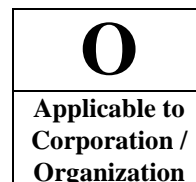


# PERSONAL DATA – 個人資料

## Application for Closed Area Permit



**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  Sha Tau Kok Control Point )
- Ta Kwu Ling (  Man Kam To Control Point  Lo Wu Control Point  Heung Yuen Wai Control Point )
- Lok Ma Chau (  Lok Ma Chau Control Point  Lok Ma Chau Spur Line Control Point )
- Shenzhen Bay Port

from \_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day) to \_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)  
and from \_\_\_\_\_ (hours) to \_\_\_\_\_ (hours)

Reason:

---



---

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

	Name	Identity document number	Title / Post held	Closed Area to be accessed (Please specify)	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 vehicle or vehicle 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 Road to be accessed (Please specify)	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 from the applicant for making application for the Closed Area Permit on his / her behalf.**

**I understand that the Closed Area Permits / Closed Road 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 wilfully 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 motor vehicle licence and vehicle registration documents (if applicable)
  - (vii) Documents relating to business (land deed / tenancy agreement / bills / licences, etc. if applicable), and
  - (viii) Any other documents as required by Police (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 Saturday, Sunday and General holiday) 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)
  - (iii) Report of Lost / Stolen Property
- For Closed Road Permit, the following additional documents are required:
  - (i) Copy of driver's driving licence
  - (ii) Copies of document of vehicle registration (obverse and reverse)
  - (iii) Copy of motor vehicle licence

## **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\$125. For Closed Road Permit, the charge is HK\$86.)
- 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.

### **Closed Area Permit Office (Application for Closed Area Permit for Border District only)**

- Office hours: Mondays to Fridays 9:00 a.m. to 12:30 p.m. and 2:00 p.m. to 4:45 p.m.  
Closed on Saturday, Sunday & General Holiday
- 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