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To: Stamp Office Customers

STAMP OFFICE
Stamping Circular No. 5/2010
Practical Hints on Completing Applications
for Stamping of Agreement / Assignment of Property

The purpose of this Stamping Circular is to assist customers in completing the applications, under e-Stamping or conventional paper stamping, for Initial Stamping of Agreement / Assignment of Property.

2. Please refer to the Appendices (Appendix A for application under e-Stamping and Appendix B for paper application) for the practical hints on completing the applications.

3. If you have any questions in connection with this circular, please contact us at 2594 3202.

Stamp Office
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**Practical Hints on e-Stamping applications
for Initial Stamping of Agreement / Assignment of Property**

Transaction Details

Property Particulars

- Land Registry's Property Reference No. (LRPRN)
 - (a) If the transaction involves more than one property, provide one of the LRPRNs.
 - (b) Tick the box "No LRPRN of the Property" only if the subject property does not have any reference number in the Land Registry.

Transaction Particulars

- Nature of Instrument
 - (a) Select "Conveyance on Sale (i.e. Assignment with stamp duty payment)" for the instrument involves "Non-residential Property".
 - (b) For "Residential Property", choose "Agreement (with stamp duty payment)" or "Agreement (Application to defer payment of stamp duty)".
 - (c) Agreement (Application to Defer Payment of Stamp Duty)
 - In Sub-sale case, do not select "Vendor is Registered Owner". Choose "Related chargeable Agreements stamped" only if the related chargeable agreement was stamped.
 - Apply for exemption of stamp duty by submitting Form U3/SOA/F04 if the transaction is subsequently cancelled or fallen through (not by reason of sub-sale) after the stamp duty has been deferred.

Vendor Details

Is Vendor the developer?

- Select either "Yes" or "No".

Appendix A

- If “No” is selected,
 - (a) indicate whether the vendor purchased the property by “Conveyance” (i.e. Assignment) or “Agreement (i.e. Sub-sale case)” AND
 - (b) complete the input fields “Executed on” and “Purchase Consideration of \$”.
 - (i) If the transfer involves more than one property purchased by the vendor at different dates, provide one of the executed dates.
 - (ii) If the transfer involves just one property but the vendor purchased it along with other properties, enter the total cost paid by the vendor for all properties to “Purchase Consideration of \$”.
 - (iii) If the vendor acquired the property by Deed of Gift or involved Nil Consideration, enter “0” for “Purchase Consideration of \$”.

Confirmor Details

- Applicable to transactions relating to “**Non-residential Property**” only.
- Enter the purchase price paid by the confirmor to the vendor (not the excess amount received by the confirmor) to the input field “The Purchase Consideration of this Confirmor Transaction”.
- Enter the excess amount received by the confirmor to the input field “Payments to Confirmor(s)” under “Supplementary information” of “Transaction Particulars”.

**Practical Hints on paper applications for Initial Stamping
of Agreement / Assignment of Property [Form IRSD112 (“the Form”)]**

Type of Instrument (Page 1 of the Form)

- Select “Conveyance on Sale (ad valorem duty)” for the instrument involves “Non-residential Property”.
- For “Residential Property”, choose “Agreement (ad valorem duty)” or “Agreement (defer application)”.

Property Details (Page 1 of the Form)

- Item 5 – Land Registry’s Property Reference No. (LRPRN)
 - (a) If the transaction involves more than one property, provide either one of the LRPRNs or a full list showing all LRPRNs.
 - (b) Tick the box “No LRPRN” only if the subject property does not have any reference number in the Land Registry.

Vendor Details (Page 2 of the Form)

- Select either item 2 or item 3.
- If the Vendor is not developer,
 - (a) indicate whether the vendor purchased the property by “Conveyance” (i.e. Assignment) or “Agreement (i.e. Sub-sale case)” AND
 - (b) complete the fields “Executed date” and “Purchase Price”.
 - (i) If the transaction involves more than one property purchased by the vendor at different dates, provide either one of the “Executed date” of subject properties or a full list showing all the “Executed dates”.
 - (ii) If the transfer involves just one property but the vendor purchased it along with other properties, supply the total purchase price paid by the vendor for all properties as “Purchase Price”.

Appendix B

- (iii) If the vendor acquired the property by Deed of Gift or involved Nil Consideration, enter “0” for “Purchase Price”.

Confirmor Transaction (Page 3 of the Form)

- Applicable to transactions relating to “**Non-residential Property**” only.
- For Item 2 – “The Purchase Consideration of this Confirmor Transaction”, fill in the total purchase price paid by the confirmor to the vendor (not the excess amount received by the confirmor).
- Enter the excess amount received by the confirmor to the field “Payments to Confirmor(s)” under item 3 of “Total Consideration” on Page 1.

Deferred Application (Page 3 of the Form)

- In Sub-sale case, do not select “Vendor is Register Owner”. Choose “Related chargeable Agreements stamped” only if the related chargeable agreement was stamped.
- Apply for exemption of stamp duty by submitting Form U3/SOA/F04 if the transaction is subsequently cancelled or fallen through (not by reason of sub-sale) after the stamp duty has been deferred.