

## Document List for Applying for Closed Road Permit

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

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	✓	✓	✓	✓		✓

Required Documents	Original/ Copy	New Application (Note 1)	Renewal	Change of vehicle	Change in driver	Duplicate	Change of company name
4. Application for Closed Road Permit for Cross-boundary Vehicles – Authorization Letter (Note 3)	Original	✓	✓	✓	✓	✓	✓
5. i. <b><u>Certified copy</u></b> of the latest Company Particular Search results within the last year provided by the Company Registry; OR  ii. <b><u>Original copy</u></b> or <b><u>certified true copy</u></b> (certified by the Company Registry or a Hong Kong Certified Public Accountant or solicitor) of the latest Annual Return (NAR1) within latest one year (Note 4)		✓	✓	✓	✓	✓	✓
6. Valid Hong Kong Business Registration Certificate (Note 5)	Copy	✓	✓	✓			✓
7. Valid Hong Kong Vehicle Registration Document (both front and back pages) (Note 6)	Copy	✓		✓			✓

Required Documents	Original/ Copy	New Application (Note 1)	Renewal	Change of vehicle	Change in driver	Duplicate	Change of company name
8. Designated drivers' Identity Document/ Travel Document (Note 7)	Copy	✓			✓		✓
9. Designated drivers' valid Hong Kong Driving Licence (Note 7)	Copy	✓			✓		✓
10. 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	✓			✓		✓
11. Existing valid Closed Road Permit(s) of all the Crossing(s)	Original			✓			✓
12. Reporting Loss Memo from the Police or return of damaged Closed Road Permit (Note 8)	Original					✓	
13. Notice of Change of Company Name issued by	Copy						✓

Required Documents	Original/Copy	New Application (Note 1)	Renewal	Change of vehicle	Change in driver	Duplicate	Change of company name
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 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: If the registered owner of the private car is a director of the company, the applicant must submit a certified copy of the latest Company Particulars Search results within latest one year ,or original or certified true copy (certified by the Company Registry or a Hong

Kong Certified Public Accountant or solicitor) of the latest Annual Return (NAR1) within latest one year, to prove the relationship between the company and the private car's registered owner.

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: Drivers shall be the registered drivers in Mainland Approval Notice and Hong Kong Residents/ 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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