



INLAND REVENUE DEPARTMENT
 REVENUE TOWER, 5 GLOUCESTER ROAD,
 WAN CHAI, HONG KONG
 Web site: www.ird.gov.hk

ALL CORRESPONDENCE SHOULD BE ADDRESSED TO: -
 COMMISSIONER OF INLAND REVENUE
 G.P.O. BOX 132, HONG KONG
IN ANY COMMUNICATION PLEASE QUOTE OUR FILE NO.



TO: MR LEE, TAI FU
 RM 316 KUNG CHING BUILDING
 88 KUNG CHING ROAD
 HONG KONG

李大富

File No. : 6Y1-B1234598
 Tel. No. : 187 8022
 Fax No. : 2877 1232
 Date of Issue : 13 MAY 2008

SPECIMEN

Dear Sir/Madam,

**Review of Tax Liabilities
 Year of Assessment 2007/08**

We are carrying out a review and wish to ascertain whether it is necessary to send you a **Tax Return – Individuals** for completion. Please read Part I of the enclosed information sheet (Form I.R.1397) on your obligation to notify chargeability.

If you satisfy **any one** of the following conditions during the year from 1.4.2007 to 31.3.2008, please complete and sign the “Request for Tax Return – Individuals” portion below and return this letter **within 1 month**:

- You are the proprietor of wholly owned business(es) and any one of its gross income (before any deduction of costs) in any accounting period ended in the above stated period has exceeded \$1,000,000.
- You have income from property letting / profit from business but you have stayed in Hong Kong for **not** more than **180 days** during the year.
- You are single and the total of all your annual income* (salaries, rental, business profits, etc) has exceeded \$100,000.
- You are married with an income, and the total **of all your and your spouse’s annual income*** (salaries, rental, business profits, etc) has exceeded \$200,000 (or \$100,000 if the total income of your spouse is unknown).

You are not required to return this letter if none of the above conditions are satisfied. However, you should notify this Department if you are liable to tax for any other year(s) of assessment within the past 6 years or in the future.

Please also note that under special circumstances, we may still issue a Tax Return for your completion even though you have not returned this letter.

VIRGINIA SY GREEN
 Assistant Commissioner

* You may make use of Part II of the enclosed information sheet (Form I.R.1397) for estimating your total income.
 (If applicable, please complete the lower portion and return this letter intact.)

Request for Tax Return – Individuals

File No. : 6Y1-B1234598

To: The Commissioner of Inland Revenue

As one or more of the above conditions apply to me, please send me a Tax Return for the Year of Assessment 2007/08.

Date: 1-6-2008

Signature: 

Day-time Contact Tel. No.: 9111-2222

LEE, TAI FU 李大富

New Postal Address (Complete only if different from that printed at the top left hand corner)

RM D, 17/F, 18 GARDEN STREET, TAI PO, N.T.