


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(4)條 或 第 IVA 部 規管租賃 第 120AAZQ(2)條  
申領「主要用途證明書」



LANDLORD AND TENANT (CONSOLIDATION) ORDINANCE (CAP. 7)  
SECTION 115A(4) IN PART IV NEW TENANCIES OF DOMESTIC PREMISES OR  
SECTION 120AAZQ(2) IN PART IVA REGULATED TENANCIES  
APPLICATION FOR A CERTIFICATE OF PRIMARY USER

(適用於有提議視察處所日子的申請)  
(for use where a day of inspection is proposed)

- (1)  根據第 IV 部 住宅處所的新租賃 第 115A(4) 條申領 或  根據第 IVA 部 規管租賃 第 120AAZQ(2) 條申領  
Apply under Section 115A(4) in Part IV New Tenancies of Domestic Premises OR Apply under Section 120AAZQ(2) 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) 本人付上申請費用, 申領上述處所的「主要用途證明書」, 並提議在以下非公眾假期的日子視察處所:  
I enclose the application fee to apply for a Certificate of Primary User of the above premises, and propose to inspect the premises on the following date (other than a public holiday):  參閱背頁註釋 3  
See note 3 overleaf
- \_\_\_\_\_ 日 \_\_\_\_\_ 月 \_\_\_\_\_ 年  參閱背頁註釋 1(b)  
Day Month Year 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

- 本申請表格所指的處所必須是有關租賃的全部地方。
- 請提議視察處所的日子，但該日不得為公眾假期。申請表格須在該提議視察日期前不少於 10 日提交。如差餉物業估價署（“估價署”）不能在提議的日子視察處所，則會在差餉物業估價署署長（“署長”）安排的稍後日子，而該日子是在合理地切實可行的範圍內盡快進行視察的另一日子。
- 估價署可能要求申請人提供有關租賃的租約或相關文件。
- 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：

- 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
- 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. 申請費用

申領每張證明書須繳交申請費用港幣 3,850 元。估價署只會接納已全數繳交申請費用的申請表格。你可選擇以下繳款方法：

- 網上繳費（適用於使用估價署「遞交表格電子化」服務提交的申請）：請使用估價署網站指明的網上繳款方式。
- 支票繳款（適用於面交、速遞或郵寄方式提交的申請）：支票須加劃線，並寫明支付「香港特別行政區政府」。
- 親身繳交（適用於面交方式提交的申請）：請在面交時按估價署指示到任何一間郵政局、便利店\*或 U購 select\*繳款。（\*只收現金）

### 4. 個人資料

- 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。
- 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。
- 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。

### 5. 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 TR4D 之查詢，請致電 2294 2555。

## NOTES

### 1. Application Notes

- The premises referred to in this application form must be the whole premises in a tenancy.
- Please propose a day on which you would like the inspection to be carried out. The day proposed must not fall on a public holiday. The application form must be lodged not less than 10 days before the day proposed in the form. If the Rating and Valuation Department (“RVD”) cannot carry out the inspection on the day proposed, the inspection will be carried out on another day as soon as reasonably practicable afterwards as arranged by the Commissioner of Rating and Valuation (“the Commissioner”).
- RVD may require the applicant to submit tenancy agreements or related documents of the tenancy.
- 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:

- Using the “**Electronic Submission of Forms**” service provided at RVD’s website (www.rvd.gov.hk); or
- 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. Application Fee

An application fee of **HK\$ 3,850** is payable for the application of each certificate. RVD will only accept application form with full payment of the application fee. You may choose the following payment methods:

- Through Internet** (for applications submitted using RVD’s “Electronic Submission of Forms” service): Please pay via online payment as specified at RVD’s website.
- By Cheque** (for applications submitted by personal service, courier or post): Cheques should be crossed and made payable to “The HKSAR Government”.
- In Person** (for applications submitted by personal service): As instructed by RVD at the time of personal service to pay at any of the post offices, convenience stores\* or U select\* in Hong Kong. (**\*Cash only**)

### 4. Personal information

- 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).
- 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.
- 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’.

### 5. Enquiries

For general enquiries, please telephone RVD’s 24-hour general enquiry hotline at 2152 0111 (handled by “1823”). For enquiries concerning Form TR4D, please telephone 2294 2555.