

通訊地址變更通知書

NOTIFICATION OF CHANGE OF CORRESPONDENCE ADDRESS

注意：《商業登記條例》規定，任何營業地址變更，須於變更後的 1 個月內以書面通知稅務局商業登記署，以便更新商業登記冊，並應將商業登記證交回本局，以供修訂。如你業務的營業地址變更，請填寫 I.R.C.表格第 3111A 號。I.R.C.表格第 3111A 號同時讓你選擇變更該業務的相關僱主報稅表檔案及 / 或利得稅檔案的通訊地址至新營業地址。

Attention: The Business Registration Ordinance requires that any change in business address should be reported to the Business Registration Office of the Inland Revenue Department in writing within 1 month thereof for updating of the Business Register. At the same time, the business registration certificate should also be returned to the Department for amendment. If you have changed your business address, please complete form I.R.C.3111A to notify the Business Registration Office of the change. I.R.C.3111A also allows you to amend the correspondence address of the related Employer's Return file and/or Profits Tax file of the business to the new business address reported thereon.

致：稅務局局長

稅務局圖文傳真： 2519 9316

To: The Commissioner of Inland Revenue

IRD Fax No.: 2519 9316

新通訊地址始用於

/ / : -

New CORRESPONDENCE Address with effect from (日 day) (月 month) (年 year)

地域 Area _____ (香港 H = H.K., 九龍 K = KLN. 新界 N = N.T., 外國 F = FOREIGN)

單位編號 Flat/Room _____ 座號 Block _____ 樓數 Floor _____

樓宇 / 大廈名稱 Name of Building _____

門牌號數及街道名稱 No. & Name of Street _____

地區 District _____

請更改下列方格內有「✓」號的檔案的通訊地址：-

Please amend the CORRESPONDENCE Address of the following files marked with a "✓" in the box(es) below :-

此欄只供業務持有者填寫		To be completed by Owners of Business only	
1. <input type="checkbox"/>	利得稅檔案 Profits Tax file	業務 / 公司名稱 Name of business/company	
		檔案號碼 File No.	
此欄只供僱主填寫		To be completed by Employers only	
2. <input type="checkbox"/>	僱主填報的薪酬及退休金稅表檔案 Employer's Return of Remuneration and Pensions file	業務 / 公司名稱 Name of business/company	
		檔案號碼 File No.	

日期
Date : _____

簽署
Signature : _____

日間電話號碼
Day-time Tel. No. : _____

簽署人姓名
Name of Person signing : _____

職位
Designation: _____

圖文傳真
Fax No. : _____

公司印鑑
Company chop : _____

3. <input type="checkbox"/>	報稅表-個別人士檔案 Tax Return - Individuals file	個別人士姓名 Name of Individual	
		檔案號碼 / 香港身分證號碼 File No./H.K. Identity Card	
4. <input type="checkbox"/>	物業稅檔案 (非由個別人士全權擁有物業) Property Tax file (Property NOT solely-owned by individuals)	物業地點 Location of property	
		檔案號碼 / 差餉估價編號 File No./Rating Assessment	
5. <input type="checkbox"/>	其他報稅檔案 Other Tax file	納稅人名稱 Name of Taxpayer	
		檔案號碼 File No.	

日期
Date : _____

簽署
Signature : _____

日間電話號碼
Day-time Tel. No. : _____

姓名
Full Name : _____

I.R.表格第 1249 號 (09/2004)

本局網頁 Our web site : www.ird.gov.hk

I.R.1249 (09/2004)

查詢電話 Enquiries : 187 8088

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》另訂的豁免外，你有權要求查閱或改正個人資料，有關申請須以書面向評稅主任提出。

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 Assessor.

(沿此線複摺)

(Fold Here)

(沿此線複摺)

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稅務局局長
稅務局
香港灣仔告士打道五號
稅務大樓

COMMISSIONER OF INLAND REVENUE
INLAND REVENUE DEPARTMENT
REVENUE TOWER
5 GLOUCESTER ROAD
WAN CHAI, HONG KONG

請在此
貼上郵票
PLEASE
PLACE
STAMP
HERE

(請用膠水封口，切勿用釘書機封口)

(Seal with glue, do not use staples)