** When submitting a new application, if the vehicle and/or vehicle owner information of the Company Quota is different from the information filled in when submitting the ballot registration, the applicant must submit a reasonable written explanation letter from the company and a letter from the vehicle maintenance company (if applicable).

**Note 5:** For change of driver applications within the validity period of the permit, the applicant only needs to submit the relevant documents of the new designated driver(s) (including: Consent Form of Designated Driver Original Copy, copy of Hong Kong Permanent Identity Card, copy of valid Hong Kong Driving Licence and copy of valid Mainland Driving Licence (both the front and side pages) (if applicable)).

**Note 6:** If the applicant wishes to provide a new company chop or specimen signature, he/she must complete the "Specimen Signature of Applicant" on the last page of the application form TD547D and sign it as confirmation.

**Note 7:** For the acceptable proof of address for this Department, please refer to [https://www.td.gov.hk/en/public\\_services/licences\\_and\\_permits/proof\\_of\\_address/index.html](https://www.td.gov.hk/en/public_services/licences_and_permits/proof_of_address/index.html)

If there is change in the permit holder’s address, please notify the Cross Boundary Unit of the Transport Department (Room 1032, 10/F, Harbour Building, 38 Pier Road, Central, Hong Kong) of the change of address as soon as possible in writing, together with documentary proof of the new address.

**Note 8:** If the designated driver is aged over 70, he/she must submit a copy of his/her Valid Mainland Driving Licence (both the front and side pages) to this Department for completion of the Mainland filing of records procedures.

**Note 9:** For applications involving the renewal of vehicle registration documents, applicants are not required to return the original copy of their existing valid Closed Road Permit to this department. However, before applicants have been notified by this Department by email or call that the related application has been approved by the Macao

and Mainland government authorities, please do not drive the quota vehicle accessing Macao City Centre in order to avoid incurring any legal liability.

**Note 10:** If the applicant has lost or damaged the Permit, he/she may apply for a duplicate Permit. Applicants should apply in person at the Cross Boundary Unit of the Transport Department (Room 1032, 10/F, Harbour Building, 38 Pier Road, Central, Hong Kong) by filling in the Transport Department application form (TD547), together with a report (original copy) of lost property issued by the Hong Kong Police Force or the original copy of the damaged Closed Road Permit. The application fee is HK\$86.

**Cross Boundary Unit  
Transport Department  
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