

Taxpayer Services

IRD Website

www.ird.gov.hk

The IRD website is a very effective channel for disseminating tax information and providing electronic services to the public. With continuous enrichment and updates, the website enables taxpayers to obtain the most current information about Hong Kong taxation in a fast and convenient manner.

Through the website, members of the public can:

- obtain information on tax law, tax returns, tax obligations and answers to frequently asked questions;
- use IRD software and download IRD public forms;
- access the online booking systems for Business Registration Office counter service and Stamp Office lease counter service;
- run the interactive program to calculate their liabilities under salaries tax and personal assessment; and
- access the personalised online tax services provided by the Department under eTAX.

To facilitate all sectors of the community to locate the relevant tax information, there are thematic content pages for individuals, businesses, property owners, employers, tax representatives, etc.

The IRD website has adopted responsive web design, which enables users to have quick and convenient access to tax information.

Electronic Enquiry Service

Electronic enquiry services are provided to eTAX users at <www.gov.hk/etax>. They can view their tax position in relation to their returns, assessments and payments, etc. at any time.

Enquiry Service Office

The Department's Enquiry Service Office (the Office) handles telephone and counter enquiries. The Office is equipped with a computer network linked to the Department's General Enquiry Knowledge Database to enable our staff to provide, as far as possible, an immediate "one-stop" service. To cater for the needs of people of diverse races calling the Department's hotlines or visiting our office, with the consent from the callers, telephone interpretation service in eight languages other than Chinese and English, namely, Bahasa Indonesia, Hindi, Nepali, Punjabi, Tagalog, Thai, Urdu and Vietnamese, can be arranged free of charge with the assistance of a third party service provider.

Telephone Enquiry Service

The Office operates an Interactive Telephone Enquiry System (ITES) with 144 telephone lines. Callers can have access on a 24-hour basis to a wide range of tax information by listening to recorded messages. Besides, callers can obtain facsimile copies of information sheets and forms through the system. A "Leave-and-call-back" facility, for recording information requests, and a "Fax-in enquiry" service are also available. The telephones are manned during office hours by staff who would readily serve the callers. The Office also provides an eTAX help desk hotline to handle enquiries on eTAX services and provide technical support.

The statistics of services provided through ITES during 2023-24 are shown in **Figure 30**.

Figure 30 Statistics of services provided through ITES

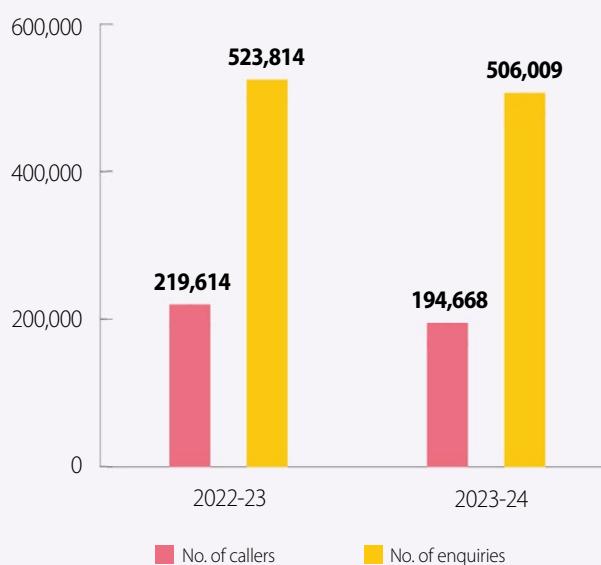
	2022-23 Number	2023-24 Number	Increase / Decrease
Calls answered by staff	585,948	565,262	-3.5%
Calls answered by system	887,544	920,892	+3.8%
Leave-and-call-back messages	73,832	67,665	-8.4%
Documents supplied by fax	2,154	1,905	-11.6%

Counter Enquiry Service

Generally, the counter staff of the Office can address enquiries, collect mail items and issue forms on the spot without the need to refer callers to other sections in the Department for assistance. The number of counter enquiries handled and forms issued during 2023-24 was about 0.51 million (**Figure 31**).

Information leaflets on topics of general interest are available for collection at the form stand located in the Office. The public may also obtain general tax information and download forms from the IRD website and GovHK <www.gov.hk>.

Figure 31 Counter enquiries



Tax-help Services for Completion of Tax Returns

On the IRD website, e-Seminars are provided for employers, property owners and individual taxpayers. Information on how to complete tax returns, fulfil tax obligations and overcome difficulties in compliance is uploaded to the website. After reading the information, taxpayers can raise enquiries electronically at the “Q&A Corner”. The Department will reply to the questions on a regular basis.

The Department issued 2.4 million Tax Returns - Individuals for the year of assessment 2022-23 on 2 May 2023. To assist the taxpaying public in completing tax returns, the Department extended the service hours of telephone enquiry services in May 2023. Service hours from Monday to Friday were extended by one and a half hours till 7:00 pm and additional service was also provided on Saturday from 9:00 am till 1:00 pm. During peak periods, the Department also redeployed manpower resources and employed part-time staff to strengthen daytime telephone enquiry services.

Complaints and Compliments

If taxpayers are dissatisfied with the services provided by the Department or their problems cannot be solved satisfactorily through normal channels, the Complaints Officer may be approached for assistance. The complaint channel provides taxpayers with the means of having individual grievances dealt with independently at a senior level. This ensures that such cases are properly handled in a fair and impartial manner. During 2023-24, 147 complaints cases were received (**Figure 32**).

If taxpayers are dissatisfied with any administrative action taken by the Department, they may refer the matter to the Ombudsman. During 2023-24, the Ombudsman sought written comments from the Department in respect of 18 cases. In the light of these cases, the Department has reviewed relevant operations with a view to improving them.

Taxpayers may compliment the service of the Department. During the year, 160 Letters of Compliments were received.

Performance Pledge

The service standards a taxpayer can expect from the Department are set out in the performance pledges. The Department has virtually achieved all targets of performance pledges and excelled in some of the targeted performance with remarkable results during 2023-24.

Figure 32 Complaint cases

