

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
電話號碼：2152 2152
圖文傳真號碼：2152 0113

To: The Commissioner
Rating and Valuation Department,
15/F Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon.
Telephone No. : 2152 2152
Fax No. : 2152 0113

申請暫緩發出徵收地租通知書
Application for Suspension of Government Rent Demands

物業地址
Tenement Address : _____

帳目編號
Account No. : _____

本人確認本人已向地政總署署長提交申報表，根據《地租(評估及徵收)條例》第4條就上址物業申請租金優惠。請暫緩發出有關的徵收地租通知書，直至本人的申請得出結果為止。隨表格夾附下列文件影印本以資證明：-

- (一) *租金優惠申報表(需有所屬分區地政處蓋印確認) / *由所屬分區地政處發出收到有關租金優惠申報表的確認書；及
- (二) 徵收差餉及 / 或地租通知書。

請將不適用者刪去。

本人明白若本人申請租金優惠不獲批准，便須負責繳納地租。

I confirm that I have submitted an application to the Director of Lands in order to obtain rent concession under section 4 of the Government Rent (Assessment and Collection) Ordinance in respect of the above tenement. Please suspend the issue of rent demands, pending the outcome of my application. Photocopies of the following documents are attached to support this application:-

- (1) *Rent Concession Application submitted to the Lands Department (with stamp receipt by the relevant District Lands Office) / * Acknowledgement of receipt issued by the relevant District Lands Office; and
- (2) Demand for Rates and/or Government Rent.

**Delete if not applicable.*

I understand that I shall be liable to pay Government rent if my application for rent concession is unsuccessful.

申請人簽署
Signature of Applicant : _____

日期
Date : _____

申請人資料
Particulars of Applicant :

中文姓名
Chinese Name : _____

通訊地址
Mailing Address : _____

英文姓名
English Name : _____

電話號碼
Telephone No. : _____

請參閱背頁註釋 **Please see notes overleaf.**

註釋

個人資料的說明

- (甲) 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。
- (乙) 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。
- (丙) 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。

Notes

Personal Information

- (a) 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.
- (b) 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.
- (c) 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.