

業主與租客(綜合)條例(第7章)
第III部第75A(2)條或第VI部第128A(2)條
申領「應課差餉租值證明書」

LANDLORD AND TENANT (CONSOLIDATION) ORDINANCE (CAP. 7)
SECTION 75A(2) IN PART III OR SECTION 128A(2) IN PART VI
APPLICATION FOR A CERTIFICATE OF RATEABLE VALUE

- (1) 處所地址: ☞ 參閱背頁註釋 1(a)
See note 1(a) overleaf
Address of the premises:
- 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(1)項, 如有補充資料, 請在以下欄填寫:
Concerning (1), if there is any supplementary information, please provide in the field below:
- _____

- (2) 估價編號(如適用):

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Assessment No.(if applicable):

- (3) 本人付上申請費用, 申領上述處所的「應課差餉租值證明書」, 以辦理《業主與租客(綜合)條例》第101條的申請 / 第129條的法律程序 / 第132條的法律程序。提出有關申請 / 法律程序的日期為: ☞ 參閱背頁註釋 3
See note 3 overleaf
I enclose the application fee to apply for a Certificate of Rateable Value for the above premises in connection with an application under section 101 / proceedings under section 129 / proceedings under section 132 of the Landlord and Tenant (Consolidation) Ordinance. The date of the relevant application / proceedings is:

_____ 日 _____ 月 _____ 年
Day Month Year

- (4) 業主的姓名為:
The name of the landlord is: _____

- (5) 租客的姓名為:
The name of the tenant is: _____

- (6) 租賃期: 由 _____ 日 _____ 月 _____ 年 至 _____ 日 _____ 月 _____ 年
Tenancy period: From Day Month Year To Day Month Year

- (7) 租金: 每月港幣 _____ 元
Rent: HK\$ per month

日期 _____
Date

(簽署)
(Signed) _____

☐ 業主 Landlord
☐ 其他(請指明)
Others (please specify): _____

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. _____

請參閱背頁註釋
PLEASE SEE NOTES OVERLEAF

註釋

1. 申請須知
 - (a) 每張表格只可填寫一個處所的資料。
 - (b) 差餉物業估價署（“估價署”）可能要求申請人提供有關租賃的租約或相關文件。
2. 提交方式

你必須：

 - (a) 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
 - (b) 將填妥的表格以**面交、速遞或郵寄方式**送達差餉物業估價署署長（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 190 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：

 - (a) **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。
 - (b) **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」。
 - (c) **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
 - (a) 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。
 - (b) 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。
 - (c) 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 TR25 之查詢，請致電 2294 2555。

NOTES

1. Application Notes
 - (a) A separate form should be used for each premises.
 - (b) The Rating and Valuation Department (“RVD”) may require the applicant to submit tenancy agreements or related documents of the tenancy.
2. Modes of Serving Form

You must apply by:

 - (a) Using the “**Electronic Submission of Forms**” service provided at RVD’s website (www.rvd.gov.hk); or
 - (b) 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\$ 190** 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:

 - (a) **Through Internet** (for applications submitted using RVD’s “Electronic Submission of Forms” service): Please pay via online payment as specified at RVD’s website.
 - (b) **By Cheque** (for applications submitted by personal service, courier or post): Cheques should be crossed and made payable to “The HKSAR Government”.
 - (c) **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
 - (a) 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).
 - (b) 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.
 - (c) 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 TR25, please telephone 2294 2555.