



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  
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FOR OFFICIAL USE

### Adjudication / Stamping Request - Intra-Group Agreement / Assignment (Please attach the original instrument and supporting documents.)

Instrument	Execution Date (D/M/Y)	Adjudication*	Stamping Fixed Duty \$100
1. Provisional Agreement	____/____/____	<input type="checkbox"/>	<input type="checkbox"/>
2. Agreement for Sale	____/____/____	<input type="checkbox"/>	<input type="checkbox"/>
3. Assignment	____/____/____	<input type="checkbox"/>	<input type="checkbox"/>

\* No fee is payable under section 13(1B) of the Stamp Duty Ordinance.

**Total Consideration** \$ \_\_\_\_\_

**Property Details** (Note 1)

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

<u>Standard Format</u>	<u>Other Format</u>
Flat / Room _____ Floor _____ Block _____	
Building _____	
Estate _____	
No. & Name of Street _____	
_____ District _____	

Area:     Hong Kong     Kowloon     New Territories

- 2. Nature of Property:             Non-Residential     Residential
  - 3. Interest of Property Assigned:     100%     50%    Other \_\_\_\_\_ %
  - 4. Land Registry's Property Reference No.: \_\_\_\_\_
  - 5. State of the Property:     Bare Site     Building
  - 6.  Property transferred with vacant possession
  - 7. Property transferred  with existing tenancy OR  to Sitting Tenant    (details as follows)
- 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)

**Vendor Details** (Note 1)

	Vendor 1	Vendor 2
1. Company Name:		
2. Identity Details:		
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
3. Postal Address:		<input type="checkbox"/> Same as Vendor 1 Other :

**Purchaser Details (Note 1)**

	Purchaser 1	Purchaser 2
1. Company Name:		
2. Identity Details: 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
3. Postal Address:	<input type="checkbox"/> Property Address Other :	<input type="checkbox"/> Property Address <input type="checkbox"/> Same as Purchaser 1 Other :
4. Share Assigned (Note 2):	<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 ____%

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  Other

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

\_\_\_\_\_

\_\_\_\_\_

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

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

Organization Chop

Please tick  if applicable

**Notes**

1. If space is insufficient, please provide other details on a separate sheet.
2. Total percentage of co-owner(s) should be equal to the "Interest of Property Assigned" in item 3 of "Property Details".

**Personal Information Collection Statement**

1. The provision of personal data required by this form and during the processing of your request is voluntary. However, if you do not provide sufficient information, the Department may not be able to process your request.
2. The Department will use the information provided by you for the purposes of the Ordinances administered by it and may disclose / transfer any or all of such information to other government or statutory bodies including the Rating and Valuation 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 the Department. 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).

如需本表格的中文版，可在稅務局網頁 [www.ird.gov.hk](http://www.ird.gov.hk) 下載  
或致電 2594 3202 與本署聯絡。