



INLAND REVENUE DEPARTMENT
 STAMP OFFICE
 1/F, Inland Revenue Centre, 5 Concorde Road,
 Kai Tak, Kowloon, Hong Kong.
 Tel. No.: 2594 3202 Web site : www.ird.gov.hk
 Fax No.: 2519 9025 E-mail : taxsdo@ird.gov.hk

FOR OFFICIAL USE

Instrument Reference No.:
(to be supplied by Stamp Office if applicable)

Stamping Request - Subsequent Agreement / Assignment (\$100 Fixed Duty)

Part 1: Method of Stamping

- Stamp Certificate - Application for stamping without presenting instrument
- Conventional Stamp - Request for imprinting of stamp on the original instrument (attached)

Part 2: Instrument Details

1. Instrument Execution Date (D/M/Y): _____ / _____ / _____

2. Nature of Instrument:

- This Agreement was made between the same parties and on the same terms as the following chargeable agreement with initial stamping:

Instrument Reference No.: _____

Execution Date (D/M/Y): _____ / _____ / _____

- This Assignment is executed in conformity with the following chargeable agreement(s) with initial stamping:

<u>Instrument Reference No.</u>	<u>Execution Date (D/M/Y)</u>
_____	_____ / _____ / _____
_____	_____ / _____ / _____
_____	_____ / _____ / _____
_____	_____ / _____ / _____

3. Name of Parties:

Vendor(s) (1) _____ (2) _____

Purchaser(s) (1) _____ (2) _____

4. Property Address:

5. Consideration: \$ _____

Part 3: Stamp Duty Payable and Levy Payable (Note 1)

(A) Stamp Duty Payable

- 1. Original: \$ _____
- 2. Duplicate(s): _____ copies \$ _____
- 3. Total amount payable: \$ _____
- 4. Share of payment: Vendor _____% Purchaser _____% Other _____%

(B) Levy Payable (if applicable)

Amount payable: \$ _____

Remark: The amount of levy payable for each leviable instrument is \$350. The payment to be made by the purchaser/transferee will be applied to pay the stamp duty first, and upon its full payment, then towards the payment of the levy.

Part 4: Declaration by the Applicant

I hereby declare that to the best of my knowledge, information and belief, the information contained in this form is true, correct and complete.

Signature: _____ Date: _____ / _____ / _____

Name: _____

Capacity: Vendor Purchaser Legal Representative Property Agent Other

Solicitor Firm Details (if applicable):

Business Registration & Branch No.: _____

Contact Reference No.: _____

Telephone No.: _____ Fax No.: _____

Organization Chop

Please tick if applicable

Notes

- 1. The transferee under a leviable instrument is liable (if there is more than one transferee under the leviable instrument, the transferees are jointly and severally liable) to pay levy under the Property Management Services Ordinance (Cap. 626) and the levy is collected by the Collector of Stamp Revenue or any assistant collector appointed under the Stamp Duty Ordinance (Cap. 117) and authorized in writing by the Collector of Stamp Revenue for the Property Management Services Authority.
- 2. If space is insufficient, please provide other details on a separate sheet.
- 3. If there is any change of Purchaser or Consideration, please attach the related nomination or supplemental agreement (or a certified true copy) for reference. For nomination, it must be stamped. You may present the nomination or supplemental agreement (with the relevant application form) for stamping/adjudication together with this stamping request.
- 4. Please pay by crossed cheque payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR".

Personal Information Collection Statement

- 1. If you request for imprinting of stamp on the original instrument (i.e. "Conventional Stamp" is ticked in Part 1 of this form), the provision of personal data in this Stamping Request Form and during the processing of your stamping request is voluntary. However, if you do not provide sufficient information, we may not be able to process your stamping request. If you apply for stamping without presenting instrument (i.e. "Stamp Certificate" is ticked in Part 1 of this form), it is obligatory for you to supply the information requested in this form, including the personal data requested therein. If you fail to supply the aforesaid information, your application will not be regarded as having been made in such form as may be specified by the Collector (i.e. this form) in accordance with section 18F of the Stamp Duty Ordinance (Cap. 117) and, accordingly, your application will not be accepted for processing.
- 2. IRD will use the information provided by you in connection with your stamping request including information on the Property concerned for the purposes of the Ordinances administered by it and the Property Management Services Ordinance (Cap. 626); and may disclose / transfer any or all of such information to other government or statutory bodies including the Rating and Valuation Department, Property Management Services Authority and Immigration Department, and any other third parties provided that the disclosure / transfer is authorized or permitted by law.
- 3. You have the right to request access to and correction of your personal data held by IRD. Such request should be addressed to the Superintendent of Stamp Office at 1/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong.
- 4. If a stamp certificate is issued in respect of the Instrument concerned, some of the information provided by you will be shown therein. Any person holding a stamp certificate may check its authenticity via IRD "e-Stamping System".
- 5. If you are the agent / representative of the relevant parties, please inform them of this Personal Information Collection Statement and also take note of your obligations under the Personal Data (Privacy) Ordinance (Cap.486).