



**INLAND REVENUE DEPARTMENT
STAMP OFFICE**

1/F, Inland Revenue Centre, 5 Concorde Road,
Kai Tak, Kowloon, Hong Kong.
Tel. No.: 2594 3202 Website: www.ird.gov.hk
Fax No.: 2519 9025 E-mail: taxsdo@ird.gov.hk

FOR OFFICIAL USE

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

“E-Stamp” Account

(A) For New Application

*(With effect from 21 July 2025, the Stamp Office will no longer accept new “E-Stamp” Account applications from business users **already registered** under the Business Registration Ordinance (Cap. 310). Business with Hong Kong Business Registration Certificate **must** register a Business Tax Portal (BTP) Business Account via the BTP to access the e-Stamping services. Further information is available on Inland Revenue Department’s website (www.ird.gov.hk).)*

1. Business Name		
2. Place of Incorporation	<hr/> <i>(A certified true copy of the Applicant’s Certificate of Incorporation must be provided)</i> Business address: <hr/> <hr/>	
3. Contact Person	Name:	E-mail Address:
	Contact Telephone No.:	Fax No.:
4. Number of “E-Stamp” Account(s) to be opened <i>(Maximum 20 accounts)</i>		
5. Collection Method of “E-Stamp” Account No. and Access Code Notices	<input type="checkbox"/> By post to the Applicant’s Business Address <input type="checkbox"/> In person by _____ <i>(name)</i>	

(B) For existing “E-Stamp” Account Holders

Account Holder	“E-Stamp” Account Number <i>(first 11 digits only)</i> :
(I) For existing “E-Stamp” Account Holders that have <u>NOT</u> applied for registration under the Business Registration Ordinance ONLY (see Part (A)):	
Particulars to be updated	<input type="checkbox"/> No. of “E-Stamp” Account(s) to be added: _____ <i>(Note: A main or branch office can open up to 20 “E-Stamp” Accounts.)</i>
(II) For ALL existing “E-Stamp” Account Holders:	
Particulars to be updated	<input type="checkbox"/> Re-activation of “E-Stamp” Account(s): “E-Stamp” Account No.: (1) _____ (2) _____ <i>(Please complete Part (A): Item 5 to choose the collection method of Access Code Notice)</i>
	<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 <i>(please specify)</i> : _____

