



INLAND REVENUE DEPARTMENT  
STAMP OFFICE

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

Tel. No. : 2594 3201  
Fax No. : 2519 6740

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 – Tenancy Agreement**

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            |

(II) Amendment of stamp certificate – particulars to be amended (Note 4) :

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 1. Property Address       | <input type="checkbox"/> 2. Name of Landlord       | <input type="checkbox"/> 3. Name of Tenant |
| <input type="checkbox"/> 4. Date of Instrument     | <input type="checkbox"/> 5. Rent                   | <input type="checkbox"/> 6. Term of Lease  |
| <input type="checkbox"/> 7. Number of duplicate(s) | <input type="checkbox"/> 8. Other (please specify) | _____                                      |

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

(III) Cancellation of stamp certificate / Withdrawal of e-Stamping application :

Reason(s) : \_\_\_\_\_

Instrument Reference No. of duplicate application (if applicable) : \_\_\_\_\_

(IV) Refund of stamp duty paid :

Reason(s) : \_\_\_\_\_

Amount : \$ \_\_\_\_\_ Name of Payee (Note 5) : \_\_\_\_\_

Capacity : ☐ Landlord ☐ Tenant ☐ Applicant of the e-Stamping application

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

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

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

Capacity : ☐ Landlord ☐ Tenant ☐ Legal Representative ☐ Estate Agent  
☐ Other (please specify) : \_\_\_\_\_

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

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

Tel. No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

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 and a complete copy of the tenancy agreement.

Note 3 : Please provide a copy of the stamp certificate or payment notice, and evidence that the tenancy agreement has been stamped (e.g. a copy of another stamp certificate or a copy of the tenancy agreement with conventional stamp).

Note 4 : For amendments to items 1 to 3, the amended stamp certificates can be downloaded via IRD “e-Stamping System” using the same Instrument Reference No. If the applicant wishes to receive an email notification after such amendment is made, please provide an email.

Note 5 : To protect duty payers’ interests, the Department generally does not issue refund cheques payable to persons other than landlords and tenants. The refund application must be accompanied by [Form IRSD25](#) completed by the landlord and tenant.

☐ 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.