

表格 TR4D  
Form TR4D業主與租客(綜合)條例 - 第 IV 部  
「處所主要用途證明書」申請書  
LANDLORD AND TENANT (CONSOLIDATION) ORDINANCE - PART IV  
APPLICATION FOR A CERTIFICATE OF PRIMARY USER OF PREMISES(本表格適用於指明視察處所日期的申請)  
(for use where the day of inspection is specified)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  
To: The Commissioner of Rating and Valuation,  
303 Cheung Sha Wan Road,  
Cheung Sha Wan Government Offices,  
15<sup>th</sup> Floor, Kowloon.

處所

PREMISES .....

(參閱下頁註釋 1)  
(See note 1 on next page)

本人付上應繳費用 (參閱下頁註釋 2)，申領上述處所的主要用途證明書，並請在 ..... 年 ..... 月 ..... 日視察處所 (參閱下頁註釋 3)。

I enclose the appropriate fee (See note 2 on next page), and apply for a certificate of primary user of the above premises. Please inspect the premises on ..... (date) (See note 3 on next page).

本人認為該處所主要用途是 住宅 / 非住宅，所根據的事實如下：Facts in support of my view that the primary user of the premises is DOMESTIC / NON-DOMESTIC are set out below :.....  
.....  
.....本人明白貴署會將「處所主要用途證明書」一份送交 業主 / 租客 / 主租客 / 分租客，其姓名地址如下：I understand that you will serve a copy of the Certificate of Primary User of Premises on the landlord / tenant / principal tenant / sub-tenant whose name and address is as follows :.....  
.....

日期

Date .....

(簽署)

(Signed) .....

業主 / 租客 / 主租客 / 分租客 / 業主代理人/  
租客代理人 / 主租客代理人 / 分租客代理人  
Landlord / Tenant / Principal Tenant / Sub-tenant /  
Agent for .....

姓名 (正楷填寫)

Name in **BLOCK** letters .....

地址

Address .....

.....

電話號碼 (日間)

Telephone No. (Day Time) .....

 請在適當空格內加「X」號。  
Please "x" mark the appropriate box.請參閱下頁註釋  
PLEASE SEE NOTES ON NEXT PAGE

## 註釋

1. 處所地址務須清楚詳盡。該處所必須是有關租賃或分租租賃的全部地方。
2. 申請每張證明書須繳費 **3,850 元**。凡以支票付款，須加劃線，並寫明支付「香港特別行政區政府」。
3. 請指明視察處所的日期，但該日不得為公眾假期。申請表格須在該日前不少於 10 日提交。如本署不能在指的日期視察處所，則會作出合理安排，盡快在該日之後視察。
4. 請提交一式二份表格，以郵遞或面交方式送達差餉物業估價署署長。以圖文傳真或電子傳送方式遞交的表格，將不會被接納。
5. 如差餉物業估價署署長曾簽發該處所的主要用途證明書，則在上次證明書簽發日起計 1 年內，不會再受理相關申請。
6. 有關個人資料的說明：
  - (a) 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，以及/或向土地審裁處或租賃雙方就有關業主與租客(綜合)條例的租務事項提供協助。
  - (b) 本署可能將部分資料給予法例授權可獲得這些資料的其他人士。
  - (c) 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。你可以書面向本署客戶服務主任提出這類要求。
7. 一般查詢，請致電 2152 0111。如需租務主任提供服務，或查詢有關申請進展，請致電 2150 8229。

## NOTES

1. Enter the address of the premises fully and clearly. The application must relate to the whole premises which are let as a tenancy or sub-tenancy.
2. A fee of **\$ 3,850** is payable for the application of each certificate. Cheques should be crossed and made payable to "The HKSAR Government".
3. Please specify a day on which you would like the inspection to be carried out. The day specified must not fall on a public holiday. The application must be lodged not less than 10 days before the day specified in form. If the inspection cannot be carried out on the day specified, it will be carried out as soon thereafter as is reasonably possible.
4. Please submit 2 copies of this form to the Commissioner of Rating and Valuation by post or personal service. Service by fax or electronic submission is not acceptable.
5. If the Commissioner has already issued a certificate of primary user, no further application relating to the same premises may be made within 1 year from the date of the last certificate.
6. Notes about personal information :
  - (a) 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, and/or for the purpose of assisting the Lands Tribunal or the parties in tenancy matters under the Landlord and Tenant (Consolidation) Ordinance.
  - (b) This Department may give some of the information to other parties authorized by law to receive it.
  - (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 Services Officer.
7. For general enquiries, please telephone 2152 0111. For Rent Officer service or enquiries on progress of an application, please telephone 2150 8229.