# 重要通知

## 在車輛登記文件簽署及蓋印規定

車輛登記文件(以下簡稱為「牌簿」)上**必須**載有登記車主簽署，而當登記車主遞交有關的牌照申請時，申請表格上的簽署必須與牌簿上的簽署相符；如以公司、機構或團體為登記車主，牌簿必須載有由該公司東主/董事、機構或團體所指定獲授權人士的簽署並加蓋該公司、機構或團體的印章，而申請表格上的印章與牌簿上的印章**必須完全相同**，否則運輸署將**不會**處理有關的牌照申請。

## 地址證明要求

於遞交牌照服務申請時，**必須**連同最近三個月內發出的地址證明文件正本或副本，否則運輸署可以根據有關法例暫停處理有關申請。[請參閱可接納的地址證明]

## 更改地址

根據法例，駕駛執照持有人或登記車主或相關的車輛許可證持有人的地址如有改變，須在 72 小時內通知運輸署。任何人無合理辯解而違反此規定，即屬犯罪，一經定罪，可處第 1 級罰款。你可透過政府一站通、遞交指明的表格(「更改個人資料或車輛資料通知書」) 或以書面方式，連同新地址的證明文件(如適用)通知運輸署有關地址的更改。

## 郵件貼上足夠郵資

為確保郵件能妥善送達本署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資[請參閱香港郵政有關郵費的最新詳情]及註明回郵地址。本署不會接收郵資不足的郵件，若郵件郵資不足，有關郵件將由香港郵政處理，當中包括但不限於向有註明回郵地址的寄件人徵收附加費。

## 提交身份證明文件

如以郵寄方式或經投遞箱遞交申請，**請勿**提交身分證明文件**正本**。

若你是已登記選民而你的住址有變更，
請盡早通知選舉事務處。如有查詢，
請致電選舉事務處熱線 2891 1001。

運輸署
Transport Department

運輸署 Transport Department

個人配額 SAMPLE

# 香港特別行政區政府運輸署

## 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 ☐ 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：申請人資料

(不需填寫) → 檔案編號：C/ / /

申請人名稱： 張大千

身份證明文件／商業登記證號碼：1357XXX(6) (填寫澳門居民身份證號碼) 香港手提電話號碼[註]：(填寫香港電話號碼)

香港地址： 香港XXX道XXX號XXX大廈XXX樓XXX室 (須按香港地址證明填寫)

電郵地址[註]： XXX@XXX.com

註：請確保你在本欄填寫的電郵地址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

(填寫澳門居民身份證號碼) (參閱現有過境車輛封閉道路通行許可證到期日)

| 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 |
| 輕型汽車 | MY-XX-66 | | 張大千 (第一駕駛員) | 1357XXX(6) | ☑ | ☐ | | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ |
| 輕型汽車 | MY-XX-66 | | 李小美 (第二駕駛員) | 5457XXX(7) | ☑ | ☐ | | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ |
| 輕型汽車 | MY-XX-66 | | 吳小龍 (第三駕駛員) | 6325XXX(8) | ☑ | ☐ | | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ |
| | | | | | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | | | | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

## 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

**(由申請人或其書面授權人填寫和簽署。如以公司、機構或團體名義申請，則應由公司東主／董事、機構或團體所指定獲授權人士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項資料均屬詳盡確實。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。

(須與 "申請人之澳門居民身份證"的簽名式樣相同)

申請人／獲授權人簽署[註] 張大千 姓名（請用正楷填寫） 張大千

公司、機構或團體印章 (不需填寫) 日期 30/ 01/2026

(簽署表格日期)

註：如以電郵遞交申請，申請人/獲授權人必須以香港郵政電子證書簽署。

運輸署 Transport Department

# Transport Department of the Government of the Hong Kong Special Administrative Region

## 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 ❑ 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. Note : _____

Hong Kong Address: _____

Email Address Note: _____

Note : 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

| 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 |
| | | | | | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | | | | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | | | | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | | | | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | | | | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

(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

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

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 Person Note _____ Name (in block letters) _____

Company, Organization or Association Chop _____ Date _____

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

## 須知事項 NOTES FOR ATTENTION

**(A) 所需文件 Supporting Documents**

填妥的申請表必須連同所需文件一併遞交。有關所需文件詳情，請掃描右方二維碼前往本署網頁。

The completed application form should be submitted together with the supporting documents. For the details of the supporting document, please scan the QR code to visit our website.

**(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) 原有許可證有效期已屆滿超過六個月 Expired Permits for over 6 months**

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(適用於往來粵港常規配額過境車輛) 。

In case of the existing Closed Road Permits having expired over 6 months, the application should be regarded as an application for new issue (applicable to cross-boundary vehicles under Guangdong-Hong Kong Regular Quota).

**(D) 收費 Fee**

| | 貨車／巴士 Goods Vehicles / Bus | 私家車 Private Car |
|---|---|---|
| 12 至 60 個月的許可證劃一費用<br>Flat rate fees for Closed Road Permit valid for 12 to 60 months | $588 | $744 |
| 少於 12 個月的許可證每月費用[註]<br>Fee per month for Closed Road Permit valid for less than 12 months [Note] | $49 | $62 |
| 許可證複本 Duplicate Permit | $86 | |
| 更換司機 Change of Driver | 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.

註：不足一個月亦作一個月計算。

Note: Any part of a month counts 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 of the Transport Department. 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。符合條件的申請一般會在同一個工作天內處理。如需查詢運輸署過境服務分組服務時間，可致電 2804 2600 或瀏覽本署網站：www.td.gov.hk 。

In person or by agent. Eligible application will normally be processed on the same working day of application. For enquiry on service hours of the Cross Boundary Unit of the Transport Department, please call 2804 2600 or visit our website: www.td.gov.hk .

(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。如申請資料齊備，本署會於收到申請後約五個工作天[註]，將許可證郵寄給你。請在支票背面寫上你的姓名及日間聯絡電話號碼，並在下方表格填上你的付款資料:

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, the permit will be sent to you by post around 5 working days[Note]. Please write down your name and daytime contact telephone number on the back of the cheque and fill in your remittance details in the table below:

| | |
|---|---|
| 銀行名稱 Name of Bank: | 香港XX銀行 |
| 付款總額 Amount Paid: | HKD 744.00 |
| 支票號碼 Cheque No.: | 768450 |

(填寫支票資料)

(填寫支票編號頭6位數字)

(2) 更換司機 Change of Driver

(a) 親自或由代理人遞交申請。符合條件的申請，一般會在同一個工作天內處理。如需查詢運輸署過境服務分組服務時間，可致電 2804 2600 或瀏覽本署網站：www.td.gov.hk。

In person or by agent to the Cross Boundary Unit. Eligible application will normally be processed on the same working day of application. For enquiry on service hours of the Cross Boundary Unit of the Transport Department, please call 2804 2600 or visit our website: www.td.gov.hk.

(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。如申請資料齊備，本署會於收到申請後約三個工作天內，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, this department will inform you of the results by post around 3 working days.

註：不適用於需送交內地及/或澳門當局處理的申請

Note: Not applicable to the applications which required further processing by the Mainland and/or Macao authorities.

(請選擇所需領證的方式)

**(F) 領取許可證的方式 Method of Collection of Permit**

☐ 前往運輸署過境服務分組領取
Collect at the Cross Boundary Unit of the Transport Department

☐ 將許可證郵寄給本人[註]。
Receive the permit by post[Note].

註：請在右方填寫你的姓名及回郵地址。本署會將許可證寄回該地址，但不會就右方資料更改本署記錄。該回郵地址必須與申請表第一部份填寫的地址相同。

Note: 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 on the right. The Hong Kong return address must be as same as the address in section 1 of the application form.

姓名 Name：_____

香港回郵地址 Hong Kong return address：
_____
_____
_____
_____

(倘選擇郵件方式領取許可證必須按照香港地址證明上的資料填寫)

**(G) 查詢 Enquiries**

請致電熱線 2804 2600 或電郵到 licensing@td.gov.hk。你亦可在本署網頁下載本表格 www.td.gov.hk。

Please contact hotline at 2804 2600 or email to licensing@td.gov.hk. You can also download this application form at our website: www.td.gov.hk.

## 個人資料的說明 Notes About Personal

**收集目的 Purpose 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
   (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；and
   coordination with the Mainland Authorities, including the Guangdong Provincial Public Security Department on matters concerning cross-boundary traffic regulation and filing of records;
   (e) 與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。
   coordination with the Macao authorities on the processing of Macao permit relating to your application in this form and 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. 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，以便該等機構執行與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 records; 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).

(個人配額申請人不需填寫授權書)

# 過境車輛封閉道路通行許可證申請 – 授權書
# Application for Closed Road Permit for Cross-boundary Vehicles – Authorization Letter

**重要事項 Important Notes:**

1. 如過境車輛封閉道路通行許可證申請表由申請人簽署，則無須填寫本授權書。
   If the application form of closed road permit for cross boundary vehicles is signed by the applicant, authorization letter is not required.

2. 本授權書必須由申請人填寫。如以公司、機構或團體名義申請，則應由公司東主／董事、機構或團體指定獲授權人士填寫。
   This authorization letter should be signed by the applicant. In case of an applicant which is a/an company, organization or association, this should be completed by the proprietor/director of the company, or the designated persons of the organization or association.

3. 本授權書內提供的資料如有變更，請盡快通知本署。
   Please inform us immediately if there is any change in the information provided in this authorization letter.

檔案編號 File Ref: C/ / /

致： 運輸署署長
To: Commissioner for Transport

本人為 *_____ (申請人)／*_____ (申請公司)的東主／*_____ (申請公司)的董事／*_____ (申請機構或團體)的指定獲授權人士。現授權 _____ (身份證明文件號碼：_____)(「獲授權人」)辦理封閉道路通行許可證申請，並附上本人及獲授權人的身份證明文件副本。

I am _____(applicant) or the *proprietor / director of _____ (applicant company) or *designated person of _____ (applicant organization or association). I hereby authorize _____ (Identity Document no.: _____) ("the authorized person") to apply for the Closed Road Permit. The copies of my identity document and the identity document of the authorized person are attached with the letter.

簽署 Signature： _____
姓名 Name ： _____
職位 Capacity ： *東主／董事／指定獲授權人士 Proprietor / Director / Designated Person
日期 Date ： _____

公司、機構或團體印章
Company, Organization or Association Chop ：

_____

*請將不適用者刪去 Please delete where inappropriate.
#不適用於以香港郵政電子證書簽署的申請 Not applicable to applications signed with Hongkong Post e-Cert certificate