

## eRVD Bill Service – Registration Procedures

The screenshot shows the homepage of the Rating and Valuation Department (RVD) of the Hong Kong Government. The browser is Mozilla Firefox, and the address bar displays <http://www.rvd.gov.hk/en/home/index.htm>. The page header includes the RVD logo, the text 'Rating and Valuation Department The Government of the Hong Kong Special Administrative Region', and the 'HONG KONG' logo. Below the header, there are navigation options for 'GovHK 香港政府一站通', 'TEXT ONLY', '繁體版', and '简体版', along with a search bar and 'SITE MAP' link. The main content area features a 'Commissioner's Message' section with a portrait of M. Brown, JP, Commissioner of Rating and Valuation. The message text reads: 'Welcome to the Home Page of the Rating and Valuation Department. We are primarily responsible for the assessment of properties to rates and Government rent, maintaining accounts and issuing demand notes for their collection. We provide property valuation advice to Government Bureaux and Departments and compile property market statistics. We also provide advisory and mediatory services on landlord and tenant matters. We are committed to providing efficient, cost-effective and quality service to the public. Given the importance of information access and dissemination in today's business environment, we are constantly improving our information technology capability to meet our service demands and customer expectations. I hope you enjoy visiting our Website and find it interesting, informative and useful. Please let us have your feedback and comments to enable us to serve you better.' The signature 'M BROWN, JP BSc (Hons), MRICS, FHKIS' is visible. On the left sidebar, there is a 'Property Information Online' section with a red circle highlighting a mouse cursor clicking on a link labeled '電子差餉地租單' (Electronic Rates and Rent Roll).

1. Visit the web site of Rating & Valuation Department, <http://www.rvd.gov.hk/en/home/index.htm>, then click the short cut icon for “eRVD Bill Service”.

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**eRVD Bill**

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**Rating and Valuation Department**  
The Government of the Hong Kong Special Administrative Region

### Introduction

The eRVD Bill service covers the quarterly demands issued around early January, April, July and October every year. Registered users can retrieve and download their electronic demand by logging on our eRVD Bill system. Notification message will be sent to the registered user's MyGovHK account when an electronic demand is available.

### Benefit

The eRVD Bill service is a great way to handle your rates and/or Government rent account. There are numerous benefits:

- By receiving electronic demand notes, you can help saving paper and the environment;
- No delay or mail loss due to postage. You can receive your electronic demand via internet instantly;
- You will receive a notification message in your MyGovHK account when an electronic demand is available;
- The layout and content of an electronic demand are the same as those of a paper demand note, and the electronic demand is easy to download and print;
- Your To-do List in MyGovHK will be automatically updated to remind you to pay on or before due date;
- No more space is needed for keeping the paper demand notes; and
- You can easily retrieve the electronic demand for the past 8 quarters (starting from the effective quarter after the successful registration of eRVD Bill service).

### Registration Procedure

1. You must apply for an account at MyGovHK portal first.
2. After registration, you can select RVD's eRVD Bill service and add the rates and/or Government rent account to your eRVD Bill profile. One eRVD Bill profile can add more than one rates and/or Government rent account. When the instruction of adding an account is successfully processed, it will be effective on the next working day.
3. A notification letter informing the effective quarter for receipt of electronic demand will be sent to the registered payer of the rates and/or Government rent account when the account is successfully added to a eRVD Bill profile.
4. You can modify the profile by adding additional accounts or removing an account from the profile. It takes one working day to update the eRVD Bill profile. You may log on the system on the next working day to check if the eRVD Bill profile is successfully updated. For successful addition of accounts, a notification letter will be sent to the registered payer of the relevant rates and/or Government rent account.

### System Requirements

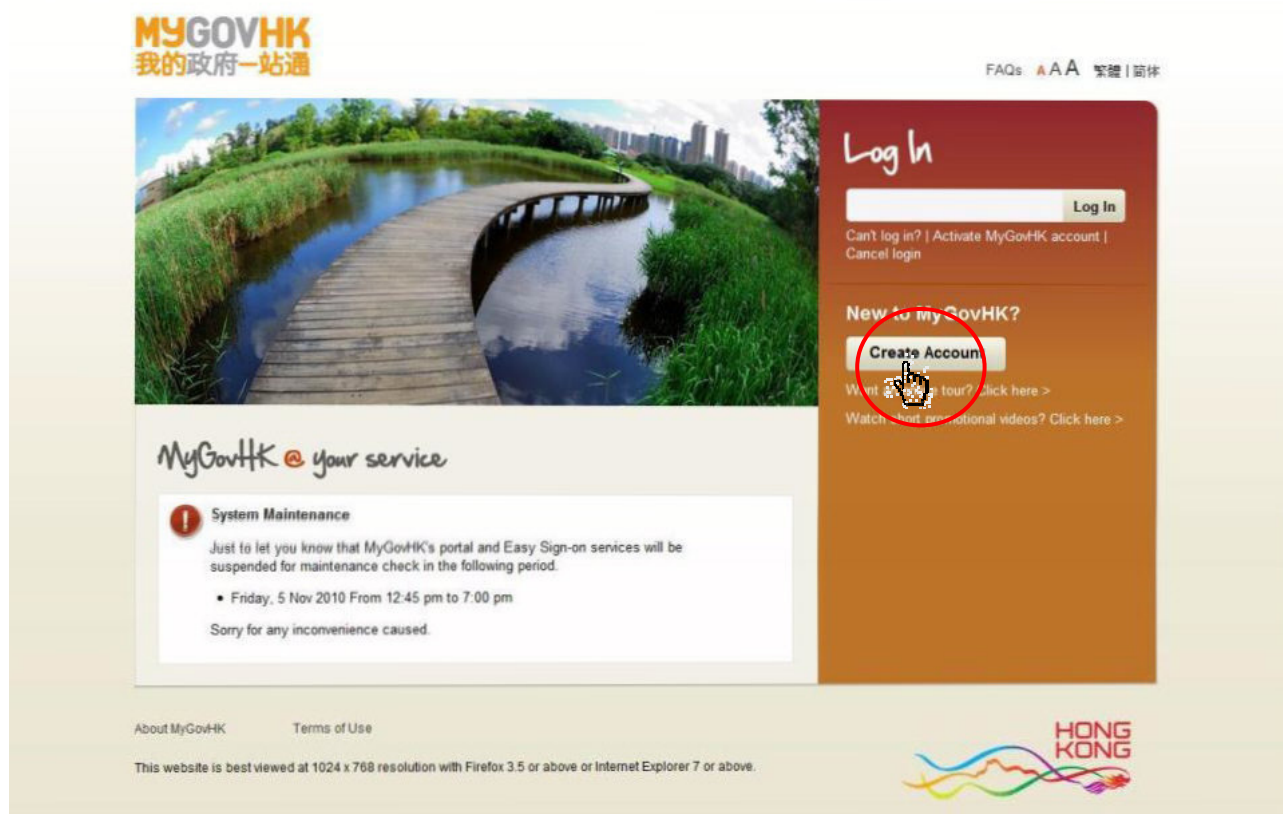
Please refer to the System Requirements for GovHK Online Services. (Note that users using some versions of software may have problems accessing GovHK Online Services. Please refer to our suggestions through the above link.)

**Enter**

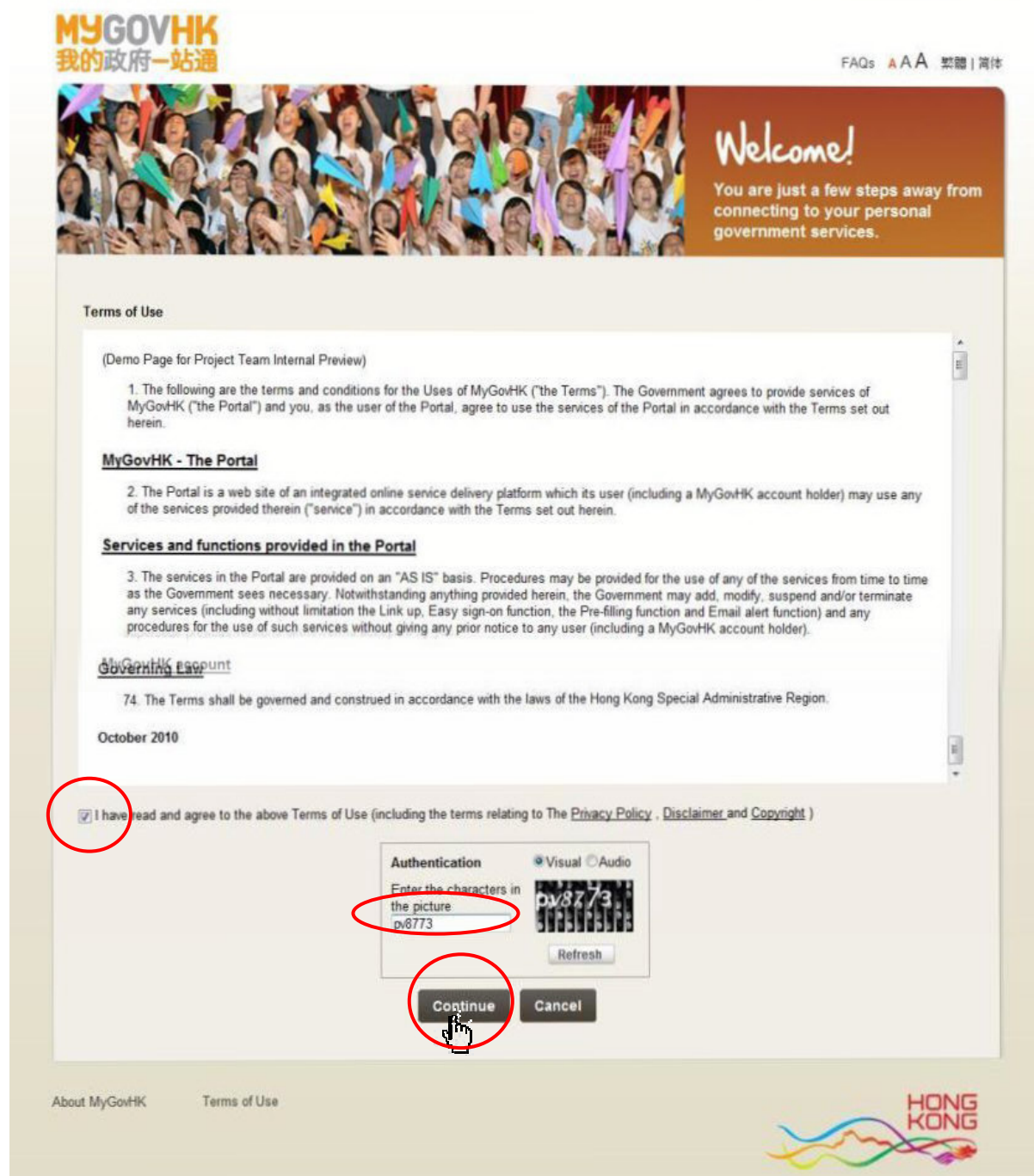
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2. After reading the messages, go to MyGovHK login page by clicking the “Enter” button.

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3. Click “Create Account” button in the Login Page.



4. Please read and tick the box to agree all “Terms of Use”. Then, enter the shown characters in the “Authentication” box and click “Continue” button.

MYGOVHK  
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FAQs A A A 繁體 | 简体

Welcome!  
You are just a few steps away from connecting to your personal government services.

Please provide the following information to create your account. Fields with \* are mandatory.

\* Username: rvd.uat.woyc8  
This username is available.

Safe Password Management:  Enforce safe password management

\* Password: \*\*\*\*\*  
Password Strength: Moderate

\* Re-enter Password: \*\*\*\*\*

\* Nick Name (Alias): woyc8

\* Email Address: @hotmail.com

Mobile Number (852 – HK area code):

\* Secret Question: What is the date of issue of your travel document?

\* Answer to Secret Question: 12 12 2012

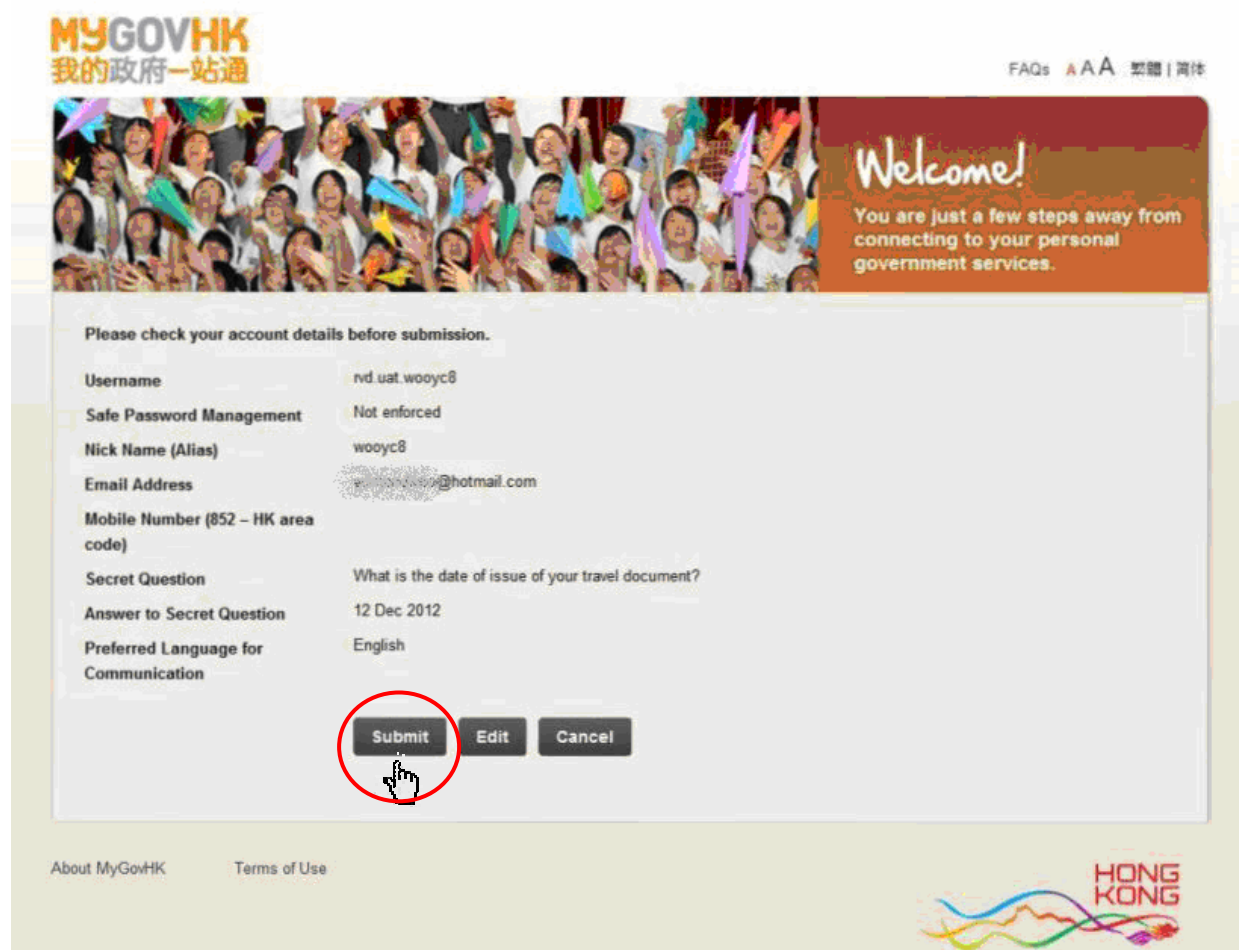
\* Preferred Language for Communication: English

Submit Cancel

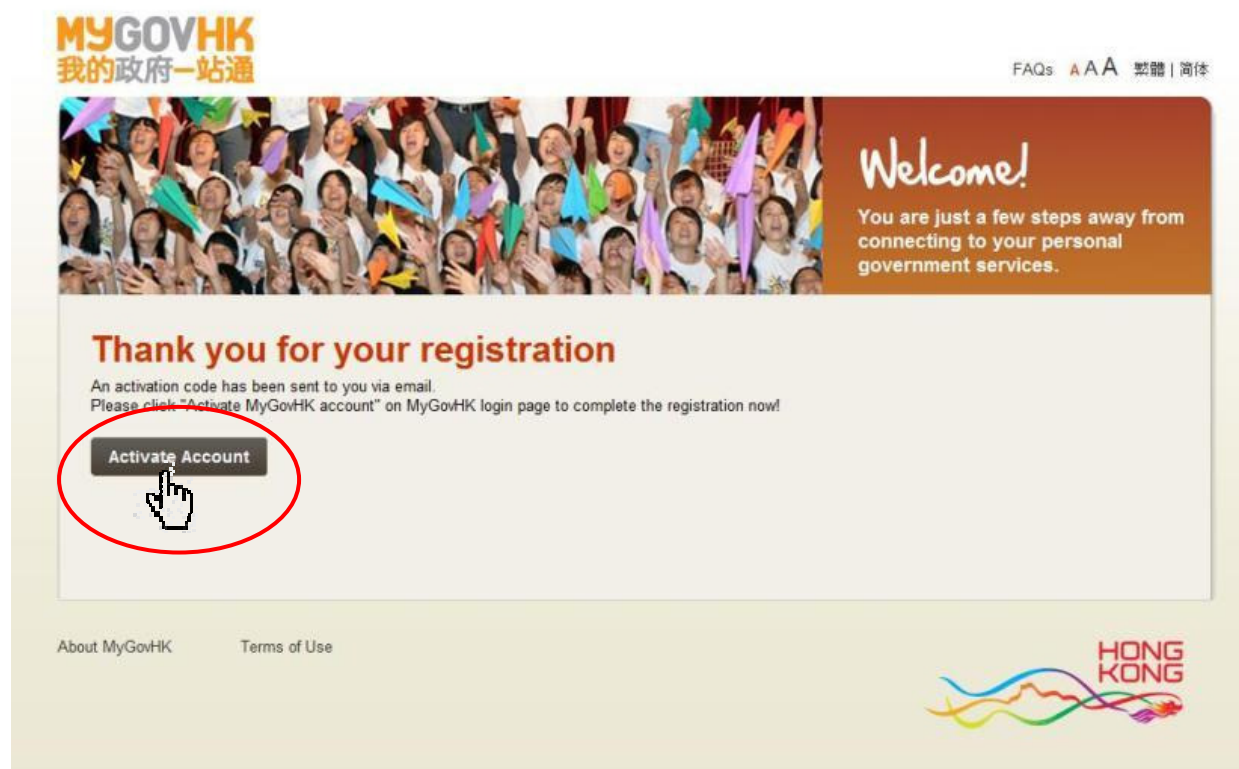
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5. Fill in the required information and options. Check all data and click the “Submit” button.

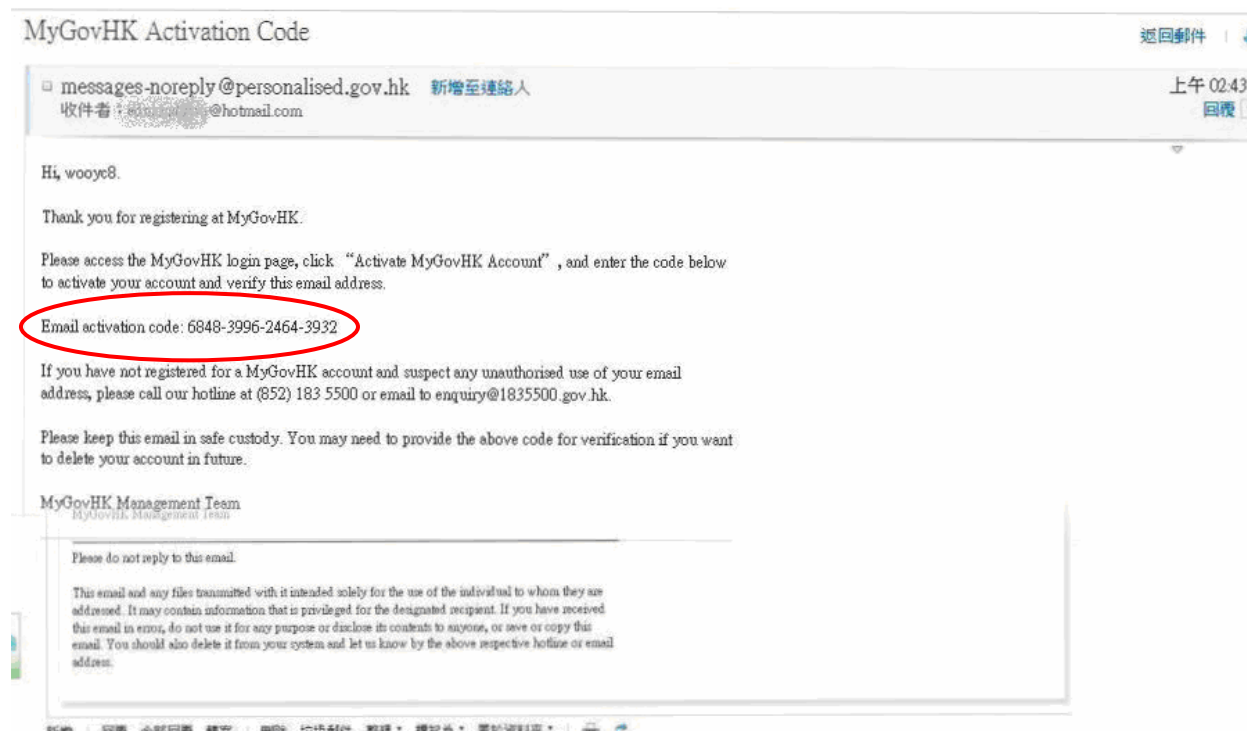


6. Verify all data then click “**Submit**” button; or, if necessary, click “**Edit**” button to edit in the previous page and submit again.

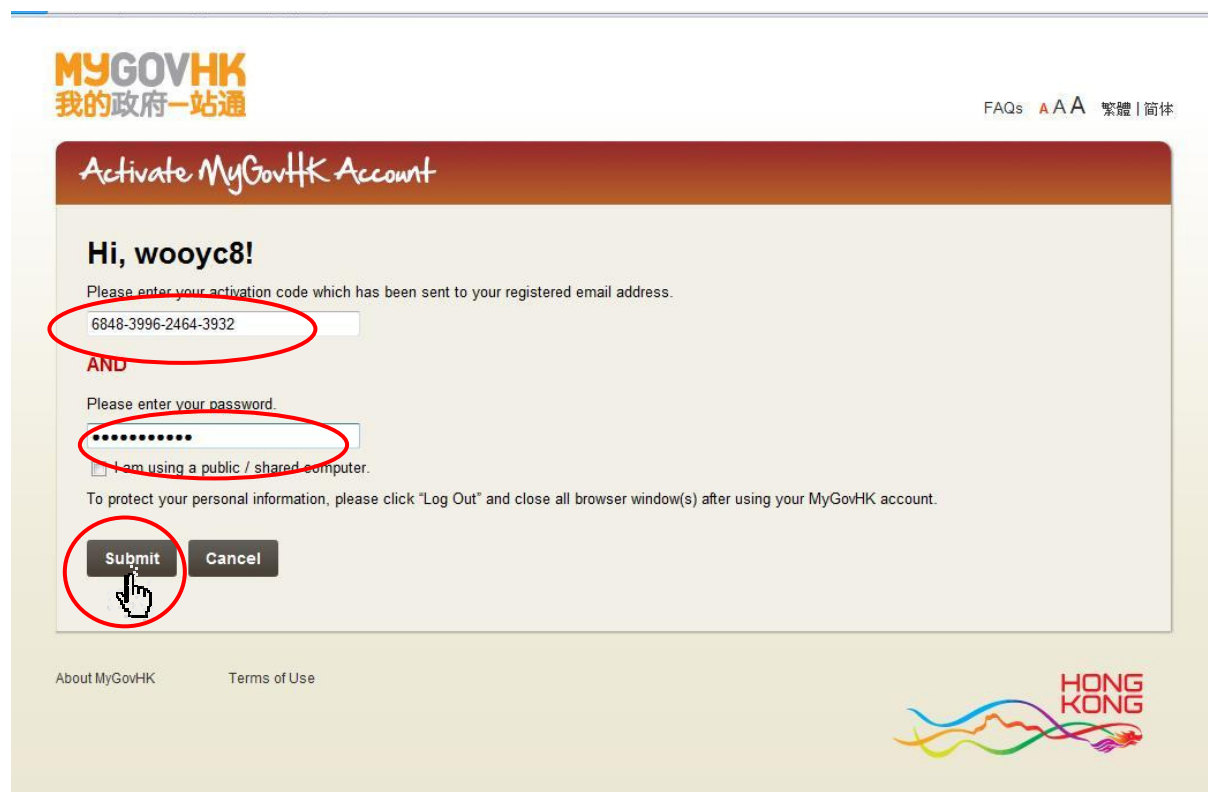


7. Click the “**Activate Account**” button.

## eRVD Bill Service – Registration Procedures



8. Check your registered Email box and open the Email containing the "Activation Code"



9. Enter your "Activation Code" and "Password", then click "Submit".

*Activation of "MyGovHK" Account is completed. You will be directed to "eRVD Bill Service" registration procedures consequently.*



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**Required Items**

- Adobe Reader 7 or Above** Download  
For display of eRVD Bill.
- Adobe Acrobat Reader Asian Font Packs** Download  
For proper display and printing of Chinese characters.
- Hong Kong Supplementary Character Set (HKSCS)** Download  
For input, display and processing of Chinese characters specific to Hong Kong.
- Printer**  
For printing of acknowledgement or enquiry results.
- Hong Kong Post Root CA Certificates**  
For recognising digital certificates issued by Hongkong Post to ensure safe online transactions.

**Terms & Conditions**

1. Electronic demand is only applicable to quarterly Demand for Rates and/or Government Rent. Other types of demand notes, such as surcharge demand, will still be issued in paper form.  
2. eRVD Bill customers can opt online to suppress paper demand notes or demand schedules (demand schedules are applicable to consolidated accounts only) or resume paper documents. The instruction will take effect from the next quarter. Paper demand note/schedule will be sent by post to the registered payer at his/her correspondence address.

I have read, understood and agreed with the above terms and conditions.

**Continue**

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11. Please read and tick the box to agree all “Terms & Conditions”. Then, click the “**Continue**” button to enter the “eRVD Bill Service” registration procedures.



12. In the designated boxes, input the 15-digit account number of the proposed “eRVD Bill” account and the **1<sup>st</sup> line** of Registered Payer’s name shown on the latest demand note (**Must be identical, including spaces**). To select the paper demand option by ticking the “Yes” or ”No” box. Click the **“Add”** button.

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eRVD Bill

**Step 1** Input Rates and/or Government Account Particulars

Step 2 Confirm and submit application

Step 3 Receive acknowledgement

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**Step 1** Input Rates and/or Government Account Particulars Fields with \* are mandatory.

15-digit Account Number\*  
Registered Payer's Name (Must be the same as the name shown on the 1st line of the Registered Payer's Name on the latest demand note)\*

Other Instructions\*  
Continue to receive paper demand by post?  Yes  No

**Add** **Clear**

Point to note

1. Electronic demand is only applicable to quarterly Demand for Rates and/or Government rent. Other types of demand notes, such as surcharge demand, will still be issued in paper form.
2. If you opt for not receiving paper demand note, quarterly demand in paper form will no longer be sent to you. But you may change this instruction online.

Account(s) Added:  
\*\*You may click the account number below to view the corresponding tenement address or description

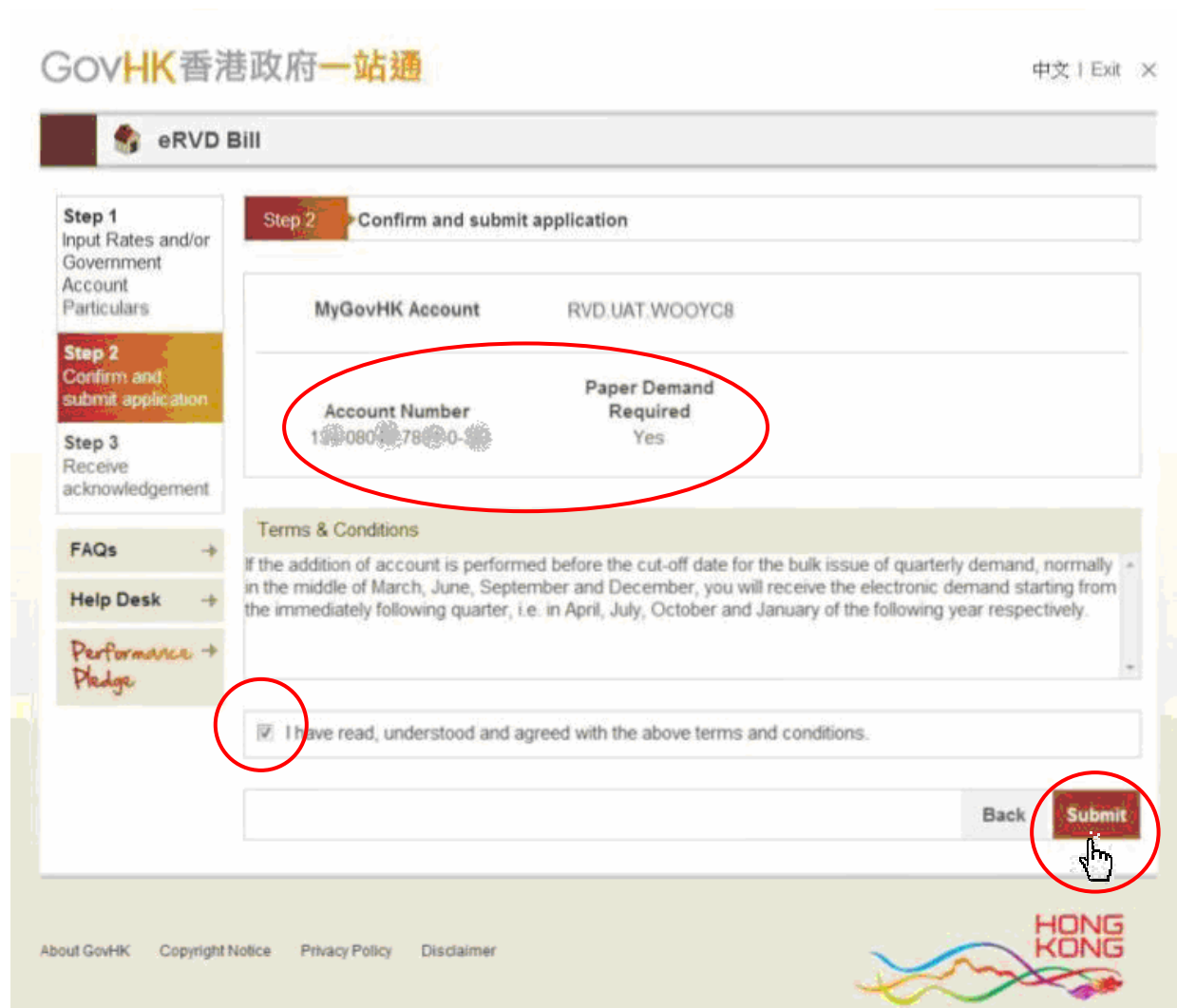
Account Number	Paper Demand Required	
100800-7800-30	Yes	<b>Amend</b> <b>Remove</b>

**Continue**

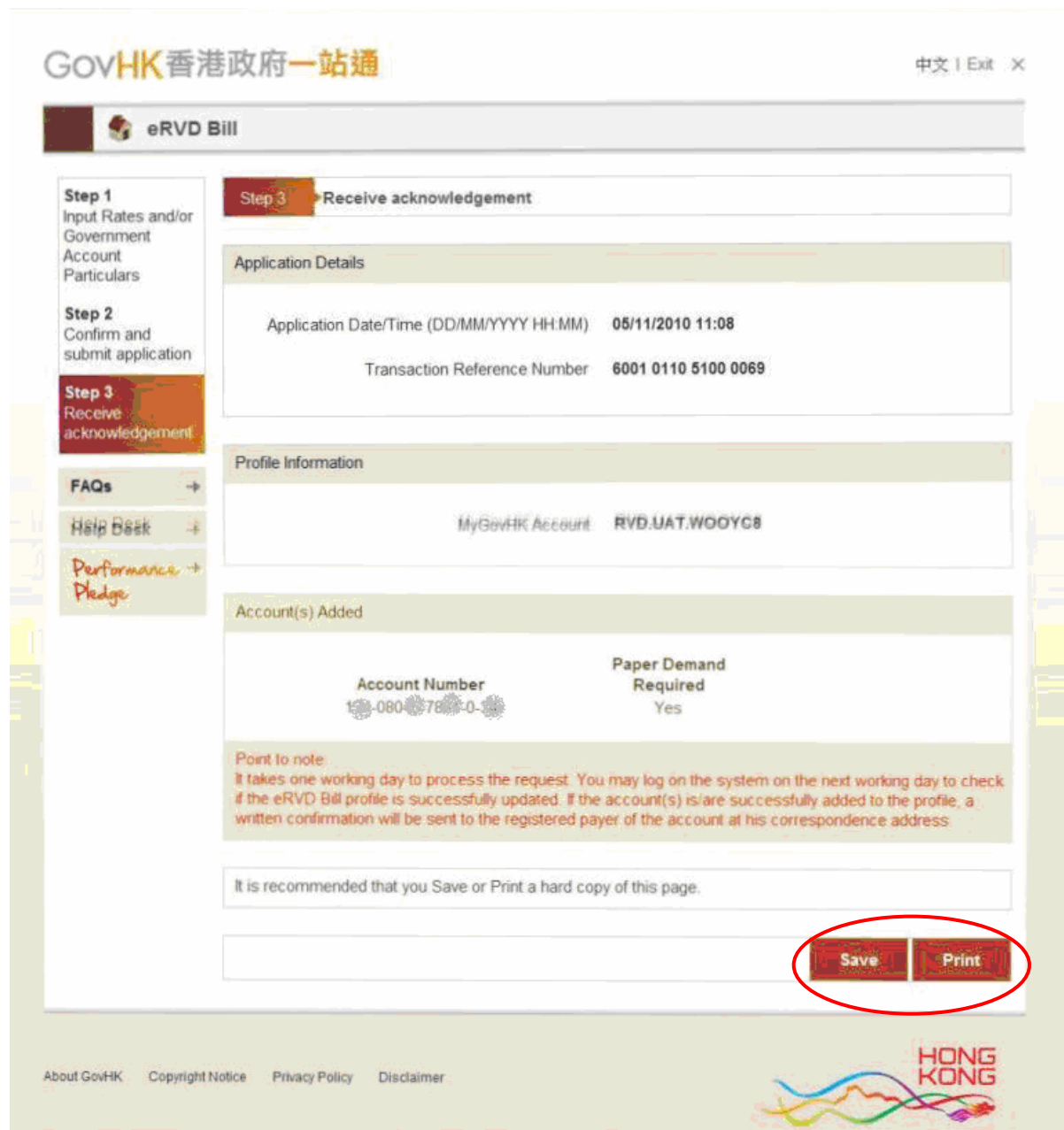
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13. Check all account number(s) added and the options for paper demand(s); if necessary, click “Amend” button to go back to previous screen to amend and re-add; or repeat Procedure 12. to add other account(s). Lastly, click “Continue” button.



14. Verify all account number(s) added and the options for paper demand(s), then, read and tick the box to agree all “Terms & Conditions”. Click “Submit” button.



15. Click “Save” or “Print” button for this acknowledgement page for your future reference.

Registration Procedures for “eRVD Bill Service” are completed!