

PERSONAL DATA – 個人資料

R

Application for Closed Area Permit (applicable to resident/indigenous resident)

PART A – Particulars of Applicant (please read the attached notes before completing this form)

Identity Document No. _____ ()

Current Closed Area Permit No.(if any) _____

Name (in English) _____ (in Chinese) _____

Date of Birth _____ (year) _____ (month) _____ (day) Sex : Male Female

Residential Address _____

Telephone No. Home _____ Office _____ Mobile Phone _____ Fax No. _____

(Please 'tick'(✓) the appropriate box)

I hereby apply for a Closed Area Permit to enter : Sha Tau Kok Ta Kwu Ling Lok Ma Chau

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

for the following reason : (Please 'tick' (✓) the appropriate box)

- living within the closed area
- having to go out from and return to the residence via the closed area
- self-purchased property / owned by family
- rented property / with valid tenancy agreement
- others (such as being authorized)

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

I hereby declare that the information provided by me in this application form is true and 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.

Signature of Applicant _____ Date _____

PART B – Completed by Sponsor/Village Representative

I certify that the applicant in Part A enters the closed area for the following reason (state the reason in detail)

Reason: _____

I hereby declare that the information provided by me in this application form is true and 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.

Name	_____	Signature	_____
Identity Document No.	_____	Current Closed Area Permit No.	_____
Address	_____	Telephone No.	_____
	_____	Date	_____

Village Representative / Rural Committee Stamp _____

PART C – For Police Use Only

Approved : Closed Area Permit No _____

Area : All closed area Sha Tau Kok Ta Kwu Ling Lok Ma Chau Others(specify)_____

Conditions : No access to Chung Ying Street, Sha Tau Kok No access to Border Crossing Point No access to the closed area except for working purpose

Group Permit, details please see attached Escort is required

Period of validity from _____(year) _____(month) _____(day)
to _____(year) _____(month) _____(day)

Remarks (reason for rejection or approval for special case) _____

Processed by _____

Approved by _____ Date _____

PART D – For Acknowledgement of Receipt of Closed Area Permit

I _____ (Name), Hong Kong Identity Card number _____ ()

have collected Closed Area Permit No. _____ Signature of Recipient _____ Date _____

Notes

- Application form must be completed and signed by the applicant.
- The application may be submitted by the applicant in person, by post, to the drop box or by fax [4 working days will be required for processing if application form is submitted by post, to the drop box or by fax].
- Submission of the application and collection of the permit may be handled by an authorized person with the written authorization of the applicant.
- Children of Closed Area residents under 18 do not need to apply for the Closed Area Permits.

Category

Application Form [R] for indigenous villager having to maintain traditional relationship with the Closed Area community because of family background

- Applicant must complete Part A of the application form and sign.
- Indigenous village representative or chairman / vice-chairman of the rural committee must complete Part B and sign.
- Applicant must produce proof of identity.
- Spouse of applicant must produce proof of identity and proof of relationship.
- Children of applicant must produce proof of identity and proof of relationship.
- For renewal of the permit, applicant is required to produce proof of identity and the Closed Area Permit. The indigenous village representative or chairman / vice-chairman of the rural committee does not need to complete Part B or sign.
- For renewal of the permit, the spouse of the applicant must produce proof of identity and proof of relationship.
- Applicant living outside the closed area should use Application Form [V].

Application Form [R] for resident

- Applicant must produce proof of residence.
- Proof of residence means:
 - (i) Title deed / land deed, (iv) Crown land lease license, and
 - (ii) Rental agreement, (v) Squatter house license,
 - (iii) Crown rent / rate, (vi) Water / electricity bill.
- Applicant must complete Part A and sign.
- Validity of the Closed Area Permit
 - (i) For self purchased property / family property – 5 years,
 - (ii) For rented property, the permit is normally valid for the duration of the tenancy agreement, a maximum period of 5 years, and
 - (iii) For authorized residence, the permit is normally valid for one year.
- For renewal, the applicant should produce the mentioned proofs.
 - Note: (i) If the aforesaid proof of residence is not registered under the name of the applicant, the applicant should produce the consent letter or authorization letter for permission of residency.
 - (ii) If the property has been transferred or rented out, the applicant should return the old permit for cancellation.

Replacement for loss

- The following documents should be produced:
 - (i) Applicant's proof of identity,
 - (ii) Loss Report issued by a police station, and
 - (iii) The company letter (if applicable).

Important notes

- Closed Area 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 and withdraw the permits issued.

Collection of Personal Data

- The information provided to the Commissioner of Police will be used for purpose relating to the application for Closed Area Permit.
- The Commissioner of Police may give some of the 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 addressed to District Commander of Border District, 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 seeking a review.
- Should the applicant be aggrieved by the result of the review, he may apply in writing to the District Commander of Border District for a final review.

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 4:30 p.m.
Saturdays 9:00 a.m. to 11:15 a.m.
Closed on Sundays & Public Holidays
- Address: Closed Area Permit Office, Sheung Shui Police Station, No. 8, Sha Tau Kok Road, Fanling, New Territories
- Telephone No.: 2860 4143 Fax No.: 2675 9925

Non-Office Hours

May contact Duty Officer of Lok Ma Chau, Ta Kwu Ling or Sha Tau Kok for seeking assistance
Lok Ma Chau Police Station - 2482 8200
Ta Kwu Ling Police Station - 2674 8300
Sha Tau Kok Police Station - 2674 8600

Application Form

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