

To : Inland Revenue Department

Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong.

(Telephone no. 2594 5173 Fax no. 3170 5641)

**Block Extension Scheme for Tax Representatives
2024/25 Profits Tax Returns
Extension Request for Electronic Filing Clients**

Accounting Date

1 April 2024 to 30 November 2024 (Accounting Date Code 'N')

1 December 2024 to 31 December 2024 (Accounting Date Code 'D')

1 January 2025 to 31 March 2025 (Accounting Date Code 'M') – Profits Cases

1 January 2025 to 31 March 2025 (Accounting Date Code 'M') – Loss Cases

Extended Due Date

2/6/2025*

15/9/2025*

17/12/2025*

2/2/2026

* If opting for electronic filing, the extended due date will be the date specified above for the corresponding accounting date or 1 month from the normal due date of the return, whichever is the later.

Schedule

Enter "1" for Departmental File No. Prefixes 1 to 15, 17 to 21, 24 to 30, 46, 52 and 87
"2" for Departmental File No. Prefixes 31 to 86 (except 46 and 52)
"3" for Departmental File No. Prefixes 22, 23, 95 and 97

<u>Item No.</u>	<u>Departmental File No.</u>	<u>Accounting Date Code</u> (Enter N, D or M)	<u>Return Issue Date</u> (DD/MM/YYYY)	<u>For 'M' Code accounts</u> (Enter L for Loss Case)
1.	/			
2.	/			
3.	/			
4.	/			
5.	/			
6.	/			
7.	/			
8.	/			
9.	/			
10.	/			
11.	/			
12.	/			
13.	/			
14.	/			

I have obtained written authorization(s) from all of the above-mentioned client(s) to act on his / their behalf for the purposes of the Inland Revenue Ordinance. Upon termination of authorization agreement with any of these client(s), I shall inform IRD about the termination immediately.

Name of Tax Representative: _____ Signature: _____

Block Extension Scheme File Number (if any): AUD/1 / or U1/REP/ _____ Company Chop: _____

Business Registration No. and Branch No. of Tax Representative: _____ Contact Tel. No.: _____

Date: _____

Note: This form should NOT be submitted electronically. Submission of the completed form can be made by post, by fax or in person to our office **not later than 7 working days before the return is otherwise due for submission**. If you want to use electronic lodgment of application for block extension, please register with IRD and collect your password for logging into the system. For details, please refer to IRD homepage.

Personal Information Collection Statement

The provision of personal data in this form and during the processing of your application is voluntary. However, if you do not provide sufficient information, the Department may not be able to process your application. The Department will use the information provided by you for the purposes of the Ordinances administered by it and may disclose/transfer any or all of such information to any other parties provided that the disclosure/transfer is authorized or permitted by law. 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. You should send such request in writing to the Assessor at GPO Box 132, Hong Kong and quote your file number in this Department.