

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

REQUEST FOR SEPARATE DEMANDS FOR RATES AND GOVERNMENT RENT

Account No. (as shown on the Demand for Rates and/or Government Rent)

Address or Description of Tenement (as shown on the Demand for Rates and/or Government Rent)

① Please send separate Demands for **RATES** in respect of the above tenement to :-

姓名／公司名稱 Name / Company Name									
門牌 Building No.			街道名稱／地段號碼 Street Name / Lot No.						
屋邨名稱 Name of Estate					大廈名稱 Building Name				
座 Block		樓數 Floor		室／房 Flat/Unit/Room					
區 District				香港* / 九龍* / 新界* HK* / KLN* / NT*					

② Please send separate Demands for **GOVERNMENT RENT** in respect of the above tenement to :-

姓名／公司名稱 Name / Company Name									
門牌 Building No.			街道名稱／地段號碼 Street Name / Lot No.						
屋邨名稱 Name of Estate					大廈名稱 Building Name				
座 Block		樓數 Floor		室／房 Flat/Unit/Room					
區 District				香港* / 九龍* / 新界* HK* / KLN* / NT*					

Name :

* Delete if not applicable.

RVD 1010 (07/2026)

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。你可以書面向本署提出這類要求。查閱個人資料的專用申請表可於本署網站（www.rvd.gov.hk）下載或親臨本署詢問處索取。請以電郵（enquiries@rvd.gov.hk）、傳真（傳真號碼：2152 0138）或郵遞（地址：九龍長沙灣道303號長沙灣政府合署15樓）方式，將書面要求送交本署。

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 should be made in writing. Specified request forms for access to personal data are available on our website (www.rvd.gov.hk) or at enquiries counter of RVD. Written request should be sent to our department by e-mail (enquiries@rvd.gov.hk), by fax (fax no.: 2152 0138), or by post (15/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon).