

# Return of requisition forms urged

Rates and/or Government rent payers who have received the requisition form (R1A) issued by the Rating and Valuation Department are reminded to complete and return the form to the department as soon as possible. They can also complete and return the form by using the Electronic Submission of Forms service provided at the department's website ([www.rvd.gov.hk](http://www.rvd.gov.hk)).

The department issued about 350 000 R1A forms to rates and/or Government rent payers this month to obtain rent and tenancy details for different categories of properties to assist in the determination of rateable values for the next general revaluation.

Anyone having difficulty in completing and returning the form within the specified period must apply in writing for an extension of time before the end of the stipulated period and should state their reasons.

Anyone who knowingly makes a false statement or refuses to furnish any of the particulars specified in the form commits an offence and will be liable to a maximum fine of \$25,000 or \$10,000 respectively and also a fine equivalent to three times the rates and/or Government rent undercharged.

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

Enquiries on how to complete the form can be made by calling the number printed on the form, or visiting the department at 15/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon. The department's website also provides answers to commonly asked questions on completing the form.