Document List for Applying for
Closed Road Permit ("CRP") and International Circulation Permit ("ICP")
Mainland Regular Quota
(Applicable for Mainland Vehicles)

Required Documents	Original/ Copy	New Application	Renewal (Note 1)	Change in vehicle	Change of drivers	Duplicate for ICP	Duplicate for CRP	Change of Company Name
1. Application for ICP (Mainland Vehicles under Mainland Regular Quota) (TD 54A) (with company chop and applicant's signature)	Original	✓	✓	✓		✓		✓
2. Application for ICP (Mainland Vehicles under Mainland Regular Quota) – Authorization Letter	Original	✓	✓	✓		✓		✓
3. Application for New Issue of CRP for Cross Boundary Vehicles (TD 547D) (with company chop and applicant's signature)	Original	✓						
4. Application for CRP for Cross Boundary Vehicles – Renewal/ Change of Vehicle/ Duplicate/ Change in Driver Particulars (TD 547) (with company chop and applicant's signature)	Original		✓	✓	✓		✓	✓

Required Documents	Original/ Copy	New Application	Renewal (Note 1)	Change in vehicle	Change of drivers	Duplicate for ICP	Duplicate for CRP	Change of Company Name
5. Valid Electronic Approval Notice issued by the Guangdong Provincial Public Security Department (Note 3)	Original	✓	✓	✓	✓			✓
6. Applicant's travel document (Two-way Exit Permit (only limited to "Business Visit Endorsement" or "Official Purposes)	Copy	✓	✓	✓	✓			✓
7. Applicant's valid Hong Kong Full Driving Licence	Copy	✓	✓	✓	✓			✓
8. Copy of Mainland Vehicle Licence (with valid period of roadworthiness)	Copy	✓	✓	✓				✓
9. Color-printed photos of the front and back of Mainland vehicle (the photos shall clearly show the vehicle color and Mainland registration mark)	Copy	✓	✓	✓				✓
10. Existing valid ICP and CRP	Original		✓	✓				✓
11. Hong Kong motor vehicle third party risk insurance certificate (Note 4)	Copy	✓	✓	✓				✓

Required Documents	Original/ Copy	New Application	Renewal (Note 1)	Change in vehicle	Change of drivers	Duplicate for ICP	Duplicate for CRP	Change of Company Name
12. Hong Kong address proof issued in the latest 3 months (Note 5)	Copy	✓	✓	✓				✓
13. Authorization letter for using the Hong Kong address (Note 6)	Original	✓	✓	✓				✓
14. Valid Business License of the Mainland company	Copy	✓						✓
15. Motor Vehicle Certificate of Roadworthiness (if applicable) (Note 7)	Original	✓	✓					
16. Receipt of unsettled fixed penalty or toll fee of vehicles concerned (if applicable)	Copy	✓	✓	✓	✓	✓	✓	✓
17. Declaration form of change in vehicle	Original			✓				
18. Reporting loss memo from the Police **OR** return of damaged CRP (Note 8)	Original					✓	✓	
19. Mainland Approval Document for Change of Company Name	Copy							✓

Note 1: If the applicant only applies for the renewal of the ICP, renewal application form for CRP for Cross-Boundary Vehicles (TD547) is not required.

Note 2: If TD54A application forms are signed by the applicant, authorization letter is not required. Please refer to "Application for International Circulation Permit – Authorization Letter" attached to the last page of application forms for details.

Note 3: The Electronic Mainland Approval Notice shall reflect the application type applicants would like to apply. If applicants' Electronic Mainland Approval Notice does not reflect the respective application type in New Issue, Change in Vehicles and Change of Company Name, please approach Guangdong Provincial Public Security Department to apply past Mainland Approval Notice (i.e. 往期批文) before applying Closed Road Permit. Applicants may take reference of the common application type as below:

Mainland Approval Notice Application Type	**Respective CRP Application Type**
新辦	Application for New Issue
延期	Renewal
換車	Change of Vehicle
換主司機/換副司機	Change of Driver
變更商號	Change of Company Name

Note 4: With effect from October 1, 2025, applicants of ICP are required to provide the policy proof of the Hong Kong third party liability insurance which is valid when the ICP takes effect.

Note 5: For information on the address proof accepted by this Department, please refer to https://www.td.gov.hk/tc/public_services/licences_and_permits/proof_of_address/index.html .
If there is any change in the permit holder's address, please notify the Cross Boundary Unit of this Department (address: Room 1032, 10/F, Harbour Building, 38 Pier Road, Central, Hong Kong) of change in address with your proof of new address in writing as soon as possible.

Note 6: If the applicant uses the address of another Hong Kong resident or a Hong Kong-registered company, the applicant must submit the original authorization letter permitting the use of the relevant Hong Kong address (signed by the Hong Kong address holder/ signed and stamped with the company chop by the proprietor or director of the Hong Kong-registered company), together with a copy of the address holder's identity document or a copy of the valid Business Registration Certificate of the Hong Kong-registered company.

Note 7: Mainland Enterprises Private Cars entering Hong Kong for the first time or Mainland Official/Enterprises Private Cars aged 6 years or above are required to conduct vehicle examination at a designated Car Testing Centre in Hong Kong. Upon submitting required documents of CRP and ICP, permits with shorter validity and a "Notice of Vehicle Inspection for Mainland Vehicles" (「內地車輛進行車輛檢驗通知書」) would be issued. Applicants are required to complete vehicle examination procedures within the validity period of permits. After completing the vehicle inspection procedures, the applicant must bring along the " Motor Vehicle Certificate of Roadworthiness", "TD547 and TD54A Application Forms" and a copy of Hong Kong motor vehicle third party risk insurance certificate (if the original insurance certificate has expired) to apply for CRP and ICP with a longer validity period.

Note 8: If the applicant has lost or damaged the valid CRP or ICP ("the Permit"), they may apply for a duplicate permit. The applicant shall use "TD54A" or "TD547" application forms to apply for a duplicate ICP or CRP respectively. The applicant must apply in person at the Cross Boundary Unit of the Transport Department (Room 1032, 10th Floor, Harbour Government Building, 38 Pier Road, Central, Hong Kong) with either a police loss report or the damaged permit. The fee for a duplicate Closed Road Permit is HK$86.

Cross Boundary Unit Transport Department
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