



INLAND REVENUE DEPARTMENT
 STAMP OFFICE
 3/F, Revenue Tower, 5 Gloucester Road,
 Wan Chai, Hong Kong.
 Tel. No.: 2594 3202 Web site : www.ird.gov.hk
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FOR OFFICIAL USE

Instrument Reference No.:
 (to be supplied by Stamp Office if applicable)

Stamping Request - Agreement / Assignment

Method of Stamping

- Stamp Certificate - Application for stamping without presenting instrument
- Conventional Stamp - Request for imprinting of stamp on the original instrument (attached)

Type of Instrument

- Assignment (ad valorem duty) Agreement (ad valorem duty) Agreement (defer application)

Execution Dates

1. Instrument Execution Date (D/M/Y): _____ / _____ / _____

2. Execution of other related agreement(s), if any, on or before this instrument:

Nature of Document	Date (D/M/Y)	For valuation	(Please <input checked="" type="checkbox"/> tick if such date is preferred)
Instruction for Sale/Provisional Agreement	_____ / _____ / _____	<input type="checkbox"/>	
Agreement for Sale and Purchase	_____ / _____ / _____	<input type="checkbox"/>	
Others	_____ / _____ / _____	<input type="checkbox"/>	

Total Consideration

- 1. Consideration \$ _____
- 2. Other Payment: Subject to Mortgage \$ _____ Outstanding Premium \$ _____
 Payments to Confirmor(s) \$ _____ Others \$ _____
- 3. Total Consideration: \$ _____ Total consideration is below market value (if known)

Property Details

1. Property Address (Either Standard or Other Format):

Standard Format Other Format

Flat / Room _____ Floor _____ Block _____

Building _____

Estate _____

No. & Name of Street _____

District _____

Area: Hong Kong Kowloon New Territories

- 2. Nature of Property: Non-Residential Residential
- 3. Interest of Property Assigned: 100% 50% Other _____ %
- 4. Number of Property Transferred: _____ (Note 1)
- 5. Land Registry's Property Reference No.: _____
- 6. Rating Assessment No. (if known): _____
- 7. State of the Property: Bare Site Building
- 8. Sold with vacant possession
- 9. Sold with existing tenancy OR Sold to sitting tenant Tenancy details as follows:
 Term of Tenancy (D/M/Y): From _____ / _____ / _____ To _____ / _____ / _____
 Rent \$ _____ per month -
 Including: Rates Government Rent Maintenance Management Charges (\$ _____ per month)
 Excluding: Rates Government Rent Maintenance Management Charges (\$ _____ per month)
- 10. Home Ownership Scheme Purchase from Housing Authority/Housing Society
 Purchase in Secondary Market by nominated Purchaser(s):
 Vendor purchased from Housing Authority/Housing Society on (D/M/Y): _____ / _____ / _____
 (Note 2 & 3): Initial market value \$ _____ Initial purchase price \$ _____

11. Tenants Purchase from Housing Authority
 Purchase Scheme Purchase in Secondary Market by nominated Purchaser(s):
 (Note 3): Vendor purchased from Housing Authority on (D/M/Y): _____ / _____ / _____
 Initial market value \$ _____ Initial purchase price \$ _____

12. Purchase: at Public Auction by Tender

Vendor Details

1. Number of Vendor(s): _____
 2. Vendor is developer (Note 4)
 3. Vendor is NOT developer and purchased the property by :
 Assignment Agreement (i.e. Sub-sale case)
 Executed date _____ / _____ / _____ (D/M/Y) Purchase Price \$ _____ (if known)

	Vendor 1	Vendor 2
4. Name:		
5. Identity Details:		
HKIC No.	()	()
Passport No. (if no HKIC)		
BR No.		
Other Company No. (if no BR)		
Company established	<input type="checkbox"/> in HK <input type="checkbox"/> outside HK	<input type="checkbox"/> in HK <input type="checkbox"/> outside HK
6. Postal Address:		<input type="checkbox"/> Same as Vendor 1 Other:

Purchaser Details

1. Number of Purchaser(s): _____

	Purchaser 1	Purchaser 2
2. Name:		
3. Identity Details:		
HKIC No.	()	()
Passport No. (if no HKIC)		
BR No.		
Other Company No. (if no BR)		
Company established	<input type="checkbox"/> in HK <input type="checkbox"/> outside HK	<input type="checkbox"/> in HK <input type="checkbox"/> outside HK
4. Postal Address:	<input type="checkbox"/> Property Address Other :	<input type="checkbox"/> Property Address <input type="checkbox"/> Same as Purchaser 1 Other :
5. Share Purchased (Note 5):	<input type="checkbox"/> Sole-owner <input type="checkbox"/> Joint-owner <input type="checkbox"/> Co-owner _____ %	<input type="checkbox"/> Joint-owner <input type="checkbox"/> Co-owner _____ %

Confirmor Transaction (Note 6)

1. Date of Transaction (D/M/Y): _____ / _____ / _____
 2. Payments to Confirmor (Note 7): \$ _____
 3. Confirmor's Name: _____

4. Identity Details: HKIC No. _____ () BR No. _____
Passport No. (if no HKIC) _____ Other Company No. (if no BR) _____

(Established in HK outside HK)

5. Postal Address: _____

Stamp Duty (Payment Case)

Original: \$ _____ Duplicate (s) \$ _____ Total amount payable: \$ _____

Share of payment: Vendor _____% Purchaser _____% Other _____%

Deferred Application

1. This Agreement is eligible for deferring payment of stamp duty as -

Vendor is Register Owner; or Related Chargeable Agreements stamped

2. Ad valorem duty to be deferred \$ _____

The transaction effected by the instrument does not form part of a larger transaction or series of transactions.

The transaction effected by the instrument forms part of a larger transaction or series of transactions with details shown on the attached sheet.

I hereby declare that to the best of my knowledge, information and belief, the information contained in this form is true, correct and complete.

Signature: _____ Date: ____/____/____

Name: _____
Capacity: Vendor Purchaser Legal Representative Property Agent Other

Solicitor Firm Details (if applicable):

Business Registration & Branch No.: _____

Contact Reference No.: _____

Telephone No.: _____ Fax No.: _____

Please tick if applicable

Organization Chop

Notes

1. Property refers to interest in land that can be registered in Land Registry under separate title.
2. Home Ownership Scheme includes Home Ownership Scheme, Private Sector Participation Scheme and Flats for Sale Scheme.
3. Nominated purchaser is the one nominated by the Housing Authority or Housing Society.
4. Developer is the person developing the property and first offering it for sale, either under construction or upon completion.
5. Total percentage of co-owner(s) should be equal to the "Interest of Property Assigned" in item 3 of "Property Details".
6. Confirmor is the purchaser sub-selling the property before assignment or a person (other than the vendor) receiving any other consideration in this transaction.
7. Payments to Confirmor should match the same item in item 2 of "Total Consideration".
8. If space is insufficient, please provide other details on a separate sheet.
9. Please pay by crossed cheque payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR".

Personal Information Collection Statement

1. The Department will use the information provided by you in connection with this Request or the Property concerned for the purposes of the Ordinances administered by it and may disclose/transfer any or all of such information to any third party provided that the disclosure/transfer is authorized or permitted by law.
2. If a stamp certificate is issued in respect of the Instrument concerned, some of the information provided by you will be shown therein. Any person holding a stamp certificate may check its authenticity through the "Stamp Certificate Enquiry" service under the Electronic Service Delivery Scheme.
3. If you are the agent/representative of the relevant parties, you should inform them of this Personal Information Collection Statement and also take note of your obligations under the Personal Data (Privacy) Ordinance (Cap. 486).
4. Subject to the exemptions under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data held by the Department. Such request should be addressed to the Superintendent of Stamp Office at 3/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.

如需本表格的中文版，可在稅務局網頁 www.ird.gov.hk 下載
或致電 2594 3202 與本署聯絡。