

# Important Notice

## Signature and Chop on Vehicle Registration Document (VRD)

The VRD **has to** contain signature of the registered vehicle owner, and the signature on the application form should match with that on the VRD when a relevant licensing application is submitted by the registered vehicle owner concerned. If the vehicle is owned by a company/organization, the VRD **has to contain** the signature of an authorized representative together with a company/organization chop and the chop on the application form **must be identical** with that on the VRD, otherwise this department will **not** process the licensing application.

## Requirement of Address Proof

The original or a copy of the proof of address issued within the last three months **has to** be produced when submitting a licensing application. In accordance with the relevant legislation, the Transport Department may suspend processing the application in the absence of address proof. [[Please refer to the list of acceptable proof of address](#)]

## Change of Address

According to the law, driving licence holders or registered vehicle owners have to notify the Transport Department within 72 hours of their change of address. Any person without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. You may notify the Transport Department of change in address with your proof of new address in writing, through [GovHK](#) or by submitting the specified form (“Change of Personal Particulars or Vehicle Particulars”).

## Mail items with insufficient postage

Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to the department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [[Please note details about postage and pay attention to the New Postage Structure effective from 1 January 2018](#)]

If you are a registered elector and your residential address has changed, please notify the Registration and Electoral Office (REO) as early as possible. For enquiries, please call the REO hotline 2891 1001.

過境車輛封閉道路通行許可證續期/更換車輛/複本/更改司機資料申請表  
(填寫本申請表前, 請先閱讀附頁的「須知事項」。)申請類別:  續期  更換車輛  更換司機  更改口岸  許可證複本  
車輛類型:  跨境貨車、巴士或出租汽車  跨境私家車

## (本欄不必填寫)

Date ..... Receiving officer's signature .....  MAN  VRD  AR/BR  CRP  
Agent Name & ID ..... Approving officer's signature .....  BRC/ID  DL/ID  CONT 

## 第一部份：申請人/公司資料

檔案編號：C/ / /

申請人姓名/公司名稱：\_\_\_\_\_

身份證明文件/商業登記證號碼：\_\_\_\_\_ 香港手提電話號碼<sup>註1</sup>：\_\_\_\_\_

住址/公司地址：\_\_\_\_\_

電郵地址<sup>註1</sup>：\_\_\_\_\_註<sup>1</sup>：請確保你在本欄填寫的電郵及手提電話號碼準確，以便本署日後以電郵、電話或短訊等方式與你聯絡。

## 第二部份：續期/更換車輛/許可證複本/更換口岸

車輛類型	車輛登記號碼		司機資料				現有許可證 屆滿日期	口岸 (請在適當方格加上“✓”號)					
	現有車輛	新用車輛 (更換車輛適用)	姓名	身份證明文件號碼	現任	新任		落馬洲	文錦渡	沙頭角	深圳灣	港珠澳	香園圍
					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					
					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					
					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					
					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					
					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					

## 第三部份：更換司機

車輛登記號碼	現任司機		新任司機		現有許可證 屆滿日期
	姓名	身份證明文件號碼	姓名	身份證明文件號碼	

## 第四部份：聲明

#如以電郵遞交申請，申請人/獲授權的代表必須以香港郵政電子證書簽署。

(由申請人或其書面授權人填寫和簽署。如以公司名義申請，則應由公司東主/董事或其書面授權人填寫和簽署。)

據本人所知，以上填報及提交的各项資料均屬詳盡確實。本人明白，如故意提供失實資料，根據香港法例第374章道路交通條例第111條(第3款)的規定，本人可被檢控，一經定罪，可被罰款港幣5,000元及監禁六個月。

本人明白，在封閉道路通行許可證批出後，如本人向運輸署申請為有關車輛重新分類(例如由貨車改為私家車)，在重新分類申請獲運輸署批准後，封閉道路通行許可證即告無效。本人承諾在任何重新分類申請獲批後，立即交回「封閉道路通行許可證」給貴署註銷。

由於港珠澳大橋的主橋(“大橋”)位於內地水域，所有使用大橋的跨境車輛，均須經過內地境內。因應內地當局要求，行經大橋往澳門的過境車輛須提供車輛及司機資料予內地當局作備案用途。本人已閱讀上述聲明，並同意運輸署向內地當局提供在貴署紀錄內的車輛及司機資料作備案。

#申請人/獲授權的代表簽署 \_\_\_\_\_

姓名(請用正楷填寫) \_\_\_\_\_

公司印章 \_\_\_\_\_

日期 \_\_\_\_\_

(簽名及公司印章必須與本署存檔紀錄相符)

**APPLICATION FOR CLOSED ROAD PERMIT FOR CROSS BOUNDARY VEHICLES –  
RENEWAL/CHANGE OF VEHICLE/DUPLICATE/CHANGE IN DRIVER PARTICULARS**

(Please read “Notes For Attention” attached before completing this application form.)

Application Type:  Renewal  Change of Vehicle  Change of Driver  Change of Crossing  Duplicate Permit  
 Type of Vehicle:  Cross-boundary goods vehicles, buses or hire cars  Cross-boundary private cars

**(FOR OFFICIAL USE)**

Date ..... Receiving officer’s signature .....  MAN  VRD  AR/BR  CRP  
 Agent Name & ID ..... Approving officer’s signature .....  BRC/ID  DL/ID  CONT

**Part I: Particulars of the Applicant**

**File Ref: C / / /**

Name of Applicant: \_\_\_\_\_

Identity Document No./Business Registration Certificate No.: \_\_\_\_\_ HK Mobile Phone No. <sup>Note 1:</sup> \_\_\_\_\_

Address: \_\_\_\_\_

Email Address <sup>Note 1:</sup> \_\_\_\_\_

Note 1: Please make sure that the email address and mobile number are accurately provided so as to facilitate our contact with you via email, phone calls or SMS in the future.

**Part II: Renewal/Change of Vehicle/Duplicate Permit/Change of Crossing**

Type of Vehicle	Vehicle Registration Mark		Drivers Particulars				Expiry Date of Existing Permit	Crossing(s) (Please “✓” in the appropriate box)					
	Existing	New (For Change of Vehicle Only)	Name	Identity Document No.	Existing	New		LMC	MKT	STK	SBP	HZMB	HYW
					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(LMC—Lok Ma Chau; MKT—Man Kam To; STK—Sha Tau Kok; SBP—Shenzhen Bay Port; HZMB—Hong Kong-Zhuhai-Macao Bridge; HYW—Heung Yuen Wai)

**Part III: Change of Driver**

Vehicle Registration Mark	Existing Driver		New Driver		Expiry Date of Existing Permit
	Name	Identity Document No.	Name	Identity Document No.	

**Part IV: Declaration**

#If the application is submitted by email, the Applicant/Authorized Representative are required to sign with Hongkong Post e-Cert certificate.

**(To be completed and signed by the applicant or his representative authorized by him in writing. In case of an applicant which is a company, this should be completed and signed by the proprietor/director of the company or a representative duly authorized by the company.)**

I declare that to the best of my knowledge and belief, the information given above and supporting document(s) provided is true. I understand that if I knowingly make any statement which is false in a material particular, I shall render myself liable to prosecution under Section 111(3) of the Road Traffic Ordinance (Cap. 374) and on conviction to a fine of \$5,000 and to imprisonment for six months.

I understand that, if at anytime after the Closed Road Permit is issued, I apply for reclassification of the said vehicle (e.g. from goods vehicle to private car), the Closed Road Permit shall be rendered invalid after reclassification. I undertake to surrender the Closed Road Permit to your office for cancellation immediately after any application for reclassification is approved by Transport Department.

As the Main Bridge of the HZMB is located within the Mainland waters, all cross-boundary vehicles using the HZMB will travel through the Mainland. It is the requirement of the Mainland authorities that all cross-boundary vehicles travelling via the HZMB to Macao must file with the Mainland authorities in advance the information of vehicles and drivers. I have read the above notes and hereby consent to the disclosure by the Transport Department to the Mainland authorities the information of vehicles and drivers so recorded in this Department for the purpose of filing of records.

#Signature of Applicant/  
Authorized Representative \_\_\_\_\_

Name (in block letters) \_\_\_\_\_

Company Chop \_\_\_\_\_

Date \_\_\_\_\_

(The signature and company chop must match with the records kept by this Department.)

## 須知事項 NOTES FOR ATTENTION

(A) 證明文件 - 填妥的申請表必須連同下列證明文件一併遞交。

**Supporting Documents** - The completed application form should be submitted together with the following supporting documents:

申請類別 Type of Application	載於右表內 所需的證明文件 Supporting Documents Listed in Table on the right	項目 Item	證明文件 Supporting Documents
A. 續期 Renewal (a) 如車輛及司機不變 No Change in Vehicle/Driver	<ul style="list-style-type: none"> <li>■ 項目 Item (1)(2)(7)</li> <li>■ 項目 Item (1)(2) (適用於貨車、巴士及出租汽車) (For goods vehicles, buses and hire cars)</li> </ul>	1	廣東省公安廳所簽發的有效粵港澳機動車輛往來及駕駛員駕車批准通知書(電子批文卡)(香港私家車往來港澳常規配額申請不適用) Valid Electronic Approval Notice issued by the Guangdong Provincial Public Security Department (Not Applicable to the Application of Regular Quota for Hong Kong Private Car to Macao)
(b) 如更換車輛 For Change of Vehicle	<ul style="list-style-type: none"> <li>■ 項目 Item (1)(2)(3)(6)(7)</li> <li>■ 項目 Item (1)(2)(3)(6) (適用於貨車、巴士及出租汽車) (For goods vehicles, buses and hire cars)</li> </ul>	2	有效香港商業登記證副本或人大/政協委員證副本(如適用)(香港私家車往來港澳常規配額申請不適用) Copy of valid Hong Kong Business Registration Certificate or Mainland Appointment Document (if applicable) (Not Applicable to the Application of Regular Quota for Hong Kong Private Car to Macao)
(c) 如更換司機 For Change of Driver	<ul style="list-style-type: none"> <li>■ 項目 Item (1)(2)(4)(7)</li> <li>■ 項目 Item (1)(2)(4) (適用於貨車、巴士及出租汽車) (For goods vehicles, buses and hire cars)</li> </ul>	3	有效香港車輛登記文件副本 Copy of valid Hong Kong Vehicle Registration Document
B. 更換車輛 Change of Vehicle	<ul style="list-style-type: none"> <li>■ 項目 Item (1)(2)(3)(6)(7)</li> <li>■ 項目 Item (1)(2)(3)(6) (適用於貨車、巴士及出租汽車) (For goods vehicles, buses and hire cars)</li> </ul>	4	司機的身份證明文件及有效香港正式駕駛執照副本 Copy of identity document and valid Hong Kong Full Driving Licence of driver(s)
C. 許可證複本 Duplicate Permit	<ul style="list-style-type: none"> <li>■ 項目 Item (5)</li> </ul>	5	警方報失紙或已損毀的許可證 Reporting loss memo from the Police or return of damaged Closed Road Permit
D. 更換司機 Change of Driver	<ul style="list-style-type: none"> <li>■ 項目 Item (1)(4)</li> </ul>	6	所有口岸現有有效的封閉道路通行許可證 Existing valid Closed Road Permit(s) of all the Crossing(s)
E. 更換口岸 Change of Crossing	<ul style="list-style-type: none"> <li>■ 項目 Item (1)(2)(6)</li> </ul>	7	若申請人並非私家車的登記車主,須同時提交證明車主與申請人關係的文件核證副本(例如最近一年的周年申報表或商業登記查冊)。 The applicant should submit certified copy of proof of relationship between the applicant and the registered owner (e.g. latest Annual Return or Information on the Business Register within one year) if <u>the private car</u> concerned is not owned by the applicant.

### 其他所需文件 Other Required Documents

- 續領貨車及巴士封閉道路通行許可證的申請人,如現有業務活動的證明文件期限已經屆滿,必須提交獲延長合作經營期限的有關文件。  
For renewal applications regarding goods vehicle and bus, applicant should produce documents showing that the contract period has been extended if the existing contract period already expired.
- 若本申請表由未包括在過往遞交的簽名式樣表格內的人士簽署,你必須遞交一份申請人簽名式樣表格。  
You should submit the duly completed "Specimen Signature of Applicant" form if the application form is signed by any other persons not included in the previous form(s) submitted.
- 申請人必須提交最近三個月的地址證明副本(例如水/電/煤氣/手提電話費單或銀行信件等)。  
Applicants are required to provide address proof within the last 3 months e.g. water/electricity/gas/mobile phone bill or bank correspondence.
- 在申請及簽發封閉道路通行許可證時,車輛須持有有效香港車輛牌照。  
The vehicle should possess with valid Hong Kong vehicle licence when apply for and upon issue of Closed Road Permit.

### (B) 提前續期 Early Renewal

你可於現有的許可證屆滿前四個月內申請續期,新許可證將於現有許可證屆滿日期起生效。

You may apply for renewal of a Closed Road Permit within 4 months prior to the expiry date of the existing permit. The new permit will be valid from the expiry date of the existing permit.

### (C) 現有許可證有效期已屆滿超過六個月 Expired Permits

如原有封閉道路通行許可證的有效期已經屆滿超過六個月,申請將被視為新申請。

In case of the existing Closed Road Permits having expired over 6 months, the application should be regarded as an application for new issue.

### (D) 收費 Fee

貨車/巴士 Goods Vehicle/Bus	私家車 Private Car	許可證複本 Duplicate Permit	更換司機 Change of Driver
#每年 \$456 Per Year	#每年 \$540 Per Year	\$86	免費 Free of charge

可以現金、支票、易辦事或轉數快繳付費用。如以支票付款,請劃線並寫明「香港特別行政區政府」為收款人。

You can pay by cash, cheque, EPS or FPS. If paid by cheque, please make the cheque payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" and crossed.

# 根據香港法例第 374E 章道路交通條例第 49 條(第 4 款)的規定,如屬不足 12 個月有效期的封閉道路通行許可證的申請,該費用是相等於上述費用的十二分之一乘以擬領許可證的月數,不足一個月亦作一個月計算。

# According to Section 49(4) of the Road Traffic Ordinance (Cap. 374E), in the case of an application for a closed road permit valid for less than 12 months, a fee equal to one-twelfth of the fee referred as above multiplied by the number of months for which the permit is sought, any part of a month counting as one month.

## (E) 遞交申請表 Submission of Application

過境車輛封閉道路通行許可證由運輸署過境服務分組負責處理，地址如下：

The application for Closed Road Permit in respect of cross-boundary vehicles is handled by the Cross Boundary Unit. The address is as follows:

你可沿虛線將地址剪下作郵遞用途。  
You can tear it off and use as an address label.

香港中環統一碼頭道 38 號  
海港政府大樓 10 樓 1032 室  
Room 1032, 10/F, Harbour Building,  
38 Pier Road, Central, Hong Kong

請將填妥的申請表及所需文件以下列方式交回：Please return the completed application form and necessary supporting documents by one of the following methods:

### (1) 續期／更換車輛／更換口岸／許可證複本

Renewal/Change of Vehicle/Change of Crossing/Duplicate

- (a) 親自或由代理人遞交申請。服務時間為**星期一至五上午九時至下午四時四十五分** (午膳時間照常服務)。若符合條件，本署一般會即日處理有關申請。

In person or by agent. The service hours are **9:00AM to 4:45PM from Mondays to Fridays** (open during lunch hours). Eligible application will normally be processed on the same day of application.

- (b) 郵寄／使用投遞箱／電郵遞交申請。請以郵寄方式或使用本組的投遞箱遞交支票及所需文件。本署會於收到申請及所需文件後約五個工作天，將許可證郵寄給你。

By post, through drop-in box or by email at the Cross Boundary Unit. Please send the cheque and necessary supporting documents by post or through drop-in box at the Cross Boundary Unit. Upon receipt of your application and necessary supporting documents, the permit will be sent to you by post around 5 working days. 請在支票背面寫上你的姓名及日間聯絡電話號碼。 Please write down your name and daytime contact telephone number on the back of the cheque.

請填上你的付款資料 Please fill in your remittance details:

銀行名稱 Name of Bank: \_\_\_\_\_

付款總額 Amount Paid: \_\_\_\_\_

支票號碼 Cheque No.: \_\_\_\_\_

### (2) 更換司機 Change of Driver

- (a) 親自或由代理人遞交申請。服務時間為**星期一至五上午九時至下午五時十五分** (午膳時間照常服務)。若符合條件，本署一般會即日處理有關申請。

In person or by agent to the Cross Boundary Unit. The service hours are **9:00AM to 5:15PM from Mondays to Fridays** (open during lunch hours). Eligible application will normally be processed on the same day of application.

- (b) 郵寄／使用投遞箱／電郵遞交申請。請以郵寄方式或使用本組的投遞箱遞交所需文件。本署會於收到申請及所需文件後約三個工作天，以郵遞方式將處理結果通知你。

By post, through drop-in box or by email at the Cross Boundary Unit. Please send the necessary supporting documents by post or through drop-in box at the Cross Boundary Unit. Upon receipt of your application and necessary supporting documents, this department will inform you of the results by post around 3 working days.

請在下方填寫你的姓名及回郵地址。本署會將許可證寄回該地址，但不會就以下資料更改本署記錄。

Please fill in your name and return address to which the permit will be posted. We will not amend our record on the basis of the information provided below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## (F) 查詢 Enquiries

請致電顧客服務熱線 2804 2600 或 1823。你亦可在以下網址下載本表格 [www.td.gov.hk](http://www.td.gov.hk)。

Please contact customer service hotline at 2804 2600 or 1823. You can also download this application form at the following website: [www.td.gov.hk](http://www.td.gov.hk).

## 個人資料的說明 Notes About Personal Data

### 收集目的 Purposes of Collection

1. 運輸署會使用透過本表格所獲得的個人資料及其他資料作下列用途：

The personal data and other information provided by means of this form will be used by Transport Department for the following purposes:

- (a) 辦理有關審批你在本表格中所提出的申請的事務；  
activities relating to the processing of your application in this form;
- (b) 辦理有關交通及運輸的事務；  
activities relating to traffic and transport matters;
- (c) 方便運輸署與你聯絡；  
facilitating communication between Transport Department and yourself;
- (d) 與內地當局，包括廣東省公安廳就規管跨境交通及備案事宜進行協調；及  
coordination with the Guangdong Provincial Public Security Department on matters concerning cross-boundary traffic regulation and filing of records; and
- (e) 供澳門當局辦理有關澳門牌證的申請及就規管跨境交通事宜進行協調。  
Macao authorities for processing Macao permit relating to your application in this form and coordination on matters concerning cross-boundary traffic regulation.

2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

### 獲轉交資料的部門／人士 Classes of Transferees

3. 你透過本表格所提供的個人資料及其他資料會向下列人士／部門披露：

The personal data and other information you provide by means of this form may be disclosed to:

- (a) 其他政府部門及決策局，以作上述第 1 段所列的用途；  
other Government bureaux and departments for the purposes mentioned in paragraph 1 above;

- (b) 任何人士，以作上述第 1 段 (b) 項所列的用途；  
any person for the purpose mentioned in paragraph 1(b) above;
- (c) 隧道公司、青馬管制區營運者及青沙管制區營運者，以便該等機構執行交通及運輸有關的法定職責；  
tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters;
- (d) 內地當局，包括廣東省公安廳，以作規管跨境交通事宜，尤其有關違反許可證條件的詳情會基於此用途而披露，及作備案；及  
Mainland authorities, including the Guangdong Provincial Public Security Department for the regulation of cross-boundary traffic matters; in particular, details of contravention of Closed Road Permit, if granted, may be disclosed for this purpose, and for filing of record; and
- (e) 澳門當局，以作上述第 1 段 (e) 項所列的用途。  
Macao authorities for the purpose mentioned in paragraph 1(e) above.

### 索閱個人資料 Access to Personal Data

4. 根據個人資料 (私隱) 條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。  
You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### 查詢 Enquiries

5. 有關透過本表格收集的個人資料的查詢，包括索閱及修正資料，應寄往香港金鐘道 95 號統一中心 3 樓牌照事務組行政主任／首次登記稅收啟。  
Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Licensing Section, 3/F, United Centre, 95 Queensway, Hong Kong (Attn.: Executive Officer/FRT).