

# 通訊地址變更通知書

## NOTIFICATION OF CHANGE OF POSTAL 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 postal 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  
To: The Commissioner of Inland Revenue

稅務局圖文傳真： **2519 9316**  
IRD Fax No.:

新通訊地址始用於

/  /  : -  
(日 day) (月 month) (年 year)

New POSTAL Address with effect from

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 \_\_\_\_\_

請把以上的新地址作為下列方格內有「✓」號的檔案的通訊地址：-

Please use the above new address as the POSTAL Address of the file(s) as indicated by a "✓" in the box(es) below:-

此欄供業務持有者填寫		To be completed by Owner of Business	
<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.	
此欄供僱主更改其通訊地址填寫		To be completed by Employer for change of Postal Address	
<input type="checkbox"/>	僱主填報的薪酬及 退休金報稅表檔案 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: _____	
圖文傳真 Fax No.: _____		職位 Designation: _____	
		公司印鑑 Company chop: _____	

<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	
<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	
<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: _____	

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 )

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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 )