電 子 儲 稅 券 計 劃
Electronic Tax Reserve Certificates (TRCs) Scheme

稅務局
香港灣仔告士打道5號
稅務大樓5樓
香港郵政總局郵箱132號

INLAND REVENUE DEPARTMENT
5/F, Revenue Tower, 5 Gloucester Road,
Wan Chai, Hong Kong.
G.P.O. Box 132, Hong Kong.

網址 Web site: www.ird.gov.hk
電郵 E-mail: taxpay@ird.gov.hk
電話號碼 Tel. No.: 2594 3122

「儲稅券帳戶結單」申請表格
Requisition Form for Statement of Tax Reserve Certificates

要求發出儲稅券帳戶結單的儲稅券帳戶號碼
Application for issuing a Statement of Tax Reserve Certificates for TRC Account No. ➔ | - | | | | | | | | | | - | | |

儲稅券帳戶持有人資料 Particulars of TRC Account Holder

中文姓名/公司名稱*
Name in Chinese _____

英文姓名/公司名稱*
Name in English _____
（請用正楷 Please use BLOCK letter）

香港身分證號碼/商業登記號碼*
HK Identity Card No./Business Registration No.* _____

日間聯絡電話
Day time contact Tel. No. _____

通訊地址
Postal Address _____

簽署
Signature _____

日期
Date _____

簽署人姓名
Name of Signatory _____
（請用正楷 Please use BLOCK letter）

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) _____

*刪去不適用者 Delete where inappropriate

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申請儲稅券結單手續：

(1) **郵寄或傳真**方式。請填妥本申請表格，寄回「香港郵政總局郵箱132號稅務局儲稅券組」、或傳真至2519 0375。
(2) **親身**攜同本申請表格前往香港灣仔告士打道5號稅務大樓稅務局5樓儲稅券組。

Application methods:

(1) **BY POST or BY FAX.** Please complete this Requisition Form and return to the "Tax Reserve Certificates Section of Inland Revenue Department, G.P.O. Box 132, Hong Kong", or by fax at 2519 0375.
(2) **IN PERSON** at the "Tax Reserve Certificates Section of Inland Revenue Department, 5/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong" with this Requisition Form.

請注意：

(1) 本申請表格只供儲稅券帳戶持有人填寫。
(2) 在填寫本表格時，請確定所提供的資料正確及齊備，以便本局儘快處理此項申請。成功申請後，有關的儲稅券帳戶結單會郵寄給帳戶持有人。
(3) 現時，儲稅券帳戶持有人無須事先申請，本局便會發出年中儲稅券帳戶結單。該帳戶結單在每年9月寄出，詳列截至該年8月31日止其儲稅券帳戶結存。

Please note:

(1) This form is to be used by TRC Account Holder only.
(2) To facilitate our early processing of your application, please provide complete and correct information requested in the application form. For successful application, the Statement will be posted to the TRC Account Holder.
(3) Currently, a Mid-Year Statement will be issued without prior application. It will be posted to TRC Account Holder in September every year advising his account balance as at 31 August of the year.

收集個人資料聲明

你提供的資料將用於稅務用途。本局亦可能會把部分資料交給法例授權接收的其他人士。除了《個人資料(私隱)條例》規定的豁免範圍之外，你有權要求查閱及改正你的個人資料。有關要求應向評稅主任提出。

Personal Information Collection Statement

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. 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. Such request should be addressed to the Assessor.