



內地與香港關於建立更緊密經貿關係的安排  
Mainland and Hong Kong Closer Economic Partnership Arrangement  
香港服務提供者  
Hong Kong Service Supplier  
申請索取稅務文件副本表格  
Requisition for copies of Tax Documents

(這份表格可用中文或英文填寫，填寫前請參閱表格下面的備註。)  
(This form can be completed either in Chinese or English. Please read the notes below before writing.)

申請人資料 Applicant's Particulars

姓名 Name			職位 Capacity	* 東主 / 合夥人 / 董事 * Proprietor/Partner/Director	
稅務局檔案號碼 IRD File No.		電話號碼 Tel. No.		傳真號碼 Fax No.	
業務所用名稱 Name of business			商業登記號碼 Business Registration No.		
通訊地址 Correspondence Address					

\* 請刪去不適用者 Please delete as appropriate

要求索取副本的文件# Copies Requested #

- 業務遞交予稅務局的報稅表  
Tax Return submitted by the business to IRD
- 前3年 past 3 years       前5年 past 5 years       其他 Others \_\_\_\_\_  
(Please specify the year(s) of assessment)
- 稅務局發出的評稅及繳納稅款通知書  
Notice of Assessment and Demand for tax issued by IRD
- 前3年 past 3 years       前5年 past 5 years       其他 Others \_\_\_\_\_  
(Please specify the year(s) of assessment)
- 稅務局發出的評定虧損通知書  
Statement of losses issued by IRD
- 前3年 past 3 years       前5年 past 5 years       其他 Others \_\_\_\_\_  
(Please specify the year(s) of assessment)
- 稅務局通知暫時無須按年遞交利得稅報稅表的函件  
Correspondence issued by IRD stating that annual submission of Tax Returns was not required
- 業務最近遞交予稅務局的僱員薪酬及退休金報稅表(BIR56A)  
The latest Employer's Return of Remuneration and Pensions (BIR56A) submitted by the business to IRD

# 請在適當空格內填上「✓」號 Please "✓" as appropriate

簽署  
Signature \_\_\_\_\_

日期  
Date \_\_\_\_\_

備註

Notes

- 本局會按照翻印記錄所需的成本收取費用，並預先告知你所需繳付的費用。  
A charge reflecting the cost of reproducing the records concerned may be levied. The department will advise you in advance of any such charge.
- 根據工業貿易署的要求，稅務文件副本須由經指定專業人士核證。  
As required by the Trade and Industry Department, copies of tax documents require certification by Designated Professional.
- 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，請致函評稅主任（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 request. 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.