

Document List for Applying for Closed Road Permit

Mainland Regular Quota (Hong Kong Private Car – Overseas 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 (TD 547)	Original		✓	✓	✓	✓	✓
3.	Valid Electronic Approval Notice issued by the Guangdong Provincial Public Security Department (Note 2)	Original	✓	✓	✓	✓		✓
4.	Application for Closed Road Permit for Cross-boundary Vehicles – Authorization Letter (Note 3)	Original	✓	✓	✓	✓	✓	✓
5.	Certificate Incorporation of overseas company (certified by a Hong Kong Certified Public Accountant or Solicitor)	Copy	✓					✓

	Required Documents	Original/ Copy	New Application (Note 1)	Renewal	Change of vehicle	Change in driver	Duplicate	Change of company name
6.	Director List of overseas company (certified by a Hong Kong Certified Public Accountant or Solicitor) (Note 4)	Copy	✓	✓	✓	✓	✓	✓
7.	Authorization letter for authorizing a Hong Kong company (with company chop and authorized proprietor/ director' s signature) (Note 5) *only applicable to overseas companies that have authorized a Hong Kong company to handle the application.	Original	✓	✓	✓	✓	✓	✓
8.	Documentary proof of the relationship between the quota holder and the registered owner of the private car (if applicable) (Note 6)		✓	✓	✓	✓	✓	✓
9.	Valid Hong Kong Vehicle Registration Document (both front and back page) (Note 7)	Copy	✓		✓			✓
10.	Designated Drivers' Identity Document (Note 8)	Copy	✓			✓		✓

	Required Documents	Original/ Copy	New Application (Note 1)	Renewal	Change of vehicle	Change in driver	Duplicate	Change of company name
11.	Designated Drivers' valid Hong Kong Full Driving License (Note 8)	Copy	✓			✓		✓
12.	An approval-in-principle letter issued by the Labour Department under the Enhanced Supplementary Labour Scheme (only applicable if the designated driver is an imported worker) (Note 8 and 9)	Copy	✓			✓		✓
13.	Existing valid Closed Road Permit(s) of all the Crossing(s)	Original			✓			✓
14.	Reporting loss memo from the Police or return of damaged Closed Road Permit (Note 10)	Original					✓	
15.	Notice of Change of Company Name issued by Companies 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

Note 3: If TD547/ TD547D application forms are signed by the proprietor/ director of overseas company or authorized Hong Kong company, 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: When submitting any Closed Road Permit applications, applicants shall submit copy of Director List of overseas company (certified by a Hong Kong Certified Public Accountant or Solicitor) (Document item 6).

Note 5: If the applicant has authorized a Hong Kong company to handle the application, an authorization letter for authorizing a Hong Kong company (with company chop and authorized proprietor/ director's signature) and the following documents are required-

- i. Copy of authorized Hong Kong company's valid Hong Kong Business Registration Certificate (**bear a machine-printed line** showing the date of payment and the amount paid); and
- ii. Authorized Hong Kong company's valid business documents
 - (a) Applicable if the authorized company is a Hong Kong Limited Company

- Authorized Hong Kong company's certified 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)
- (b) Applicable if the authorized company is a Hong Kong Unlimited Company
 - Authorized Hong Kong company's Extract of Information on the Business Register within one year issued by the Inland Revenue Department OR certified by a Hong Kong Certified Public Accountant or Solicitor

Note 6: If the registered owner of the private car is a Hong Kong company or a director of a Hong Kong company, the applicant must authorize that Hong Kong company to handle the Closed Road Permit application and submit the documents as specified in Note 5 (i.e. the authorization letter to the Hong Kong company and relevant supporting documents from the authorized Hong Kong company) in order to prove the relationship between the overseas company and 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: Designated 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 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 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
(March 2026 Version)