



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：  
Fax No. 3170 5647

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 \_\_\_\_\_，  
I (Surname First) \_\_\_\_\_ with Hong Kong Identity Card No. / Passport No.\* \_\_\_\_\_  
(先生/女士/小姐\*)  
(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。  
This property was let out on \_\_\_\_\_ at a monthly rent of \$ \_\_\_\_\_.  
(日 / 月 / 年)  
(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

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你必須提供本表格所要求的個人資料。如你違反相關法例規定，你或須面對本局專責執行的法例所規定的刑罰和法律行動。此外，若你不提供所需資料，你的通知將不獲受理。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。

It is obligatory for you to supply the personal data as required by this form. Breach of the statutory requirement may render you liable to penalty or other actions as provided under the Ordinances administered by the Department. Moreover, if you fail to supply the required information, your notification will not be accepted for processing. 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.