

To : Inland Revenue Department

Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong.
 (Telephone no. 2594 5224 Fax no. 2877 1232)

**Block Extension Scheme for Tax Representatives
 2024/25 Tax Returns - Individuals
Extension Request for New Clients**

Nature

Involving sole proprietorship business accounts

Not involving sole proprietorship business accounts

Extended Due Date

2/10/2025

2/7/2025

Item No.	Departmental File No. <i>(in section sequence)</i>	Involving Sole Proprietorship Business Accounts <small>(Enter 'Y' for Yes, 'N' for No)</small>	Item No.	Departmental File No. <i>(in section sequence)</i>	Involving Sole Proprietorship Business Accounts <small>(Enter 'Y' for Yes, 'N' for No)</small>
1.	-		2.	-	
3.	-		4.	-	
5.	-		6.	-	
7.	-		8.	-	
9.	-		10.	-	
11.	-		12.	-	
13.	-		14.	-	
15.	-		16.	-	
17.	-		18.	-	
19.	-		20.	-	
21.	-		22.	-	
23.	-		24.	-	
25.	-		26.	-	
27.	-		28.	-	
29.	-		30.	-	

I have obtained written authorization(s) from all of the above-mentioned client(s) to act on his / their behalf for the purposes of the Inland Revenue Ordinance. Upon termination of authorization agreement with any of these client(s), I shall inform IRD about the termination immediately.

Name of Tax Representative: _____ Signature: _____
 Block Extension Scheme File Number (if any): AUD/1 / or U1/REP/ _____ Company Chop: _____
 Business Registration No. and Branch No. of Tax Representative: _____ Contact Tel. No.: _____
 Date: _____

Note: This form should NOT be submitted electronically. Submission of the completed form can be made by post, by fax or in person to our office **on or before 2 June 2025**. If you want to use electronic lodgment of application for block extension, please register with IRD and collect your password for logging into the system. For details, please refer to IRD homepage.

Personal Information Collection Statement

The provision of personal data in 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. 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.