

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

關於：政府租約的印花稅事宜
Re: Stamp Duty Matter for Government Lease

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| 1. 本人知悉，根據《印花稅條例》第 39(c)條，所有政府批地合約、所有政府租契、以及所有該等批地合約或政府租契的退回書，均無須予以徵收印花稅。 | 1. I acknowledge that under section 39(c) of the Stamp Duty Ordinance (“SDO”), all grants by the Government and all Government leases and all surrenders of such grants and leases are not chargeable with stamp duty. |
| 2. 本人現根據《印花稅條例》第 13(1)條，要求印花稅署署長就下述文書是否可予徵收印花稅表示意見： | 2. Pursuant to section 13(1) of the SDO, I hereby request the Collector of Stamp Revenue to express an opinion as to whether the following instrument is chargeable with stamp duty: |
| 文書日期：_____ | Date of instrument: _____ |
| 業主名稱：_____ | Name of Landlord: _____ |
| 租客名稱：_____ | Name of Tenant: _____ |
| 3. 本人同意繳付 50 元的裁定費。 | 3. I agree to pay the adjudication fee of \$50. |

簽署 Signature: _____ 日期 Date: _____

姓名 Name: _____

收集個人資料聲明 Personal Information Collection Statement

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| 1. 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。 | 1. 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. |
| 2. 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。 | 2. 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. |
| 3. 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。 | 3. 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, Hong Kong. |