



物業出租通知書
Notification of Letting of Properties

稅務局
香港灣仔告士打道 5 號
稅務大樓

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

網址 Web site: www.ird.gov.hk

傳真號碼 : 3170 5647
Fax No.

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

我的全名是 _____，香港身分證號碼/護照號碼* 為 _____ ()，
(先生/女士/小姐*)

I _____ with Hong Kong Identity Card No. / Passport No.* _____ ()
(Surname First) (Mr / Mrs / Ms / Miss*)

是以下物業的全權擁有/分權擁有/聯權擁有*人：
am the sole owner / co-owner / joint owner* of the property located at

差餉估價編號為：
with Rating Assessment No. _____ .

這物業已於 _____ 租出，每月租金為 _____ 元。
(日 / 月 / 年)

This property was let out on _____ at a monthly rent of \$ _____ .
(DD / MM / YYYY)

如我須要填交報稅表，請寄往以下的通訊地址：
If a tax return is required to be completed, please send it to the following postal address:

簽署
Signature : _____
(應與報稅表或過往信件的簽署相同)
(Same signature as used in tax returns/past correspondence)

日間聯絡電話號碼
Day-time contact telephone no. : _____

日期
Date : _____

* 請將不適用的刪去
Delete whichever is inapplicable