



**INLAND REVENUE DEPARTMENT
STAMP OFFICE**

3/F, Revenue Tower, 5 Gloucester Road,
Wan Chai, Hong Kong

Tel No.: 2594 3202 (Property Transfers) Website: www.ird.gov.hk
Tel No.: 2594 3201 (Shares, Leases, others) E-mail: taxsdo@ird.gov.hk
Fax No.: 2519 6740

To: Stamp Office Customers

STAMP OFFICE

Stamping Circular No. 02/2021

Online Appointment Booking for Stamp Office Lease Counter Service

With effect from 31 May 2021, the Stamp Office will launch a new Online Appointment Booking Service (<https://www.ird.gov.hk/stampbooking>). Users can make prior appointments for stamping of leases over the counter for the next 5 working days.

Users can make one appointment on the same day and submit up to 3 leases for stamping in each appointment. The online appointment is not applicable to adjudication of other instruments, such as license agreements and surrender agreements.

Users shall visit the designated lease counter at the appointed time for stamping with (i) a printed copy or electronic record of the online booking acknowledgement and (ii) a printed copy of a duly completed and signed Form IRSD111.

If you have any questions in connection with this circular, please contact us at 2594 3201.

*Stamp Office
May 2021*