

## Document List for Applying for Cross-boundary Schemes

### Mainland Regular Quota (Hong Kong Private Car–Individual Quota)

| Required Documents  | New Application<br>(Note 1) | Renewal | Change of Vehicle | Change in Driver | Duplicate | Change of Company Name |
|---|-----------------------------|---------|-------------------|------------------|-----------|------------------------|
| 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. Copy of Applicant’s Hong Kong Identity Card  | ✓                           |         |                   |                  |           | ✓                      |

|  |   |   |   |  |  |   |
|--|---|---|---|--|--|---|
| 5. Copy of Applicant's Deed Poll   |   |   |   |  |  | ✓ |
| 6. Copy of Applicant's Superior Talent Card (For top talent)   | ✓ |   |   |  |  |   |
| 7. Copy of Address Proof within the last 3 months e.g. water/electricity/gas/mobile phone bill or bank correspondence (Note 4) | ✓ | ✓ | ✓ |  |  | ✓ |
| 8. Copy of valid Hong Kong Vehicle Registration Document (both front and back pages) (Note 5)                                  | ✓ |   | ✓ |  |  | ✓ |
| 9. <b><u>Certified</u></b> 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) (Note 6)                         |   |  |   |   |  |   |
| 10. Copy of Designated Drivers' Identity Document/ Travel Document (Note 7)   | ✓ |  |   | ✓ |  | ✓ |
| 11. Copy of Designated Drivers' valid Hong Kong Full Driving Licence  | ✓ |  |   | ✓ |  | ✓ |
| 12. An approval in principle letter issued by the Labour Department under the Enhanced Supplementary Labour Scheme (Only applicable if the driver is an imported worker) (Note 9) | ✓ |  |   | ✓ |  | ✓ |
| 13. Original Copy of Specimen Signature of Applicant (Note 8)   | ✓ |  |   |   |  | ✓ |
| 14. Original Copy of existing valid Closed Road   |   |  | ✓ |   |  | ✓ |

|   |  |  |  |  |   |  |
|---|--|--|--|--|---|--|
| Permit(s) of all the crossing(s)  |  |  |  |  |   |  |
| 15. Original Copy of Reporting Loss Memo from the Police or Return of Damaged Closed Road Permit (Note 9) |  |  |  |  | ✓ |  |

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' signatures 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 types 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 4: If applicants' Hong Kong correspondence addresses have been changed, please update Cross Boundary Unit of Transport Department's record as early as possible.

Note 5: The vehicle should possess with valid Hong Kong vehicle licence when apply for and upon issue of Closed Road Permit.

Note 6: This is only applicable if the applicant is not the registered owner of the private car.

Note 7: Drivers shall be registered drivers in Mainland Approval Notice and Hong Kong Resident/ Foreign Passport Holders.

Note 8: If the driver is an imported worker who enters the Hong Kong Special Administrative Region for employment under the Enhanced Supplementary Labour Scheme, he or she must provide an approval-in-principle letter issued by the Labour Department.

Note 9: If applicants would like to provide new specimen signature of applicant, 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.

Note 10: 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  
(July 2025 Version)