

# Have you changed your address?

## If so, you must inform the Inland Revenue Department!

Taxpayers are required by law to report any change of address to the Inland Revenue Department within 1 month of the date of change. To inform the Department of your new address, simply fill in the details below and send the notification to -

**THE COMMISSIONER OF INLAND REVENUE**  
**P.O. BOX 6068, General Post Office, Hong Kong**

*or By fax : 2519 9316*

*or By email : taxctr1@ird.gov.hk / taxctr2@ird.gov.hk*

If you have opened an eTAX Account with the Department, you can inform us of your new postal address through your eTAX Account. For further details of notifying change of postal address, you may visit our website at [www.ird.gov.hk/eng/tax/ind\\_nca.htm](http://www.ird.gov.hk/eng/tax/ind_nca.htm).

You can also inform the Department of your new postal address in advance by completing the notification below, but please remember to fill in the effective date.

**TAM Tai-pang**  
**Commissioner of Inland Revenue**

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### NOTIFICATION OF CHANGE OF ADDRESS

File No.    -

**To : The Commissioner of Inland Revenue**  
**P.O. Box 6068, General Post Office, Hong Kong (Fax No. 2519 9316)**

- Please update my postal address as shown below :

Postal Address \_\_\_\_\_

With effect from   /   /

(day) (month) (year)

(Note: For advance notification, please fill in the effective date.)

- I am a salary earner/property owner/sole proprietor\*, with particulars as follows (where applicable) :

Hong Kong Identity Card No.         ( )

Full Name of Present Employer \_\_\_\_\_

Property Address \_\_\_\_\_

Business Name \_\_\_\_\_

Daytime Contact Tel. No. \_\_\_\_\_

Signature \_\_\_\_\_  
(Same signature as used in tax returns)

Date \_\_\_\_\_

Full Name \_\_\_\_\_

\* Delete whichever is inapplicable