

致：差餉物業估價署署長
九龍長沙灣道 303 號
長沙灣政府合署 15 樓
電話號碼：2152 2152
傳真號碼：2152 0113
電郵：billing@rvd.gov.hk

To：Commissioner of Rating and Valuation,
15/F Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon.
Telephone No.: 2152 2152
Fax No. : 2152 0113
E-mail : billing@rvd.gov.hk

申請暫緩發出徵收地租通知書
Application for Suspension of Government Rent Demands

物業地址
Tenement Address : _____

帳目編號
Account No. : _____

本人確認本人已向地政總署署長提交地租豁免申報表，根據《地租（評估及徵收）條例》第 4 條就上址物業申請地租豁免。請暫緩發出有關的徵收地租通知書，直至本人的申請得出結果為止。隨表格夾附下列文件影印本以資證明：—

- (一) 地租豁免申報表（需有所屬分區地政處蓋印確認，或連同地政處發出有關收到申報表的確認書）；及
- (二) 徵收差餉及／或地租通知書。

本人承諾若本人申請地租豁免不獲批准，便會繳納上址物業所有應繳的地租，包括在提交此暫緩發出徵收地租通知書申請表前，差餉物業估價署曾徵收而未繳付的全部地租。此外，本人明白差餉物業估價署署長在有需要時可在申請地租豁免得出結果之前，要求本人先繳付在提交此暫緩發出徵收地租通知書申請表前曾徵收的地租。差餉物業估價署在收到有關繳款後，如帳目日後有任何多繳款項，會安排退款。

I confirm that I have submitted an application to the Director of Lands in order to obtain rent exemption under section 4 of the Government Rent (Assessment and Collection) Ordinance in respect of the above tenement. Please suspend the issue of rent demands pending the outcome of my application. Photocopies of the following documents are attached to support this application:-

- (1) Requisition Form for Government Rent Exemption submitted to the Lands Department (with stamp receipt by the relevant District Lands Office, or together with acknowledgement of receipt issued by the District Lands Office); and
- (2) Demand for Rates and/or Government Rent.

I undertake that if my application for rent exemption is unsuccessful, I shall pay all the outstanding Government rent pertaining to the subject tenement, including those already demanded by the Rating and Valuation Department before I submit this application form. In addition, I understand that prior to the outcome of the rent exemption application, the Commissioner of Rating and Valuation, if considering it necessary, can request me to pay the Government rent which is demanded before I submit this application form. In case there is any overpayment in the account after my payment, the department will refund the overpaid amount.

申請人簽署
Signature of Applicant : _____

日期
Date : _____

<p>申請人資料 <small>註</small> Particulars of Applicant <small>Note</small></p> <p>中文姓名 Chinese Name : _____</p> <p>英文姓名 English Name : _____</p> <p>電話號碼 Telephone No. : _____</p>	<p>選擇聯絡方法 (*在適當方格內加上「✓」號。) Selection of Contact Method (*Tick whichever is appropriate.)</p> <p>* <input type="checkbox"/> 電郵 by e-mail: _____</p> <p>* <input type="checkbox"/> 傳真 by fax: _____</p> <p>* <input type="checkbox"/> 郵遞 (如郵遞地址與物業地址不同，請填寫) by post (if the mailing address is different from the tenement address, please fill in): _____ _____ _____</p>
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註：此暫緩發出徵收地租通知書的申請人必須同時為地租豁免的申請人及地租繳納人，否則申請將不獲接納。因此，如地租繳納人的資料與此暫緩發出徵收地租通知書申請人的資料不同，本署會按此申請人資料更新地租繳納人記錄。

Note: This application will be accepted only if the applicant is the same as the applicant for the rent exemption and the Government rent payer. Hence, if the Government rent payer's particulars are different from that provided under the "Particulars of Applicant", this department will update the Government rent payer's record accordingly.

請參閱背頁注意事項 Please see important notes overleaf.

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@rvd.gov.hk。

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 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 email to 'enquiries@rvd.gov.hk'.