

Confirmation for Engagement of Service Provider to Furnish Return

To: Commissioner of Inland Revenue

The Taxpayer in Part 1 has authorized the Service Provider in Part 2 to act for or on behalf of the Taxpayer to furnish Profits Tax Return (BIR _____). Particulars of the Taxpayer and the Service Provider are as follows:

Part 1 Details of Taxpayer

- 1.1 Name _____
- 1.2 Business Registration Number _____
- 1.3 Contact Person
- (a) Name _____
- (b) Post _____
- (c) Email _____
- (d) Daytime contact telephone number _____

Part 2 Details of Service Provider engaged under section 51AAD of the Inland Revenue Ordinance (Cap. 112) to furnish a return under section 51(1) for or on behalf of the Taxpayer

- 2.1 Name _____
- 2.2 Business Registration Number _____
- Hong Kong Identity Card Number (Note 1) _____
- 2.3 Contact Person
- (a) Name _____
- (b) Post _____
- (c) Email _____
- (d) Daytime contact telephone number _____

Part 3 Declaration

I, _____ (full name), being
_____ (Note 2) of
_____ (full name of the Taxpayer),

declare that:-

- the Service Provider stated in Part 2 of this form is authorized to furnish the Profits Tax Return (BIR _____) issued to the Taxpayer on _____ for the year of assessment _____; and
- to the best of my knowledge and belief, all information contained in the return, any required supplementary forms and the Supporting Documents is correct and complete.

Date _____

Signature _____

PERSONAL INFORMATION COLLECTION STATEMENT

The provision of personal data required by this form and during the processing of your notification is voluntary. However, if you do not provide sufficient information, the Department may not be able to process your notification. 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.

Notes

1. If the Service Provider is an individual, the individual's Hong Kong Identity Card Number should be provided.
2. State the designation of the person who signs this form:
 - (a) If the Taxpayer is a corporation, insert "secretary", "manager", "director", "investment manager" (only applicable to a corporation that is an open-ended fund), "provisional liquidator" or "liquidator";
 - (b) If the Taxpayer is a partnership (other than limited partnership fund "LPF"), insert "precedent partner of the partnership";
 - (c) If the Taxpayer is an LPF, insert "general partner in the LPF", "authorized representative as defined in section 2 of the Limited Partnership Fund Ordinance (Cap. 637)" or "investment manager of the LPF";
 - (d) If the Taxpayer is a body of persons, insert "principal officer of the body of persons"; and
 - (e) If the Taxpayer is a sole proprietorship, insert "person"; for an executor, administrator or other person administering the estate of a deceased person, insert "executor of (the name of the deceased person)".
3. A photocopy, fax or scanned copy of this confirmation with wet ink signature thereon is acceptable. The original confirmation need not be submitted now but should be retained for a period of not less than 7 years beginning on the date on which the Profits Tax Return is furnished. The Service Provider may be required to provide the original confirmation in case of subsequent review. Failure to retain the confirmation is subject to a fine of \$10,000 and the court may order the Service Provider convicted to do within a specified time the act which the Service Provider has failed to do.