

# 查詢綜合帳目內個別物業帳目表格

## Enquiry Form for Individual Tenement Account in the Consolidated Account

請將填妥的表格郵寄／親身  
遞交／傳真／電郵至：  
**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  
電郵：billing@rvd.gov.hk  
查詢電話：2150 8379

Please return the completed form by post /  
in person / by fax / by email to：  
**Rating and Valuation Department**  
15/F Cheung Sha Wan Government Offices,  
303 Cheung Sha Wan Road, Kowloon.  
Fax No. : 2152 0113  
E-mail : billing@rvd.gov.hk  
Enquiry Telephone No. : 2150 8379

綜合帳目繳納人可查詢本季度及之前兩個季度的個別物業帳目的狀況。如申請被接納，本署會發出一份「個別物業差餉及／或地租帳目」給你。該帳目會列明個別物業在有關季度的應繳款額及透過綜合帳目繳款的記錄。請注意，此表格只供綜合帳目繳納人使用。

The consolidated account payer may enquire the account status of the individual tenement account for the current quarter and the preceding two quarters. If your request is accepted, a "Statement of Rates and/or Government Rent for Individual Tenement" will be issued to you. This statement shows the payable amount for the relevant quarter of the individual tenement and the record of payment settled through the consolidated account. Please note that this form is for the use of consolidated account payer.

### (I) 綜合帳目資料 Particulars of Consolidated Account

綜合帳目編號：  
Consolidated Account No. :  -  -  -  -

綜合帳目繳納人姓名：  
Consolidated Account Payer's Name : .....

### (II) 個別物業帳目資料 Particulars of Individual Tenement Account

帳目編號 Account No.	物業單位名稱 Tenement Description	有關季度 Quarter Concerned*

請說明查詢季度（即一月、四月、七月或十月季度）。  
Please specify the quarter concerned (i.e. January, April, July or October quarter).

### (III) 查詢帳目狀況的原因 Reason of Enquiring the Account Status

- 呈上法庭作繳款證明。  
For submission to Court as payment proof.
- 物業賣出時，用作分攤差餉及／或地租之用。  
For apportionment of rates and/or Government rent in the sale of property.
- 其他，請說明：  
Others, please specify : .....

### (IV) 選擇聯絡方法 Selection of Contact Method

- 郵寄往綜合帳目的通訊地址。  
By post to the correspondence address of the consolidated account.
- 以傳真：  
By fax: .....
- 以電郵：  
By e-mail: .....
- 親自到取。  
Collected in person.

申請人簽署  
Authorised 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 : .....

電話  
Telephone No. : .....

日期  
Date : .....

在適當方格內填上「✓」號。  
Please tick as appropriate.

請參閱背頁注意事項 Please see Important notes overleaf

## 注意事項

### 個人資料

1. 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。
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](mailto:enquiries@rzd.gov.hk)。

## Important Notes

### Personal Information

1. 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.
2. Apart from the purpose 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'.