



致：香港告士打道
郵政局郵箱 29015 號
稅務局局長

To: Commissioner of Inland Revenue
P.O. Box 29015
Gloucester Road Post Office, Hong Kong

申請特許退還
已繳付的 2009-10 年度商業登記費

**Application for Concessionary Refund of
Business Registration Fee Paid for 2009-10**

業務/分行名稱 Business/Branch Name:	
登記證號碼 Certificate Number(s):	

本人申請特許退還就上述登記證已繳付的
2009-10 年度商業/分行登記費，原因如下：

I apply for concessionary refund of the
business/branch registration fee paid for the year
2009-10 in respect of the certificate(s) mentioned above
on the following ground:

此業務/分行已結業，結業日期是
_____年_____月_____日。其結業後的通
訊地址是

The business/branch has ceased. Date of
cessation is____(day)____(month)____(year).
Its correspondence address after cessation is

_____。
_____。

_____。
_____。

(見附註 1)

(See note 1)

業務持有三年證而其屆滿日期在 2010 年 7 月
31 日或以後。

The business is holding 3-year certificate(s) with
expiry date(s) on or after 31 July 2010.

(請在適當空格註上「√」號。)

(Please tick the appropriate box.)

<p><u>如不適用，則無須填寫</u> 由於此業務沒有銀行帳戶，請以下述支票抬頭人姓名開發 退款支票。該支票抬頭人亦已填妥及簽署本申請表背頁的 賠償保證書。</p> <p>退款支票抬頭人姓名 (支票抬頭人必須填妥及簽署本申請表背頁的賠償保證書)：</p> <p>_____</p>	<p><u>Complete only if applicable</u> As the business has no bank account, please issue the refund cheque in the following name. In this connection, the letter of indemnity at the back of this application form is duly completed and signed by the said payee.</p> <p>Payee name to be used in the refund cheque (The payee must complete and sign the letter of indemnity at the back of this application form) :</p> <p>_____</p>
--	--

附註 1: 對於未曾遞交結業
通知書的個案，此申請書亦
會同時視為給稅務局局長的
結業通知書。

Note 1: This application will
also be treated as a notice of
cessation of business to the
Commissioner of Inland
Revenue if one has not been
previously submitted.

*請刪去不適用的
*Please delete as appropriate

申請人簽署 Applicant's signature	
申請人姓名 Name of applicant	
*身分證/護照/商業登記號碼 *Identity card/ passport/ business registration no.	
職位 Designation (請在適當空格註上「√」號。) (Please tick the appropriate box)	<input type="checkbox"/> 東主 sole proprietor <input type="checkbox"/> 合夥人 partner <input type="checkbox"/> 主要高級人員 principal officer <input type="checkbox"/> 董事 director <input type="checkbox"/> 秘書 secretary <input type="checkbox"/> 經理 manager
電話號碼 Telephone no.	
日期 Date	



償還退款保證書

Letter of Indemnity

申請退還已繳付 2009-2010 年度商業登記費的業務/分行名稱及商業登記號碼

The Name and Business Registration Number of the Business/Branch

Applying for Refund of Business Registration Fee Paid for 2009-2010: _____

退款支票抬頭人姓名 Payee Name to be Used in Refund Cheque: _____

本人獲授權成為上述退款支票抬頭人(以下簡稱「收款人」)，
現謹此核證下述所有事項：

本公司獲授權成為上述退款支票抬頭人(以下簡稱「收款人」)，
收款人的商業登記號碼是_____。

本人為收款人的 東主 合夥人
 董事 秘書 經理
 法人團體董事的*董事/秘書/經理
 法人團體秘書的*董事/秘書/經理

現代表收款人核證下述所有事項：

(請在適當空格註上「√」號。)

- (1) 上述業務已授權稅務局局長，以收款人的名稱開發退款支票。
- (2) 收款人從未及不會在將來以任何其他名義或檔案號碼申請上述全部或部分退款，或申請用其作抵銷收款人或其他人士根據《商業登記條例》(第 310 章)下應繳交的任何款項。
- (3) 就收款人所知所信，沒有其他人士曾經或將申請收款人現申索的退款或申請用該退款作抵銷其他應繳交的任何款項。
- (4) 鑑於獲得上述退款，收款人現承諾及同意，對於你就上述退款可能遭受或引致的所有法律行動、訴訟程序、損失、收費、賠償、開支、索償及要求，均作出償還保證。

I am authorized to become the payee of the refund cheque mentioned above (hereinafter referred to as "the Payee") and hereby declare all matters mentioned below.

My company is authorized to become the payee of the refund cheque mentioned above (hereinafter referred to as "the Payee")
The business registration number of the Payee is _____.

I being the sole proprietor partner
 director secretary manager
 *director / secretary / manager of the corporate director
 *director / secretary / manager of the corporate secretary

and am acting on behalf of the Payee, hereby certify all matters mentioned below.

(Please tick the appropriate box.)

- (1) The above business has authorized the Commissioner of Inland Revenue to issue the refund cheque in the name of the Payee.
- (2) The Payee has not previously applied and will not make any further application under any name or reference number for the above refund or any portion thereof to be refunded or set-off against any other amount payable by the Payee or any other persons under the Business Registration Ordinance (Cap. 310).
- (3) To the best of knowledge and belief of the Payee, no other person has made or will make any application for refund or set-off of the amount now claimed by the Payee.
- (4) In consideration of the issue of the above refund, the Payee hereby undertakes and agrees to indemnify you against all actions, proceedings, loss, charges, damages, expenses, claims and demands which may be brought or made against you.

簽署

Signed: _____

(請加蓋收款人的公司印章(如適用)) (affix the company chop of the Payee if applicable)

姓名

Name: _____

(請用正楷) (in block letters)

*香港身分證號碼 / 護照號碼及簽發國家

*Hong Kong Identity Card No. /

Passport number & its Issuing Country: _____

地址

Address: _____

聯絡電話 Contact Telephone No.: _____

日期 Date: _____

簽署見證人 Witness to the Signature thereof

見證人簽署

Signature of the Witness: _____

姓名

Name: _____

(請用正楷) (in block letters)

*香港身分證號碼 / 護照號碼及簽發國家

* Hong Kong Identity Card No. /

Passport number & its Issuing Country: _____

地址

Address: _____

日期 Date: _____