

表格 TR 25  
Form TR 25

業主與租客(綜合)條例 - 第 III 及 VI 部  
「應課差餉租值證明書」申請書  
LANDLORD AND TENANT (CONSOLIDATION) ORDINANCE – PARTS III & VI  
APPLICATION FOR A CERTIFICATE OF RATEABLE VALUE

致：差餉物業估價署署長  
九龍長沙灣道 303 號  
長沙灣政府合署 15 樓  
To：The Commissioner of Rating and Valuation,  
303 Cheung Sha Wan Road,  
Cheung Sha Wan Government Offices,  
15<sup>th</sup> Floor, Kowloon.

處所  
PREMISES .....  
(參閱下頁註釋 1)  
(See note 1 on next page)

本人附上應繳的費用 (參閱下頁註釋 3)，申領上述處所的「應課差餉租值證明書」，以辦理業主與租客(綜合)條例第 101 條的申請 / 第 129 條的法律程序 / 第 132 條的法律程序。

I enclose the appropriate fee (see note 3 on next page), and apply for a Certificate of Rateable Value for the above premises in connection with an application under section 101 / proceedings under section 129 / proceedings under section 132 of the Landlord and Tenant (Consolidation) Ordinance.

業主根據 第 101 條提出申請 / 第 129 條提出申請 / 第 132 條提出要求的日期為.....(參閱下頁註釋 4)。

The date of landlord's application under section 101 / The date of landlord's application under section 129 / The date of demand under section 132 is ..... (See note 4 on next page).

業主 / 主租客 的姓名為：  
The name of the landlord / principal tenant is : .....

租客 / 分租客 的姓名為：  
The name of the tenant / sub-tenant is : .....

由.....年.....月.....日起至現時為止租金每 ..... 為 .....元。  
The existing rent is \$ ..... per ..... since ..... (date).

影響租賃的事項 (例如租賃協議，公用泳池等)：  
Circumstances affecting the tenancy (e.g. tenancy agreement, communal swimming pool, etc.):  
.....

日期  
Date .....

(簽署)  
(Signed) .....

業主 / 租客 / 主租客 / 分租客 / 業主代理人/  
租客代理人 / 主租客代理人 / 分租客代理人  
Landlord / Tenant / Principal Tenant / Sub-tenant /  
Agent for .....

姓名 (正楷填寫)  
Name in **BLOCK** letters .....

地址  
Address .....

請在適當空格內加「X」號。  
Please "x" mark the appropriate box.

電話號碼 (日間)  
Telephone No. (Day Time) .....

## 註釋

1. 地址務須清楚詳盡。每張表格只可填寫一個處所的資料，如車房/車位或其他附屬部份(例如天台，天台屋等)與該住宅單位一併租出，請在處所地址內註明。
2. 此表格須以郵遞或面交方式送達差餉物業估價署署長。以圖文傳真方式遞交的表格，將不會被接納。
3. 申請每張證明書須繳費\$190。凡以支票付款，須加劃線，並寫明支付「香港特別行政區政府」。
4. 應課差餉租值指業主根據第 101 或 129 條提出申請或第 132 條提出要求當日，列於或應該列於當時生效的差餉估價冊的應課差餉租值。如缺乏有關日期的資料，所提供的應課差餉租值，是指在申請「應課差餉租值證明書」的當日，列於或應該列於當時生效的差餉估價冊的應課差餉租值。
5. 有關個人資料的說明：
  - (a) 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，以及協助土地審裁處或租賃雙方，處理有關業主與租客(綜合)條例的租務事項。
  - (b) 本署可能將部分資料給予法例授權可獲得這些資料的其他人士。
  - (c) 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。你可以書面向本署客戶服務主任提出這類要求。
6. 一般查詢，請致電 2152 0111。如需租務主任提供服務，或查詢有關申請進展，請致電 2150 8229。

## NOTES

1. Enter the address fully and clearly. Use a separate form for each premises, if any garage/car parking space or other ancillary accommodation (e.g. roof, penthouse etc.) is let with the unit, please mention such accommodation in the description of the premises.
2. This Form must be submitted to the Commissioner of Rating and Valuation by post or personal service. Service by fax is not acceptable.
3. A fee of **\$190 is payable** for the application of each certificate. Cheques should be crossed and made payable to the "HKSAR Government".
4. Rateable value is the assessment which is included or would have been included in the valuation list in force at the date of landlord's application under section 101 or 129, or at the date of demand under section 132. In the absence of the concerned date, the rateable value to be provided will be that which is included or would have been included in the valuation list at the date of the application for a Certificate of Rateable Value.
5. Notes About Personal Information :
  - (a) 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 for the purpose of assisting the Lands Tribunal or the parties in tenancy matters under the Landlord and Tenant (Consolidation) Ordinance.
  - (b) This Department may give some of the information to other parties authorized by law to receive it.
  - (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.
6. For general enquiries, please telephone 2152 0111. For Rent Officer service or enquiries on progress of an application, please telephone 2150 8229.