



**INLAND REVENUE DEPARTMENT  
STAMP OFFICE**

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FOR OFFICIAL USE

**Agreement / Assignment / Tenancy Agreement  
Application for Remission of Penalty for Late Stamping**

I / We hereby apply for remission of penalty for late stamping of the following instrument:

Type of Instrument :     Agreement                       Assignment                       Tenancy Agreement  
  
                                  Other (please specify) \_\_\_\_\_

Instrument Ref. No. : \_\_\_\_\_

Property address : \_\_\_\_\_  
\_\_\_\_\_

Instrument Execution Date : \_\_\_\_\_

Date of Provisional Agreement /  
Instruction for Sale : \_\_\_\_\_ (If applicable)

Consideration :                      \$ \_\_\_\_\_ (If applicable)

**Please provide short and precise reasons for delay in presenting the instrument for stamping:-  
(Attach supporting documents, if applicable)**

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

Name of Applicant : \_\_\_\_\_ HKIC / BR / Passport No.\* : \_\_\_\_\_

Capacity :     Legal Representative                       Purchaser                       Landlord                       Tenant  
  
                                  Others (please specify) \_\_\_\_\_

Postal Address : \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No : \_\_\_\_\_

please ✓ where applicable      \*Delete whichever is inapplicable