

贖回儲稅券表格 Tax Reserve Certificates (TRCs) Redemption Form

致：稅務局局長
To: Commissioner of Inland Revenue

| | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------------------|---------------------------------|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 儲稅券帳戶持有人資料 Particulars of TRC Account Holder | | 儲稅券帳戶號碼 TRC Account No. | <table border="1"> <tr> <td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> | - | | | | | | | | | | | | | | | | | | | |
| - | | | | | | | | | | | | | | | | | | | | | | | |
| 中文姓名或名稱 Name in Chinese | 英文姓名或名稱 Name in English | (請用正楷 Please use BLOCK letters) | | | | | | | | | | | | | | | | | | | | | |
| 香港身分證號碼 HK Identity Card No. / 商業登記號碼 Business Registration No. * | 聯絡電話 Contact Tel. No. | | | | | | | | | | | | | | | | | | | | | | |

請贖回 本人 / 公司* 帳戶內的儲稅券，作以下用途：
Please redeem the TRCs standing to the credit of my / our* account in the following manner:

- 繳付 本人 / 公司* 的下列稅項（請參閱註釋 4）：
For payment of the following tax which is payable by me / us* (Please see Note 4):

| 稅單號碼 Shroff Account Number | 稅款 Tax Amount | | | | | | | | | | | | | | | | | | | | |
|--|---------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|------------|
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| - | | | | | | | | | | | | | | | | | | | | | |
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| - | | | | | | | | | | | | | | | | | | | | | |

- 將下列款額的本金歸還 本人 / 公司*。本人 / 公司明白不會獲發任何利息。
For a refund at principal value. I / We* understand that no interest will be paid to me / us.

- 本金款額 Principal Sum \$ _____ 元
- 本人 / 公司* 帳戶內所有儲稅券 All TRCs in my / our* TRC Account
- 本人 / 公司* 帳戶內所有儲稅券，並請**暫停**每月扣款買券的銀行自動轉帳安排，直至另行通知。
All TRCs in my / our* TRC Account and to **SUSPEND** the Bank Autopay deduction for purchase of TRCs until further notice.

領取退款支票 Collection of Refund Cheque

- 本人將親臨香港九龍啟德協調道5號稅務中心3樓領取
I shall collect the cheque in person at 3/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong.
- 請將退款支票寄往下列地址：
Please send the refund cheque to the following address:
-

| | | | |
|----------------------------|-------|--|-------|
| 簽署 Signature | _____ | 日期 Date | _____ |
| 簽署人姓名 Name of Signatory | _____ | 簽署人身分 (如：儲稅券帳戶持有人、東主、合夥人、代理人、經理) Designation (e.g. TRC account holder, proprietor, partner, agent, manager) | _____ |

(請用正楷 Please use BLOCK letters)

請在適當空格內加上「✓」號 Please tick where appropriate

*刪去不適用者 Delete where inappropriate

註釋

1. 我們為你提供「自動交稅」服務。在你個人的稅款到期前約2星期，本局會預先發出贖回儲稅券建議書，詳列擬贖回儲稅券的資料及你的應繳稅款餘額。在你的稅款到期日當天，本局會以先購先贖方式自動贖回你帳戶內之儲稅券，以繳付你的稅款，並正式發出贖回儲稅券結算書給你說明贖券詳情。你不須交回此贖券表格。
2. 「自動交稅」服務並不包括在自動贖券日期（即稅款到期日）後購買的儲稅券。要贖回該等儲稅券以繳付到期之稅款，請立即填妥本表格交回本局。
3. 「自動交稅」服務只包括帳戶持有人名義的稅項。要贖回儲稅券以繳付聯名物業的物業稅或合夥業務利得稅，請在繳稅限期前1個月填妥本表格交回本局。
4. 贖回的儲稅券如不足以支付全部稅款，餘數須於繳稅日期或之前繳交。
5. 如儲稅券並非用以清繳持有人的稅項，將不可獲得任何利息。

Notes

1. We offer the “Auto Tax Payment Service”. Around 2 weeks before your tax payment due date, we will send a proposal for redemption to you showing the details of certificates intended to be redeemed and the balance of tax payable by you. The TRCs in your account will be **automatically** redeemed on a First-In-First-Out basis for payment of your tax on the payment due date and a Redemption Statement will be issued to you. Submission of this Redemption Form is **not** required.
2. The “Auto Tax Payment Service” does not cover TRCs purchased after the date of the auto redemption (i.e. the tax payment due date). To redeem such TRCs for immediate tax settlement, please submit this form to our TRCs Section.
3. The “Auto Tax Payment Service” covers only the tax charged on the account holder. To redeem TRCs to pay Property Tax for jointly-owned properties or Profits Tax for partnership businesses, please submit this form to our TRCs Section one month before the tax payment due date.
4. Any balance of tax not covered by the TRCs redeemed shall be payable on or before the tax payment due date.
5. **If TRC is redeemed other than for payment of the holder’s tax liability, no interest will be payable.**

遞交表格

填妥本表格後請以郵寄、親臨或傳真方式交回：

稅務局儲稅券組
香港九龍啟德協調道5號稅務中心3樓

辦公時間

星期一至星期五 上午8時15分至下午12時30分 及
下午1時30分至下午5時30分

傳真號碼： 2519 0375

Form Submission

Completed forms should be returned **by post, in person or by fax to:**

Inland Revenue Department TRCs Section
3/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak,
Kowloon, Hong Kong

Office hours

Monday to Friday 8:15 a.m.–12:30 p.m. & 1:30 p.m.–5:30 p.m.

Fax No.: 2519 0375

查詢

如有查詢，請致電2594 3122與本局儲稅券組職員聯絡或致電本局24小時熱線187 8033。你亦可瀏覽本局網址 < www.ird.gov.hk > 參閱有關資料。

Enquiry

For enquiries, please call our TRCs Section at 2594 3122 or our 24-hour information hotline 187 8033. You may also visit our web site < www.ird.gov.hk > for further information.

收集個人資料聲明

就本表格的要求及於本局處理你的申請的過程中提供個人資料屬自願性質。然而，如你未能提供充分資料，本局可能無法處理你的申請。本局會把你提供的資料，用於施行本局專責執行的法例。本局並可在法律授權或准許的情況下，向任何其他人士或機構披露／轉移該等資料的任何或全部內容。你有權要求查閱及改正你的個人資料，但屬《個人資料（私隱）條例》豁免披露的情況除外。如欲查閱或改正個人資料，請致函評稅主任（地址為香港郵政總局郵箱132號），同時請註明你於本局的檔案號碼。

Personal Information Collection Statement

The provision of personal data required by this form and during the processing of your application is voluntary. However, if you do not provide sufficient information, the Department may not be able to process your application. The Department will use the information provided by you for the purposes of the Ordinances administered by it and may disclose/transfer any or all of such information to any other parties provided that the disclosure/transfer is authorized or permitted by law. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. You should send such request in writing to the Assessor at GPO Box 132, Hong Kong and quote your file number in this Department.