

MEMO

From _____
Ref () in _____
Tel. No. _____
Fax No. _____
Date _____

TO: Commissioner of Police
(Attn: SP OPS PHQ)
Your Ref. _____
Dated _____ Fax. No. 2865 9786
Total Pages _____

Application for Closed Area Permit / Closed Road Permit

Application No.
(Police Use Only)

I hereby apply for the staff of our department and/or the staff from our contractor and/or their vehicle(s) to enter the Frontier Closed Area (FCA):-

Part I

(Please 'tick(√)' the appropriate boxes)

CAP: ☐ Lo Wu ☐ Lok Ma Chau ☐ Man Kam To ☐ Sha Tau Kok ☐ Ta Kwu Ling ☐ ALL

CRP: ☐ Lo Wu ☐ Lok Ma Chau ☐ Man Kam To ☐ Sha Tau Kok ☐ Ta Kwu Ling ☐ ALL

For the period : From _____ to _____ (both dates inclusive) Total visit frequency : _____

For the following reason: (Please 'tick (√)' the appropriate box and delete as appropriate)

<input type="checkbox"/> Regular Duty Purpose (Please specify) _____	<input type="checkbox"/> Site Visit / Urgent Visit / Surprise Check
<input type="checkbox"/> Delivery / Facility Maintenance	<input type="checkbox"/> Others (please specify) _____

----- Details of the applicant(s) applied for Closed Area Permit are listed in **Annex A**

----- Details of the vehicle(s) required for Closed Road Permit are listed in **Annex B**

Declaration by the Applicant

I declare that the contents as stipulated in Security Bureau Circular No.7/99 have been observed and fully understood by the applicants.

I understand that the above application should be submitted at least 14 working days in advance of the applied period.

I understand that for an applied period of over one month, the visit frequency must be over twice per month.

I understand that I will return all CAP / CRP to you upon expiry.

Name : _____ Signature : _____ Date : _____
Title/Position : _____ Fax No. : _____ Telephone No. : _____
Department : _____ Remarks : _____

PART II – For use by police headquarters only

Received by : _____ Date : _____

CAP: ☐ Lo Wu ☐ Lok Ma Chau ☐ Man Kam To ☐ Sha Tau Kok ☐ Ta Kwu Ling ☐ ALL

CRP: ☐ Lo Wu ☐ Lok Ma Chau ☐ Man Kam To ☐ Sha Tau Kok ☐ Ta Kwu Ling ☐ ALL

Conditions : ☐ No access to Chung Ying Street ☐ Escort is required
☐ Group Permit (details please see attached) ☐ Others (please specify) _____

Recommendation : ☐ Yes ☐ No Reason : _____

CAP (Group) : _____ (Individual) : _____ **CRP** _____

Verified by : _____ Date : _____

PART III – For approval by SP OPS PHQ

☐ Approved ☐ Rejected Reason : _____

Approving Officer : _____ Date : _____

PART IV – To be completed by ACO AIICC

Total number of Permit(s) Issued : CAP _____ CRP _____ New Permit(s) Issued : CRP _____ and / or Old Permit(s) Renewed : CRP _____



PERSONAL DATA – 個人資料

Application for Closed Area Permit

S/N	Name of Applicant	HKID No.	Rank/Grade/ Name of Contractor	Frequency of Visit	Frontier Closed Area(s)	Date /Period Applied for	New Application/ Renewal	Current CAP No.
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								

Declaration by the Applicant(s)

I consent to Police making any enquiry into aforementioned information in order to ascertain its accuracy.

I declare that the information provided by me in this application form is true and if I knowingly mislead any police officer by giving false information, I will render myself liable under Section 64(a) of the Police Force Ordinance (Cap.232) to a maximum penalty of 6 months imprisonment and a fine of \$1,000.

I understand that the permit holder is required to surrender the permit to the permit issuing office should he/she no longer requires to access to the Closed Area.

I understand that the permit holder is required to notify the permit issuing office in writing should he/she no longer requires access to the Closed Area.

I certify that our departmental will conduct regular supervisory checks to ensure that the permit(s) is/are used for official duty purpose only.

Personal Data

The personal data provided will be used by the Hong Kong Police Force for:

- (a) activities relating to the processing of your application;
- (b) any enquiry into aforementioned information in order to ascertain its accuracy;
- (c) maintenance of a record of particulars of Closed Area Permits issued under Section 37 of the Public Order Ordinance;
- (d) the prevention or detection of crime; and
- (e) prevention, preclusion or remedying (including punishment) of unlawful or seriously improper conduct, or dishonesty or malpractice, by persons;

The personal data may be transferred to other persons, government department or public bodies in furtherance of the above purposes. 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.

If you fail to supply the required data, your application may be refused.

Name _____ Signature _____ Date _____

Title/Position _____ Fax No. _____ Telephone No _____

Department _____

PERSONAL DATA – 個人資料

Annex B
Page ____



Application for Closed Road Permit

S/N	Name of Driver	HKID No.	Vehicle Registration No.	Frequency of Visit	Frontier Closed Area(s) (Except Chung Ying Street)	Period/Date Applied for	New Application/Renewal	Current CRP No.
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Declaration by the Applicant(s)

I consent to Police making any enquiry into aforementioned information in order to ascertain its accuracy.

I declare that the information provided by me in this application form is true and if I knowingly mislead any police officer by giving false information, I will render myself liable under Section 64(a) of the Police Force Ordinance (Cap.232) to a maximum penalty of 6 months imprisonment and a fine of \$1,000.

I understand that the permit holder is required to surrender the permit to the permit issuing office should he/she no longer requires to access to the Closed Roads.

I understand that the permit holder is required to notify the permit issuing office in writing should he/she no longer requires access to the Closed Roads.

I certify that departmental approval is granted for the above drivers to use the specified vehicles for official duty purpose only.

I certify that the vehicle insurance policy and vehicle licence of the above vehicles are valid for the applied period.

Personal Data

The personal data provided will be used by the Hong Kong Police Force for:

- (a) activities relating to the processing of your application;
- (b) any enquiry into aforementioned information in order to ascertain its accuracy;
- (c) maintenance of a record of particulars of Closed Road Permits issued under Regulation 49 of the Road Traffic (Registration and Licensing of Vehicles) Regulations;
- (d) the prevention or detection of crime; and
- (e) prevention, preclusion or remedying (including punishment) of unlawful or seriously improper conduct, or dishonesty or malpractice, by persons;

The personal data may be transferred to other persons, government department or public bodies in furtherance of the above purposes. 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.

If you fail to supply the required data, your application may be refused.

Name _____ Signature _____ Date _____

Title/Position _____ Fax No. _____ Telephone No _____

Department _____