



稅務局  
印花稅署  
香港九龍啟德協調道 5 號 稅務中心 1 樓

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INLAND REVENUE DEPARTMENT  
STAMP OFFICE  
1/F, Inland Revenue Centre, 5 Concorde Road,  
Kai Tak, Kowloon, Hong Kong.  
網址 Website : www.ird.gov.hk  
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## 物業文書 - 申請加蓋印花簡報表

### Property Document – Summary of Stamping Application(s)

律師行名稱 Name of Solicitor's firm: \_\_\_\_\_

聯絡人名稱 Name of Contact Person: \_\_\_\_\_

聯絡電話 Contact Telephone No.: \_\_\_\_\_

傳真號碼 Fax No.: \_\_\_\_\_

請填寫 (A) 或 (B):-

Please complete either (A) or (B):-

文書類別 Nature of Instrument	呈交文件數目 No. of Documents Presented	
	只有申請表 Application form only	申請書連同文書正本 Application form plus original instrument
<b>(A) 適用於提交一批相同類別的申請 For same type of applications in 1 batch</b>		
1. 首次加蓋印花 Initial Stamping (a) 樓契 Assignment (b) 買賣合約 Agreement		
2. 支付已獲准延期的印花稅 Payment of Deferred Stamp Duty		
3. 其後的買賣合約 / 樓契 Subsequent Agreement / Assignment (定額印花稅 Fixed Duty \$100)		
4. 提名書 Nomination		
5. 補充協議 Supplemental Agreement		
<b>(B) 適用於同一交易多份申請 For multiple applications of 1 single transaction</b>		
1. 首次加蓋印花 Initial Stamping (a) 買賣合約 Agreement (b) 延期申請 Defer Application		
2. 支付已獲准延期的印花稅 Payment of Deferred Stamp Duty		
3. 其後的買賣合約 / 樓契 Subsequent Agreement / Assignment (定額印花稅 Fixed Duty \$100)		
4. 提名書 Nomination		
5. 補充協議 Supplemental Agreement		