

**INSTALMENTS APPLICATION – Corporations**

**Notes to the applicant**

1. The Department will only use the information provided by you for tax purposes.
2. When submitting your application, you should enclose the supporting documents. You may use separate attached sheet(s) if the space provided in this form is insufficient.
3. You should inform the Department of any substantial change in your financial position after approval of your application.

To: Collector, Inland Revenue Department

File No: COL/ \_\_\_\_\_

[P.O. Box 28497, Gloucester Road Post Office, Hong Kong. Fax No.: 2519 6757 / 2845 8850]

Name of Company : \_\_\_\_\_

Charge No. : \_\_\_\_\_

Balance Payable : \$ \_\_\_\_\_

We hereby apply for payment of the above tax by \_\_\_\_\_ monthly instalments of \$ \_\_\_\_\_ each and provide the following information and documents in support of the application:

(A) **Bank Balance** (with a copy of the latest 3-month statements)

	<u>Name of Bank</u>	<u>Account No.</u>	<u>Balance (\$)</u>
(1)	_____	_____	_____
(2)	_____	_____	_____

(B) **Debts Repayment** (with a copy of the latest statement)

	<u>Name of Financial Institution</u>	<u>Amount outstanding(\$)</u>	<u>Monthly Repayment (\$)</u>	<u>Final Payment Date</u>
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____

(C) The latest 3-month management accounts (including Profits and Loss Account and Balance Sheet) are attached.

(D) The cash flow position and forecast covering the period from the 2 months before this application to the end of the proposed instalment period is attached.

(E) Other relevant information

We understand that a **surcharge not exceeding 5%** will initially be imposed on the balance of total tax unpaid on the due date, and a **further surcharge not exceeding 10%** will be added to the amount remaining unpaid (including the surcharge already imposed) for 6 months from the due date. And if the District Court has given judgment on the tax in arrears, the judgment debt will be subject to interest in accordance with section 50 of the District Court Ordinance.

Correspondence Address : \_\_\_\_\_

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

Name : \_\_\_\_\_

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

Daytime Contact Telephone No. : \_\_\_\_\_

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

**Please amend the correspondence address of our company**

Put a '✓' in  if appropriate