

To: Commissioner of Inland Revenue  
(Fax No. 3170 5647)

File No.: \_\_\_\_\_

**Request for issue of duplicate Tax Return – Individuals**

Please issue a duplicate Tax Return - Individuals for the Year of Assessment \_\_\_\_\_ to me.

My postal address is amended to : \_\_\_\_\_

\_\_\_\_\_

I hereby authorize the following person to collect a duplicate Tax Return - Individuals for the Year of Assessment \_\_\_\_\_ for me.

Name: \_\_\_\_\_

H.K. Identity Card No.: \_\_\_\_\_

Please tick as appropriate

Signature  
(Same signature as used in tax returns/past correspondence) : \_\_\_\_\_

Name : \_\_\_\_\_

Day-time Hong Kong Contact Telephone No. : \_\_\_\_\_

Date : \_\_\_\_\_

**Personal Information Collection Statement**

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