

## Document List for Applying for Cross-boundary Schemes

### Mainland Regular Quota and International Circulation Permit (Applicable for Mainland Vehicles)

Required Documents	New Application	Renewal	Change in vehicle	Change of drivers	Duplicate for International Circulation Permit	Duplicate for Closed Road Permit	Change of Company Name
1. Original copy of TD54A International Circulation Permit (Mainland vehicles) (with company chop and applicant's signature)	✓	✓ (Note 1)	✓		✓		✓
2. Original Copy of TD547D Application For New Issue of Closed Road Permit for Cross Boundary Vehicles(with company chop and applicant's signature)	✓						
3. Original Copy of TD547 Application For Closed Road Permit for		✓	✓	✓		✓	✓

Cross Boundary Vehicles – Renewal/ Change of Vehicle/ Duplicate/ Change in Driver Particulars (with company chop and applicant's signature)							
4. Original Copy of Valid Electronic Approval Notice issued by the Guangdong Provincial Public Security Department (Note 2)	✓	✓	✓	✓			✓
5. Copy of applicant's travel document (Mainland applicant is required to submit a copy of Two-way Exit Permit, only limited to “Business Visit Endorsement”	✓	✓	✓	✓			✓

or “Official Purposes and an appropriate endorsement relating to the purpose of entry at the Hong Kong and Macao Affairs Office” (front and back side) )							
6. Copy of applicant’s valid Hong Kong Full Driving Licence	✓	✓	✓	✓			✓
7. Copy of Mainland Vehicle Licence (with valid period of roadworthiness)	✓	✓	✓				✓
8. Color-printed photo of the front and back of Mainland vehicle (the photo shall clearly show the vehicle color and Mainland registration mark)	✓	✓	✓				✓
9. Original Copy of		✓	✓				✓

International Circulation Permit							
10. Copy of Hong Kong motor vehicle third party risk insurance Certificate (Note 3)	✓	✓	✓				✓
11. Copy of Hong Kong address proof (the latest 3 months of letters or bills, such as water, electricity, gas or phone bill, or letters issued by government departments, public entities, bank or local education institutions. The letter shall clearly state the applicant/ Hong Kong address proof authorizer's name and address, issuing organizations, issue date)	✓	✓	✓				✓

12. If the applicant does not have Hong Kong address, please submit original Copy of authorizer's authorization letter for Hong Kong address proof	✓	✓	✓				✓
13. If the applicant does not have Hong Kong address, please submit copy of Hong Kong address proof authorizer's identity document or Hong Kong Business Registration Certificate	✓	✓	✓				✓
14. Copy of valid Business License of the Mainland company	✓						✓
15. Motor Vehicle Certificate of Roadworthiness (if applicable) ( Note 4)	✓	✓					

16. Original Receipt of unsettled fixed penalty or toll fee of concerned vehicles (if applicable)	✓	✓	✓		✓	✓	✓
17. Original Copy of Declaration form of change in vehicle			✓				
18. Original Copy of Reporting loss memo from the Police or return of damaged Closed Road Permit (Note 5)					✓	✓	
19. Copy of Mainland Approval Document for Change of Company Name							✓

Note 1: Application for an International Circulation Permit shall be submitted at least 3 days after expiry of the current International Circulation Permit.

Note 2: 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 Closed Road Permit 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 3: With effect from October 1, 2025, applicants of International Circulation Permit ("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 4: 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 "Closed Road Permit" and "International Circulation Permit", 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 Application Form" and a copy of Hong Kong motor vehicle third party risk insurance certificate (if the original insurance certificate has expired) to apply for

"Closed Road Permit" and "International Circulation Permit" with a longer validity period.

Note 5: If the Closed Road Permit is lost or damaged, applicants shall apply a duplicate copy of Closed Road Permit by duly completing TD547 application form, with an original copy of Reporting Loss Memo from the Police or return of damaged Closed Road Permit. The fee is HKD\$86.

Cross Boundary Unit  
Transport Department  
(October 2025 version)