

## Document List for Applying for Cross-boundary Schemes

### Mainland Regular Quota (Hong Kong Private Car – Overseas Company)

Required Documents	New Application (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. <b><u>Certified</u></b> Copy of Certificate Incorporation of overseas company (certified by a Hong Kong Certified Public Accountant or solicitor)	✓					✓
5. <b><u>Certified</u></b> Copy of Director List of overseas company (certified by a Hong Kong Certified Public Accountant or solicitor)	✓					✓
6. Authorization letter for authorizing a Hong Kong company (with company chop and authorized directors' signature) (Note 4)	✓	✓	✓	✓	✓	✓

7. Authorized Hong Kong company's <b><u>certified</u></b> copy of the latest Company Particular Search Results within a 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)	✓					✓
8. Copy of authorized Hong Kong company's Hong Kong Business Registration Certificate (Note 5)	✓	✓	✓			✓
9. Copy of a valid Hong Kong Vehicle Registration Document (both front and back page) (Note 7)	✓		✓			✓
10. Copy of Designated Drivers' Identity Document/ Travel Document (Note 8)	✓			✓		✓
11. Copy of Designated Drivers' valid Hong Kong Full Driving License	✓			✓		✓
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 10)	✓					

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 11)					✓	
16. Copy of Notice of Change of Company Name issued by Companies Registry						✓

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

Note 5: If applicants have changed the authorized Hong Kong Company, they shall submit item (6) to (8) regardless of application type.

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

Note 7: The vehicle should possess with valid Hong Kong vehicle licence when apply for and upon issue of Closed Road Permit.

Note 8: Drivers shall be the registered drivers in Mainland Approval Notice and Hong Kong Residents/ Foreign Passport Holders.

Note 9: 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 10: 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 11: 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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