

更改差餉及／或地租繳納人資料通知書
NOTIFICATION OF CHANGE IN RATES AND/OR GOVERNMENT RENT PAYER'S PARTICULARS

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
網址：www.rvd.gov.hk

Rating and Valuation Department

15/F, Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road, Kowloon
Fax No.: 2152 0113
Website: www.rvd.gov.hk

此欄由本署填寫
For Office Use Only

Date: _____

Address Code S same
 D differs

請使用本署網站 (www.rvd.gov.hk) 電子化服務下的「更改繳納人資料」, 簡單快捷, 或填妥下面表格交回本署, 如只需更改通訊地址, 你亦可致電本署熱線2152 0111。

Please use electronic service "Change of Payer's Particulars" on our website (www.rvd.gov.hk) to update payer's particulars easily in a timely manner, or complete the form below and return it to us. For change of correspondence address only, you may also call our hotline 2152 0111.

物業單位地址或名稱 (如徵收差餉及／或地租通知書上所示)

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

.....
.....
.....

帳目編號
Account No. _____

新繳納人姓名
New Payer's Name _____

姓名／公司名稱 Name/Company Name

你的通訊地址是否與物業單位地址相同? 若物業單位的地址不是一個可供郵遞的地址, 如車位、廣告牌, 則請提供通訊地址。
Is your correspondence address the same as the address of your tenement? Please provide a correspondence address if the description of tenement is not a proper postal address, e.g. a carpark, advertising station.

* 是。(註: 不必填寫下列地址空格。)

* 否。通訊地址如下:

Yes. (Note: No need to provide address in the space below.)

No. Correspondence address is as below:

室／房 Flat / Room 樓數 Floor 座 Block 大廈名稱 Name of Building

屋邨名稱 Name of Estate

門牌／街道號數 Building / Street No.

街道名稱 Street Name

區 District

* 香港 * 九龍 * 新界
HK KLN NT

電郵地址:

E-mail Address: _____

聯絡電話:

Contact Tel. No.: _____

更改原因:

Reasons of change:

* 業權更改

change of ownership

* 通訊地址更改

change of correspondence address

* 使用人更改

change of occupier

* 代理人更改

change of agent

新舊業主應協議清繳截至今個季度內尚未繳交的差餉及／或地租。

The new and previous owners should make arrangement to settle the outstanding rates and/or Government rent up to the current quarter.

使用自動轉帳的繳納人請注意: 如你更改載於徵收通知書上的登記繳納人姓名, 先前的自動轉帳安排會自動失效, 請以其他方式繳交差餉及／或地租, 直至新的自動轉帳安排辦妥為止。但如你希望保留自動轉帳服務, 請提供以下資料。

For attention of payers using Autopay arrangement: If you make a change in the Registered Payer's name shown on the demand, the previous Autopay authorisation will be invalidated. Please settle payment of rates and/or Government rent by another method until a new Autopay authorisation has been processed. However, if you wish to retain the autopay arrangement, please provide the following information.

* 保留自動轉帳服務。(註: 必須填寫以下資料。)

Retain autopay arrangement. (Note: The below information must be completed)

帳戶持有人姓名

Account Holder's Name (s)

銀行帳目的最後4個數字

The last 4 digits of the Bank A/C No.

我/我們, 即下開簽署人, 為上述帳目編號的物業單位的業主、使用人或業主/使用人的認可代理人, 會負責繳付有關差餉及/或地租, 並同意用以上地址收取徵收通知書。

I/We, the undersigned, being the owner, occupier or the authorised agent of the owner or occupier, undertake the responsibility to pay the rates and/or Government rent of the tenement which Account No. is stated above and agree to use the above address for receiving the Demands.

簽署:

Signature: _____

姓名:

Name: _____

* 業主
Owner

* 使用人
Occupier

* 代理人
Agent

聯絡電話:

Contact Telephone No.: _____

日期:

Date: _____

* 在適當方格內加「✓」號

* Tick whichever is appropriate

請參閱背頁註釋 Please see notes overleaf

個人資料的說明

- (甲) 你所提供的資料將用作本署執行《差餉條例》及《地租（評估及徵收）條例》的有關事宜。
- (乙) 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。
- (丙) 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。

Notes

Personal Information

- (a) The information provided by you will be used for the purposes of carrying out the provisions of the Rating Ordinance and the Government Rent (Assessment and Collection) Ordinance.
- (b) Apart from the purposes stated above, personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- (c) 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'.