



**INLAND REVENUE DEPARTMENT
STAMP OFFICE**

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FOR OFFICIAL USE

**Request for Cancellation of Stamp Certificate containing error(s)
- Share Transfer Instrument
[Section 18J(1)(c) of the Stamp Duty Ordinance, Cap. 117]**

I/We hereby request the Collector of Stamp Revenue to :-

1. Cancel the following Stamp Certificate which contains error(s):-

Instrument Ref. No.: _____ Stamp Certificate No.: _____

- The Error(s):
- | | |
|---|---|
| <input type="checkbox"/> 1.1 Nature of Instrument | <input type="checkbox"/> 1.7 Name of Transferor(s) |
| <input type="checkbox"/> 1.2 Date of Instrument | <input type="checkbox"/> 1.8 Name of Transferee(s) |
| <input type="checkbox"/> 1.3 Stock Code/
Company Registration No.* | <input type="checkbox"/> 1.9 No. of Duplicate/Counterpart
Correct No.: _____ |
| <input type="checkbox"/> 1.4 Stock Name/Company Name* | <input type="checkbox"/> 1.10 Others (please specify):
_____ |
| <input type="checkbox"/> 1.5 Number of Shares | |
| <input type="checkbox"/> 1.6 Consideration | |

2. Issue a new stamp certificate to rectify the error(s) as follows:-

- Refund the stamp duty paid for the Stamp Certificate to be cancelled in the amount of \$ _____ to the following person:-

Name of Payee: _____

Address: _____

[Note: Refund is applicable where the Instrument has already been stamped by another stamp certificate or conventional stamp.]

The following supporting documents are **attached**:-

- (1) A copy of the Stamp Certificate containing error(s)
- (2) Supporting evidence of the Error(s) (e.g. a copy of the original instrument)
- (3) For refund claim, supporting evidence that the Instrument has been stamped (e.g. a copy of the new stamp certificate or the Instrument containing the conventional stamp)

Signature of Applicant: _____ Date: _____

Name of Applicant: _____

H.K.I.C./B.R./Passport No.* : _____

Capacity: Transferor Transferee Legal Representative Others (please specify) _____

Address: _____

Telephone No.: _____ Fax No.: _____

Please tick as appropriate

* Delete whichever is inapplicable