

PERSONAL DATA – 個人資料

Application for Closed Area Permit

O

Applicable to
corporation /
organization

For Work / Business (please read the attached notes before completing this form)

On behalf of my company, I hereby apply to the Police for Closed Area Permits / Closed Road Permits for my staff and/or company vehicles to enter the following closed area:-

(Please 'tick'(✓) the appropriate box) (*delete as appropriate)

- Sha Tau Kok
 Chung Ying Street
 Ta Kwu Ling (* Man Kam To / Lo Wu Boundary Control Point)
 Lok Ma Chau (* Lok Ma Chau / Lok Ma Chau Spur Line Control Point)
 Shenzhen Bay Port
 All Closed Area

from _____ (year) _____ (month) _____ (day) to _____ (year) _____ (month) _____ (day)

and from _____ (hours) to _____ (hours)

Reason : _____

(Please state in details) _____

Please find below details of my staff:- (Please make photocopy as the attached page if necessary)

	Name	Identity Document Number	Title/Post Held	Closed area to be accessed (please state Sha Tau Kok, Ta Kwu Ling or Lok Ma Chau)	Old Closed Area Permit No. (if any)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

The following are my company vehicles or vehicles authorized to be used. The application for Closed Road Permit is necessary for carrying out the work stated in this form. I have checked the documents concerned and found them true and correct:-

(Please make photocopy as the attached page if necessary)

Vehicle No.	Registered Owner	Vehicle Type	Driver's name (in English) & Post	Identity Card No.	Closed area to be accessed	Old Closed Road Permit No. (if any)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

I certify that the mentioned staff and vehicles are required to access the closed area for the stated reason .

I certify that the mentioned information and copies of the identity documents submitted are true.

I consent to Police investigation of the mentioned information in order to ascertain its accuracy.

I certify that consent has been given by the applicant for making application for the Closed Area Permit on his/her behalf.

I understand that the Closed Area Permits must be returned to the permit issuing office for cancellation when my staff or I no longer require to access to the closed area.

I understand that the Commissioner of Police has the authority to cancel or revoke the Closed Area Permit / Closed Road Permit issued.

I understand that I may be liable to prosecution for a criminal offence if I willfully give any information which I know to be false or do not believe to be true.

I undertake to inform the above mentioned staff that if they enter the closed area to carry out any activity not approved at the time of application, they may be liable to prosecution for a criminal offence.

This application form must be filled in by a manager authorized by the company or staff of equivalent rank or above.

Name _____ Signature _____ Date _____

Identity Document No. _____ Fax No. _____ Telephone No. _____

Title/Position _____ Name of Company / Organization _____
(Manager or equivalent) (Stamp)

Name of Contact Person _____ Telephone No. _____

Note

- Application may be submitted in person, by post, to the drop box or by fax.

Application Form [O] for work

- Application form must be completed and signed by the person in charge of the company or the authorized person with the company chop.
- The following documents should be submitted with the application form:
 - (i) The documents / contracts issued by the related government department or public organization in support of the application,
 - (ii) Certificate of business registration of the company,
 - (iii) Employment contract / labour insurance / salary statements of recent six consecutive months,
 - (iv) Copy of applicant's identity document,
 - (v) Copy of driver's driving licence (if applicable),
 - (vi) Copy of vehicle licence (if applicable), and
 - (vii) Documents relating to business.
(land deed / tenancy agreement / bills / licences, etc. if applicable)
- The Closed Area Permit is valid for a maximum period of one year.
- The Closed Road Permit is valid for a maximum period of one year.
- At least four working days (excluding Saturdays, Sundays and General holidays) are required for processing.

Replacement for loss

- The following documents should be produced:
 - (i) Applicant's proof of identity,
 - (ii) The company letter stating fact of loss (if applicable),
- For Closed Road Permit, the following additional documents are required:
 - (i) Copy of driver's driving licence and
 - (ii) Copies of document of vehicle registration (obverse and reverse).

Important notes

- Closed Area Permits/Closed Road Permits are issued free of charge but replacement for loss, defaced or damaged permits will be issued subject to the levy of a charge in accordance with the relevant legislation.
[For Closed Area Permit, the charge is HK\$140. For Closed Road Permit, the charge is HK\$65.]
- Closed Area Permits / Closed Road Permits are not transferable.
- The Commissioner of Police has the authority to cancel or revoke the permits issued.
- Used or expired Closed Area Permit/Closed Road Permit should be handed back to the Closed Area Permit Office for cancellation.
- It is an offence in law to carry out work or not approved activity in the Closed Area.

Collection of Personal Data

- The information provided to the Commissioner of Police will be used for the purpose relating to the application for Closed Area Permit/Closed Road Permit.
- The Commissioner of Police may pass part or all information to other departments authorized by law.
- According to the Personal Data (Privacy) Ordinance, the applicant has the right of access or correction with respect to personal data. Request for personal data access or correction should be made to Chief Inspector (Administration) Border District, in writing.
Address: Border District Police Headquarters, Man Kam To Road, New Territories.

Review Mechanism

- Should an application be rejected, the applicant may address to the Assistant District Commander (Administration) Border District for a review.
- Should the applicant be not satisfied with the result of the review, he may appeal in writing to the District Commander of Border District.

Border Closed Area Permit Office

- Office hours: Mondays to Fridays 9:00 a.m. to 12:30 p.m. and 2:00 p.m. to 5:00 p.m.
Closed on Saturdays, Sundays & General Holidays
- Address : Closed Area Permit Office, No. 8, Sha Tau Kok Road,
Fanling, New Territories. (Next to Sheung Shui Police Station)
- Telephone No. : 2860 4143 Fax No. : 2675 9925

Non-Office Hours

Urgent application may be submitted in person to Duty Officer of Lok Ma Chau, Ta Kwu Ling or Sha Tau Kok Police station.

Lok Ma Chau Police Station - 3661 4400

Ta Kwu Ling Police Station - 3661 4200

Sha Tau Kok Police Station - 3661 4100

Application Form

- <http://www.police.gov.hk>
- Fax hotline : 2860 4143