



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 postal 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:
 _____]

Return Submitted I wish to inform 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.