



稅務局 印花稅署
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INLAND REVENUE DEPARTMENT STAMP OFFICE
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加蓋印花申請表 - 租約 STAMPING REQUEST - LEASE

請填寫出租物業地址 Please fill in Address of Leased Property									
門牌 Building No.		街道名稱 Street Name							
座 Block		樓數 Floor		室/房 Flat/Room		大廈名稱 Building Name		區 District	
								香港 HK 九龍 KLN 新界 NT	
如上述格式不適用，請在以下空白處填寫地址 If the above format is not applicable, please provide the property address in the space below:									
<p>注意 NOTE: 根據《差餉條例》第 5 條及《地租（評估及徵收）條例》第 31 條，差餉物業估價署署長有權要求物業單位的擁有人或佔用人填報物業詳情申報表。稅務局會將上述物業地址通知差餉物業估價署，以便發出物業詳情申報表。如你不同意將上述物業地址提供給差餉物業估價署，請在下面方格內填上「X」號。</p> <p>Under section 5 of the Rating Ordinance and section 31 of the Government Rent (Assessment and Collection) Ordinance, the Commissioner of the Rating and Valuation may require the owner or occupier of a tenement to complete and submit the 'Requisition for Particulars of Tenement'. The Inland Revenue Department will pass the above property address to the Rating and Valuation Department for the purpose of sending the 'Requisition for Particulars of Tenement'. If you have objection to passing the above property address to the Rating and Valuation Department, please put a 'x' in the box below.</p>									

客戶姓名
Name of
Customer

電話號碼
Tel. No.

評稅員簽署
Assessing
Officer's
Signature

文件種類 Description of Document	數目 Number	稅額 Rate	總額 Total
租約 Lease			\$

個人資料收集聲明 Personal Information Collection Statement

你提供的資料將用於稅務用途，本局亦可能將部分資料交給法例授權接收的其他人士。除《個人資料（私隱）條例》所訂明的豁免外，你有權要求查閱和改正個人資料，有關申請須以書面向印花稅署總監提出。The Department will use the information provided by you for tax purposes and may give some of the information to other parties authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data. Such request should be addressed to the Superintendent of Stamp Office.

I.R.S.D. 表格第 20A 號
I.R.S.D. 20A

機印所示金額收訖
RECEIVED the sum here stated in printed figures

備註 N.B.:
如以支票付款，須在支票首次提交予付款銀行獲得兌現後，此收據才屬有效。
In the case of payment made by cheque, this receipt is valid only when the cheque is honoured on the first presentation to the drawee bank.

客戶姓名
Name of Customer

稅務局 印花稅署 Inland Revenue Department, Stamp Office
認收憑據 ACKNOWLEDMENT
領回文件時請交出此憑據 Please present this stub when reclaiming document

租約 Lease