致： 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)
地政總署署長
傳真： 2117 1099

To: The Director of Lands,
Lands Department
(Government Rent and Premium Unit),
1/F, North Point Government Offices,
333 Java Road, North Point,
Hong Kong.
Fax: 2117 1099

地稅／地價＊繳納人姓名及／或地址更改通知書
Notification of Change in Government Rent/Premium* Payer's Name &/or Address

地稅／地價＊編號 Government Rent/Premium* Reference No. [|]–[| | | | |]–[| |]

物業所在地點 Location of Property: ______________________

____

(1) 將上述物業的繳納地稅／地價＊通知書寄往 Please send Government rent/Premium* demand notes in respect of the above property to:

(a) 姓名 (若只是更改通訊地址，請**漏空**此欄) Name (leave **BLANK** in the case of change of Government rent/Premium* payer's correspondence address *only*)

*先生 Mr.
小姐 Miss
女士 Mrs.

(b) 地址 (at the following address)

室 Flat/Room 樓 Floor 座 Block

大廈名稱／門牌號碼及街道名稱／屋邨 Name of Building/Number and Name of Street/Estate

地區 District

*香港 H.K. 1
九龍 Kln. 2
新界 N.T. 3

(2) 只適用於地稅 For Government Rent Only

(請參閱註釋 1 see Note 1 below.)

請註明是否願意繼續採用自動轉帳系統繳納地稅。 Please indicate whether you wish to continue to pay Government rent by autopay. (我願意／不願意＊。 I wish/do not wish*.)

簽署 Signed: ______________________ 聯絡電話 Contact Tel. No.: ______________________

姓名 Name: ______________________ 日期 Date: ______________________

＊業主／使用人／代理人 Owner/Occupier/Agent

個人資料的說明

(甲) 你所提供的資料將用作政府徵收地稅之用。

(乙) 本署可能會將資料給予法例授權可接收的其他人士。

(丙) 根據《個人資料 (私穩) 條例》，你有權要求查閱及修正你的個人資料。

Personal Data

(a) The data provided by you will be used for the purpose of billing and collection of Government rent.

(b) This department may give the data to other parties as 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.

註釋：1 如果地稅繳納人的姓名或稱號 (包括英文拼法) 有任何更改，則先前的直接付款授權書會自動失效，因而地稅必須親自或以郵寄方式繳交，直至直接付款的新授權書辦妥為止。

Note: *1* Any change in the Government rent payer's name (including the spelling) or the description will automatically invalidate the previous direct debit authorization instruction. Payment of Government rent will henceforth have to be made in person or by post until and unless a new direct debit authorization is processed.

＊請將不適用者刪去 Delete if not applicable.

以下由地政總署填寫 For Lands Department Use Only

工序完成日期 Date of Completion: ______________________