



稅務局  
香港灣仔告士打道5號  
稅務大樓5樓  
香港告士打道郵政局郵箱28114號

INLAND REVENUE DEPARTMENT  
5/F, Revenue Tower, 5 Gloucester Road,  
Wan Chai, Hong Kong.  
P.O. Box 28114, Gloucester Road Post Office, Hong Kong.

網址 Web site: www.ird.gov.hk  
電郵 E-mail: taxpay@ird.gov.hk  
電話號碼 Tel. No.: 2594 3218

## 領取退款通知書及支票授權書

致：稅務局局長

檔案號碼：\_\_\_\_\_

退款號碼：\_\_\_\_\_

本人授權 \_\_\_\_\_ (被授權人的名字)，其身分證號碼是 \_\_\_\_\_  
代本人領取評稅／退稅通知書及支票。

附上本人的身分證副本以便查閱。

\_\_\_\_\_

日期

\_\_\_\_\_

姓名及簽署

\_\_\_\_\_

日間聯絡電話

### **Authorization Form for Collection of Refund Notice and Cheque**

To : Commissioner of Inland Revenue,

File Number : \_\_\_\_\_

Refund Number : \_\_\_\_\_

I hereby authorize \_\_\_\_\_ (name), Hong Kong Identity Card No. \_\_\_\_\_, to collect the above assessment / refund notice and cheque on my behalf.

I attach a copy of my identity card for your persual.

\_\_\_\_\_

Date

\_\_\_\_\_

Name and signature

\_\_\_\_\_

Day time phone number

就本表格的要求及於本局處理你的申請的過程中提供個人資料屬自願性質。然而，如你未能提供充分資料，本局可能無法處理你的申請。本局會把你提供的資料，用於施行本局專責執行的法例。本局並可在法律授權或准許的情況下，向任何其他人士或機構披露／轉移該等資料的任何或全部內容。你有權要求查閱及改正你的個人資料，但屬《個人資料（私隱）條例》豁免披露的情況除外。如欲查閱或改正個人資料，請致函評稅主任(地址為香港郵政總局郵箱132號)，同時請註明你於本局的檔案號碼。

The provision of personal data required by this form and during the processing of your application is voluntary. However, if you do not provide sufficient information, the Department may not be able to process your application. The Department will use the information provided by you for the purposes of the Ordinances administered by it and may disclose/transfer any or all of such information to any other parties provided that the disclosure/transfer is authorized or permitted by law. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. You should send such request in writing to the Assessor at GPO Box 132, Hong Kong and quote your file number in this Department.