



Notification of Details of Person Authorized to Register / Operate a CbC Reporting Account

To: Commissioner of Inland Revenue

The Person in Part 1 has been authorized to act for or on behalf of the Reporting Entity in Part 2 to register and operate its account under CbC Reporting Portal. Particulars of the Person and the Reporting Entity are as follows:

Part 1 Person authorized to act for the Reporting Entity in Part 2 to register / operate CbC Reporting Account (Notes 1 and 2)

Service Provider engaged to perform reporting obligations

- (a) Name _____
- (b) Business Registration Number _____
- (c) Contact Person
- (i) Name (Mr/Mrs/Ms/Miss) _____
- (ii) Email address _____
- (iii) Day-time contact telephone number _____

Person acting for or responsible for the management of the Reporting Entity (applicable only if the Reporting Entity in Part 2 is not a corporation)

- (a) Name _____
- (b) Business Registration Number _____
Hong Kong Identity Card Number (Note 3) _____
- (c) Contact Person
- (i) Name (Mr/Mrs/Ms/Miss) _____
- (ii) Email address _____
- (iii) Day-time contact telephone number _____

Part 2 The Reporting Entity's CbC Reporting Account to be registered / operated by the Person in Part 1

- (1) Name of Reporting Entity _____
- (2) Business Registration Number (Note 4) _____
- (3) Nature of Legal Form Corporate Non-corporate
- (4) Contact Person
- (a) Name (Mr/Mrs/Ms/Miss) _____
- (b) Hong Kong Identity Card Number _____
- (c) Post _____
- (d) Email address _____
- (e) Daytime contact telephone number _____

Part 3 Declaration

I hereby declare that to the best of my knowledge and belief, the information provided above and documents attached (if any) are true, correct and complete.

Name of Signatory _____

Signature _____

Position held by the Signatory (Note 5) _____

Date _____

PERSONAL INFORMATION COLLECTION STATEMENT

The provision of personal data in this form and during the processing of your notification is voluntary. However, if you do not provide sufficient information, the Department may not be able to process your notification. 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 authorised 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.

Notes

1. Subject to the approval of the Department, holders of specified digital certificate (i.e. e-Cert (Organisational) with AEOI Functions) of the Person in Part 1 will be allowed to:
 - (a) open a CbC Reporting Account online for the Reporting Entity;
 - (b) operate the CbC Reporting Account of the Reporting Entity;
 - (c) update the profile of the CbC Reporting Account of the Reporting Entity;
 - (d) submit notification for or on behalf of the Reporting Entity; and
 - (e) furnish CbC Return for or on behalf of the Reporting Entity.
2. The profile of the Reporting Entity's CbC Reporting Account should be updated immediately if the Person in Part 1 ceases to be authorized to operate the CbC Reporting Account.
3. If the person is an individual, the individual's Hong Kong Identity Card Number should be provided. If the individual is not carrying on business in Hong Kong and does not have a Business Registration Number Equivalent, the individual should write to the Department to apply for a Business Registration Number Equivalent that can be used to subscribe for an e-Cert (Organisational) with AEOI Functions to access the CbC Reporting Portal before the submission of this Notification.
4. If the Reporting Entity is carrying on business in Hong Kong, an application for business registration must be submitted under the Business Registration Ordinance (Cap. 310). If the Reporting Entity is not carrying on business in Hong Kong and does not have a Business Registration Number Equivalent, the Reporting Entity should write to the Department to apply for a Business Registration Number Equivalent that can be used to subscribe for an e-Cert (Organisational) with AEOI Functions to access the CbC Reporting Portal before the submission of this Notification.
5. The signatory must be an individual. Persons who can sign the form are:
 - (a) the director or an officer if the Reporting Entity in Part 2 is a corporation;
 - (b) the partner if the Reporting Entity in Part 2 is a partnership;
 - (c) the trustee if the Reporting Entity in Part 2 is a trust (or the director or an officer of the corporate trustee); or
 - (d) the principal officer or responsible person if the Reporting Entity in Part 2 is a body of persons.