



**Application for Certificate of Resident Status  
Individuals**

**To : The Hong Kong Competent Authority**

**IRD File No.** (if any) \_\_\_\_\_

I submit an application for a certificate of resident status for the purpose of claiming tax benefits under the Agreement between the Hong Kong Special Administrative Region of the People's Republic of China and \_\_\_\_\_ (state the name of "the Contracting Party") for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with respect to Taxes on Income / Income and Capital ("the Agreement"). (Note 1)

**(1) Calendar Year(s) of Claim:** \_\_\_\_\_

**(2) Particulars of Applicant**

- (a) Name in English (surname first) \_\_\_\_\_ Name in Chinese \_\_\_\_\_
- (b) Hong Kong Identity Card Number \_\_\_\_\_
- (c) Passport Number and Nationality (Note 2) \_\_\_\_\_
- (d) Permanent Residential Address (Note 3) \_\_\_\_\_
- (e) Other Residential Address \_\_\_\_\_
- (f) Postal Address \_\_\_\_\_
- (g) Serial Number of the latest certificate of resident status issued (if any) \_\_\_\_\_
- (h) Have you ordinarily resided in Hong Kong? (Note 4)  
 Yes, I have ordinarily resided in Hong Kong since \_\_\_\_\_ / \_\_\_\_\_ (mm/yyyy)  No
- (i) State the number of days of your stay in Hong Kong during the following periods and attach copies of your travel documents in support (Note 5)

1 April of the year before the "Calendar Year of Claim" to 31 March of the "Calendar Year of Claim" (or to the date of application, whichever is the earlier)	_____ days
1 April of the "Calendar Year of Claim" to 31 March of the following year (or to the date of application, whichever is the earlier) (if applicable)	_____ days
1 April of the year immediately after the "Calendar Year of Claim" to 31 March of the following year (or to the date of application, whichever is the earlier) (if applicable)	_____ days

**(3) Details of Employment / Business Operation in Hong Kong during the Calendar Year(s) of Claim (if any)**

- (a) Name of trade, profession or business carried on by you in Hong Kong \_\_\_\_\_
- (b) Business Address in Hong Kong \_\_\_\_\_
- (c) Business Registration Number \_\_\_\_\_
- (d) Name of your Employer \_\_\_\_\_
- (e) Capacity of your Employment \_\_\_\_\_
- (f) Date of commencement of Employment \_\_\_\_\_

**(4) Income for which tax benefits under the Agreement are to be claimed in the Contracting Party**

Nature and Amount of the Income for each year of claim \_\_\_\_\_  
 \_\_\_\_\_

**(5) Declaration**

I hereby declare that the information provided and documents attached, which may be disclosed to the tax authorities of the Contracting Party for the purposes of applying the provisions of the Agreement, are true, correct and complete.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Hong Kong Telephone No.** \_\_\_\_\_

**[Heavy penalties may be incurred under section 80(2D) of the Inland Revenue Ordinance for giving incorrect information]**

## PERSONAL INFORMATION COLLECTION STATEMENT

**The information provided by you will be used for purposes relating to the administration of tax laws in this Department. This Department may give some of the information to other parties authorized by law to receive it. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of personal data. A request for access to and correction of your personal data should be addressed in writing to the Assessor (Tax Treaty), GPO Box 132, Hong Kong. Please also quote your file number in this Department.**

### Notes

1. The Hong Kong competent authority may refuse to issue a certificate of resident status where it is clear that the applicant would not be entitled to the tax benefits under the Agreement. Upon receipt of an application, the Hong Kong competent authority will examine the information supplied and may request further information from the applicant, and if the case is justified, will issue a certificate of resident status. The processing of the application normally requires 21 working days. Generally, the certificate of resident status will be sent by ordinary mail to the applicant's postal address unless the applicant requests to collect it in person. Applicant should be aware that issue of a certificate of resident status will not guarantee a successful claim for the tax benefits under the Agreement. The decision as to whether the tax benefits can be granted is, ultimately, one to be made by the tax authorities of the Contracting Party. It will be up to the tax authorities of the Contracting Party to determine whether all the relevant conditions are fulfilled and whether the tax benefits can be granted.
2. "Passport Number and Nationality" is only required if the applicant is not a Hong Kong Identity Card holder.
3. Permanent Residential Address refers to the permanent place of residence where the applicant and the applicant's family live.
4. It is generally considered that the applicant "ordinarily resides" in Hong Kong if the applicant has a permanent home in Hong Kong where the applicant or the applicant's family live.
5. The following examples illustrate how to complete item (i) of Part (2):
  - (a) Example 1: Application made on 1 July 2014 and the Calendar Year of Claim is 2014  
State the number of days of stay in Hong Kong during 1 April 2013 to 31 March 2014 in Box 1 and the number of days of stay during the period from 1 April 2014 to 1 July 2014 in Box 2. There is no need to complete Box 3.
  - (b) Example 2: Application made on 1 July 2015 and the Calendar Year of Claim is 2014  
State the number of days of stay in Hong Kong during 1 April 2013 to 31 March 2014 in Box 1, the number of days of stay during 1 April 2014 to 31 March 2015 in Box 2 and the number of days of stay during the period from 1 April 2015 to 1 July 2015 in Box 3.