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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”.

- (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.