

通訊地址變更通知書
NOTIFICATION OF CHANGE OF POSTAL ADDRESS

致： 稅務局局長
To: The Commissioner of Inland Revenue

稅務局傳真號碼：
IRD Fax No.: **2519 9316**

新通訊地址始用於 / / : -
New POSTAL Address with effect from (日 day) (月 month) (年 year)
 地域 Area 香港 / H.K. 九龍 / KLN. 新界 / N.T. 其他 / Others
 單位編號 Flat/Room _____ 座號 Block _____ 樓數 Floor _____
 樓宇 / 大廈名稱 Name of Building _____
 街道名稱及號數 No. & Name of Street _____
 地區 District _____

請更改下列方格內有「✓」號的檔案的通訊地址： -
Please amend the POSTAL Address of the file(s) as indicated by a “✓” in the box(es) below:-

受僱人士/物業業主/東主請填寫此欄 香港身分證號碼
To be completed by salary earner/property owner/sole proprietor H.K. Identity Card No.

<input type="checkbox"/>	報稅表 - 個別人士檔案 Tax Return – Individuals file	個別人士姓名 Name of Individual	
		檔案號碼 File No.	
<input type="checkbox"/>	物業稅檔案 【聯權或分權擁有的物業】 Property Tax file 【Jointly owned or co-owned property】	物業地點 Location of property	
		檔案號碼 File No.	
<input type="checkbox"/>	其他報稅檔案 Other Tax file	納稅人名稱及檔案號碼 Name of Taxpayer and File No.	

日期 Date : _____ 簽署
Signature : _____
 (應與報稅表或過往信件的簽署相同)
 (Same signature as used in tax returns / past correspondence)
 日間聯絡電話號碼 Day-time Contact Telephone No. : _____ 姓名
Full Name : _____

業務經營者/僱主如欲更改公司通訊地址至上列新地址，請填寫此欄
To be completed by business owner/employer for change of postal address of the company to the above new address

<input type="checkbox"/>	利得稅檔案 Profits Tax file	業務 / 公司名稱 Name of business / company	
		檔案號碼 File No.	
<input type="checkbox"/>	僱主填報的薪酬及 退休金報稅表檔案 Employer's Return of Remuneration and Pensions file	業務 / 公司名稱 Name of business / company	
		檔案號碼 File No.	

日期 Date : _____ 簽署
Signature : _____
 日間聯絡電話號碼 Day-time Contact Telephone No. : _____ 簽署人姓名
Name of Person signing : _____
 傳真號碼 Fax No. : _____ 職位
Designation : _____
公司印鑑
Company chop : _____

注意：《商業登記條例》規定，任何營業地址變更，須於變更後的1個月內以書面通知稅務局商業登記署，以便更新商業登記冊。如你業務的營業地址變更，請填寫 IRC3111A 表格。IRC3111A 表格同時讓你選擇變更該業務的相關僱主報稅表檔案及 / 或利得稅檔案的通訊地址至新營業地址。
 Attention: The Business Registration Ordinance requires that any change in business address should be reported to the Business Registration Office of the Inland Revenue Department in writing within 1 month thereof for updating of the Business Register. If you have changed your business address, please complete form IRC3111A to notify the Business Registration Office of the change. IRC3111A also allows you to amend the postal address of the related Employer's Return file and / or Profits Tax file of the business to the new business address reported thereon.

【 如用郵遞通知，請將通知書寄往 「香港郵政總局郵箱 6068 號」 】

【 For Notification by post, please send the Notification to “ P. O. Box 6068 General Post Office Hong Kong ” 】

收集個人資料聲明

就本表格的要求及於本局處理你的通知的過程中提供個人資料屬自願性質。然而，如你未能提供充分資料，本局可能無法處理你的通知。本局會把你提供的資料，用於施行本局專責執行的法例。本局並可在法律授權或准許的情況下，向任何其他人士或機構披露／轉移該等資料的任何或全部內容。你有權要求查閱及改正你的個人資料，但屬《個人資料（私隱）條例》豁免披露的情況除外。如欲查閱或改正個人資料，請致函評稅主任(地址為香港郵政總局郵箱 132 號)，同時請註明你於本局的檔案號碼。

Personal Information Collection Statement

The provision of personal data required by this form and during the processing of your notification is voluntary. However, if you do not provide sufficient information, the Department may not be able to process your notification. The Department will use the information provided by you for the purposes of the Ordinances administered by it and may disclose/transfer any or all of such information to any other parties provided that the disclosure/transfer is authorized or permitted by law. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. You should send such request in writing to the Assessor at GPO Box 132, Hong Kong and quote your file number in this Department.

請貼上足額郵票 以確保郵遞無誤
Please affix sufficient stamp to ensure delivery in order

(沿此線複摺)

(Fold Here)

請在此
貼上郵票
PLEASE
AFFIX
STAMP
HERE

稅務局
香港郵政總局
郵箱 6068 號

INLAND REVENUE DEPARTMENT
P.O. BOX 6068
GENERAL POST OFFICE
HONG KONG

(請用膠水封口，切勿用釘書機封口)
(Seal with glue, do not use staples)