



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 (CEPA)

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.
- 你所提供的資料，將用於是項申請。您有權按照《個人資料（私隱）條例》所規定，要求查閱或改正填報於本表格的個人資料。有關要求請以書面向本局公開資料主任提出。
The information provided will be used for the processing of your application. You have the right to request access to or correction of personal data provided on this form in accordance with the Personal Data (Privacy) Ordinance. Such request may be made in writing to the Access to Information Officer of the department.