

# Have You Changed Your Address ? If So, You Must Inform the Inland Revenue Department !

You are required by law to report any change of address to the Department within 1 month of the date of change. To advise the Department, simply fill in the details below and send the notification to -

***THE COMMISSIONER OF INLAND REVENUE***  
***P.O. BOX 28777, Gloucester Road Post Office, Hong Kong***

*or By fax : 2877 1232*

If you have registered your e-Tax Password with the Department or have a recognized Digital Certificate, you can notify us of your change of *postal* address via the Electronic Service Delivery (ESD) Scheme provided by the Department. For details, please visit our web site at [www.ird.gov.hk](http://www.ird.gov.hk) – Electronic Services→ Electronic Service Delivery on Internet - ESD Scheme→ Change of Address.

You can also inform the Department of your new *postal* address in advance by completing the notification below, but please remember to fill in the effective date.

## **NOTIFICATION OF CHANGE OF ADDRESS**

**IRD FAX NO. : 2877 1232**

**To : The Commissioner of Inland Revenue**

- Please update my postal address as shown below :

Postal Address \_\_\_\_\_

With effect from 

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(day) (month) (year)

- I am a salary earner/property owner\*, with particulars as follows (where applicable) :-

HKID Card No. 

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Tax Return – Individual / Property Tax File No. \_\_\_\_\_

Property Address \_\_\_\_\_

Rating Assessment No. 

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Daytime Contact  
Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Please sign here  \_\_\_\_\_

Date \_\_\_\_\_ Full Name \_\_\_\_\_

\* Delete whichever is inapplicable

**Mrs. LAU MAK Yee-ming, Alice**  
**Commissioner of Inland Revenue**