



致：香港告士打道
郵政局郵箱 29015 號
稅務局局長

To: Commissioner of Inland Revenue
P.O. Box 29015
Gloucester Road Post Office, Hong Kong

申請特許退還
已繳付的商業/分行登記費

[寬免期：2016年4月1日至2017年3月31日]

Application for Concessionary Refund of
Business/Branch Registration Fee Paid

[Waiver Period: 1 April 2016 to 31 March 2017]

業務/分行名稱 Business/Branch Name	
商業登記號碼 Business Registration Number	

本人符合下列條件(*)，現申請特許退還就上述業務/分行已繳付的登記費：

- 業務/分行持有三年證而其生效日期在 2016 年 4 月 1 日前及屆滿日期在 2017 年 3 月 31 日或以後。
- 此業務/分行已於 _____ 年 _____ 月 _____ 日結業。其最後持有的
 - 一年登記證將在 2016 年 4 月 1 日或之後但 2017 年 3 月 31 日之前屆滿。
 - 三年證將在 2016 年 4 月 1 日至 2017 年 3 月 31 日內屆滿。

其結業後的通訊地址是

(見附註 1)

- 經一站式公司註冊及商業登記成立的本地公司持有一年或三年證而其成立法團遞呈在 2015 年 4 月 1 日至 2016 年 3 月 31 日內提出及其登記證的生效日期在 2016 年 4 月 1 日至 2017 年 3 月 31 日內。

(*請在適當空格註上「√」號。)

I apply for concessionary refund of registration fee paid in respect of the business/branch mentioned above on the following ground(*):

- The business/branch is holding a 3-year certificate with a commencement date before 1 April 2016 and an expiry date on or after 31 March 2017.
- The business/branch ceased on ____ (day) ____ (month) ____ (year). It last held
 - a 1-year registration certificate with an expiry date on or after 1 April 2016 but before 31 March 2017.
 - a 3-year registration certificate with an expiry date between 1 April 2016 and 31 March 2017.

Its correspondence address after cessation is

(See Note 1)

- The local company registered under the One-stop company incorporation and business registration regime made an incorporation submission between 1 April 2015 and 31 March 2016 and holds a 1-year or 3-year registration certificate with a commencement date between 1 April 2016 and 31 March 2017.

(*Please tick the appropriate box.)

如不適用，則無須填寫 Complete Only if Applicable

由於此業務沒有銀行帳戶，請以下述支票抬頭人姓名開發退款支票：
As the business has no bank account, please issue the refund cheque in the following name:

(支票抬頭人必須填妥及簽署本申請表背頁的賠償保證書。)

(The payee must complete and sign the letter of indemnity at the back of this application form.)

申請人簽署 Applicant's Signature		
申請人姓名 Name of Applicant		
職位 (請在適當空格註上「√」號) Designation (Please tick the appropriate box)	獨資 / 合夥業務 Sole Proprietorship / Partnership Business	<input type="checkbox"/> 東主 / 合夥人 Sole Proprietor / Partner
	法人團體 Body Corporate	<input type="checkbox"/> 董事 Director <input type="checkbox"/> 秘書 Secretary <input type="checkbox"/> 經理 Manager
	非屬法團的團體 Body Unincorporate	<input type="checkbox"/> 主要高級人員 Principal Officer
*身分證號碼/護照號碼 *Identity Card No. / Passport No. *商業登記號碼 (只適用於上述董事/秘書/合夥人屬法人團體) *Business Registration No. (Applicable only if the Director / Secretary / Partner is a Body Corporate)		
*請刪去不適用的 *Please delete as appropriate		
聯絡電話 Contact Telephone No.		
日期 Date		

附註 1: 對於尚未遞交結業通知書的個案，此申請書亦會同時視為給稅務局局長的結業通知書。

Note 1: This application will also be treated as a notice of cessation of business to the Commissioner of Inland Revenue if one has not been previously submitted.



請注意：必須填妥背頁的申請表

致：香港告士打道郵政局郵箱 29015 號
稅務局局長

Please complete the application form overleaf

To: Commissioner of Inland Revenue
P.O. Box 29015, Gloucester Road Post Office, Hong Kong

償還退款保證書 Letter of Indemnity

(寬免期：2016年4月1日至2017年3月31日) (Waiver Period: 1 April 2016 to 31 March 2017)

申請特許退還已繳付的登記費 Application for Concessionary Refund of Registration Fee Paid	業務/分行名稱 Business/Branch Name	
	商業登記號碼 Business Registration Number	
退款支票抬頭人姓名 Payee's Name to be Used in Refund Cheque		

(請在以下適當空格註上「√」號。)

(Please tick the appropriate box below.)

本人獲授權成為上述退款支票抬頭人(以下簡稱「收款人」)，現謹此核證下述所有事項：

I am authorized to become the payee of the refund cheque mentioned above (hereinafter referred to as "the Payee") and hereby declare all matters mentioned below.

本公司獲授權成為上述退款支票抬頭人(以下簡稱「收款人」)，收款人的商業登記號碼是_____。

My company is authorized to become the payee of the refund cheque mentioned above (hereinafter referred to as "the Payee").

The business registration number of the Payee is _____.

本人為收款人的 東主/合夥人
 董事 秘書 經理
 法人團體董事的*董事/秘書/經理
 法人團體秘書的*董事/秘書/經理

I being the sole proprietor / partner
 director secretary manager
 *director / secretary / manager of the corporate director
 *director / secretary / manager of the corporate secretary

現代表收款人核證下述所有事項：

and am acting on behalf of the Payee, hereby certify all matters mentioned below.

- 上述業務已授權稅務局局長，以收款人的名稱開發退款支票。
- 收款人從未及不會在將來以任何其他名義或檔案號碼申請上述全部或部分退款，或申請用其作抵銷收款人或其他人士根據《商業登記條例》(第 310 章)下應繳交的任何款項。
- 就收款人所知所信，沒有其他人士曾經或將申請收款人現申索的退款或申請用該退款作抵銷其他應繳交的任何款項。
- 鑑於獲得上述退款，收款人現承諾及同意，對於你就上述退款可能遭受或引致的所有法律行動、訴訟程序、損失、收費、賠償、開支、索償及要求，均作出償還保證。

- The above business has authorized the Commissioner of Inland Revenue to issue the refund cheque in the name of the Payee.
- The Payee has not previously applied and will not make any further application under any name or reference number for the above refund or any portion thereof to be refunded or set-off against any other amount payable by the Payee or any other persons under the Business Registration Ordinance (Cap. 310).
- To the best of knowledge and belief of the Payee, no other person has made or will make any application for refund or set-off of the amount now claimed by the Payee.
- In consideration of the issue of the above refund, the Payee hereby undertakes and agrees to indemnify you against all actions, proceedings, loss, charges, damages, expenses, claims and demands which may be brought or made against you.

簽署見證人 Witness to the Signature thereof

退款支票抬頭人 Payee of the Refund Cheque

見證人簽署
Signature of the Witness _____

簽署
Signed _____

(如適用，請加蓋收款人的公司印章 Affix the company chop of the Payee if applicable)

姓名
Name _____
(請用正楷) (in block letter)

簽署人姓名
Name of Signatory _____
(請用正楷) (in block letter)

*香港身分證號碼/護照號碼及簽發國家
* Hong Kong Identity Card No./
Passport No. & the Issuing Country _____

*簽署人香港身分證號碼/護照號碼及簽發國家
*Signatory's Hong Kong Identity Card No./
Passport No. & the Issuing Country _____

地址
Address _____

地址
Address _____

聯絡電話 Contact Telephone No. _____

日期 Date _____

日期 Date _____

* 請刪去不適用的 *Please delete as appropriate

收集個人資料聲明

你提供的個人資料將用於稅務及商業登記用途及可能會交給法例授權接收的其他人士。除了《個人資料(私隱)條例》(第 486 章)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。有關要求應向商業登記主任提出，地址香港灣仔告士打道 5 號稅務大樓 4 樓。你必須提供本表格上所需的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

Personal Information Collection Statement

The personal data provided by you will be used for tax and business registration purposes and may be given to other parties authorized by law to receive it. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data. Such request should be addressed to the Business Registration Officer at 4/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong. It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.