



申請綜合徵收差餉及／或地租通知書

Application for Consolidated Demand for Rates and/or Government Rent

請填妥此表格交回：
九龍長沙灣道 303 號
長沙灣政府合署 15 樓
差餉物業估價署
或以圖文傳真交回，
傳真號碼：2152 0113
或電郵致：consolbill@rvd.gov.hk
查詢電話：2152 0111

Please complete and return this form to：
Rating and Valuation Department
15/F Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon.
or by Fax, Fax No. : 2152 0113
or e-mail to consolbill@rvd.gov.hk
Enquiry Telephone No. : 2152 0111

此欄由本署填寫 For Office Use Only 綜合帳目編號 Consolidated Account No.: _____

1. 綜合帳目資料 Consolidated Account Particulars

繳納人姓名／公司名稱：
Payer's Name/Company Name : _____
通訊地址：
Correspondence Address : _____
聯絡人姓名：
Contact Person : _____
電話號碼： Telephone No.: _____ 傳真號碼： Fax No.: _____
申請綜合帳目總數： No. of Consolidated Account Applied : _____ 個別物業帳目總數： Total No. of individual property accounts : _____

2. 個別物業帳目資料 Individual Property Accounts Particulars

請用夾付的個別物業資料申報表填報個別物業帳目的資料，然後將填妥的申報表以電郵方式交回本署。(每一綜合帳目須提供獨立的申報表。你可為每個綜合帳目設定一個參考備註。)
Please use the enclosed proforma "List of Individual Property Accounts" to provide the particulars of the individual property accounts and return the completed list by e-mail to this Department. (Separate list is required for each consolidated account. You may assign a reference for each consolidated account applied.)

3. 請提供電郵地址以收取個別物業徵收附表。(詳情請參閱背面備註4)

Please provide an e-mail address for receiving the soft copy of the Demand Schedule. (Please refer to Note 4 overleaf for details.)
電郵地址：
E-mail address: _____

4. 請說明是否須要本署另行提供一份個別物業徵收附表。
Please state whether a hard copy of the Demand Schedule is required.

* 是 Yes * 否 No

5. 請說明在重估應課差餉租值後，是否須要本署另行通知個別物業重估後的應課差餉租值。而有關的通知信將會全部發給綜合帳目登記繳納人。(個別物業重估後的應課差餉租值亦會印示在個別物業徵收附表中)
Please state whether separate notification of new rateable value of individual property following a revaluation is required. The notifications will be issued to the registered payer of the consolidated account in one batch. (New rateable value of individual property after the revaluation will also be shown in the Demand Schedule)

* 是 Yes * 否 No

6. 請說明夾付的個別物業繳納人姓名及通訊地址是否需要更改至與上述綜合帳目繳納人資料相同。
Please state whether the payer's name and correspondence address of individual property account need to be changed to be the same as the above consolidated account particulars.

* 是 Yes * 否 No

7. 請註明是否以自動轉帳方式繳交綜合徵收通知書。(詳情請參閱背頁備註9)
Please state whether the consolidated demand will be settled by autopay. (Please refer to Note 9 overleaf for details)

* 是 Yes * 否 No

* 請在適當的方格內加上「✓」號
Tick as appropriate

申請人簽署：
Authorized Signature : _____

(如屬公司申請，請加蓋公司印章)
(For company applicant, please affix company chop)

姓名：
Name : _____

職位：
Position Held : _____

日期：
Date : _____

備註：

1. 每一個綜合帳目須合併 10 個或以上個別物業帳目。
2. 此項服務只適用於繳付物業每季的差餉及／或地租。就首次估價的物業，申請須於繳付首次徵收通知書後提出。
3. 在收到你的申請綜合徵收差餉及／或地租通知書後，本署會發信給你確認該申請，確認信將列出所有個別物業帳目的資料，包括帳目編號，物業單位地址及你提供的附註。同時，若個別物業帳目和綜合帳目的登記繳納人不同，本署會發出另一確認書給個別物業帳目的登記繳納人。
4. 本署會將每季的綜合徵收通知書寄給綜合帳目的登記繳納人以便繳款。而個別物業徵收附表（附表）會以電郵方式寄出，該附表會列出個別物業帳目的徵收資料。綜合帳目的登記繳納人亦可要求本署另行提供該附表的硬複本，不另收費。
5. 如個別物業帳目的狀況，例如新增，分拆，更改繳納人姓名，更改自動轉帳安排，分開徵收差餉及地租通知書，帳目分攤等，在本署印發綜合徵收通知書後及在每個季度的首月（即一月、四月、七月及十月）的第 15 天或之前有所更改，本署會在不少於最後繳款日期的 7 日前，發出經修訂後的綜合徵收通知書及附表給綜合帳目繳納人，以便繳款。
6. 如個別物業帳目已包含在綜合帳目內，本署將不會向個別物業帳目繳納人發出每季的徵收差餉及／或地租通知書。
7. 繳納人須於綜合徵收通知書上指定的最後繳款日期或之前繳交綜合徵收通知書的應繳總額。過期繳交，繳納人須繳交附加費。
 - (i) 如繳款未足全數，本署會按附表物業所列的次序及徵收款額而安排繳款，即把已繳款項首先支付附表上的第一個物業的應繳款額，餘數會順序分配到附表上其他物業，直至將已繳款項分配完畢。如個別物業帳目的差餉及／或地租於最後繳款日期後仍未清繳，本署會發出「徵收差餉及／或地租（連附加費）通知書」給有關的個別物業帳目繳納人。若欠繳的差餉及／或地租於該季度第二個月（即二月、五月、八月及十一月）月底前仍未清繳，本署會將有關個別物業帳目從綜合帳目內分拆出來。
 - (ii) 如多繳時，多繳的款項將會留在綜合帳目內以用作繳付個別物業帳目隨後季度的差餉及／或地租。
8. 當個別物業帳目的狀況有更改時，例如更改繳納人姓名、更改自動轉帳安排、刪除估價及豁免繳款等，有關個別物業帳目將會自動從綜合帳目內分拆出來。
9. 繳納人可用現行繳款方式繳交綜合徵收通知書。若以自動轉帳繳款，繳納人須就個別物業向銀行辦理自動轉帳安排。
10. 綜合徵收通知書是為方便綜合繳款而設。繳納人如要建議修改應課差餉租值，須就個別物業遞交建議書。
11. 個人資料的用途
 - (i) 你所提供的資料將用作本署執行《差餉條例》及《地租（評估及徵收）條例》的有關事宜。
 - (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：九龍長沙灣道 303 號長沙灣政府合署 15 樓，或發出電郵至 enquiries@rzd.gov.hk。

Notes :

1. A consolidated account should consolidate 10 or more individual property accounts.
2. This service is applicable to the payment of quarterly rates and/or Government rent. For newly assessed properties, application should be made when the first demand has been settled.
3. Upon receipt of your application for the provision of Consolidated Demand for rates and/or Government rent, this Department will issue a confirmation letter with a list of the individual property accounts including the Account No., property description and remarks as provided. In addition, an acknowledgement letter will be issued to the registered payer of the individual property account separately if the registered payer's name is different from that of the consolidated account.
4. Quarterly Consolidated Demand will be sent to the registered payer of the consolidated account each quarter for settlement. A Demand Schedule to be issued through e-mail will list out the billing particulars of the individual property accounts. The registered payer of the consolidated account may also request to receive a hard copy of the Demand Schedule free of charge.
5. If any changes in individual property account status, such as attachment, detachment, change of payer's name, change of autopay status, separation of rates and Government rent demand, account apportionment etc., are made after the issue of the Consolidated Demand but on or before the 15th of the first month of each quarter (i.e. January, April, July and October), a revised Consolidated Demand together with an updated Demand Schedule will be issued automatically not later than 7 days before the last day for payment.
6. **NO** quarterly demand for rates and/or Government rent in respect of the individual property account will be issued if such account has been included in the consolidated account.
7. The total amount due for the Consolidated Demand should be paid on or before the last day for payment specified on the Consolidated Demand. Surcharge will be imposed for late payment.
 - (i) If there is any underpayment, the settlement arrangement will follow the order and the demanded amount of the properties as listed on the Demand Schedule, i.e. the amount paid will be allocated to the first property on the schedule and then allocated to the subsequent properties on the schedule until it is used up. For those individual property accounts which reflect unsettled rates and/or Government rent, Demand for Rates and/or Government Rent (Inclusive of Surcharges) will only be issued to individual property account concerned. The relevant individual property account will be detached from the consolidated account should the overdue rates and /or Government rent are not fully settled before the end of the second month of each quarter (i.e. February, May, August and November).
 - (ii) If there is any overpayment made to the consolidated account, the overpaid amount will be retained in the consolidated account for settlement of rates and/or Government rent of individual property accounts for the subsequent quarter.
8. Changes in the status of individual property account such as change of payer's name, change of autopay status, deletion of the assessment, exemption from payment etc. will automatically result in the detachment of individual property account from the consolidated account.
9. The Consolidated Demand can be settled by any of the existing payment methods available to the members of public. However, for payment by autopay, separate autopay arrangements have to be made with bank for each individual property account included in the consolidated account.
10. The Consolidated Demand intends to facilitate bulk payment only. If payer wants to lodge a proposal to alter the rateable value, he has to do so on an individual property basis.
11. Use of Personal Information
 - (i) The information provided by you will be used for the purpose of carrying out the provisions of the Rating Ordinance and the Government Rent (Assessment and Collection) Ordinance.
 - (ii) Apart from the purposes stated above, personal information will not be transferred to any other parties, unless such parties are authorized 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 Services Officer at 15/F Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon, or by e-mail to 'enquiries@rzd.gov.hk'.