

Document List for Applying for Closed Road Permit
Mainland Regular Quota (Hong Kong Private Car–Individual Quota)

Required Documents	Original/ Copy	New Application (Note 1)	Renewal	Change of Vehicle	Change in Driver	Duplicate	Change of Company Name
1. Application for New Issue of Closed Road Permit for Cross Boundary Vehicles (TD547D)	Original	✓					
2. Application for Closed Road Permit for Cross Boundary Vehicles – Renewal / Change of Vehicle / Duplicate / Change in Driver Particulars (TD547)	Original		✓	✓	✓	✓	✓
3. Valid Electronic Approval Notice issued by the Guangdong Provincial Public Security Department (Note 2)	Original	✓	✓	✓	✓		✓
4. Applicant’s Hong Kong Identity Card	Copy	✓	✓	✓	✓	✓	✓
5. Application for Closed Road Permit for Cross-boundary Vehicles – Authorization Letter (Note 3)	Original	✓	✓	✓	✓	✓	✓

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6. Applicant's Deed Poll	Copy						✓
7. i. NPC Deputy Certificate/ CPPCC Member Certificate (for applications from NPC Deputy or CPPCC Member); or ii. Applicant's Superior Talent Card (for applications from top talent)	Copy	✓					
8. Address Proof within the last 3 months (Note 4)	Copy	✓	✓	✓			✓
9. Valid Hong Kong Vehicle Registration Document (both front and back pages) (Note 5)	Copy	✓		✓			✓
10. i. <u>Certified Copy</u> of the Latest Company Particular Search Results within lastest one year provided by the Company Registry; or ii. <u>Original copy</u> or <u>certified true copy</u> (certified by the Company Registry or a Hong Kong Certified		✓	✓	✓	✓	✓	✓

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Public Accountant or solicitor) of the latest Annual Return (NAR1) within latest one year (Note 6)							
11. Designated Drivers' Identity Document/ Travel Document (Note 7)	Copy	✓			✓		✓
12. Designated Drivers' valid Hong Kong Full Driving Licence (Note 7)	Copy	✓			✓		✓
13. 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 8)	Copy	✓			✓		✓
14. Existing valid Closed Road Permit(s) of all the crossing(s)	Original			✓			✓

Required Documents	Original/ Copy	New Application (Note 1)	Renewal	Change of Vehicle	Change in Driver	Duplicate	Change of Company Name
15. Reporting Loss Memo from the Police or Return of Damaged Closed Road Permit (Note 9)	Original					✓	

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 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 3: 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 4: 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 5: The vehicle should possess with valid Hong Kong vehicle licence when apply for and upon issue of Closed Road Permit.
- Note 6: Applicable to applications where the registered owner of the private car is a Hong Kong registered company, and the applicant is the proprietor/director of that Hong Kong registered company.
- Note 7: Designated drivers shall be registered drivers in Mainland Approval Notice and Hong Kong Resident/ Foreign Passport Holders. For "change in driver" application submitted within the validity period of the permit, the applicant is only required to submit the new designated driver's identity document, a valid full Hong Kong driving licence, and the approval-in-principle letter issued by the Labour Department under the "Enhanced Supplementary Labour Scheme" (if applicable).
- 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 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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