



致：香港告士打道  
郵政局郵箱 29015 號  
稅務局局長

To: Commissioner of Inland Revenue  
P.O. Box 29015  
Gloucester Road Post Office, Hong Kong

申請特許退還  
已繳付的商業/分行登記費

[寬免期：2013年4月1日至2014年3月31日]

Application for Concessionary Refund of  
Business/Branch Registration Fee Paid

[Waiver Period: 1 April 2013 to 31 March 2014]

業務/分行名稱 Business/Branch Name	
商業登記號碼 Business Registration Number	

本人申請特許退還就上述業務/分行已繳付的登記費，原因如下：

- 業務/分行持有三年證而其生效日期在 2013 年 4 月 1 日前及屆滿日期在 2014 年 3 月 31 日或以後。
- 此業務/分行已於\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日結業。其最後持有的三年證在 2013 年 4 月 1 日至 2014 年 3 月 31 日內屆滿。

其結業後的通訊地址是

\_\_\_\_\_

\_\_\_\_\_

(見附註 1)

I apply for concessionary refund of registration fee paid in respect of the business/branch mentioned above on the following ground:

- The business/branch is holding a 3-year certificate with a commencement date before 1 April 2013 and an expiry date on or after 31 March 2014.
- The business/branch ceased on \_\_\_\_\_(day) \_\_\_\_\_(month) \_\_\_\_\_(year). It last held a 3-year registration certificate with an expiry date between 1 April 2013 and 31 March 2014.

Its correspondence address after cessation is

\_\_\_\_\_

\_\_\_\_\_

(See Note 1)

(請在適當空格註上「√」號。)

(Please tick the appropriate box.)

**如不適用，則無須填寫 Complete Only if Applicable**

由於此業務沒有銀行帳戶，請以下述支票抬頭人姓名開發退款支票：  
As the business has no bank account, please issue the refund cheque in the following name:

(支票抬頭人必須填妥及簽署本申請表背頁的賠償保證書。)

(The payee must complete and sign the letter of indemnity at the back of this application form.)

申請人簽署 Applicant's Signature		
申請人姓名 Name of Applicant		
職位 (請在適當空格註上「√」號) Designation (Please tick the appropriate box)	獨資 / 合夥業務 Sole Proprietorship / Partnership Business	<input type="checkbox"/> 東主 / 合夥人 Sole Proprietor / Partner
	法人團體 Body Corporate	<input type="checkbox"/> 董事 Director <input type="checkbox"/> 秘書 Secretary <input type="checkbox"/> 經理 Manager
	非屬法團的團體 Body Unincorporate	<input type="checkbox"/> 主要高級人員 Principal Officer
*身分證號碼/護照號碼 *Identity Card No. / Passport No. *商業登記號碼 (只適用於上述董事/秘書/合夥人屬法人團體) *Business Registration No. (Applicable only if the Director / Secretary / Partner is a Body Corporate)		
*請刪去不適用的 *Please delete as appropriate		
聯絡電話 Contact Telephone No.		
日期 Date		

附註 1: 對於尚未遞交結業通知書的個案，此申請書亦會同時視為給稅務局局長的結業通知書。

Note 1: This application will also be treated as a notice of cessation of business to the Commissioner of Inland Revenue if one has not been previously submitted.



請注意：必須填妥背頁的申請表

致：香港告士打道郵政局郵箱 29015 號  
稅務局局長

Please complete the application form overleaf

To: Commissioner of Inland Revenue  
P.O. Box 29015, Gloucester Road Post Office, Hong Kong

### 償還退款保證書 Letter of Indemnity

(寬免期：2013年4月1日至2014年3月31日) (Waiver Period: 1 April 2013 to 31 March 2014)

申請特許退還已繳付的登記費 Application for Concessionary Refund of Registration Fee Paid	業務/分行名稱 Business/Branch Name	
	商業登記號碼 Business Registration Number	
退款支票抬頭人姓名 Payee's Name to be Used in Refund Cheque		

(請在以下適當空格註上「√」號。)

(Please tick the appropriate box below.)

- 本人獲授權成為上述退款支票抬頭人(以下簡稱「收款人」)，現謹此核證下述所有事項：
- 本公司獲授權成為上述退款支票抬頭人(以下簡稱「收款人」)，收款人的商業登記號碼是\_\_\_\_\_。  
本人為收款人的  東主/合夥人  
 董事  秘書  經理  
 法人團體董事的\*董事/秘書/經理  
 法人團體秘書的\*董事/秘書/經理

- I am authorized to become the payee of the refund cheque mentioned above (hereinafter referred to as "the Payee") and hereby declare all matters mentioned below.
- My company is authorized to become the payee of the refund cheque mentioned above (hereinafter referred to as "the Payee").  
The business registration number of the Payee is \_\_\_\_\_.  
I being the  sole proprietor / partner  
 director  secretary  manager  
 \*director / secretary / manager of the corporate director  
 \*director / secretary / manager of the corporate secretary

現代表收款人核證下述所有事項：

and am acting on behalf of the Payee, hereby certify all matters mentioned below.

- 上述業務已授權稅務局局長，以收款人的名稱開發退款支票。
- 收款人從未及不會在將來以任何其他名義或檔案號碼申請上述全部或部份退款，或申請用其作抵銷收款人或其他人士根據《商業登記條例》(第 310 章)下應繳交的任何款項。
- 就收款人所知所信，沒有其他人士曾經或將申請收款人現申索的退款或申請用該退款作抵銷其他應繳交的任何款項。
- 鑑於獲得上述退款，收款人現承諾及同意，對於你就上述退款可能遭受或引致的所有法律行動、訴訟程序、損失、收費、賠償、開支、索償及要求，均作出償還保證。

- The above business has authorized the Commissioner of Inland Revenue to issue the refund cheque in the name of the Payee.
- The Payee has not previously applied and will not make any further application under any name or reference number for the above refund or any portion thereof to be refunded or set-off against any other amount payable by the Payee or any other persons under the Business Registration Ordinance (Cap. 310).
- To the best of knowledge and belief of the Payee, no other person has made or will make any application for refund or set-off of the amount now claimed by the Payee.
- In consideration of the issue of the above refund, the Payee hereby undertakes and agrees to indemnify you against all actions, proceedings, loss, charges, damages, expenses, claims and demands which may be brought or made against you.

#### 簽署見證人 Witness to the Signature thereof

#### 退款支票抬頭人 Payee of the Refund Cheque

見證人簽署  
Signature of the Witness \_\_\_\_\_

簽署  
Signed \_\_\_\_\_  
(如適用，請加蓋收款人的公司印章 Affix the company chop of the Payee if applicable)

姓名  
Name \_\_\_\_\_  
(請用正楷) (in block letter)

簽署人姓名  
Name of Signatory \_\_\_\_\_  
(請用正楷) (in block letter)

\*香港身分證號碼/護照號碼及簽發國家  
\* Hong Kong Identity Card No./  
Passport No. & the Issuing Country \_\_\_\_\_

\*簽署人香港身分證號碼/護照號碼及簽發國家  
\*Signatory's Hong Kong Identity Card No./  
Passport No. & the Issuing Country \_\_\_\_\_

地址  
Address \_\_\_\_\_

地址  
Address \_\_\_\_\_

日期 Date \_\_\_\_\_

聯絡電話 Contact Telephone No. \_\_\_\_\_  
日期 Date \_\_\_\_\_