

# INLAND REVENUE DEPARTMENT NOTICE

## FILE YOUR TAX RETURN ON TIME

The 2023/24 tax returns for individuals were issued on 2 May 2024. Taxpayers are required to file duly completed returns to the Inland Revenue Department (IRD) within 1 month from the date of issue of the returns. The deadline falls on 3 June 2024. For sole proprietors, returns should be filed within 3 months, i.e. on or before 2 August 2024.

Taxpayers are encouraged to file their tax returns online through eTAX (“e-Filings”). By doing so, they will receive an automatic one-month extension on the filing deadline. Specifically,

For sole-proprietors:

- The e-Filing deadline is 2 September 2024.

For all other taxpayers:

- The e-Filing deadline is 3 July 2024.

For any questions regarding eTAX, please contact the IRD’s enquiry hotline at 183 2011.

If you have changed your postal address and have not received a tax return, you should promptly notify IRD your new postal address and obtain a duplicate tax return by the following means:

- (1) complete the form at the lower portion of this notice and send it to IRD by fax or by post; or
- (2) call in person at the IRD’s Central Enquiry Counter at G/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon.

To request that a duplicate tax return be sent to your postal address on file with the IRD, you may:

- (1) apply via the IRD website ([www.ird.gov.hk](http://www.ird.gov.hk) > Electronic Services > Obtaining Duplicate Tax Return for Individuals);
- (2) call IRD’s hotline 187 8022 during office hours; or
- (3) complete the form at the lower portion of this notice and send it to IRD by fax or by post.

TAM Tai-pang  
Commissioner of Inland Revenue



### Request for duplicate tax return / Notification of change of postal address

To: The Commissioner of Inland Revenue  
GPO Box 132, Hong Kong  
(Fax No.: 2877 1232)

Name: \_\_\_\_\_ HK Identity Card No.: \_\_\_\_\_

File No.: \_\_\_\_\_ Day-time Tel. No.: \_\_\_\_\_

[Please tick the appropriate box(es)]

Please issue a duplicate 2023/24 tax return for individuals to me

Please update my postal address to: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Same signature as used in tax returns/past correspondence)

Date: \_\_\_\_\_