

INLAND REVENUE DEPARTMENT NOTICE

FILE YOUR TAX RETURN ON TIME

The 2015/16 tax returns for individuals were issued on 3 May 2016. Taxpayers are required to file duly completed returns to the Inland Revenue Department (IRD) within 1 month from the date of issue of the returns. The deadline falls on 3 June 2016. For sole proprietors, returns can be filed within 3 months, i.e. on or before 3 August 2016.

An automatic extension of 1 month is allowed to all e-filers, that is, eTAX users filing their tax returns on-line could have the deadline extended to 4 July 2016. For e-filers of sole proprietorship businesses, the deadline is extended to 3 September 2016. eTAX Account holders can login their accounts to check and file tax returns. For enquiries concerning eTAX, please contact IRD enquiry hotline 183 2011.

If you have not received a tax return due to change of postal address, you should promptly notify IRD of your change of address and obtain a duplicate tax return by the following means:

- (1) complete the form below and send it to the IRD by fax at 2877 1232 or by post to GPO Box 132, Hong Kong; or
- (2) call in person at the Enquiry Service Centre, 1/F, Revenue Tower, 5 Gloucester Road, Wan Chai.

If you only wish to have a duplicate tax return, you may:

- (1) complete the form below and send it to the IRD by fax at 2877 1232 or by post to GPO Box 132, Hong Kong; or
- (2) contact the IRD staff at 187 8022 during office hours.

WONG Kuen-fai
Commissioner of Inland Revenue

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Request for duplicate tax return / Notification of change of postal address

To: The Commissioner of Inland Revenue
GPO Box 132, Hong Kong
(Fax No.: 2877 1232)

Name: _____ HK Identity Card No.: _____

File No.: _____ Day-time Tel. No.: _____

[Please tick the appropriate box(es)]

- Please issue a duplicate 2015/16 tax return for individuals to me
- Please amend my postal address as follows:

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

Date: _____