



**INLAND REVENUE DEPARTMENT
STAMP OFFICE**

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FOR OFFICIAL USE

[Please return this form by fax or post or in person to this office]

“E-Stamp” Account

(A) For New Application

1. Business Name		
2. Business Registration / Certificate of Incorporation	<input type="checkbox"/> <u>Business holding a valid Hong Kong Business Registration Certificate</u> Business Registration and Branch No.: _____ <input type="checkbox"/> <u>Business NOT holding a valid Hong Kong Business Registration Certificate</u> <i>(Note: You are required to attach a certified true copy of the Certificate of Incorporation)</i> Business address: _____ _____ _____	
3. Contact Person	Name:	E-Mail Address:
	Contact Telephone No.:	Fax No.:
4. Number of “E-Stamp” Account(s) to be opened (Maximum 20 accounts)		
5. Method of collecting the Notices of “E-Stamp” Account No. and Access Code	<input type="checkbox"/> By mail to the applicant’s Business Address <input type="checkbox"/> In person by _____ (name)	

(B) For existing E-Stamp Account Holders

1. Account Holder	E-Stamp Account Number (First 11 digit only):
2. Particulars to be updated	<input type="checkbox"/> No. of “E-Stamp” Account(s) to be added.: _____ (Note: Each main or branch can at most hold 20 “E-Stamp” Accounts) <input type="checkbox"/> Re-activation of “E-Stamp” Accounts: “E-Stamp” Account No: (1)_____ (2) _____ [Please complete (A)5 above to choose the collection method of Access Code Notice] <input type="checkbox"/> Suspension of “E-Stamp” Account(s): “E-Stamp” Account No: (1)_____ (2) _____ <input type="checkbox"/> Closing all “E-Stamp” Account(s) <input type="checkbox"/> Others (Please specify):

Signature : _____

Applicant’s Name : _____

Applicant’s Capacity : Sole Proprietor Partner Director/Secretary # _____

Date : _____

Business Chop

✓ in the appropriate box # Delete as appropriate