



INLAND REVENUE DEPARTMENT  
STAMP OFFICE

1/F, Inland Revenue Centre, 5 Concorde Road,  
Kai Tak, Kowloon, Hong Kong.

Tel. No. : 2594 3202  
Fax No. : 2519 9025

Website : [www.ird.gov.hk](http://www.ird.gov.hk)  
Email : [taxsdo@ird.gov.hk](mailto:taxsdo@ird.gov.hk)

FOR OFFICIAL USE

**Request for Amendment / Cancellation of Stamp Certificate or  
Withdrawal of e-Stamping Application – Property Transfer Instrument**

Instrument Reference No. (duty paid) / Charge No. (duty unpaid) \* (Note 1) : \_\_\_\_\_

(I) I/We hereby request to :

- |   |  |
|---|--|
| <input type="checkbox"/> Amend stamp certificate (Note 2)         | <input type="checkbox"/> Cancel stamp certificate (Note 2) |
| <input type="checkbox"/> Withdraw e-Stamping application (Note 3) | <input type="checkbox"/> Refund stamp duty paid (Note 4)   |

(II) Amendment of stamp certificate – item(s) containing error(s) (Note 5) :

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 1. Property Address  | <input type="checkbox"/> 2. Name of Vendor / Assignor * | <input type="checkbox"/> 3. Name of Purchaser / Assignee * |
| <input type="checkbox"/> 4. Interest acquired | <input type="checkbox"/> 5. Nature of Instrument        | <input type="checkbox"/> 6. Date of Instrument             |
| <input type="checkbox"/> 7. Consideration     | <input type="checkbox"/> 8. Other (please specify)      | _____  |

Amended to : \_\_\_\_\_

(III) Cancellation of stamp certificate / Withdrawal of e-Stamping application \* by reason(s) of :

- ☐ Separate stamping application has been made to rectify the error(s) in Part II  
(Please complete Part II and provide the relevant **Instrument Reference No. and Charge No.** below)
- ☐ Duplicate stamping application with / Stamp duty has already been paid under \* another  
application (Please provide the relevant **Instrument Reference No. and Charge No.** below).

Instrument Reference No. : \_\_\_\_\_

Charge No. : \_\_\_\_\_

- ☐ Other reason (please specify in detail and submit evidence) : \_\_\_\_\_

(IV) Refund of stamp duty paid for the stamp certificate to be cancelled :

Amount : \$ \_\_\_\_\_ Name of Payee : \_\_\_\_\_

Capacity : ☐ Vendor / Assignor ☐ Purchaser / Assignee ☐ Legal Representative

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

Signature of Applicant : \_\_\_\_\_ Name of Applicant : \_\_\_\_\_

Date : \_\_\_\_\_ H.K.I.C./B.R./Passport\* No. : \_\_\_\_\_

Capacity : ☐ Vendor ☐ Purchaser ☐ Legal Representative ☐ Other (please specify) : \_\_\_\_\_

Postal Address (if different from Part (IV)) : \_\_\_\_\_

Tel. No. : \_\_\_\_\_ Fax No. / Email Address \*: \_\_\_\_\_

Note 1 : Please provide the **Instrument Reference No.** as shown on the stamp certificate or the **Charge No.** as shown on the payment notice.

Note 2 : Please provide a copy of the stamp certificate containing error(s) and supporting evidence of the error(s) (e.g. a copy of the original instrument).

Note 3 : Please provide supporting evidence of the error(s) (e.g. a copy of the original instrument) and a copy of the stamp certificate or payment notice for the settled stamping application.

Note 4 : Refund is applicable where an Instrument has already been stamped by another stamp certificate or conventional stamp. For claiming refund, provide supporting evidence that the Instrument has been stamped (e.g. a copy of the new stamp certificate or the Instrument with the conventional stamp imprinted).

Note 5 : If applicable, the amended stamp certificates can be downloaded via IRD “e-Stamping System” using the same Instrument Reference No. You will be notified by post, email or fax to download the stamp certificate or collect the stamp certificate from the Stamp Office.

☐ Please ✓ as appropriate

\* Please delete whichever is inapplicable

**Personal Information Collection Statement**

1. It is obligatory for you to supply the personal data as required by the form. If you fail to supply the required information, your application will not be accepted for processing.
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 any other parties (e.g. the Rating and Valuation Department) provided that the disclosure / transfer is authorised or permitted by law.
3. 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. You should send such request in writing 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.