

修改估價冊或地租登記冊建議書 (表格 R20A)
PROPOSAL FOR ALTERATION OF THE VALUATION LIST
OR GOVERNMENT RENT ROLL (FORM R20A)

此欄由本署填寫
For Office Use

致： 九龍長沙灣道303號
長沙灣政府合署15樓
差餉物業估價署署長

To: **Commissioner of Rating and Valuation**
15/F, Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road, Kowloon

(1) 有關物業單位地址或名稱： Address or description of tenement to which this proposal relates :											
(2) 估價編號(見「徵收差餉及／或地租通知書」)： Assessment Number (as shown on the "Demand for Rates and/or Government Rent"):	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> </tr> </table>										
(3) 本人建議修改如右： The alteration I propose is :	<input type="checkbox"/> 在估價冊內的應課差餉租值應修改為 _____ 元。 that the rateable value in the Valuation List should be amended to \$ <input type="checkbox"/> 在地租登記冊內的應課差餉租值應修改為 _____ 元。 that the rateable value in the Government Rent Roll should be amended to \$ <input type="checkbox"/> 應作以下修改： that the following alteration should be made :										
(4) 上述建議的理由如右： (*最後兩項理由不適用於修改地租登記冊建議書。) This proposal is made on the grounds : (*The last two grounds are not applicable to proposals for alteration of the Government Rent Roll.)	<input type="checkbox"/> 由本人負責繳納差餉及／或地租的物業單位的應課差餉租值，較恰當的估值為高。 that the tenement for which I am liable to pay rates and/or Government rent has been valued above its proper rateable value. <input type="checkbox"/> 該已編入估價冊及／或地租登記冊內的物業單位的應課差餉租值，較恰當的估值為低。 that the tenement included in the Valuation List and/or Government Rent Roll has been valued below its proper rateable value. * <input type="checkbox"/> 該已編入估價冊內的物業單位應從估價冊刪除。 that the tenement included in the Valuation List ought to be omitted therefrom. * <input type="checkbox"/> 該物業單位應編入估價冊而未有編入。 that the tenement which ought to be included in the Valuation List has been omitted therefrom.										
(5) 該物業單位現時是：(見背頁註釋8) The tenement is currently : (see Note 8 overleaf)	<input type="checkbox"/> 業主自用。 occupied by owner. <input type="checkbox"/> 空置。 vacant. <input type="checkbox"/> 已分拆。 subdivided. <input type="checkbox"/> 已與另一物業單位合併。 combined with another unit. <input type="checkbox"/> 正在商議新租約。 having a negotiation of lease. <input type="checkbox"/> 租出。每月租金 _____ 元。租約由 _____ 起生效， let. The monthly rent is \$ Lease commenced on <input type="checkbox"/> 為期 _____ 年 _____ 月， for a term of _____ year(s) month(s), <input type="checkbox"/> 按月租賃， on monthly basis, 連免租期 _____ 月 _____ 日。 with rent free period month(s) day(s). 除上述租金外，如租客須另行繳付下列費用，請在適當空格內加「✓」號及註明金額。 Please state the following payment amounts and tick the appropriate box(es) if the TENANT is responsible for these payments in addition to the rent stated above. 差餉 每月 元 <input type="checkbox"/> 管理費 每月 元 <input type="checkbox"/> rates \$ p.m. <input type="checkbox"/> management fee \$ p.m. <input type="checkbox"/> 地租 每月 元 <input type="checkbox"/> 空氣調節費 每月 元 <input type="checkbox"/> Government rent \$ p.m. <input type="checkbox"/> air-conditioning fee \$ p.m. <input type="checkbox"/>										
(6) 如有支持上述建議的事實，請說明。 (如右面方格不敷應用，請另加紙張繼續填寫。) Please state the facts in support of this proposal, if any. (If the space provided in the box on the right is insufficient, please continue on separate sheets of paper.)											

通訊地址 (見背頁註釋10) Correspondence Address (see Note 10 overleaf) <input type="checkbox"/> 與「徵收差餉及／或地租通知書」的郵遞地址相同 same address to which the "Demand for Rates and/or Government Rent" is sent <input type="checkbox"/> 與有關物業單位的地址相同 same address as the tenement concerned <input type="checkbox"/> 下述地址 the following address	<input type="checkbox"/> 業主 owner <input type="checkbox"/> 業主代理人 # agent for owner <input type="checkbox"/> 使用人 occupier <input type="checkbox"/> 使用人代理人 # agent for occupier <input type="checkbox"/> 其他人士 (見背頁註釋 4) person other than the above (see Note 4 overleaf)
簽署人的身份 Capacity in which this proposal is made	
中文姓名／名稱 Name in Chinese 英文姓名／名稱 (正楷) Name in English (BLOCK letters) # 所代表的人士或團體名稱 # Name of the person or body on whose behalf the proposal is made # [由代理人提交的建議書：謹此聲明，我／我們已經獲得業主／使用人授權提交此建議書。] (見背頁註釋 5) # [For proposal made by agent: I/We hereby declare that I/we have been authorised by the owner/occupier to make this proposal.] (see Note 5 overleaf)	
聯絡電話 Telephone No.	簽署 Signed 日期 Date
<input type="checkbox"/> 請在適當空格內加「✓」號。 Please tick the appropriate box.	

註 釋

[填寫本表格前，可參閱以下註釋，但有關內容並無法律效力。如有疑問，請參閱《差餉條例》或《地租（評估及徵收）條例》。]

- 提出建議書的期限**
修改估價冊或地租登記冊建議書必須在差餉物業估價署署長（“本署署長”）於每年三月底公布估價冊及地租登記冊後至該年五月底前送達本署。本署署長無權接納在該期間以外遞交的建議書。
- 遞交建議書的方法**
你必須透過下列方法將建議書送達本署：
(i) 使用本署網頁（www.rvd.gov.hk）遞交電子表格 e-R20A；或
(ii) 以面交或郵寄方式將建議書送達本署。
請注意：以傳真方式遞交的建議書，將不獲接納。
- 「相同物業單位」**
如某物業單位於估價冊及地租登記冊內的記項完全相同，則修改應課差餉租值的建議書只可以根據《差餉條例》提出。倘若本署覆核建議書後決定修改應課差餉租值，將會同樣適用於估價冊及地租登記冊。
- 非業主或使用人提交的建議書**
(i) 如提交建議書的人士並非該物業單位的業主或使用人，則須於提交建議書期限內，將一份建議書的副本分別送達業主及使用人，並知會本署署長。
(ii) 業主或使用人接獲上述建議書副本後，可於十四日內將其意見通知本署署長及提交建議書的人士。
- 由代理人提交建議書**
代理人提交建議書時，必須已獲得物業單位業主／使用人授權。代理人稍後可能須要提供有關授權證明文件。
- 決定通知書**
本署會審慎考慮所有收到的有效建議書，並會於同一年度的十二月一日前發出決定通知書。
- 繳納差餉／地租的責任**
差餉及／或地租繳納人即使已提交建議書，仍須在徵收差餉及／或地租通知書上所示的最後繳款日期或之前繳納差餉及／或地租。如本署覆核建議書後決定更改差餉及／或地租額，則會在日後發出的徵收差餉及／或地租通知書上作出所需調整。
- 提供有關物業詳情**
提交建議書的人士應在第(5)項盡量提供該物業單位的使用及／或租賃詳情，以便本署覆核有關建議書。本署可能會就建議書上所填報的物業單位的租賃詳情，要求提交證明文件。
- 個人資料**
(i) 你所提供的資料將用作本署執行《差餉條例》、《業主與租客（綜合）條例》及《地租（評估及徵收）條例》的有關事宜；以及可能會轉交稅務局局長作評估和徵收《稅務條例》所訂明的稅項之用。
(ii) 除上述用途外，本署不會將個人資料給予其他人士，除非該些人士獲法例授權而要求取得這些資料。
(iii) 根據《個人資料（私隱）條例》，你有權要求查閱及修正你的個人資料。你可以書面向本署顧客服務主任提出這類要求。地址為九龍長沙灣道303號長沙灣政府合署15樓，或發出電郵至 enquiries@rvd.gov.hk。
- 通訊地址**
你在本表格內指明的通訊地址只會用於與本建議書有關的通訊，包括本署發出的決定通知書。本署會繼續將徵收差餉及／或地租季度通知書寄往現時的徵收差餉及／或地租通知書上載列的繳納人通訊地址。如須更改差餉／地租繳納人的姓名或通訊地址，請以書面或表格 RVD1006 - 「更改差餉及／或地租繳納人資料通知書」通知本署。該表格可從本署網頁（www.rvd.gov.hk）下載或向本署索取。本署網頁的「更改繳納人資料」或本署24小時一般查詢熱線2152 0111（更改繳納人通訊地址適用）均提供更快捷的服務。
- 查詢**
如欲查詢差餉及地租事宜，請致電本署24小時一般查詢熱線2152 0111（由「1823」接聽）。

NOTES

[You may refer to the notes below before filling in the form. These notes, however, have no legal effect, and, if in doubt, you should refer to the Rating Ordinance or Government Rent (Assessment and Collection) Ordinance.]

- Proposal Period**
A proposal for alteration of the Valuation List or the Government Rent Roll must be served on the Commissioner of Rating and Valuation (“the Commissioner”) after he has declared the Valuation List and Government Rent Roll in late March until the end of May of that year. The Commissioner does not have the discretion to accept proposals served outside this period.
- Modes of Serving Proposal**
You must serve proposals on the Department via the following ways:
(i) By submitting a Form e-R20A provided on the Department’s website (www.rvd.gov.hk); or
(ii) By personal service or by post.
Please note that service by fax will not be accepted.
- “Identical Tenements”**
Where a tenement is included in both the Valuation List and the Government Rent Roll, and the respective entries in both documents are identical, a proposal to alter the rateable value can only be made under the Rating Ordinance. If the rateable value of the tenement is altered as a result of the proposal, the same alteration will be made in both the Valuation List and the Government Rent Roll.
- Proposal made by person other than the Owner/Occupier**
(i) If the person making the proposal is neither the owner nor the occupier of the tenement referred to in the proposal, he/she must, within the proposal period, serve a copy of the proposal on the owner and occupier of the tenement respectively, and notify the Commissioner of such service.
(ii) Any owner or occupier on whom a copy of a proposal is served may, within fourteen days of such service, send his/her comments thereon to the Commissioner and to the person making the proposal.
- Proposal made by Agent for Owner or Agent for Occupier**
The agent who lodges the proposal on behalf of the owner/occupier of the tenement referred to in the proposal must have been so authorised. Such proof of authorisation may have to be furnished at a later stage.
- Notice of Decision**
All valid proposals received will be carefully considered, and Notices of Decision will be issued before 1 December of that year.
- Liability to Pay Rates/Government Rent**
The lodging of a proposal will not affect the liability of the rates and/or Government rent payer to pay rates and/or Government rent by the last day for payment shown on the demand for rates and/or Government rent. Any necessary adjustment to the rates and/or Government rent resulting from a decision issued by the Department after reviewing the proposal will be made in subsequent demands.
- Provision of Particulars of Tenements**
To assist the review of a proposal, the person making the proposal should state as fully as possible the occupation and/or tenancy particulars of the tenement in Item (5). The Department may request submission of documentary proof for the tenancy particulars of the tenement as provided in the proposal.
- Personal Information**
(i) The information provided by you will be used for the purpose of carrying out the provisions of the Rating Ordinance, the Landlord and Tenant (Consolidation) Ordinance and the Government Rent (Assessment and Collection) Ordinance; and may be forwarded to the Commissioner of Inland Revenue for the assessment and collection of tax imposed under the Inland Revenue Ordinance.
(ii) Apart from the purpose stated above, personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
(iii) Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data. Such requests may be made in writing to the Department’s Customer Service Officer at 15/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon or by e-mail to enquiries@rvd.gov.hk.
- Correspondence Address**
The correspondence address you have specified in this Form will only be used for the communication in connection with this proposal, including the issue of the Notice of Decision. Quarterly demands for rates and/or Government rent will continue to be sent to the payer’s correspondence address as shown on the existing demands. Please notify the Department of any change in rates/Government rent payer’s name or correspondence address in writing or by using Form RVD 1006 “Notification of Change of Rates and/or Government Rent Payer’s Particulars”. Copies of the form can be downloaded from the Department’s website (www.rvd.gov.hk) or obtained from the Department. A quicker service can be obtained through the “Change of Payer’s Particulars” service on our website or our 24-hour general enquiry hotline at 2152 0111 (for change of payer’s correspondence address).
- Enquiries**
For general enquiries, please telephone our 24-hour general enquiry hotline at 2152 0111 (handled by “1823”).