



**INLAND REVENUE DEPARTMENT
STAMP OFFICE**

3/F, Revenue Tower, 5 Gloucester Road
Wan Chai, Hong Kong.

STAMPING PROCEDURES AND EXPLANATORY NOTES

Counter Service - Revised Procedures

Introduction

A new queuing arrangement for the counter assessment services will be introduced with effect from 28.7.2003. Two types of Assessment Counters will be opened – LEASE Counters for handling leases only and OTHER Assessment Counters for handling all other types of documents including lease. The new counter assessment system is described as below:

New Counter Assessment System

LEASE COUNTER

2. For customers stamping leases *only*, please queue and wait in front of the Lease counters. The documents to be processed on a first come first serve basis. You do not need to get a number ticket. After Counter Officer makes the assessment, please approach the Shroff Counter to make payment and obtain an acknowledge stub. We shall call you after the documents are stamped*. You can then present the stub and collect your documents.

OTHER ASSESSMENT COUNTER

3. For other customers (except those presenting property transfer documents to the Assignment sub-Section), please approach the **Reception and Document Receipt** counter (Counter no.6) first to present the document(s) and obtain a number ticket.

4. Please stay in the waiting hall until your number is called. You shall then approach the specified assessment counter. After the assessment is made, please proceed to the Shroff Counter to make payment and obtain an acknowledge stub. We shall call you after the documents are stamped*. You can then present the stub and collect your documents.

5. If you miss the call of your ticket number, you may on the same day go to the Reception and Document Receipt counter to arrange for a re-call of your number. Your document will normally be processed after 5 cases have been completed. The Stamp Office may revise the above arrangement as and when needed.

6. If you come back after the day of issue of the ticket number, please obtain a new number ticket by surrendering the old one.

Enquiry and Suggestions

7. For enquiries, please contact the Stamp Office by telephone or in writing as follows:

Telephone number:	2594 3201
Fax number:	2519 6740
Web site:	www.ird.gov.hk
E-mail:	taxsdo@ird.gov.hk
Address:	3/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.

8. We welcome any suggestions/ comments on this new arrangement.

*Since the procedures for stamping documents may not be the same in each case, the time for completing the procedures may be different. We shall dispatch the documents as soon as possible in order of the completion of the process. This may not be the same order as indicated in the Number Tickets.

STAMP OFFICE

21 July 2003

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