

更改差餉及／或地租繳納人資料通知書  
NOTIFICATION OF CHANGE IN RATES AND/OR GOVERNMENT RENT PAYER'S PARTICULARS

差餉物業估價署

九龍長沙灣道303號  
長沙灣政府合署15樓  
傳真號碼：2152 0113  
網址：http://www.rvd.gov.hk

Rating and Valuation Department

15/F, Cheung Sha Wan Government Offices  
303 Cheung Sha Wan Road, Kowloon  
Fax No.: 2152 0113  
Website: http://www.rvd.gov.hk

此欄由本署填寫  
For Office Use Only

Date: \_\_\_\_\_

Address Code  S same  
 D differs

如只須更改通訊地址，請致電本署熱線2152 0111。如須更改繳納人姓名，請填妥下面的表格，並交回本署或傳真至2152 0113。你亦可登入本署網站 www.rvd.gov.hk 使用「更改繳納人資料」服務。

For change of correspondence address only, please call our hotline at 2152 0111. For change of payer's name, please complete the form below and return it to us or fax to 2152 0113. You may also use the "Change of Payer's Particulars" service at our website www.rvd.gov.hk.

物業單位地址或名稱（如徵收差餉及／或地租通知書上所示）

Address or Description of Tenement (as shown on the Demand for Rates and/or Government Rent)


帳目編號  
Account No.

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新繳納人姓名  
New Payer's Name

姓名／公司名稱 Name/Company Name

你的通訊地址是否與物業單位地址相同？若物業單位的地址不是一個可供郵遞的地址，如車位、廣告牌，則請提供通訊地址。  
Is your correspondence address the same as the address of your tenement? Please provide a correspondence address if the description of tenement is not a proper postal address, e.g. a carpark, advertising station.

\*  是。（註：不必填寫下列地址空格。）  
Yes. (Note: No need to provide address in the space below.)

\*  否。通訊地址如下：  
No. Correspondence address is as below:

如你以中文填報上列的繳納人資料，本署日後發給你的季度徵收通知書將以中文編印。但如你希望日後收取的季度徵收通知書以中英對照格式編印，請在左面方格內加上「✓」號。  
If the payer's particulars provided by you are in Chinese, the quarterly demands you receive in future will be printed in Chinese. However, if you wish your future quarterly demands to be printed in bilingual (Chinese/English) format, please put a tick in the box on the left.

更改原因： \*  業權更改 \*  通訊地址更改 \*  使用人更改 \*  代理人更改  
Reasons of change:  change of ownership  change of correspondence address  change of occupier  change of agent

新舊業主應協議清繳截至今個季度內尚未繳交的差餉及／或地租。

The new and previous owners should make arrangement to settle the outstanding rates and/or Government rent up to the current quarter.

使用自動轉帳的繳納人請注意：如你更改載於徵收通知書上的登記繳納人姓名，先前的自動轉帳安排會自動失效，請以其他方式繳交差餉及／或地租，直至新的自動轉帳安排辦妥為止。

For attention of payers using **Autopay arrangement**: If you make a change in the Registered Payer's name shown on the demand, the previous Autopay authorisation will be invalidated. Please settle payment of rates and/or Government rent by another method until a new Autopay authorisation has been processed.

簽署：  
Signature: \_\_\_\_\_

姓名：  
Name: \_\_\_\_\_

\*  業主 \*  使用人 \*  代理人  
Owner Occupier Agent

聯絡電話：  
Contact Telephone No.: \_\_\_\_\_

日期：  
Date: \_\_\_\_\_

\* 在適當方格內加「✓」號  
\* Tick whichever is appropriate

請參閱背頁註釋 Please see notes overleaf

## 個人資料的說明

- (甲) 你所提供的資料將用作本署執行《差餉條例》及《地租（評估及徵收）條例》的有關事宜。
- (乙) 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。
- (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。

## Notes

### **Personal Information**

- (a) The information provided by you will be used for the purposes of carrying out the provisions of the Rating Ordinance and the Government Rent (Assessment and Collection) Ordinance.
- (b) Apart from the purposes stated above, personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- (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 at 15/F Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon, or by e-mail to 'enquiries@rvd.gov.hk'.