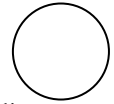




MEMO



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

Application for Closed Area Permit / Closed Road Permit

Application No.
(Police Use Only)

I hereby apply for the Government officer(s) of our Department and/ or the Government vehicle(s) for genuine duty purpose to enter the Frontier Closed Area ("FCA"):-

Part I

[Please 'tick (✓)' the appropriate box(es)]

- CAP : Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai Shenzhen Bay Port HZMB Chung Ying St
- CRP : Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai Shenzhen Bay Port HZMB

For the period :

From (year) (month) (day) to (year) (month) (day)

For the following reason: (Please 'tick (✓)' the appropriate box(es) and delete as appropriate. Purpose of visit should be specified in the respective space provided.)

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

----- Details of the applicant(s) applied for Closed Area Permit and the vehicle(s) required for Closed Road Permit are listed in Annex A & Annex B respectively. Please make copies of Appendix 1 & Appendix 2 if necessary.

Declaration by the Supervisor of Applicant(s)

I declare that the contents as stipulated in Security Bureau Circular No.7/99 have been observed and fully understood by the applicant(s).
 I understand that this application should be submitted at least ONE month (new application) / THREE months (for all renewal application or any application for over ten CAPs / ten CRPs) in advance of the applied period and any late submission or incomplete information /document would delay the processing time.
 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 permit(s) to the permit issuing office upon expiry.

Name of Supervisor :

Date (YYYY/MM/DD) : / /

Title / Position :

Fax No. Telephone No.

Department :

Remarks :

Signature:

Part II - For use by Police Headquarters only

Received by :

Date
(YYYY/MM/DD)

CAP : Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai Shenzhen Bay Port HZMB Chung Ying St

CRP : Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai Shenzhen Bay Port HZMB

No access to Chung Ying Street Escort is required (please specify)

Conditions :
 Others (please specify) Group Permit (details please see attached)

Recommendation : Yes No Reason :

CAP (Group):

CRP (Individual):

Verified by:

Date
(YYYY/MM/DD)

Part III - For approval by SP OPS PHQ

Approved Rejected Reason :

Approving Officer:

Date
(YYYY/MM/DD)

Part IV- To be completed by ACO AIICC

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

PERSONAL DATA - 個人資料

Annex A
Page _____

CAP

Application for Closed Area Permit

Name of Applicant :
(should match with
HKID)

HKID No. : () :

Rank/Grade &
UI/Staff No. :

Frequency of Visit : Frontier Closed Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai
Area(s) : Shenzhen Bay Port HZMB Chung Ying St.

Date/Period
Applied for (year) (month) (day) TO (year) (month) (day)

New Application Renewal Current CAP No. : _____

Declaration by the Supervisor of Applicant(s)

1. I confirm that the applicant(s) under this application has/ have been informed and voluntarily consent to the Hong Kong Police Force for making any enquiry and conducting any record check into aforementioned information (including the personal data) in order to ascertain its accuracy and conduct any assessment for the purpose of this application.
2. I declare that the information provided in this application form has been checked and confirmed to be 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.
3. I understand that our department/the permit holder(s) is/are required to notify in writing and surrender the permit(s) to the permit issuing office should the permit holder(s) no longer require to access to the Closed Area.
4. I certify that our departmental approval is granted for the applicant(s) to use the permit(s) for official duty purpose within the applied Closed Area(s) only and our department will conduct regular supervisory check to examine the proper usage from time to time.

Personal Data

I confirm that the applicant(s) under this application has/have been informed and voluntarily consent to the Hong Kong Police Force for using the personal data provided for:

- (a) any activities, checking and vetting relating to the processing of this application;
- (b) any enquiry and record check into aforementioned information in order to ascertain its accuracy and necessary assessment;
- (c) maintenance of the particulars of Closed Area Permit(s) 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.

*****Please note that the personal data may be transferred to other persons, government departments or public bodies in furtherance of the above purposes. The data subject(s) has/have a right of access and correction with respect to personal data as provided according to Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, and the data subject(s) can withdraw the above consent by giving the permit issuing officer a notice in writing. If you fail to supply the required data or any applicant fail to give his/her necessary consent voluntarily, the respective application may be refused.***

Name of
Supervisor : _____

Date
(YYYY/MM/DD) _____ / _____ / _____

Title / Position : _____

Fax No. _____ Telephone No. _____

Department : _____

Signature: _____

PERSONAL DATA - 個人資料

Annex B
Page _____

CRP

Application for Closed Road Permit

Name of Applicant :
(should match with
HKID)

HKID No. : () : Vehicle Registration No. :
(Government (G)/ Private (P)) *

Frequency of Visit : Frontier Closed Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai
Area(s) : Shenzhen Bay Port HZMB

Period/Date
Applied for (year) (month) (day) TO (year) (month) (day)

New Application Renewal Current CRP No. :

****Other than Government Vehicle(s), for each private vehicle above, copies of the vehicle owner's and driver's Hong Kong Identity Card, respective Closed Area Permit, driving licence and document of vehicle registration are required to be provided for verification, otherwise the application may be refused.**

Declaration by the Supervisor of Applicant(s)

1. I confirm that the applicant(s) under this application has/ have been informed and voluntarily consent to the Hong Kong Police Force for making any enquiry and conducting any record check into aforementioned information (including the personal data) in order to ascertain its accuracy and conduct any assessment for the purpose of this application.
2. I declare that the information provided in this application form has been checked and confirmed to be 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.
3. I understand that our department/ the permit holder(s) is/are required to notify in writing and surrender the permit(s) to the permit issuing office should the permit holder(s) no longer require to access to the Closed Road(s).
4. I certify that our departmental approval is granted for the above driver(s) to use the specified vehicle(s) for official duty purpose within the applied Closed Area(s) only and our department will conduct regular supervisory check to examine the proper usage from time to time.
5. I certify that the vehicle insurance policy(ies) and vehicle licence(s) of the above vehicle(s) is/are valid for this application and our department will conduct appropriate check/inspection to ensure the validity of respective vehicle insurance policy (ies) as well as vehicle licence(s) throughout the valid period of the permit(s).

Personal Data

I confirm that the applicant(s) under this application has/have been informed and voluntarily consent to the Hong Kong Police Force for using the personal data provided for:

- (a) any activities, checking and vetting relating to the processing of this application;
- (b) any enquiry and record check into aforementioned information in order to ascertain its accuracy and necessary assessment;
- (c) maintenance of the particulars of Closed Road Permit(s) 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.

****Please note that the personal data may be transferred to other persons, government departments or public bodies in furtherance of the above purposes. The data subject(s) has/have a right of access and correction with respect to personal data as provided according to Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, and the data subject(s) can withdraw the above consent by giving the permit issuing office a notice in writing. If you fail to supply the required data or any applicant fail to give his/her necessary consent voluntarily, the respective application may be refused.**

Name of
Supervisor :

Date
(YYYY/MM/DD) / /

Title / Position :

Fax No. : Telephone No. :

Department :

Signature:

PERSONAL DATA - 個人資料

CAP

Application for Closed Area Permit

S/N : _____
Name of Applicant : _____
(should match with HKID)
HKID No. : _____ (:) : _____
Rank/Grade & UI/Staff No. : _____
Frequency of Visit : _____ Frontier Closed Area(s) : Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai
 Shenzhen Bay Port HZMB Chung Ying St.
Date/Period Applied for _____ (year) _____ (month) _____ (day) TO _____ (year) _____ (month) _____ (day)
 New Application Renewal Current CAP No. : _____

S/N : _____
Name of Applicant : _____
(should match with HKID)
HKID No. : _____ (:) : _____
Rank/Grade & UI/Staff No. : _____
Frequency of Visit : _____ Frontier Closed Area(s) : Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai
 Shenzhen Bay Port HZMB Chung Ying St.
Date/Period Applied for _____ (year) _____ (month) _____ (day) TO _____ (year) _____ (month) _____ (day)
 New Application Renewal Current CAP No. : _____

S/N : _____
Name of Applicant : _____
(should match with HKID)
HKID No. : _____ (:) : _____
Rank/Grade & UI/Staff No. : _____
Frequency of Visit : _____ Frontier Closed Area(s) : Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai
 Shenzhen Bay Port HZMB Chung Ying St.
Date/Period Applied for _____ (year) _____ (month) _____ (day) TO _____ (year) _____ (month) _____ (day)
 New Application Renewal Current CAP No. : _____

S/N : _____
Name of Applicant : _____
(should match with HKID)
HKID No. : _____ (:) : _____
Rank/Grade & UI/Staff No. : _____
Frequency of Visit : _____ Frontier Closed Area(s) : Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai
 Shenzhen Bay Port HZMB Chung Ying St.
Date/Period Applied for _____ (year) _____ (month) _____ (day) TO _____ (year) _____ (month) _____ (day)
 New Application Renewal Current CAP No. : _____

PERSONAL DATA - 個人資料

Appendix 2

CRP

Application for Closed Road Permit

Name of Applicant :
(should match with HKID)

HKID No. : () : Vehicle Registration No. :
(Government (G)/ Private (P)) *

Frequency of Visit : Frontier Closed Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai
Area(s) : Shenzhen Bay Port HZMB

Period/Date
Applied for (year) (month) (day) TO (year) (month) (day)

New Application Renewal Current CRP No. :

Name of Applicant :
(should match with HKID)

HKID No. : () : Vehicle Registration No. :
(Government (G)/ Private (P)) *

Frequency of Visit : Frontier Closed Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai
Area(s) : Shenzhen Bay Port HZMB

Period/Date
Applied for (year) (month) (day) TO (year) (month) (day)

New Application Renewal Current CRP No. :

Name of Applicant :
(should match with HKID)

HKID No. : () : Vehicle Registration No. :
(Government (G)/ Private (P)) *

Frequency of Visit : Frontier Closed Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai
Area(s) : Shenzhen Bay Port HZMB

Period/Date
Applied for (year) (month) (day) TO (year) (month) (day)

New Application Renewal Current CRP No. :

Name of Applicant :
(should match with HKID)

HKID No. : () : Vehicle Registration No. :
(Government (G)/ Private (P)) *

Frequency of Visit : Frontier Closed Lok Ma Chau Sha Tau Kok Ta Kwu Ling Heung Yuen Wai
Area(s) : Shenzhen Bay Port HZMB

Period/Date
Applied for (year) (month) (day) TO (year) (month) (day)

New Application Renewal Current CRP No. :

****Other than Government Vehicle(s), for each private vehicle above, copies of the vehicle owner's and driver's Hong Kong Identity Card, respective Closed Area Permit, driving licence and document of vehicle registration are required to be provided for verification, otherwise the application may be refused.**