



申請更改綜合帳目內個別物業的組合
Application for Change to the Composition in the Consolidated Account

請填妥此表格並交回：

Please complete and return this form to：

九龍長沙灣道 303 號
長沙灣政府合署 15 樓
差餉物業估價署
或以圖文傳真交回，
傳真號碼：2152 0113
或電郵致：consolbill@rvd.gov.hk
查詢電話：2150 8379

Rating and Valuation Department
15/F Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon.
or by Fax, Fax No. : 2152 0113
or E-mail to consolbill@rvd.gov.hk
Enquiry Telephone No. : 2150 8379

1. 綜合帳目資料

Particulars of Consolidated Account

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綜合帳目繳納人姓名：

Consolidated Account Payer's Name: _____

2. 新增或分拆個別物業帳目資料

Particulars of Individual Tenement Account(s) to be Attached or Detached

新增或分拆在綜合帳目內的個別物業帳目資料詳列於背面的附表內。

The particulars of individual tenement account(s) to be attached or detached are set out in the list overleaf.

申請人簽署：

Authorized 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 : _____

聯絡人姓名：

Contact Person : _____

電話號碼：

Telephone No. : _____

日期：

Date : _____

備註：

- (i) 如綜合帳目現時是以自動轉帳方式繳款，而該自動轉帳安排是以綜合帳目編號設立，新增的物業帳目將一併以自動轉帳方式繳款。
- (ii) 若新增的個別物業帳目與綜合帳目的登記繳納人名稱不同，本署會發出確認書給新增個別物業帳目的登記繳納人。
- (iii) 在個別物業分拆後，本署會向已分拆的個別物業帳目的登記繳納人發出「分拆帳目及徵收通知書」以供參考和繳款（如帳目內仍有未繳款額）。
- (iv) 請說明生效季度（即一月、四月、七月或十月季度）。你可要求有關的更改於本季或下季生效。如有有關的更改須於本季起生效，請於每個季度的首月（即一月、四月、七月及十月）的第 15 天之前遞交此申請。如此項更改是在本署印發本季綜合徵收通知書之後更新，本署會在不少於最後繳款日期的 7 日前，發出經修訂的綜合徵收通知書給綜合帳目繳納人。

Notes :

- (i) If the consolidated account is currently settled by autopay and the autopay arrangement is set up with the consolidated account number, the newly attached individual account will also be settled by autopay.
- (ii) An acknowledgement letter will be issued to the registered payer of the newly attached individual tenement account if the registered payer's name is different from that of the consolidated account.
- (iii) A notification for detachment and demand will be issued to the registered payer of the detached individual tenement account for information and payment (if the account has not been fully settled).
- (iv) Please specify the quarter (i.e. January, April, July or October quarter) from which the proposed change is to be effective. You can request the change to be effected from the current quarter or the next quarter. If the change has to be effected from the current quarter, please apply before the 15th of the first month of that quarter (i.e. January, April, July and October). If the change is effected after the issue of the Consolidated Demand for the current quarter, a revised Consolidated Demand will be issued not later than 7 days before the last day for payment.

新增或分拆在綜合帳目內的個別物業帳目表
List of Individual Tenement Account(s) to be Attached to or Detached from the Consolidated Account

綜合帳目編號 Consolidated Account No. : _____

新增的個別物業帳目資料 Particulars of Individual Tenement Account(s) to be Attached					
帳目編號 Account No.	物業單位名稱 Tenement Description	生效季度 (請參閱背頁備註(iv)) Effective Quarter (Please refer to note (iv) overleaf)	個別物業附註* Individual Tenement Remark*	在綜合徵收通知書的附表內，加插於以下物業之前的位置 Insert before the following tenement in the Demand Schedule of the Consolidated Demand	
				帳目編號 Account No.	物業單位名稱 Tenement Description

新增帳目總數 Total No. of Accounts to be Attached : ()

將分拆的個別物業帳目資料 Particulars of Individual Tenement Account(s) to be Detached		
帳目編號 Account No.	物業單位名稱 Tenement Description	生效季度 (請參閱背頁備註(iv)) Effective Quarter (Please refer to note (iv) overleaf)

分拆帳目總數 Total No. of Accounts to be Detached : ()

* 你可以為每個個別物業帳目設定一個最多為 30 個位的附註以便索檢。此附註將會顯示於綜合徵收通知書的附表上。
 You may assign a remark with a maximum of 30 characters for each individual tenement account for your easy reference. Such remark will be shown in the Demand Schedule.