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當辦理私人公司股票轉讓的加蓋印花手續時，若該公司及其附屬公司在股票轉讓或提交的最新經審計／管理帳目結算日時擁有物業的話，必須填寫此表格。
This form should be completed when applying for stamping of share transfer of private companies,
if the company and its subsidiary(ies) own/ have owned landed properties at the time of transfer or as at the cut-off date of the latest audited/ management accounts submitted.

致：印花稅署署長
To: Collector of Stamp Revenue

物業附表 Schedule of Landed Properties
有關股票轉讓 Relating to Transfer of Share(s)
公司名稱 Name of Company: _____

I. 該公司及其附屬公司在以下日期所持有的物業資料 Details of landed property(ies) held by the company and its subsidiary(ies) as at the following date:
提交的最新經審計／管理帳目結算日期 (註 1) Cut-off Date of the latest audited/ management accounts now submitted (Note 1): _____

業主 Owner(s)	物業地址 (註 2) Address of Property (Note 2)	物業種類 (請在適當項目加上「✓」號) Type of Property (Please tick "✓" as appropriate)					業權 Interest Held		購買日期 Date of Purchase	買入價 Purchase Cost	帳面值 Net Book Value Per Accounts
		住宅 Domestic Premises	商舖 Retail Premises	寫字樓 Office	工廈 Factories	其他 Others (請說明 Please specify)	全部 Whole (100%)	部分 Part (列明持有的百分率 State % held)			
經審計／管理帳目所示買價 Cost as per audited/ management accounts									合計 : Total :		

II. 該公司及其附屬公司在以上結算日期至股票轉讓日期的期間內購買和／或出售的物業的詳情(如有的話):
Details of landed property(ies) purchased and/ or sold by the company and its subsidiary(ies) during the period from the above cut-off date to the date of share transfer, if any:

業主 Owner(s)	物業地址 (註 2) Address of Property (Note 2)	物業種類 (請在適當項目加上「✓」號) Type of Property (Please tick "✓" as appropriate)					業權 Interest Held		購買／出售日期 Date of Purchase/ Sale	買價／賣價 Purchase Cost/ Selling Price
		住宅 Domestic Premises	商舖 Retail Premises	寫字樓 Office	工廈 Factories	其他 Others (請說明 Please specify)	全部 Whole (100%)	部分 Part (列明持有的百分率 State % held)		

經 董事／經理／會計師／律師 核證
Certified by Director/ Manager/ Accountant/ Solicitor

註：

1. 倘若該公司及其附屬公司最新的經審計帳目的截數日期早於股票轉讓日期前的 6 個月，你須提供該公司及其附屬公司從審計帳目截數日期至轉讓日期前不超過 3 個月的管理帳目核證本。如屬此情況，結算日期會是管理帳目核證本的截數日期。
2. 物業包括在香港境外的物業，並請列明物業的詳細地址。如屬香港境內的物業，在可能情況下，使用差餉物業估價署署長所編配的正式門牌號數。如屬新界的地盤或郊區物業，須提供丈量約份和地段編號的詳情，並請指明地盤所在和新批地合約編號（如知悉的話）。
3. 你可參閱「加蓋印花的程序及註釋 – 為股票轉讓加蓋印花」[U3/SOG/PN04B] 有關加蓋印花所需提交的證明文件。
4. **收集個人資料聲明**
 - 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，本局可能無法辦理你的申請。
 - 本局會把你提供的資料，用於施行本局專責執行的法例。本局可能在法律授權或准許下，向其他政府部門或法定機構，及其他第三方披露／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。有關要求應向印花稅署總監提出，地址：香港九龍啟德協調道 5 號稅務中心 1 樓。

Notes:

1. If the latest audited accounts of the company and its subsidiary(ies) are not prepared up to a date within 6 months before the date of share transfer, please submit certified management accounts of the company and its subsidiary(ies) from the end date of the latest audited accounts prepared up to a date within 3 months before the date of transfer. For this scenario, the cut-off date will be the end date of the certified management accounts.
2. Landed properties include those outside Hong Kong and full address should be stated. For landed properties in Hong Kong, whenever possible, please use official building number(s) as allotted by the Commissioner of Rating and Valuation. For sites or rural properties in New Territories, D.D. and Lot No. details must be provided; please also specify the site location and New Grant No., if known.
3. You can refer to the Stamping Procedures and Explanatory Notes – Stamping of Share Transfer [U3/SOG/PN04A] for details of the supporting documents required for stamping.
4. **Personal Information Collection Statement**
 - 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 other government or statutory bodies, and any other third parties provided that the disclosure/ transfer is authorized or permitted by law.
 - You have the right to request access to and correction of your personal data held by the Department. Such request should be addressed to the Superintendent of Stamp Office at 1/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong.