



差餉物業估價署  
九龍長沙灣道 303 號長沙灣政府合署 13 樓  
**Rating and Valuation Department**  
13th Floor, Cheung Sha Wan Government Offices,  
303 Cheung Sha Wan Road, Kowloon.

本署檔號 Our Ref.: ( 82 ) in G2003/1 V  
來函檔號 Your Ref.:  
電話號碼 Tel. No.: 2150 8802  
圖文傳真號碼 Fax No.: 2152 0188

致: [ The Secretary General  
To: [ The Law Society of Hong Kong  
3/F Wing On House,  
71 Des Voeux Road,  
Central,  
Hong Kong ]

By Fax (2845 0387) and By Post

7 June 2004

Dear Sir,

**New Form – Stamping of Lease**  
**Transfer of Property Address**  
**from Inland Revenue Department (IRD) to Rating and Valuation Department (RVD)**

I refer to the letter dated 23 April 2004 from the Collector of Stamp Revenue (CSR) to you and copied to me regarding the attached newly introduced Stamping Request Form for Lease (IRSD 20A).

The 'Address of Leased Property' to be recorded on the form is required by IRD mainly for tax purposes. The addresses also help this department identify the properties which have been let recently for the purpose of issuing 'Requisitions for Particulars of Tenements' (Form R1As) to the corresponding ratepayers. We have therefore arranged for IRD to transfer these addresses to us. A statement has been included in the form informing the duty payers of such transfer at the time of data collection under the Personal Data (Privacy) Ordinance.

The rental information thus obtained from the returned requisitions will be used for the annual revaluation of rateable values and compilation of comprehensive rental statistics. With rental data of all stamped leases recorded and analysed, we anticipate to furnish the public and other Government departments with a full and objective picture of the property rental market.

As the rental data collected will provide very useful information for taxation, rating and statistics purposes, I sincerely urge on your members' co-operation by filling-in the addresses and agreeing to transfer the addresses to this Department for the purpose of issuing 'Requisitions for Particulars of Tenements'.

If your wish to discuss the issue, please contact Ms. Susanna Kwan of this department on 2150 8808.

Yours faithfully,

(Yuen Ying-lun, Alan)

for Commissioner of Rating and Valuation

覆函請寄署長收 Please address all replies to the Commissioner.



## 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	
屋邨名稱 Name of Estate		大廈名稱 Building Name	
座 Block	樓數 Floor	室/房 Flat/Room	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:

**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。  
 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.

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律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