

Document List for Applying for Cross-boundary Schemes

Mainland Regular Quota (Hong Kong Good Vehicles, Hire Cars and Buses)

Required Documents	New Application (Note 1)	Renewal	Change of vehicle	Change in driver	Duplicate	Change of company name	Change of crossing
1. Original Copy of TD547D Application For New Issue of Closed Road Permit for Cross Boundary Vehicles	✓						
2. Original Copy of TD547 Application For Closed Road Permit for Cross Boundary Vehicles – Renewal/ Change of Vehicle/ Duplicate/ Change in Driver Particulars (Note 2)		✓	✓	✓	✓	✓	✓
3. Original Copy of Valid Electronic Approval Notice issued by the Guangdong Provincial Public Security	✓	✓	✓	✓		✓	✓

Department (Note 3)							
4. <u>Certified</u> Copy of the latest Company Particulars Search results within the last year provided by the Company Registry OR the latest Annual Return within one year (certified by the Company Registry or a Hong Kong Certified Public Accountant or solicitor) (Applicable for Hong Kong Limited Company applicant) <u>Certified</u> Extract of Information on the Business Register issued by the Inland Revenue Department (Applicable for Hong Kong Unlimited Company applicant)	✓					✓	

Copy of applicant's Hong Kong Identity Document Card/ Travel Document (Applicable for Individual applicant)							
5. Copy of Address Proof within the last 3 months e.g. water/electricity/gas/mobile phone bill or bank correspondence (Applicable for Individual applicant)	✓	✓	✓			✓	
6. Copy of Applicant's Deed Poll						✓	
7. Copy of a valid Hong Kong Business Registration Certificate	✓	✓	✓			✓	✓
8. Copy of a valid Hong Kong Vehicle Registration Document (both front and back page) (Note 4)	✓		✓			✓	
9. Copy of Designated Drivers 'Identity	✓			✓			

Document/Travel Document							
10. Copy of Designated Drivers' valid Hong Kong Full Driving License	✓			✓			
11. Copy of Approval Document issued by the Mainland authorities (Note 5)	✓						
12. Copy of Mainland Approval Document for Change of Company Name						✓	
13. Copy of a valid Business License of the Mainland company	✓					✓	
14. Original Copy of specimen signature of applicant (Note 6)	✓						
15. Original Copy of Existing valid Closed Road Permit(s) of all the Crossing(s)			✓			✓	✓
16. Original Copy of Reporting loss memo from the Police or return of					✓		

damaged Closed Road Permit (Note 7)							
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Note 1: In case of the existing Closed Road Permits having expired over 6 months, the application should be regarded as a new application.

Note 2: The company chop, authorized directors ‘or authorized persons’ signature stated in the application form shall be same as the records stored in Cross Boundary Unit, Transport Department.

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 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
變更通行口岸	Application for New Issue

Note 4: The vehicle should possess with valid Hong Kong vehicle licence when apply for and upon issue of Closed Road Permit.

Note 5: For renewal applications regarding good vehicle and bus, applicant should produce document showing that the contract period has been extended if the existing contract period already expired.

Note 6: If applicants would like to provide new specimen signature, they shall duly complete “Application for Closed Road Permit for Cross-boundary Vehicles – Specimen Signature of Applicant”

(which is attached in the last page of TD547D application form) and signed by the applicant or owners/directors. If the applicant is unlimited company/limited company/overseas company, please provide certified Extract of Information on the Business Register within one year issued by the Inland Revenue Department OR certified copy of the latest Company Particular Search results within the last year provided by the Company Registry OR the latest Annual Return within one year (certified by the Company Registry or a Hong Kong Certified Public Accountant or solicitor) OR certified copy of Director List of overseas company (certified by a Hong Kong Certified Public Accountant or solicitor), to verify whether existing specimen signature is still valid. If the authorized person in our record has been resigned, please provide the above document as early as possible for updating the record.

Note 7: 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 \$86 Hong Kong dollars.

Cross Boundary Unit
Transport Department
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