



Tag No. :

Category :

PERSONAL DATA - 個人資料
Application for Closed Area Permit

V

Applicable to visitor

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

Identity Document No. Current Closed Area Permit No.(if any) AC

Name (in English)

Name (in Chinese)

Date of Birth / / (YYYY/MM/DD) Sex Male Female

Residential Address

Occupation

Telephone No.Home: Office: Mobile Phone:

I hereby apply for a Closed Area Permit to enter :

- Sha Tau Kok Ta Kwu Ling Lok Ma Chau

from / / (YYYY/MM/DD) to / / (YYYY/MM/DD)

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

<input type="checkbox"/> Visiting friends Must specify name :	<input type="checkbox"/> Visiting relatives (Relationship & Name must be specified)
<input type="checkbox"/> Having a need to maintain a traditional link with the local community in the closed area because of family or historical background	<input type="checkbox"/> Owning property in the closed area
<input type="checkbox"/> Having a need to liaise with the rural committee within the closed area	<input type="checkbox"/> Being the parents / guardians who need to escort a student to attend a school within the closed area
<input type="checkbox"/> Being authorized by the property owner to take care of the property within the closed area	<input type="checkbox"/> Others (please specify)

I understand that when I no longer need to enter the Frontier Closed Area, I am required to hand back the Closed Area Permit to the Police for cancellation.

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, or if I engage in any activity inside the closed area which is different from the purpose I declare in this application.

Signature of Applicant Date / / (YYYY/MM/DD)

PART B – Completed by Sponsor/School Headmaster/Village Representative

I certify that the applicant in Part A enters the closed area for the following reason (please 'tick' (✓) the appropriate box and state the reason in detail, and fill in the declaration in Page 2)

<input type="checkbox"/> Having a need to maintain a traditional link with the local community	<input type="checkbox"/> Visiting me
<input type="checkbox"/> Having a need to liaise with the rural committee within the closed area	<input type="checkbox"/> Owning property within the closed area
<input type="checkbox"/> Being authorized by the property owner to take care of the property within the closed area	<input type="checkbox"/> Being parents / guardians who need to escort a student to attend a school within the closed area
Additional information :	

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.

Name Identity Document No.

Address in closed area/Name of School

Current Closed Area Permit No. Telephone No.

Date / / (YYYY/MM/DD) Signature

Village Representative/School Headmaster/
Rural Committee Stamp

PART C – For Police Use Only

Approved : Closed Area Permit No AC / V

Rejected : Reason

Area : Sha Tau Kok Ta Kwu Ling Lok Ma Chau

Conditions No access to Chung Ying Street, Sha Tau Kok
 No access to Boundary Control Points

Period of validity From: / / (YYYY/MM/DD) to / / (YYYY/MM/DD)

Remarks

Approved by: Processed by:

Date / / (YYYY/MM/DD)

PART D – For Use by Duty Officer of Sheung Shui Police Station/Closed Area Permit Office Only

The applicant has collected the Closed Area Permit on producing the proof of identity and signing Part E of this form.

Duty Officer SSDIV / Staff of Closed Area Permit Office

Date / / (YYYY/MM/DD)

PART E – For Acknowledgement of Receipt of Closed Area Permit

I, (name) Identity Document No.

the Applicant / Guarantor / Sponsor / Authorized person, understand the requirement and condition(s) imposed on the issued Closed Area Permit.

Signature Date / / (YYYY/MM/DD)

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-in box or by fax [At least 4 working days will be required for processing if the application is submitted by post, to the drop-in 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.

Application Form [V] for visiting close relatives

- Definition of close relatives:
 - (i) Grandparents / grandchildren,
 - (ii) Parents / children,
 - (iii) Brothers, sisters and their spouses and
 - (iv) Uncles / aunts and their spouses.
- Sponsor must complete Part B of the application form and sign. He should submit the application to the Closed Area Permit Office (the 'Office') in person.
- If the sponsor is over 65 years old, or supported by medical report that he is not suitable for walking, he may be exempted from getting to the 'Office' to make the application. However, the applicant should produce the related proof document and the copy of the sponsor's Closed Area Permit.
- Applicant should produce his proof of identity and proof of relationship for processing the application.
- The validity of the Closed Area Permit will be decided according to the validity of sponsor's Closed Area Permit.

Application Form [V] for visiting non-close relatives

- Sponsor must complete Part B of the application form and sign. He should submit the application to the 'Office' in person.
- Applicant may authorize the sponsor or other person to submit the application and collect the permit for him with a written authorization and copy of his identity proof.
- The permit is normally valid for 1 day.
- If applicant is a tourist, he may produce the air ticket or travel document to request for a permit valid in the duration of his stay in Hong Kong; but the maximum period will not exceed 180 days.
- The maximum period for visit to Chung Ying Street, Sha Tau Kok will not exceed 7 days.

Application Form [V] for the visitor owning / managing property at the closed area

- Applicant must produce land deed of property.
- Proof of relationship must be produced if the applicant is the family member of the property owner. Property owner should complete Part B and sign. If the property owner stays overseas, the applicant should produce the authorization letter of the property owner.
- The permit is normally valid for five years.

Application Form [V] for the visitor taking care of property as a trustee

- Applicant must produce the land deed of the property.
- Property owner should complete Part B and sign. If the property owner stays overseas, the applicant should produce the authorization letter of the property owner.
- The permit is normally valid for one year.
- Trustee may apply for one additional Closed Area Permit for his family member to assist him to take care of the property and proof of relationship should be produced.

Application Form [V] for parents or guardians escorting their children to and from school in the closed area

- Part B of the application form should be completed and signed by the headmaster of the school concerned.
- Proof of identity must be produced.
- Proof of identity of the student or proof of relationship must be produced.

Application Form [V] for grave sweepers at Sha Ling Cemetery

- Applicant should produce a proof letter issued by the Wo Hop Shek Cemetery Office.
- For other cemetery within the closed area, Part B of the application form should be completed and signed by the village representative of the cemetery concerned.
- Under normal circumstance, Applicant may apply for a Closed Road Permit, which is valid for one day. Application Form [O] should be filled in for this purpose.

Application Form [IV] for residence excised from the Frontier Closed Area

- Applicant must complete Part A of the application form and sign.
- Village representative or chairman / vice-chairman of the rural committee must complete Part B and sign.
- Applicant must produce proof of identity.
- Applicant must produce proof of residence.
- Proof of residence means:
 - (i) Title deed / land deed,
 - (ii) Valid rental agreement,
 - (iii) Government rent / rate bill of recent three months,
 - (iv) Government land lease license,
 - (v) Squatter house license, and
 - (vi) Water / electricity bill of recent three months.
- 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 permit, applicant is required to produce proof of identity and the old Closed Area Permit. The 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.

Replacement for loss

- The following document should be produced
 - (i) Applicant's proof of identity,
 - (ii) Explanatory Letter from Company (if applicable).
 - (iii) Report of Lost / Stolen Property

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\$125-]
- Closed Area Permits are not transferable.
- The Commissioner of Police has the authority to cancel or revoke the permits issued.
- The used or expired Closed Area Permit or Closed Road Permit should be handed back to the Closed Area Permit Office for cancellation.

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.
- The Commissioner of Police may pass part 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 made in writing to Chief Inspector (Administration) Border District.
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 4:45 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

May contact Duty Officer of Lok Ma Chau, Ta Kwu Ling or Sha Tau Kok for seeking assistance

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