

# Return of requisition forms urged

Payers of rates and/or Government rent who have received the requisition form (Form R1A) issued by the Rating and Valuation Department (RVD) are reminded to complete and return the form to the RVD as soon as possible. They can complete and submit an electronic form (Form e-R1A) by using the [Electronic Submission of Forms](#) service provided on the RVD website ([www.rvd.gov.hk](http://www.rvd.gov.hk)). The RVD website also provides [answers to commonly asked questions](#) on completing the form.

The RVD issued about 350 000 R1A forms to payers of rates and/or Government rent in August to obtain occupation particulars, rents and tenancy details for different types of properties for assessing rateable values for the next general revaluation.

Irrespective of whether properties are vacant, let or owner-occupied, payers of rates and/or Government rent should complete and return the form within the specified period. Anyone who has difficulty in completing and returning the form within the specified period must apply to the RVD in writing for an extension of time before the end of the stipulated period and should state their reasons.

Under the Rating Ordinance and the Government Rent (Assessment and Collection) Ordinance, any person who knowingly makes a false statement or refuses to furnish any of the particulars specified in the form commits an offence and shall be liable on conviction to a maximum fine of \$25,000 or \$10,000 respectively and an additional fine equivalent to three times the amount of rates and/or Government rent undercharged.

Payers of rates and/or Government rent are reminded to affix sufficient postage if they return the form by post to ensure a timely and successful postal delivery.