



**INLAND REVENUE DEPARTMENT
STAMP OFFICE**

3/F, Revenue Tower, 5 Gloucester Road
Wan Chai, Hong Kong.

STAMPING PROCEDURES AND EXPLANATORY NOTES

Counter Service

Introduction

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

LEASE COUNTER

2. For customers who have made prior appointments through our online appointment booking system (<https://www.ird.gov.hk/stampbooking>), please visit the designated lease counter at the appointed time. For other customers, please queue and wait in front of other lease counters. The documents will be processed on a first-come-first-serve basis. You do not need to get a number ticket. For both kinds of customers, after the stamp duty is calculated, please proceed to the Shroff Counter to make payment and obtain an acknowledge stub. We shall call you after the documents are stamped*. You can then present the stub and collect your documents.

OTHER ASSESSMENT COUNTER

3. For customers who wish to stamp other types of documents (except those presenting property transfer documents to the Assignment sub-section), please approach the **Reception and Document Receipt** counter (Counter no.6) first to present the document(s) and obtain a number ticket.

4. Please stay in the waiting hall until your number is called. You shall then approach the specified assessment counter. After the stamp duty is calculated, please proceed to the Shroff Counter to make payment and obtain an acknowledge stub. We shall call you after the documents are stamped*. You can then present the stub and collect your documents.

5. If you miss the call of your ticket number, you may on the same day go to the Reception and Document Receipt counter to arrange for a re-call of your number. Your document will normally be processed after 5 cases have been completed. The Stamp Office may revise the above arrangement as and when needed.

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

Enquiry and Suggestions

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:	3/F, Revenue Tower, 5 Gloucester Road, Wan Chai, 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 Number Tickets.

STAMP OFFICE

May 2021