



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)

**Adjudication Request - Deed of Gift**  
(Please attach the original instrument)

Instrument Execution Date (D/M/Y): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**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.  Property transferred with vacant possession

9.  Property transferred with existing 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.  Transfer of Property under Home Ownership Scheme (Note 2) with consent of Housing Authority /Housing Society:

Assignor purchased property from Housing Authority/Housing Society on (D/M/Y): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Initial market value \$ \_\_\_\_\_ Initial purchase price \$ \_\_\_\_\_

**Assignor Details**

1. Number of Assignor(s): \_\_\_\_\_

2. Name:

3. Identity Details:

HKIC No. ( )

Passport No. (if no HKIC)

BR No.

Other Company No. (if no BR)

Company established

4. Postal Address:

	Assignor 1	Assignor 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"/> Same as Assignor 1 Other :

**Assignee Details**

1. Number of Assignee(s): \_\_\_\_\_

	Assignee 1	Assignee 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 Assignee 1 Other :
5. Share Assigned (Note 3):	<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 _____%

- 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: Assignor Assignee Legal Representative Other**Solicitor Firm Details (if applicable):**

Business Registration &amp; Branch No.: \_\_\_\_\_

Contact Reference No.: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Organization Chop

 Please tick  if applicable**Notes**

- Property refers to interest in land that can be registered in Land Registry under separate title.
- Home Ownership Scheme includes Home Ownership Scheme, Private Sector Participation Scheme, Tenants Purchase Scheme, Sandwich Class Housing Scheme and Flats for Sale Scheme.
- Total percentage of co-owner(s) should be equal to the "Interest of Property Assigned" in item 3 of "Property Details".
- If space is insufficient, please provide other details on a separate sheet.

**Personal Information Collection Statement**

- 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.
- 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.
- 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).
- 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](http://www.ird.gov.hk) 下載  
或致電 2594 3202 與本署聯絡。