



INLAND REVENUE DEPARTMENT  
STAMP OFFICE  
3/F, Revenue Tower, 5 Gloucester Road,  
Wan Chai, Hong Kong.

Tel. No.: 2594 3202 (Property Transfers)      Web site: [www.ird.gov.hk](http://www.ird.gov.hk)  
Tel. No.: 2594 3201 (Shares, Leases, others)      E-mail: [taxsdo@ird.gov.hk](mailto:taxsdo@ird.gov.hk)  
Fax No.: 2519 6740

*To: Stamp Office Customers*

**STAMP OFFICE**  
**Stamping Circular No. 01 /2005**  
**Special Stamping Arrangement in December 2005**

This circular announces the special arrangement for the stamping of documents during December 2005.

2. The World Trade Organization Sixth Ministerial Conference will be held at the Convention Centre from **13 December 2005 to 18 December 2005**. We understand that during this period special traffic and security arrangements may be put in place in Wan Chai North where the Stamp Office is located.

3. To avoid inconvenience caused by possible disruption of public transport service due to such arrangements, we invite you to arrange for early stamping and collection of your instruments so that you would not need to visit the Stamp Office during the said week. You may also use our e-Stamping service for property documents ([www.esd.gov.hk](http://www.esd.gov.hk)) or send in your stamping requests by post to P.O. Box No. 28827, Gloucester Road Post Office, Wan Chai, Hong Kong.

4. To assist customers who have to submit property documents to the Land Registry for registration, the Stamp Office will implement the following special arrangement for the stamping of ***property assignments and sale and purchase agreements***:

Where the documents are presented to the Assignment Sub-section of the Stamp Office between **5 and 7 December 2005**, they will be available for collection on **12 December 2005**.

You are advised to collect those documents that are due for registration with the Land Registry during the Conference period by **12 December 2005**.

5. In the event that late stamping of instrument is caused by circumstances beyond your control, such as serious traffic congestion resulting in loss of access to the Stamp Office during the Conference period, we will consider remission of the relevant late penalty.

6. If you have any question in connection with this circular or the special stamping arrangement, please contact us at 2594 3202.

*Stamp Office*  
*25 November 2005*