税務局
香港九龍啟德協調道5號
税務中心

Inland Revenue Department
Inland Revenue Centre, 5 Concorde Road,
Kai Tak, Kowloon, Hong Kong

電話號碼 Telephone No.　　: 2594 5229
傳真號碼 Fax No.　　　　 : 3170 5647

申請繳税證明書
Request for Letter of Confirmation of Payment

致：税務局局長

To: Commissioner of Inland Revenue

(1)　檔案號碼　File No. _____

(2)　納税人姓名 Name of Taxpayer _____

(3)　日間電話號碼 Day-time Telephone No. _____

(4)　香港身分證號碼 H.K. Identity Card No. /

　　商業登記號碼 Business Registration No.* _____

(5)　請發出有關繳納 薪俸税 / 物業税 / 利得税 / 個人入息課税* 的繳税證明書，税單資料如下：－

　　Please send a letter of confirmation of payment in respect of Salaries Tax / Property Tax / Profits Tax / Tax Charged Under

　　Personal Assessment * in respect of the following charge: -

　　(i)　課税年度 Year of Assessment [#] _____

　　(ii)　税單號碼 Charge No. _____

　　　　_____　　　　_____
　　　　日期　　　　　　　　　　(納税人簽署 / 獲授權人簽署及公司蓋印處*)
　　　　Date　　　(Signature of Taxpayer / Authorizing Signature of Company with Chop*)

* 刪去不適用者 Delete where inappropriate

[#] 如繳款日期已超逾 7 年，有關繳款證明書可能不獲發給。
　　Letter of confirmation of payment may not be available if payment was made over 7 years ago.

就本表格的要求及於本局處理你的申請的過程中提供個人資料屬自願性質。然而，如你未能提供充分資料，本局可能無法處理你的申請。本局會把你提供的資料，用於施行本局專責執行的法例。本局並可在法律授權或准許的情況下，向任何其他人士或機構披露／轉移該等資料的任何或全部內容。你有權要求查閱及改正你的個人資料，但屬《個人資料（私隱）條例》豁免披露的情況除外。如欲查閱或改正個人資料，請致函評税主任（地址為香港郵政總局郵箱 132 號），同時請註明你於本局的檔案號碼。

The provision of personal data required by 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.

只供税務局人員填寫 For official use only

☐　發出繳税證明書 Letter of confirmation of payment issued
　　課税年度 Year of Assessment _____　　發出日期 Issued on _____

☐　其他 Others _____

請在適當空格內加上「√」號
Please tick where appropriate

　　　　_____　　_____　　_____
　　　　職員簽署 Initial of officer　　　　　　日期 Date

IR1273 (5/2023)