



To: The Commissioner of Inland Revenue  
 Revenue Tower, 5 Gloucester Road,  
 Wan Chai, 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 below:-

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

To inform us of your new correspondence address, please complete form I.R.1249.

### Tax Return Matters

- Duplicate Return** Please issue a duplicate Tax Return – Individuals / Property Tax / Profits Tax / Employer’s Return of Remuneration and Pensions \* for the year \_\_\_\_ / \_\_\_\_ . [ For Property Tax / Profits Tax, please state the Location of Property / Name of Business: \_\_\_\_\_ ]
- I wish to advise that the Tax Return – Individuals / Property Tax / Profits Tax / Employer’s Return of Remuneration and Pensions \* for the year \_\_\_\_ / \_\_\_\_ was submitted on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ . Due to the following reason(s), please cancel the Compound Offer: \_\_\_\_\_
- Enquiry** Enquiry on how to complete the tax return or check return status – Individuals / Property Tax / Profits Tax / Employer’s Return of Remuneration and Pensions \* . [ For Property Tax / Profits Tax, please state the Location of Property / Name of Business: \_\_\_\_\_ ]

### Notice of Assessment Matters

- 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 cheques matters / overpayments
- Tax reserve certificate

### Business Registration

- Apply for business registration
- Apply 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 I.R.C.3111A ]

### Estate Duty

- Applications for estate duty clearance papers
- Request for declaration services
- Payment of duty
- Collection of certificates

### 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 where inappropriate

**Please put this form in the Inland Revenue Department Drop-in Box or return by fax / post.**