



To: The Commissioner of Inland Revenue  
Inland Revenue Centre,  
5 Concorde Road, Kai Tak, Kowloon, Hong  
Kong (Fax No.: 2519 9316)  
(Web site: www.ird.gov.hk)

## Message Form

I / My company \* wish to leave the following message with you as ticked [✓] against the item(s) below:-

My Name / Company Name:	HK Identity Card No. / Business Registration No.:
File No.:	Day-time Tel. No.:

### Tax Return

**Duplicate Return** Please issue a duplicate Tax Return – Individuals / Property Tax Return / Profits Tax Return / Employer's Return of Remuneration and Pensions \* for the year \_\_\_\_\_ / \_\_\_\_\_. [ For Property Tax / Profits Tax, please state the Location of Property / Name of Business:

\_\_\_\_\_ ]

**Return Submitted** The Tax Return – Individuals / Property Tax Return / Profits Tax Return / Employer's Return of Remuneration and Pensions \* for the year \_\_\_\_\_ / \_\_\_\_\_ was submitted on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

Owing to the following reason(s), please cancel the Compound Offer:

\_\_\_\_\_

**Enquiry** Enquiry on how to complete the tax return / check return status : Tax Return – Individuals / Property Tax Return / Profits Tax Return / Employer's Return of Remuneration and Pensions \*. [ For Property Tax / Profits Tax, please state the Location of Property / Name of Business:

\_\_\_\_\_ ]

### Notice of Assessment

**Duplicate Notice of Assessment** Please send a duplicate Notice of Assessment – Salaries Tax / Property Tax / Profits Tax / Personal Assessment \* for the year \_\_\_\_\_ / \_\_\_\_\_. [ For Property Tax / Profits Tax, please state the Location of Property / Name of Business:

\_\_\_\_\_ ]

**Enquiry** Enquiry about the Notice of Assessment issued : Salaries Tax / Property Tax / Profits Tax / Personal Assessment \* for the year \_\_\_\_\_ / \_\_\_\_\_. [ For Property Tax / Profits Tax, please state the Location of Property / Name of Business:

\_\_\_\_\_ ]

### Tax Collection

- Payment of tax by instalments
- Request for releasing
  - Bank accounts  Salary
  - Departure Prevention Direction
- Collection of letter of release for leaving Hong Kong case after the issue of assessment
- Refund cheque / overpayment
- Tax reserve certificate

### Business Registration

- Application for business registration
- Application for extracts of information on the business register
- Exemption from payment of BR fee & levy
- Change of business registration particulars [ For change of business address, please complete Form IRC3111A ]

### Estate Duty

- Application for estate duty clearance paper
- Request for declaration service
- Payment of duty
- Collection of certificate

### Stamp Duty

- Stamping of Property Transfer Instrument
- Stamping of Tenancy Agreement
- Stamping of Share Transfer Instrument
- Request for Adjudication
- Late submission and Penalty
  - Property Transfer  Lease  Share

### Others

Please specify: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please delete whichever is inapplicable

**Please put this form in the Inland Revenue Department Drop-in Box or return by fax / post. Please complete form IR1249 if you change your postal address.**