



物業出租通知書  
Notification of Letting of Properties

稅務局  
香港灣仔告士打道 5 號  
稅務大樓  
INLAND REVENUE DEPARTMENT  
REVENUE TOWER,  
5 GLOUCESTER ROAD, WAN CHAI,  
HONG KONG.

網址 Web site: www.ird.gov.hk

傳真號碼： 3170 5647  
Fax No.

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

我的全名是 \_\_\_\_\_，香港身分證號碼/護照號碼\* 為 \_\_\_\_\_ ( )，  
(先生/女士/小姐\*)

I \_\_\_\_\_ with Hong Kong Identity Card No. / Passport No.\* \_\_\_\_\_ ( )  
(Surname First) (Mr / Mrs / Ms / Miss\*)

是以下物業的全權擁有/分權擁有/聯權擁有\*人：  
am the sole owner / co-owner / joint owner\* of the property located at

---

差餉估價編號為：  
with Rating Assessment No. \_\_\_\_\_ .

這物業已於 \_\_\_\_\_ 租出，每月租金為 \_\_\_\_\_ 元。  
(日 / 月 / 年)

This property was let out on \_\_\_\_\_ at a monthly rent of \$ \_\_\_\_\_ .  
(DD / MM / YYYY)

如我須要填交報稅表，請寄往以下的通訊地址：  
If a tax return is required to be completed, please send it to the following postal address:

---

簽署  
Signature : \_\_\_\_\_  
(應與報稅表或過往信件的簽署相同)  
(Same signature as used in tax returns/past correspondence)

日間聯絡電話號碼  
Day-time contact telephone no. : \_\_\_\_\_

日期  
Date : \_\_\_\_\_

\* 請將不適用的刪去  
Delete whichever is inapplicable