



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

**Stamping Request - Agreement / Assignment**

**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: Ad Valorem Duty**

**(A) Type of Instrument**

- Conveyance on Sale (i.e. Assignment)  Agreement

**(B) Execution Dates**

1. Instrument Execution Date [D/M/Y]: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
2. Execution of other related agreement(s), if any, on or before this instrument:  

<u>Nature of Document</u>	<u>Date [D/M/Y]</u>	<u>For valuation</u> (Please "✓" if such date is preferred)
(a) Instruction for Sale/Provisional Agreement	_____ / _____ / _____	<input type="checkbox"/>
(b) Agreement for Sale and Purchase (ASP)	_____ / _____ / _____	<input type="checkbox"/>
(c) Others	_____ / _____ / _____	<input type="checkbox"/>

**(C) Total Consideration**

1. Stated Consideration per Instrument: \$ \_\_\_\_\_ (to be shown on stamp certificate)  
 Residential property: \$ \_\_\_\_\_ Non-residential property: \$ \_\_\_\_\_ (Note 1)
2. Total Consideration (Including other payment not included in the Stated Consideration): \$ \_\_\_\_\_ (for computation of stamp duty)
3. Total Consideration including:  
     Subject to Mortgage \$ \_\_\_\_\_  
     Other Premium \$ \_\_\_\_\_
4. Total consideration below market value (if known):  Yes  No

**(D) Property Details** (For rural property in the New Territories, please supply the DD and Lot Number.)

1. Property Address (Either Standard or Other Format):  

<u>Standard Format</u> <input type="checkbox"/> Tower	<u>Other Format</u>
Flat / Room _____ Floor _____ <input type="checkbox"/> Block _____	
Building _____	
Estate _____	
No. & Name of Street _____	
District _____	
2. Nature of Property:  Non-Residential  Residential
3. Interest of Property Assigned:  100%  50%  Other \_\_\_\_\_%
4. Number of Property Transferred: \_\_\_\_\_ (Note 2)
5. Number of car park(s) involved: \_\_\_\_\_
6. Land Registry's Property Reference No.: \_\_\_\_\_  No LRPRN
7. Rating Assessment No. (if known): \_\_\_\_\_
8. State of the Property:  Bare Site  Building
9. Property sold:  with vacant possession  with existing tenancy  to sitting tenant
10. Tenancy details (if any):  
 Term of Tenancy (D/M/Y): From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Rent \$ \_\_\_\_\_ per month -  
 Including:  Rates  Government Rent  Maintenance  Management Charges (\$ \_\_\_\_\_ per month)  
 Excluding:  Rates  Government Rent  Maintenance  Management Charges (\$ \_\_\_\_\_ per month)
11. Home Ownership Scheme (Note 3 & 4):  
 Purchase from Housing Authority/Housing Society  
 Purchase in Secondary Market by nominated Purchaser(s):  
 Vendor purchased from Housing Authority/Housing Society on (D/M/Y): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Initial market value \$ \_\_\_\_\_ Initial purchase price \$ \_\_\_\_\_

12. Tenants Purchase Scheme (Note 4):  Purchase from Housing Authority  
 Purchase in Secondary Market by nominated Purchaser(s):  
 Vendor purchased from Housing Authority on (D/M/Y): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Initial market value \$ \_\_\_\_\_ Initial purchase price \$ \_\_\_\_\_
13. Purchase:  at Public Auction  by Tender

**(E) Vendor Details**

1. Number of Vendor(s): \_\_\_\_\_  
 2.  Vendor is developer (Note 5)  
 3.  Vendor is **NOT** developer and purchased the property by:  
 Conveyance  Agreement (i.e. Sub-sale case)  
 Executed on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (D/M/Y) (Note 6) Purchase Price \$ \_\_\_\_\_ (if known)  
 Instrument Reference No. (IRN)(Note 6): \_\_\_\_\_  No IRN

	Vendor 1	Vendor 2
4. Name:		
5. Identity Details:		
HKIC No.	( )	( )
Passport No. (if no HKIC)		
BR No.		
Other Company No. (if no BR)		
Company established	<input type="checkbox"/> in HK <input type="checkbox"/> outside HK	<input type="checkbox"/> in HK <input type="checkbox"/> outside HK
6. Postal Address:		<input type="checkbox"/> Same as Vendor 1 Other:

**(F) Purchaser Details**

1. Number of Purchaser(s): \_\_\_\_\_

	Purchaser 1	Purchaser 2
2. Name:		
3. Identity Details:		
HKIC No.	( )	( )
Passport No. (if no HKIC)		
BR No.		
Other Company No. (if no BR)		
Company established	<input type="checkbox"/> in HK <input type="checkbox"/> outside HK	<input type="checkbox"/> in HK <input type="checkbox"/> outside HK
4. Postal Address:	<input type="checkbox"/> Same as Property Address Other :	<input type="checkbox"/> Same as Property Address <input type="checkbox"/> Same as Purchaser 1 Other :
5. Share Purchased (Note 7):	<input type="checkbox"/> Sole-owner <input type="checkbox"/> Joint-owner <input type="checkbox"/> Co-owner _____%	<input type="checkbox"/> Joint-owner <input type="checkbox"/> Co-owner _____%

**(G) Application for Charging Ad Valorem Stamp Duty (AVD) at Lower Rates (Scale 2) (Note 8)**

For residential property only

1. Is the purchaser(s) of residential property a Hong Kong permanent resident acting on his/her own behalf and not a beneficial owner of any other residential property in Hong Kong on the date of the earliest instrument in respect of this transaction?
  - Yes [Please also complete Declaration Form IRSD131(E)]
  - No [Proceed to Question 3]
  - Not applicable (earliest instrument executed before 23 February 2013)
2. Except for the car park(s) acquired under this instrument, does the purchaser(s) own any other car park(s) in Hong Kong on the date of the earliest instrument in respect of this transaction?
  - Yes
  - No
  - Not applicable (this transaction is solely involving non-residential property or this transaction is not involving car park)

For residential property and non-residential property

3. Any other reason for claim of charging AVD at Scale 2?
  - Yes [Please also complete Form IRSD118(E)]
  - No

**Part 3: Special Stamp Duty (SSD) (Note 9)**

1. The vendor of this instrument acquired:
  - (a) The interest / or part of the interest of the property before 20 November 2010  
[Proceed to complete Part 4 "Buyer's Stamp Duty"]
  - (b) The interest / or part of the interest of the property between 20 November 2010 and 26 October 2012
    - Holding period is within 24 months
    - Holding period is more than 24 months [Proceed to complete Part 4 "Buyer's Stamp Duty"]
  - (c) The interest / or part of the interest of the property on or after 27 October 2012
    - Holding period is within 36 months
    - Holding period is more than 36 months [Proceed to complete Part 4 "Buyer's Stamp Duty"]
2.  Part A: The whole property under this instrument was acquired and disposed of within 36 months
  - (a) Date of Acquisition (Note 10)    \_\_\_ / \_\_\_ / \_\_\_ [D/M/Y]
  - (b) Date of Disposal (Note 10)    \_\_\_ / \_\_\_ / \_\_\_ [D/M/Y]
  - (c) Holding Period (Note 11):
    - 6 months or less     More than 6 months but for 12 months or less     More than 12 months but for 36 months or less
- Part B: Same as Part A but with different acquisition dates for different parts of the property OR only part(s) of the property under this instrument was (were) acquired and disposed of within 36 months

	Property 1	Property 2	Property 3
(a) (i) Address (for the property acquired and disposed of within 36 months)			
(ii) Interest of property acquired	<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> Other _____ %	<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> Other _____ %	<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> Other _____ %
(iii) Land Registry's Property Reference No. (LRPRN)	<input type="checkbox"/> _____ <input type="checkbox"/> No LRPRN	<input type="checkbox"/> _____ <input type="checkbox"/> No LRPRN	<input type="checkbox"/> _____ <input type="checkbox"/> No LRPRN
(b) Date of Acquisition [D/M/Y] (Note 10)	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
Instrument Reference No. of the chargeable instrument under the acquisition transaction	_____	_____	_____
(c) Date of Disposal [D/M/Y] (Note 10)	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
(d) Amount of the total consideration for that property	\$ _____	\$ _____	\$ _____

(e) Holding period (Note 11)			
(i) 6 months or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) More than 6 months but for 12 months or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) More than 12 months but for 36 months or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Any applicable exemption to SSD?  Yes [Please also complete Form IRSD118(E)]  
 No [Please complete Part 5(B)]

**Part 4: Buyer's Stamp Duty (BSD) (Note 12)**

1. Was the conveyance on sale or agreement for sale executed on or after 27 October 2012?  
 Yes [Proceed to Question 2]  
 No [Proceed to complete Part 5 "Stamp Duty Liability"]
2. Is the purchaser(s) a Hong Kong permanent resident acting on his/her own behalf?  
 Yes [Please also complete Declaration Form IRSD131(E)]  
 No [Proceed to Question 3]
3. Any other applicable exemption to BSD?  Yes [Please also complete Form IRSD118(E)]  
 No [Please complete Part 5(C)]

**Part 5: Stamp Duty Liability**

**(A) Ad Valorem Duty**

Original: \$ \_\_\_\_\_ Duplicate(s) \$ \_\_\_\_\_ Total amount payable: \$ \_\_\_\_\_  
Share of payment: Vendor \_\_\_\_\_% Purchaser \_\_\_\_\_% Other \_\_\_\_\_%

**(B) Special Stamp Duty (if applicable)**

Amount payable: \$ \_\_\_\_\_  
Share of payment: Vendor \_\_\_\_\_% Purchaser \_\_\_\_\_% Other \_\_\_\_\_%

**(C) Buyer's Stamp Duty (if applicable)**

Total amount payable by purchaser: \$ \_\_\_\_\_

**Part 6: Series of Transactions**

- The transaction effected by the instrument does not form part of a larger transaction or series of transactions.  
 The transaction effected by the instrument forms part of a larger transaction or series of transactions with details shown on the attached sheet.

**Part 7: Declaration**

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

**Part 8: Solicitor Firm Details (if applicable)**

Business Registration & Branch No.: \_\_\_\_\_

Contact Reference No.: \_\_\_\_\_

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

Please tick  if applicable

Organization Chop
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## Notes

1. For the case where the residential property and non-residential property are separate and distinct properties, it is required to set out the respective considerations separately. Only the acquisition of the residential property is subject to BSD or is subject to AVD at Scale 2, if applicable.
2. Property refers to interest in land that can be registered in Land Registry under separate title.
3. Home Ownership Scheme includes Home Ownership Scheme, Private Sector Participation Scheme and Flats for Sale Scheme.
4. Nominated purchaser is the one nominated by the Housing Authority or Housing Society.
5. Developer is the person developing the property and first offering it for sale, either under construction or upon completion.
6. If more than one conveyance/agreement, please provide the execution date and IRN of the latest conveyance/agreement.
7. Total percentage of co-owner(s) should be equal to the "Interest of Property Assigned" in item 3 of "Property Details".
8. Unless specifically exempted or otherwise provided, instrument executed on or after 23 February 2013 for acquisition or transfer of immovable property in Hong Kong is chargeable with AVD at the higher rates (Scale 1).
9. The liability to SSD will arise if there is sale and purchase or transfer of a residential property of which the property is acquired by the vendor or transferor on or after 20 November 2010 and disposed of by the vendor or transferor within 24 months (the property was acquired on or after 20 November 2010 and before 27 October 2012) or 36 months (the property was acquired on or after 27 October 2012) from the date of acquisition.
10. For SSD purposes, the date of a chargeable agreement for sale is the date a person "acquires" or "disposes of" a property. Chargeable agreement for sale includes both Provisional Agreement for Sale and Purchase and Agreement for Sale and Purchase. If there is no chargeable agreement for sale, the date of conveyance will be the date of acquisition and disposal. Where there is more than one chargeable agreement for sale in a transaction, the date of the first agreement will be taken as the date of "acquisition" or "disposal" of a property.
11. SSD is calculated at varying rates based on the holding period of the property by the vendor before disposal as follows -

Holding Period	The property was acquired on or after 20 November 2010 and before 27 October 2012	The property was acquired on or after 27 October 2012
6 months or less	15%	20%
More than 6 months but for 12 months or less	10%	15%
More than 12 months but for 24 months or less	5%	10%
More than 24 months but for 36 months or less	-	10%

12. The liability to BSD will arise if the conveyance on sale or agreement for sale of residential property is executed on or after 27 October 2012, except where the purchaser is a Hong Kong permanent resident acquiring the property on his/her own behalf (i.e. the person is both the legal and beneficial owner).
13. Please browse IRD website ([www.ird.gov.hk](http://www.ird.gov.hk)) for the details of the circumstances under which AVD at Scale 1 are not applicable and the applicable exemptions to SSD and BSD.
14. If space is insufficient, please provide other details on a separate sheet.
15. 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. IRD will use the information provided by you in connection with this Request or the Property concerned for the purposes of the Ordinances administered by it and may disclose/ transfer any or all of such information to any third party (e.g. the Rating and Valuation Department and Immigration Department) provided that the disclosure/ transfer is authorized or permitted by law.
2. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. Such request should be addressed to the Superintendent of Stamp Office at 3/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.
3. 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".
4. 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.