



**INLAND REVENUE DEPARTMENT
STAMP OFFICE**

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

STAMPING PROCEDURES AND EXPLANATORY NOTES

Counter Service Procedure

The Stamp Office operates two types of Counters – LEASE Counters for handling leases and lease related documents and SHARE Counters for handling share transfer documents and other types of documents. The procedure is described as below:

2. Customers (including those who have made prior appointments for LEASE counter service through our online appointment system: <https://www.ird.gov.hk/stampbooking>) shall approach the LEASE, SHARE & OTHER DOCUMENT REGISTRATION FOR STAMPING/ENQUIRY Counter (Counter no.6) first to present the document(s) and obtain a numbered ticket.

3. Please stay in the waiting hall until your number is called. You shall then approach the specified counter. After the stamp duty is calculated, please proceed to the SHROFF Counters to make payment and obtain an acknowledge stub. We shall call your ticket number after the documents are stamped*. You can then present the stub and the ticket and collect your documents at LEASE, SHARE AND OTHER DOCUMENT COLLECTION Counters (Counters 18 & 19).

4. If you miss the call of your ticket number, you may on the same day go to Counter no. 6 to arrange for a re-call of your number. Your document will normally be processed after 5 cases have been completed. If you miss the call of your ticket number for over 30 tickets, you are required to get a new ticket number for counter services. The Stamp Office may revise the above arrangement as and when needed.

5. If you come back after the day of issue of the ticket, please obtain a new numbered ticket by surrendering the old one.

6. You may visit Inland Revenue Department's website for the Stamp Office's business hours (www.ird.gov.hk/eng/cu_ol.htm).

7. For enquiries, please contact the Stamp Office by telephone or in writing as follows:

Telephone number:	2594 3201
Fax number:	2519 6740
Web site:	www.ird.gov.hk
E-mail:	taxsdo@ird.gov.hk
Address:	1/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong

*Since the procedures for stamping documents may not be the same in each case, the time for completing the procedures may be different. We shall dispatch the documents as soon as possible in order of the completion of the process. This may not be the same order as indicated in the numbered tickets.

STAMP OFFICE

October 2022

U3/SOG/PN02A (10/2022)