



INLAND REVENUE DEPARTMENT
 STAMP OFFICE
 3/F, Revenue Tower, 5 Gloucester Road,
 Wan Chai, Hong Kong.
 Tel. No.: 2594 3201 Web site : www.ird.gov.hk
 Fax No.: 2519 6740 E-mail : taxsd@ird.gov.hk

FOR OFFICIAL USE

Stamping Request - Tenancy Agreement
 (Application for stamping without presenting instrument)

Instrument Details

1. Instrument Execution Date (Day / Month / Year): _____ / _____ / _____

2. Terms of Lease - Complete either (A) or (B)

(A) Certain Lease Term

Start Date (Day / Month / Year): _____ / _____ / _____

End Date (Day / Month / Year): _____ / _____ / _____

Monthly Rent (excluding premium - Note 1): \$ _____

[Only applicable for cases with
 (i) lease term exceeding 1 year; and
 (ii) fixed monthly rent throughout the whole period; and
 (iii) no rent-free period]

Total Rent paid/ payable over the whole Lease Term: \$ _____
 [Applicable for other cases]

(B) Uncertain Lease Term

Start Date (Day / Month / Year): _____ / _____ / _____

Average Yearly Rent (excluding premium - Note 1): \$ _____

3. Property Address (Either Standard or Other Format):

Standard Format Other Format

Flat / Room _____ Floor _____ Block _____

Building _____

Estate _____

No. & Name of Street _____

_____ District _____

Area: Hong Kong Kowloon New Territories

Landlord Details

1. Number of Landlord(s): _____

	Landlord 1	Landlord 2
2. Name:		
3. Identity Details:		
HKIC No.	()	()
Passport No. (if no HKIC)		
BR No.		
Other Company No. (if no BR)		
Company established	<input type="checkbox"/> in HK <input type="checkbox"/> outside HK	<input type="checkbox"/> in HK <input type="checkbox"/> outside HK
4. Postal Address:	<input type="checkbox"/> Property Address Other:	<input type="checkbox"/> Property Address <input type="checkbox"/> Same as Landlord 1 Other:

Tenant Details

1. Number of Tenant(s): _____

	Tenant 1	Tenant 2
2. Name:		
3. Identity Details:		
HKIC No.	()	()
Passport No. (if no HKIC)		
BR No.		
Other Company No. (if no BR)		
Company established	<input type="checkbox"/> in HK <input type="checkbox"/> outside HK	<input type="checkbox"/> in HK <input type="checkbox"/> outside HK
4. Postal Address:	<input type="checkbox"/> Property Address Other:	<input type="checkbox"/> Property Address <input type="checkbox"/> Same as Tenant 1 Other:

Stamp Duty Payable

Original: \$ _____ Duplicate (s) \$ _____ Total amount payable: \$ _____
 Share of payment: Landlord _____% Tenant _____% Other _____%

Declaration by the Applicant

I hereby declare that to the best of my knowledge, information and belief, the information contained in this form is true, correct and complete.

Signature: _____ Date: _____ / _____ / _____

Name: _____

Capacity: Landlord Tenant Legal Representative Property Agent Other

Telephone No.: _____ Fax No.: _____

Organization Chop

Solicitor Firm/ Property Agent Details (if applicable):

Business Registration & Branch No.: _____

Contact Reference No.: _____

Please tick if applicable.

Notes

1. If premium is paid, please present the original tenancy agreement to the Stamp Office for assessment.
2. If space is insufficient, please provide other details on a separate sheet.
3. Please pay by crossed cheque payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR".

Personal Information Collection Statement

1. The Department will use the information provided by you in connection with this Request or the Property concerned for the purposes of the Ordinances administered by it and may disclose/transfer any or all of such information to any third party (e.g. the Rating and Valuation Department) provided that the disclosure/transfer is authorized or permitted by law.
2. If a stamp certificate is issued in respect of the Instrument concerned, some of the information provided by you will be shown therein. Any person holding a stamp certificate may check its authenticity through the Department "e-Stamping System".
3. If you are the agent/representative of the relevant parties, you should inform them of this Personal Information Collection Statement and also take note of your obligations under the Personal Data (Privacy) Ordinance (Cap. 486).
4. Subject to the exemptions under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to or correction of your personal data held by the Department. Such request should be addressed to the Superintendent of Stamp Office at 3/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.

**You may return this form and the payment cheque to the Stamp Office by post
(P.O. Box No. 28827, Gloucester Road Post Office).**

如需本表格的中文版，可在稅務局網頁 www.ird.gov.hk 下載
或致電 2594 3201 與本署聯絡。