



更改差餉及 / 或地租繳納人資料通知書
NOTIFICATION OF CHANGE OF RATES AND/OR GOVERNMENT RENT PAYER'S PARTICULARS

請將填妥的通知書郵寄 / 親身遞交 /
 傳真至:

差餉物業估價署
 九龍長沙灣道303號
 長沙灣政府合署15樓
 傳真號碼: 2152 0113

Please return the completed notification by post /
 in person / by fax to:

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

此欄由本署填寫
 For Office Use Only

Date: _____
 Address Code S same
 D differs

市民可使用本署網站 (www.rvd.gov.hk) 電子化服務下的「更改繳納人資料」提交相關資料。如只需更改通訊地址，市民亦可致電本署熱線2152 0111。
 Please use electronic service "Change of Payer's Particulars" on our website (www.rvd.gov.hk) to provide relevant particulars. For change of correspondence address only, you may also call our hotline 2152 0111.

物業單位地址或名稱 (如徵收差餉及 / 或地租通知書上所示)
 Address or Description of Tenement (as shown on the Demand for Rates and/or Government Rent)

帳目編號
 Account No.

更改繳納人姓名
 Change of Payer's Name

新繳納人姓名
 New Payer's Name _____

業主
 Owner 使用人
 Occupier 代理人
 Agent

更改繳納人通訊地址
 Change of Payer's Correspondence Address

如你的通訊地址與上述物業單位地址不同，請於下列空格提供新的通訊地址。
 Please provide a new correspondence address if different from the address of tenement above.

室 / 房 Flat / Room 樓數 Floor 座 Block 大廈名稱 Name of Building

屋邨名稱 Name of Estate 門牌 / 街道號數 Building / Street No.

街道名稱 Street Name 區 District

_____ _____ 香港 HK 九龍 KLN 新界 NT

新舊業主應協議清繳截至今個季度內尚未繳交的差餉及 / 或地租。
 The new and previous owners should make arrangement to settle the outstanding rates and/or Government rent up to the current quarter.

請注意：如更改登記繳納人姓名，先前的自動轉帳安排會自動失效，但如希望保留自動轉帳服務，請提供以下資料。
 For attention of payers using **Autopay arrangement**: If you make a change in the Registered Payer's name shown on the demand, the previous Autopay authorisation will be invalidated. However, if you wish to retain the original autopay, please provide the following information.

帳戶持有人姓名 銀行帳目的最後4個數字
 Account Holder's Name (s) _____ The last 4 digits of the Bank A/C No. _____

我 / 我們，即下開簽署人，為上述帳目編號的物業單位的業主、使用人或業主* / 使用人* 的認可代理人，會負責繳付有關差餉及 / 或地租，並同意用以上地址收取徵收通知書。
 I / We, the undersigned, being the owner / occupier / the authorised agent of owner* / occupier*, undertake the responsibility to pay the rates and/or Government rent of the tenement which Account No. is stated above and agree to use the above address for receiving the Demands.

簽署: _____ 姓名: _____

電話: _____ 電郵地址: _____ 日期: _____
 Telephone No.: _____ E-mail Address: _____ Date: _____

請在適當空格內加「✓」號。
 Please tick the appropriate box.

* 請刪除不適用者。
 Please delete whichever appropriate.

註 釋

個人資料

1. 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。
2. 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。
3. 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

Personal Information

1. The information provided by you will be used for the purposes of carrying out the provisions of the Rating Ordinance and the Government Rent (Assessment and Collection) Ordinance.
2. Apart from the purposes stated above, personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
3. 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@rzd.gov.hk'.