



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

Tel. No.: 2594 3202 (Property Transfers)
Tel. No.: 2594 3201 (Shares, Leases, others)
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To: Stamp Office Customers

STAMP OFFICE
Stamping Circular No. 01/2006
New Opening Hours
From 1 July 2006

This circular announces the new opening hours of Stamp Office with effect from 1 July 2006.

2. Following the Government's introduction of a five-day week scheme, Stamp Office will move to a five-day week from 1 July 2006, and services on Saturdays will be closed. The opening hours on weekdays will be extended as follows:

	Opening Hours Monday to Friday
Office	8:15 am – 5:30 pm
Counters (Documents Assessment & Payment)	8:45 am – 5:00 pm

3. In the event that the deadline for stamping falls on Saturdays, and the documents are only submitted to the Stamp Office counters on the following Monday or working day (if Monday is a public holiday), we will consider remission of the relevant late penalty.

4. For stamping of documents, you are also invited to use our 24-hours e-Stamping service for property documents (www.gov.hk/estamping), send in your stamping requests by post to P.O. Box No. 28827, Gloucester Road Post Office, Wan Chai, Hong Kong, or use our drop-in box (open for 24 hours)

located at the entrance of Revenue Tower.

5. If you have any question in connection with this circular, please contact us at 25943202 (Property Transfer) or 25943201 (Lease, Share Transfer & Others).

Stamp Office

2 June 2006

(updated on 19 January 2008)