

繳納地稅直接付款授權書 DIRECT DEBIT AUTHORIZATION FOR PAYMENT OF GOVERNMENT RENT

請填妥此授權書並直接交回所屬銀行辦理 Please complete and return this form to your banker

收款人姓名 (受益人) Name of party to be credited (the Beneficiary) 香港特別行政區政府 The Government of the Hong Kong Special Administrative Region	銀行編號 Bank No. 0 0 4	分行編號 Branch No. 0 0 2	收款帳戶之編號 Account no. 9 0 0 4 2 1 0 0 1
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我 / 我們現授權我 / 我們的下述銀行按不時收取以上受益人的指示由我 / 我們的帳戶將款項轉帳予受益人的帳戶。

我 / 我們同意，我 / 我們的銀行無須確實肯定該等轉帳通知是否已交給我 / 我們。

如因該等轉帳而令我 / 我們的帳戶出現透支 (或使現時的透支額增大)，我 / 我們願共同及各別承擔全部責任。

我 / 我們同意，如我 / 我們的帳戶無足夠款項支付該等授權轉帳，我 / 我們的銀行有權不予轉帳，且銀行可收取慣常的費用，並可隨時以一星期書面通知取消本授權書。

本授權書有效至另行通知為止。

我 / 我們同意，如我 / 我們需發出取消或更改本授權書的任何通知，須於取消 / 更改生效日最少兩個工作天之前將通知送達我 / 我們的銀行。

I/We hereby authorize my/our below named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary from time to time.

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.

I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s).

I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorized, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorization at any time on one week's written notices.

This authorization shall have effect until further notice.

I/We agree that any notice of cancellation or variation of this authorization which I/we may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect.

如果你已使用自動轉帳系統繳交地稅，請無須填寫此表格。
If you are already using autopay facility for payment of Government rent, please ignore this form.

請參閱下列注意事項及用正楷填寫 PLEASE REFER TO THE IMPORTANT NOTES BELOW AND COMPLETE IN BLOCK LETTERS

我 / 我們的銀行及分行名稱 My / Our Bank name and branch		銀行編號 Bank No.	分行編號 Branch No.	帳戶編號 Account no.
我 / 我們在月結單 / 存摺上的英文姓名 My / Our name(s) in English as recorded on statement / passbook		我 / 我們的簽名 (在此授權書內的簽名須與銀行帳戶所簽的相同) My / Our signature(s) (Please sign in the usual way as you would sign on your Bank Account.)		
日間聯絡電話 Day time contact tel. no.	日期 Date			
債務人參考 (地稅編號) Debtor's Reference (Government Rent Reference)		物業所在地點 / 地段號碼 Location of Property / Lot No.		
0 0 0				
地稅繳納人姓名及通訊地址 Name of Government Rent Payer(s) and Mailing Address				
銀行專用 FOR BANK USE ONLY				Signature verified

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利用自動轉帳系統繳交地稅 AUTOPAY FACILITY FOR PAYMENT OF GOVERNMENT RENT

注意事項

- (一) 自動轉帳系統只適用於每年超過一百元及在每年六月二十四日及十二月二十五日到期繳交的地稅。
- (二) 如用銀行直接付款方式繳交地稅，地政總署將不發收據。
- (三) 如果直接付款授權書所註明的銀行未能安排以直接過戶的方法繳交地稅，地稅繳納人必須立即以繳款通知書上所示的其他付款辦法繳交地稅。
- (四) 處理本授權書需時若干星期。在收到載有下列字句的繳款通知書之前，地稅繳納人須依照繳款通知書上所示的其他付款辦法，在繳款限期或該日之前繳交地稅：—

將由自動轉帳系統付款

- (五) 如有任何變更以致本直接付款授權書失效，地稅繳納人須負責通知地政總署。
- (六) 如果地稅繳納人的姓名 (包括英文拼法) 有任何更改或該地稅帳戶經已終止，本直接付款授權書即自動失效。
- (七) 半年計的地稅即使金額有變，地稅繳納人亦無須辦理另一直接付款授權書。
- (八) 地政總署收到有關上面所列地稅編號的新直接付款授權書後，以往的授權書即會註銷。

(後頁續)

Important Notes

- (1) Autopay facility is only available for Government rent exceeding \$100 per annum and due on 24 June and 25 December each year.
- (2) For payments made by direct bank debit, no receipts will be issued by Lands Department.
- (3) If the Bank named in the direct debit authorization is unable to process the direct bank debit to make payment of the Government rent, the Government rent payer must settle the account without delay by other payment methods as shown in the demand note.
- (4) Processing of this authorization will take several weeks. Payment of Government rent must be made on or before the due date in accordance with the other payment methods as shown in the demand note unless and until the Government rent payer has received a demand note with the following wordings: -

PAYMENT TO BE MADE BY AUTOPAY

- (5) Government rent payers are responsible for notifying Lands Department of any change which invalidates this direct debit authorization.
- (6) A change in the description of the Government rent payer's name (including the spelling) or termination of the Government rent account will automatically invalidate this direct debit authorization.
- (7) A further direct debit authorization will not be required if the amount of half-yearly Government rent demanded has been changed.
- (8) On receipt by Lands Department of a fresh direct debit authorization in respect of the Government rent reference number specified above, the previous authorization will be cancelled.

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注意事項 (續)

- (九) 請依照最新的繳納地稅通知書上的資料，在直接付款授權書上填寫「地稅編號」及「物業所在地點/地段號碼」。
- (十) 請確保你的銀行帳戶於繳款限期該日有足夠存款。
- (十一) 如果你在填寫直接付款授權書上遇有任何困難或對以自動轉帳繳付地稅有疑問，請向香港北角渣華道 333 號北角政府合署 1 樓地政總署地稅及地價小組查詢 (電話：2231 3033)。

個人資料的說明

- (甲) 你所提供的資料將作為政府徵收地稅之用。
- (乙) 本署可能會將資料給予其他政府決策局和部門、相關的服務承辦商及法例授權可接收的其他人士。
- (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。你可向部門主任秘書(地址：香港北角渣華道 333 號北角政府合署 21 樓)提出有關要求。

Important Notes (continued)

- (9) Please complete the 'Government Rent Reference' and 'Location of Property / Lot No.' boxes in the direct debit authorization exactly as shown in the latest demand note of Government rent.
- (10) Please ensure your bank account contains the necessary fund on the due date.
- (11) If you have any difficulties in completing this direct debit authorization or any enquiries on payment of Government rent by autopay, please contact the Government Rent and Premium Unit of Lands Department at 1/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel. : 2231 3033).

PERSONAL DATA

- (a) The data provided by you will be used for the purpose of collection of Government rent.
- (b) This department may give the data to other Government bureaux and departments, relevant service contractors and 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 can be made to the Departmental Secretary of Lands Department at 21/F, North Point Government Office, 333 Java Road, North Point, Hong Kong.

自動轉帳的優點

- * 款項只在繳款限期該日才過戶，不會提早扣除。
- * 省時省力、免除排隊交款的不便。
- * 既方便、又免費，更可節省資源。

BENEFITS OF AUTOPAY

- * Autopay debits are made only on payment due dates, not earlier.
- * Avoid the inconvenience of queuing to pay.
- * It is convenient, free of charge and save resources.