

業主與租客(綜合)條例 (第 7 章)  
第 IV 部 住宅處所的新租賃 第 115A(3) 條 或 第 IVA 部 規管租賃 第 120AAZQ(1) 條  
申領「主要用途證明書」  
LANDLORD AND TENANT (CONSOLIDATION) ORDINANCE (CAP. 7)  
SECTION 115A(3) IN PART IV NEW TENANCIES OF DOMESTIC PREMISES OR  
SECTION 120AAZQ(1) IN PART IVA REGULATED TENANCIES  
APPLICATION FOR A CERTIFICATE OF PRIMARY USER


(1)  根據第 IV 部 住宅處所的新租賃 第 115A(3) 條申領  
Apply under Section 115A(3) in Part IV New Tenancies of Domestic Premises OR  根據第 IVA 部 規管租賃 第 120AAZQ(1) 條申領  
Apply under Section 120AAZQ(1) in Part IVA Regulated Tenancies

(2) 處所地址:  參閱背頁註釋 1(a)  
Address of the premises: See note 1(a) overleaf

地區  香港  九龍  新界 區  
Area HK KLN NT District \_\_\_\_\_  
街道名稱 門牌號數  
Street name \_\_\_\_\_ Building number \_\_\_\_\_  
大廈名稱 座 樓數  
Building name \_\_\_\_\_ Block \_\_\_\_\_ Floor \_\_\_\_\_  
室/單位 分間單位的資料(如適用)  
Flat/Unit \_\_\_\_\_ Information of subdivided unit (if applicable) \_\_\_\_\_

就第(2)項, 如有補充資料, 請在以下欄填寫:  
Concerning (2), if there is any supplementary information, please provide in the field below:

(3) 估價編號(如適用):   
Assessment No.(if applicable): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(4) 關於上述處所的租賃是否屬住宅性質一事, 曾出現爭議, 本人現申領上述處所的「主要用途證明書」。  
A dispute has arisen as to whether the tenancy of the above premises is domestic. I hereby apply for a Certificate of Primary User of the above premises.  
該項爭議的性質為:  參閱背頁註釋 1(b)  
The nature of the dispute is: See note 1(b) overleaf

(5) 本人認為該處所主要用途是  住宅 /  非住宅, 所根據的事實如下:  
Facts in support of my view that the primary user of the premises is  DOMESTIC /  NON-DOMESTIC are set out below:

(6) 本人明白差餉物業估價署署長會將一份上述處所的「主要用途證明書」送交  業主 /  租客, 其姓名及地址如下:  
I understand that the Commissioner of Rating and Valuation will serve a copy of the Certificate of Primary User of the above premises on the  landlord /  tenant, whose name and address are as follows:

姓名  
Name \_\_\_\_\_  
地址  
Address \_\_\_\_\_

日期 (簽署)  
Date \_\_\_\_\_ (Signed) \_\_\_\_\_

業主 Landlord /  業主代理人 Agent for Landlord /  
 租客 Tenant /  租客代理人 Agent for Tenant

姓名(正楷填寫)  
Name in BLOCK letters \_\_\_\_\_  
地址  
Address \_\_\_\_\_

請在適當空格內加「✓」號。  
Please put a "✓" in appropriate box.

電話號碼  
Telephone No. \_\_\_\_\_

## 註釋

### 1. 申請須知

- (a) 本申請表格所指的處所必須是有關租賃的全部地方。
- (b) 申請人必須在本申請表格詳述爭議的性質。如差餉物業估價署署長（“署長”）認為爭議並不存在，將不受理本申請表格。
- (c) 差餉物業估價署（“估價署”）可能要求申請人提供有關租賃的租約或相關文件。
- (d) 如署長曾簽發該處所的「主要用途證明書」，則在上次簽發證明書的日期起計 1 年內，不會再受理相關申請。

### 2. 提交方式

你必須：

- (a) 使用估價署網站 (www.rvd.gov.hk) 提供的「**遞交表格電子化**」服務提交申請；或
- (b) 將填妥的表格以**面交、速遞或郵寄方式**送達署長（地址：九龍長沙灣道 303 號長沙灣政府合署 15 樓）。

除非有特別要求，否則估價署不會就以面交、速遞或郵寄方式提交的表格發出認收通知書。**以傳真方式提交的表格將不獲接納。**

### 3. 個人資料

- (a) 你所提供的資料將用於執行《業主與租客（綜合）條例》（第 7 章）、《差餉條例》（第 116 章）及《地租（評估及徵收）條例》（第 515 章）的規定。
- (b) 除上述用途外，估價署不會將個人資料給予其他人士，除非法律容許轉移該等資料。
- (c) 根據《個人資料（私隱）條例》（第 486 章），你有權要求查閱及修正你的個人資料。這項要求必須以書面提出，你可選擇郵寄或親自前往九龍長沙灣道 303 號長沙灣政府合署 15 樓向估價署客戶服務主任提出，或發出電郵至 enquiries@rvd.gov.hk。

### 4. 查詢

就一般查詢，請致電估價署 24 小時一般查詢熱線 2152 0111（由「1823」接聽）。有關表格 TR4 之查詢，請致電 2294 2555。

## NOTES

### 1. Application Notes

- (a) The premises referred to in this application form must be the whole premises in a tenancy.
- (b) Applicant must specify in this application form the nature of the dispute. The Commissioner of Rating and Valuation (“the Commissioner”) may decline to deal with this application form if he is not satisfied that a dispute exists.
- (c) The Rating and Valuation Department (“RVD”) may require the applicant to submit tenancy agreements or related documents of the tenancy.
- (d) If the Commissioner has already issued a Certificate of Primary User, application relating to the same premises can only be made after 1 year from the date of the last certificate.

### 2. Modes of Serving Form

You must apply by:

- (a) Using the “**Electronic Submission of Forms**” service provided at RVD’s website (www.rvd.gov.hk); or
- (b) Submitting the completed form to the Commissioner by: **personal service, courier or post** (Address: 15/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon).

If submitted by personal service, courier or post, receipt of this form will not be acknowledged unless specifically requested. **Submission by fax will not be accepted.**

### 3. Personal information

- (a) The information provided by you will be used for administration of the Landlord and Tenant (Consolidation) Ordinance (Cap. 7), the Rating Ordinance (Cap. 116) and the Government Rent (Assessment and Collection) Ordinance (Cap. 515).
- (b) Apart from the purposes stated above, personal information will not be transferred by RVD to any other parties, unless such transfer is permitted by law.
- (c) Under the Personal Data (Privacy) Ordinance (Cap. 486), you have a right to request access to and correction of your personal data. Such requests must be made in writing. You may make such request by post or in person to RVD’s Customer Service Officer at 15/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon or by e-mail to ‘enquiries@rvd.gov.hk’.

### 4. Enquiries

For general enquiries, please telephone RVD’s 24-hour general enquiry hotline at 2152 0111 (handled by “1823”). For enquiries concerning Form TR4, please telephone 2294 2555.