



**INLAND REVENUE DEPARTMENT
STAMP OFFICE**

1/F, Inland Revenue Centre, 5 Concorde Road,
Kai Tak, Kowloon, Hong Kong.

Tel No.: 2594 3202 (Property transfer) Web site : www.ird.gov.hk
2594 3201 (Lease) E-mail : taxsdo@ird.gov.hk
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FOR OFFICIAL USE

**Request for Cancellation of Stamp Certificate containing error(s) – Property Instrument
[Section 18J(1)(c) of the Stamp Duty Ordinance, Cap. 117]**

I/We hereby request the Collector of Stamp Revenue to :-

1. Cancel the following Stamp Certificate which contains error(s):-

Instrument Ref. No.: _____ Stamp Certificate No.: _____

The Error(s): ☐ 1.1 Nature of Instrument ☐ 1.7 Name of Vendor/Assignor*
☐ 1.2 Date of Instrument ☐ 1.8 Name of Purchaser/Assignee*
☐ 1.3 Consideration/Rent* ☐ 1.9 Name of Landlord
☐ 1.4 Interest acquired ☐ 1.10 Name of Tenant
☐ 1.5 Term of Lease ☐ 1.11 Others (please specify) _____
☐ 1.6 Property Address _____

2. ☐ Issue a new stamp certificate to rectify the error(s) as follows:-

☐ Refund the stamp duty paid for the Stamp Certificate to be cancelled in the amount of \$_____ to the following person:-

Name of Payee: _____

Address: _____

[Note: Refund is applicable where the Instrument has already been stamped by another stamp certificate or conventional stamp.]

The following supporting documents are **attached**:-

- ☐ (1) A copy of the Stamp Certificate containing error(s)
☐ (2) Supporting evidence of the Error(s) (e.g. a copy of the original instrument)
☐ (3) For refund claim, supporting evidence that the Instrument has been stamped (e.g. a copy of the new stamp certificate or the Instrument containing the conventional stamp)

Signature of Applicant: _____ Date: _____

Name of Applicant: _____

H.K.I.C./B.R./Passport No. * : _____

Capacity: ☐ Vendor/Landlord* ☐ Purchaser/Tenant* ☐ Legal Representative ☐ Estate Agent
☐ Others (please specify): _____

Address: _____

Telephone No.: _____ Fax No.: _____

☐ Please tick as appropriate

* Delete whichever is inapplicable