

Document List for Applying for Closed Road Permit
Regular Quota for Hong Kong Private Cars to Macao (Access to City Centre)
(Company Quota - Open Quota)

	Required Documents	Original Copy / Copy	New (Eligibility Vetting)	New (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	✓ (Note 3)					
2.	Application Form for Closed Road Permit for Cross Boundary Vehicles – Renewal / Change of Vehicles / Duplicate / Change in Driver Particulars (TD547)	Original Copy			✓	✓	✓	✓
3.	Authorization Letter for New Issue of Closed Road Permit for Cross Boundary Vehicles (if applicable) (Note 4)	Original Copy	✓		✓	✓	✓	✓
4.	Consent Form of Vehicle Owner	Original Copy	✓ (Note 5)		✓	✓	✓	
5.	Consent Form of Designated Driver for each designated driver	Original Copy	✓		✓	✓	✓ (Note 6)	
6.	Application Form for Regular Quotas for Hong Kong Private Cars to Macao	Original Copy	✓			✓	✓	
7.	4-sided coloured photos of vehicle *4 photos in total, each photo has to be under the size of A4 paper	Printed Copy	✓			✓		
8 (i)	<p>a. Certified copy of the latest Company Particulars Search results within latest one year provided by the Company Registry (applicable to limited companies); OR</p> <p>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</p> <p>c. A certified extract of Information on the Business Register within latest one year issued by the Inland Revenue Department (applicable to unlimited companies)</p> <p>*The "latest one year" of the above document(s) is / are based on the ballot registration deadline of that certain batch</p>		✓					

8 (ii)	<p>a. Certified copy of the latest Company Particulars Search results within latest one year provided by the Company Registry (applicable to limited companies); OR</p> <p>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</p> <p>c. A certified extract of Information on the Business Register within latest one year issued by the Inland Revenue Department (applicable to unlimited companies)</p> <p>*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</p>		✓	✓	✓	✓	✓	
9 (i)	<p>Copy of valid Business Registration Certificate of Hong Kong (Note 7)</p> <p>*It must show that it is still valid as at the ballot registration deadline of that certain batch</p>	Copy	✓					
9 (ii)	<p>Copy of valid Business Registration Certificate of Hong Kong (Note 7)</p> <p>*It must show that it is still valid as at the date of application submission and the date of collecting Closed Road Permit</p>	Copy		✓	✓	✓	✓	
10.	<p>A copy of valid Hong Kong vehicle registration document (front and back page) (Note 8)</p>	Copy	✓	✓	✓	✓		
11.	<p>A copy of Hong Kong Permanent Identity Card of every designated driver</p>	Copy	✓				✓ (Note 6)	
12.	<p>A copy of valid Hong Kong Driving Licence of every designated driver</p>	Copy	✓				✓ (Note 6)	
13.	<p>Proof of the specified Hong Kong address issued within the last three months (Note 9)</p>	Copy	✓		✓	✓	✓	

	Required Documents	Original Copy / Copy	New (Eligibility Vetting)	New (Collecting CRP) (Note 1)	Renewal	Change of Vehicle OR Updating Particulars in Vehicle Registration Document (Note 2)	Change of Driver	Duplicate
14.	A copy of valid Mainland Compulsory Traffic Accident Liability Insurance *Applicants being invited must provide a copy of the Mainland Compulsory Traffic Accident Liability Insurance to this Department, for the processing of applications by the three government authorities, at their initial application documents submission	Copy	✓		✓	✓	✓	
15.	A copy of valid Macao Statutory Vehicle Insurance *Applicants could purchase after their quota eligibility is established, and shall provide a copy of the insurance to the TD when collecting the Permit at the latest	Copy		✓	✓	✓	✓	
16.	Designated driver – Copy of Valid Mainland Driving Licence (both the front and side pages) (if applicable) (Note 10)	Copy	✓		✓	✓	✓	
17.	An existing valid Closed Road Permit (Note 11)	Original Copy				✓		
18.	A report of lost property issued by the Hong Kong Police Force or the damaged Closed Road Permit (Note 12)	Original Copy						✓

- 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. If this Department receives notification from the relevant authorities of the Macao SAR Government that any particulars of the quota vehicles, when accessing Macao city centre, are inconsistent with its approved record, the TD may consider revoking the Closed Road Permit issued to relevant quota vehicle upon verification.
- Note 3: Not applicable to online submitted applications.
- Note 4: If the application form TD547D/TD547 of closed road permit for cross boundary vehicles is signed by the proprietor/director of the company, authorization letter is not required. For details please refer to the last page as attached with the application forms.
- Note 5: 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 6: 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) (applicable to drivers reaching the age of 70)).
- Note 7: The business registration certificate must show the payment machine stamp proving the payment date and the amount paid.
- Note 8: When applying and being issued with closed road permit, the vehicle must hold valid vehicle licence.
- Note9: 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 .
- 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 10: 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 11: 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 12: In case the Closed Road Permit (CRP) is lost or damaged, the applicant may apply for a duplicate of the CRP. The application for a CRP duplicate should be made by the applicant in person using our application form (TD547) and be submitted to the Cross Boundary Unit of the Transport Department at Room 1032, 10/F, Harbour Building, 38 Pier Road, Central, Hong Kong. Upon submitting the application, the applicant is also required to return the damaged CRP or the report of lost property issued by the Hong Kong Police Force. The application fee for a CRP duplicate is HK\$86.

Cross Boundary Unit
Transport Department
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