



稅務局
印花稅署
香港灣仔告士打道 5 號 稅務大樓 3 樓
電話號碼 Tel. No.: 2594 3202
圖文傳真 Fax No.: 2519 9025

INLAND REVENUE DEPARTMENT
STAMP OFFICE
3/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.
網址 Website : www.ird.gov.hk
電郵 E-mail : taxsdo@ird.gov.hk

物業文書 - 申請加蓋印花簡報表

Property Document – Summary of Stamping Application(s)

律師行名稱 Name of Solicitor's firm: _____

聯絡人名稱 Name of Contact Person: _____

聯絡電話 Contact Telephone No.: _____

傳真號碼 Fax No.: _____

請填寫 (A) 或 (B):-
Please complete either (A) or (B):-

文書類別 Nature of Instrument	呈交文件數目 No. of Documents Presented	
	只有申請表 Application form only	申請書連同文書正本 Application form plus original instrument
(A) 適用於提交一批相同類別的申請 For same type of applications in 1 batch		
1. 首次加蓋印花 Initial Stamping (a) 樓契 Assignment (b) 買賣合約 Agreement		
2. 支付已獲准延期的印花稅 Payment of Deferred Stamp Duty		
3. 其後的買賣合約 / 樓契 Subsequent Agreement / Assignment (定額印花稅 Fixed Duty \$100)		
4. 提名書 Nomination		
5. 補充協議 Supplemental Agreement		
(B) 適用於同一交易多份申請 For multiple applications of 1 single transaction		
1. 首次加蓋印花 Initial Stamping (a) 買賣合約 Agreement (b) 延期申請 Defer Application		
2. 支付已獲准延期的印花稅 Payment of Deferred Stamp Duty		
3. 其後的買賣合約 / 樓契 Subsequent Agreement / Assignment (定額印花稅 Fixed Duty \$100)		
4. 提名書 Nomination		
5. 補充協議 Supplemental Agreement		