



稅務局
商業登記署
香港灣仔告士打道5號
稅務大樓4樓

INLAND REVENUE DEPARTMENT
BUSINESS REGISTRATION OFFICE
4/F., Revenue Tower,
5 Gloucester Road, Wan Chai,
Hong Kong.
網址 Web site: www.ird.gov.hk

來函請寄「香港告士打道郵政局郵箱
29015 號稅務局局長收」
All correspondence should be
addressed to:
Commissioner of Inland Revenue,
P.O. Box 29015, Gloucester Road
Post Office, Hong Kong.

來函請敘明本局檔案號碼:

IN ANY COMMUNICATION PLEASE QUOTE THE FILE NO.

網上交易參考編號 Internet Transaction Reference Number: XXXX XXXX XXXX XXXX

電話號碼 : 2594 3146
Tel. No.

傳真號碼 : 2824 1482
Fax No.

電郵 : taxbro@ird.gov.hk
E-mail

發出日期 : YYYY 年 MM 月 DD 日
Date of Issue DD MMM YYYY

以電子方式發送至政府一站通
Issued in electronic form to GovHK

先生 / 女士 :

Dear Sir / Madam,

申索有效的商業/分行登記證複本/核證副本
Application for supply of duplicate / certified copy of a valid business / branch registration certificate

申請日期 : DD/MM/YYYY

Date of application:

網上交易參考編號 : XXXX XXXX XXXX XXXX

Internet Transaction Reference Number:

很抱歉，本局未能提供在夾附回條所述的文件。
你可要求本局退款或改發紙本文件(如適用者)。請填妥
並寄回夾附的回條，以便本局處理。

I regret that we are not able to supply the documents
set out in the attached Reply Slip. You may request us to
arrange for a refund or issue the document in paper form,
where applicable. Please complete and return the Reply
Slip to us by post for our action.

如申請費用是以繳費靈付款，請填妥回條「退款
安排」部份，本局會以支票退回款項。如有關費用是以
JCB、Visa、萬事達卡或銀聯卡繳交，退款會自動存入
有關信用卡帳戶，你不必填寫「退款安排」部份。

Any refund will be issued in the form of cheque if the
application fee was paid by PPS. Please complete the part
for Arrangement for Refund of the attached Reply Slip for
our processing. For online payment using JCB, Visa,
MasterCard or UnionPay, the relevant fee will be
automatically credited to the credit card account from which
the payment was deducted. You are not required to
complete the part for Arrangement for Refund of the Reply
Slip.

如有查詢，請致電 2594 3146 與本署職員聯絡。

In case you have any question, please contact our staff
at 2594 3146.

商業登記主任

Yours faithfully,

Business Registration Officer

致：商業登記處
To: Business Registration Department

來函請寄「香港告士打道郵政局郵箱 29015 號
稅務局局長收」
All correspondence should be addressed to:
Commissioner of Inland Revenue,
P.O. Box 29015, Gloucester Road Post Office,
Hong Kong.

回條 Reply Slip

申索有效的商業／分行登記證複本／核證副本
Application for supply of duplicate / certified copy of a valid business / branch registration certificate

申請日期： DD/MM/YYYY
Date of application:
網上交易參考編號： XXXX XXXX XXXX XXXX
Internet Transaction Reference No.:

可提供紙本文件或退款個案

本局未能提供下列個案的電子紀錄形式的有效商業／分行登記證複本：

Cases where paper document or refund is available

For the cases listed below, the duplicate of a valid business / branch registration certificate is not available in the form of electronic record:

商業登記號碼
Business Registration Number
1. XXXXXXXXXXXX
2. XXXXXXXXXXXX

分行號碼
Branch Number
XXX
XXX

請在下列適當的方格加上「✓」號：

- 發出紙本形式的有效商業／分行登記證複本：
- 郵寄方式。
地址： _____

聯絡人： _____
電話號碼： _____
- 親身到取。
聯絡人： _____
電話號碼： _____
(當有關登記證辦妥時，商業登記署會以電話與你聯絡。)
- 退回申請費用(參閱「退款安排」)。

Please put a “✓” in the appropriate box below:

- Issue the duplicate of a valid business / branch registration certificate in paper form:
- by post to the following address:

Contact Person: _____
Phone Number: _____
- in person with the following contact details:
Contact Person: _____
Phone Number: _____
(The Business Registration Office will contact you once the certificate(s) is/are available.)
- Refund the application fees paid. (Refer to “Arrangement for Refund”)

只供退款個案

商業登記處未能提供下列個案的有效商業／分行登記證複本／核證副本(電子紀錄或紙本文件)。

Cases where only refund is available

The Business Registration Office cannot provide the duplicate / certified copy of a valid business / branch registration certificate of the following cases (electronic record or paper form documents).

商業登記號碼 Business Registration Number	分行號碼 Branch Number	申索商業/分行登記證類別 Type of Business/branch registration certificate being applied
1. XXXXXXXXXXXX	XXX	複本 Duplicate
2. XXXXXXXXXXXX	XXX	核證副本 Certified copy

退款安排

如申請費用是以 JCB、Visa、萬事達卡或銀聯卡繳交，退款會自動存入有關信用卡帳戶。如有關費用是以繳費靈付款，請填妥以下部份。

Arrangement for Refund

If the application fee was made by JCB, Visa, MasterCard or UnionPay, refund would be automatically credited to the credit card account from which the payment was deducted. For payment made by PPS, please complete the following part.

申請人簽署

Applicant's signature:

申請人名稱

Name of applicant:

地址

Address:

日間聯絡電話號碼

Daytime contact phone no.:

日期

Date :

收集個人資料聲明

你提供的資料將用於退款用途。本局亦可能會把部分資料交給法例授權接收的其他人士。除了《個人資料(私隱)條例》規定的豁免範圍之外，你有權要求查閱及改正你的個人資料。有關要求應向商業登記主任提出。

Personal Information Collection Statement

The Department will use the information provided by you for purposes of refund and may give some of the information to other parties authorized by law to receive it. 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. Such request should be addressed to the Business Registration Officer.