

**贖回儲稅券表格 Tax Reserve Certificates (TRCs) Redemption Form**

致：稅務局局長  
To: Commissioner of Inland Revenue

<b>儲稅券帳戶持有人資料</b> <b>Particulars of TRC Account Holder</b>		儲稅券帳戶號碼 TRC Account No.	<input type="text"/>
中文姓名或名稱 Name in Chinese	英文姓名或名稱 Name in English	(請用正楷 Please use BLOCK letters)	
香港身分證號碼 HK Identity Card No. / 商業登記號碼 Business Registration No. *	聯絡電話 Contact Tel. No.	<input type="text"/>	

請贖回 本人 / 公司\* 帳戶內的儲稅券，作以下用途：  
Please redeem the TRCs standing to the credit of my / our\* account in the following manner:

- 繳付 本人 / 公司\* 的下列稅項（請參閱註釋 4）：  
For payment of the following tax which is payable by me / us\* (Please see Note 4):

稅單號碼 Shroff Account Number	稅款 Tax Amount
<input type="text"/>	\$ <input type="text"/> 元
<input type="text"/>	\$ <input type="text"/> 元

- 將下列款額的本金歸還 本人 / 公司\*。本人 / 公司明白不會獲發任何利息。  
For a refund at principal value. I / We\* understand that no interest will be paid to me / us.

本金款額 Principal Sum \$  元

本人 / 公司\* 帳戶內所有儲稅券 All TRCs in my / our\* TRC Account

本人 / 公司\* 帳戶內所有儲稅券，並請**暫停**每月扣款買券的銀行自動轉帳安排，直至另行通知。  
All TRCs in my / our\* TRC Account and to **SUSPEND** the Bank Autopay deduction for purchase of TRCs until further notice.

領取退款支票 Collection of Refund Cheque

本人將親臨香港灣仔告士打道5號稅務大樓5樓領取  
I shall collect the cheque in person at 5/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.

請將退款支票寄往下列地址：  
Please send the refund cheque to the following address:

簽署 Signature

日期 Date

簽署人姓名

簽署人身分 (如：儲稅券帳戶持有人、東主、合夥人、代理人、經理)

Name of Signatory

Designation (e.g. TRC account holder, proprietor, partner, agent, manager)

(請用正楷 Please use BLOCK letters)

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

\*刪去不適用者 Delete where inappropriate

## 註釋

1. 我們為你提供「自動交稅」服務。在你個人的稅款到期前約2星期，本局會預先發出贖回儲稅券建議書，詳列擬贖回儲稅券的資料及你的應繳稅款餘額。在你的稅款到期日當天，本局會以先購先贖方式自動贖回你帳戶內之儲稅券，以繳付你的稅款，並正式發出贖回儲稅券結算書給你說明贖券詳情。你不須交回此贖券表格。
2. 「自動交稅」服務並不包括在自動贖券日期（即稅款到期日）後購買的儲稅券。要贖回該等儲稅券以繳付到期之稅款，請立即填妥本表格交回本局。
3. 「自動交稅」服務只包括帳戶持有人名義的稅項，並不包括聯名物業的物業稅。要贖回儲稅券以繳付聯名物業的物業稅，請在繳稅限期前1個月填妥本表格交回本局。
4. 贖回的儲稅券如不足以支付全部稅款，餘數須於繳稅日期或之前繳交。
5. 如儲稅券並非用以清繳持有人的稅項，將不可獲得任何利息。

## Notes

1. We offer the “Auto Tax Payment Service”. Around 2 weeks before your tax payment due date, we will send a proposal for redemption to you showing the details of certificates intended to be redeemed and the balance of tax payable by you. The TRCs in your account will be **automatically** redeemed on a First-In-First-Out basis for payment of your tax on the payment due date and a Redemption Statement will be issued to you. Submission of this Redemption Form is **not** required.
2. The “Auto Tax Payment Service” does not cover TRCs purchased after the date of the auto redemption (i.e. the tax payment due date). To redeem such TRCs for immediate tax settlement, please submit this form to our TRCs Section.
3. The “Auto Tax Payment Service” covers only the tax charged on the account holder. To redeem TRCs to pay Property Tax for jointly-owned properties, please submit this form to our TRCs Section one month before the tax payment due date.
4. Any balance of tax not covered by the TRCs redeemed shall be payable on or before the tax payment due date.
5. **If TRC is redeemed other than for payment of the holder’s tax liability, no interest will be payable.**

## 遞交表格

填妥本表格後請以郵寄、親臨或傳真方式交回：

稅務局儲稅券組  
香港灣仔告士打道5號稅務大樓5樓

### 辦公時間

星期一至星期五 上午8時15分至下午12時30分 及  
下午1時30分至下午5時30分

傳真號碼： 2519 0375

## Form Submission

Completed forms should be returned by post, in person or by fax to:

Inland Revenue Department TRCs Section  
5/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong

### Office hours

Monday to Friday 8:15 a.m.–12:30 p.m. & 1:30 p.m.–5:30 p.m.

Fax No.: 2519 0375

## 查詢

如有查詢，請致電2594 3122與本局儲稅券組職員聯絡或致電本局24小時熱線187 8033。你亦可瀏覽本局網址 < [www.ird.gov.hk](http://www.ird.gov.hk) > 參閱有關資料。

## Enquiry

For enquiries, please call our TRCs Section at 2594 3122 or our 24-hour information hotline 187 8033. You may also visit our web site < [www.ird.gov.hk](http://www.ird.gov.hk) > for further information.

## 收集個人資料聲明

你提供的資料將用於稅務用途。本局亦可能會把部分資料交給法例授權接收的其他人士。除了《個人資料(私隱)條例》規定的豁免範圍之外，你有權要求查閱及改正你的個人資料。有關要求應向評稅主任提出。

## Personal Information Collection Statement

The Department will use the information provided by you for tax purposes and 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 your personal data. Such request should be addressed to the Assessor.