



INLAND REVENUE DEPARTMENT
 STAMP OFFICE
 3/F, Revenue Tower, 5 Gloucester Road,
 Wan Chai, 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.)

<u>Instrument</u>	<u>Execution Date (D/M/Y)</u>	<u>Adjudication*</u>	<u>Stamping Fixed Duty \$100</u>
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):

Standard Format

Other Format

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 3/F, Revenue Tower, 5 Gloucester Road, Wan Chai, 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 下載
或致電 2594 3202 與本署聯絡。