



致：香港九龍協調道
郵政局郵箱 29015 號
稅務局局長

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

**退還多繳的商業／分行登記費
(適用於 2022 年 6 月 17 日或之後生效
的商業／分行登記續證)**

**Refund of excess levy on business/branch registration
(Applicable to business/branch registration renewal certificates
commencing on or after 17 June 2022)**

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

就上述業務／分行於 2022 年 6 月 17 日或之後生效的商業／分行登記續證所多繳的徵費，請：

Regarding the excess levy paid for the business/branch registration renewal certificate with date of commencement on or after 17 June 2022 in respect of the business/branch mentioned above, please:

(在以下適當空格填上「√」號。)

(tick the appropriate box(es) below.)

退回多繳的徵費

refund the excess levy paid

更改退款支票抬頭人的姓名如下：

amend the payee's name on the refund cheque(s) to:

退款支票抬頭人已填妥及簽署本表格背頁的償還退款保證書。

The letter of indemnity at the back of this form has been **duly completed and signed by the payee of the refund cheque(s)**.

郵寄退款支票到下列通訊地址：
(如通訊地址與業務地址不同，才須填寫本欄。)

send the cheque(s) to the following postal address:
(complete only if it is different from the business address)

簽署 Signature (如合夥業務須更改支票抬頭人姓名，此表格須由所有合夥人簽署。) (This form should be signed by all partners if partnership needs to change the payee's name on the cheque.)		
簽署人姓名 Name of signatory		
職位 (請在適當空格填上「√」號) Designation (Please tick the appropriate box)	獨資 Sole proprietorship 合夥業務 Partnership	<input type="checkbox"/> 東主 Sole proprietor <input type="checkbox"/> 合夥人 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		

請注意：

- (1) 業務經營者必須填妥背頁的表格。
- (2) 收款人作為彌償人必須填妥此償還退款保證書。

Please note:

- (1) The business operator has to complete the form overleaf.
- (2) The payee as indemnifier has to complete this letter of indemnity.



致：香港九龍協調道郵政局郵箱 29015 號
稅務局局長

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

償還退款保證書 Letter of Indemnity
(適用於 2022 年 6 月 17 日或之後生效的商業／分行登記續證)

(Applicable to business/branch registration renewal certificates commencing on or after 17 June 2022)

退還多繳的商業／分行登記徵費 Refund of excess levy on business/branch registration	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 The payee's name on the refund cheque(s) to be issued		

(請在以下適當空格填上「√」號。)

- 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

現代表收款人核證下述所有事項：

- (1) 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。
- (2) 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分退款，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。
- (3) 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。
- (4) 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，均作出彌償保證。

(Please tick the appropriate box(es) below.)

- I am authorized to become the payee of the refund cheque(s) 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(s) 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
 and am acting on behalf of the Payee, hereby certify all matters mentioned below.

- (1) The above business has authorized the Commissioner of Inland Revenue to issue the refund cheque(s) in the name of the Payee.
- (2) 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).
- (3) 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.
- (4) 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

見證人簽署
Signature of the witness _____

見證人姓名
Name of the witness _____
(請用正楷) (in block letter)

*見證人香港身分證號碼／護照號碼及簽發地區
* Witness's Hong Kong identity card no./
Passport no. & place of issue _____

地址
Address _____

日期 Date _____

* 請刪去不適用的 *Please delete as appropriate

退款支票抬頭人 Payee of the refund cheque(s)

收款人簽署
Signature of the Payee _____

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

簽署人姓名
Name of signatory _____
(請用正楷) (in block letter)

*簽署人香港身分證號碼／護照號碼及簽發地區
*Signatory's Hong Kong identity card no./
Passport no. & place of issue _____

地址
Address _____

聯絡電話 Contact telephone no. _____

日期 Date _____

收集個人資料聲明

在本文件內及於本局處理你的申請的過程中提供個人資料屬自願性質。然而，如你未能提供充分資料，本局可能無法處理你的申請。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，請致函商業登記主任(地址為香港九龍啟德協調道5號稅務中心2樓)，同時請註明你於本局的檔案號碼。

Personal Information Collection Statement

The provision of personal data in this document and during the processing of your application is voluntary. However, if you do not provide sufficient information, the Department may not be able to process your application. 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 Business Registration Officer at 2/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong and quote your file number in this Department.