

Document List for Applying for Closed Road Permit

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

Required Documents	Original / Copy	New Application (Note 1)	Renewal	Change of vehicle	Change in driver	Duplicate	Change of company name	Change of crossing
1. Application For New Issue of Closed Road Permit for Cross Boundary Vehicles (TD 547D)	Original	✓						
2. Application For Closed Road Permit for Cross Boundary Vehicles – Renewal/ Change of Vehicle/ Duplicate/ Change in Driver Particulars (TD 547)	Original		✓	✓	✓	✓	✓	✓
3. Valid Electronic Approval Notice issued by the Guangdong Provincial Public Security Department (Note 2)	Original	✓	✓	✓	✓		✓	✓
4. <u>Applicable for Hong Kong Limited Company applicant :</u> i. Certified Copy of the latest Company Particulars Search		✓	✓	✓	✓	✓	✓	✓

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<p>ii. 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)</p> <p><u>Applicable for Hong Kong Unlimited Company applicant:</u></p> <p>i. Certified Extract of Information on the Business Register issued by the Inland Revenue Department; OR</p> <p>ii. Certified copy (certified by a Hong Kong Certified Public Accountant or solicitor) of Information on the Business Register within one year</p> <p><u>Applicable for Individual applicant :</u></p> <p>Copy of applicant’s Hong Kong Identity Document Card/ Travel Document</p>								

Required Documents	Original / Copy	New Application (Note 1)	Renewal	Change of vehicle	Change in driver	Duplicate	Change of company name	Change of crossing
5. <u>Applicable for Individual applicant :</u> Address Proof within the last 3 months (Note 3)	Copy	✓	✓	✓			✓	
6. Application for Closed Road Permit for Cross-boundary Vehicles – Authorization Letter (If applicable) (Note 4)	Original	✓	✓	✓	✓	✓	✓	✓
7. Applicant's Deed Poll	Copy						✓	
8. Valid Hong Kong Business Registration Certificate (Note 5)	Copy	✓	✓	✓			✓	✓
9. Valid Hong Kong Vehicle Registration Document (both front and back page) (Note 6)	Copy	✓		✓			✓	
10. Designated Drivers' Identity Document/Travel Document	Copy	✓			✓			
11. Designated Drivers' valid Hong Kong Full Driving License	Copy	✓			✓			

Required Documents	Original / Copy	New Application (Note 1)	Renewal	Change of vehicle	Change in driver	Duplicate	Change of company name	Change of crossing
12. i. Approval Document issued by the Mainland authorities ii. A valid commercial contract with a Mainland company (Note 7)	Copy	✓						
13. Mainland Approval Document for Change of Company Name	Copy						✓	
14. Valid Business License of the Mainland company	Copy	✓					✓	
15. Existing valid Closed Road Permit(s) of all the Crossing(s)	Original			✓			✓	✓
16. Reporting loss memo from the Police or return of damaged Closed Road Permit (Note 8)	Original					✓		
17. Notice of Change of Company Name issued by Company Registry	Copy						✓	

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 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 3: 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 4: If TD547/ TD547D application forms are signed by the applicant, authorization letter is not required. Please refer to "Application for Closed Road Permit for Cross-boundary Vehicles – Authorization Letter" attached to the last page of application forms for details.

Note 5: Hong Kong Business Registration Certificate shall bear a machine-printed line showing the date of payment and the amount paid.

Note 6: The vehicle should possess with valid Hong Kong vehicle licence when apply for and upon issue of Closed Road Permit.

Note 7: 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 8: If the Closed Road Permit is lost or damaged, applicants shall submit application for a duplicate copy of Closed Road Permit to Cross Boundary Unit of Transport Department (address: Room 1032, 10/F, Harbour Building, 38 Pier Road, Central, Hong Kong) in person with duly completing TD547 application form and 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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