

TO: TRAVEL INDUSTRY COUNCIL OF HONG KONG

FROM: _____

ADDRESS: _____

TEL NO.: _____ LICENCE NO.: _____

CONTACT PERSON: _____ DATE: _____

APPLICATION FOR REFUND OF 0.3% LEVY

FRANKING MACHINE NO.: _____

	RECEIPT NO.	DATE	REASON FOR REFUND	AMOUNT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
	TOTAL			

I confirm that all information entered on this application form is true.

Signature of authorised person & Company chop

FOR OFFICIAL USE ONLY

Form received on: _____ by: _____

No. of receipts submitted with this form: _____

(Subject to verification by TIC staff)

Application checked by:	Date:
Approved by:	Date:
Amount approved: HK\$	Approval code:
Approved Refund Form received by:	Date:
Refund credited for reloading requested by:	Date:
Receipt No.:	Date:

Notes:

1. Separate forms should be used for each franking machine.
2. Each form must be completed and submitted in TRIPLICATE. (photocopy acceptable)
3. The relevant franked original receipt(s) should be submitted with each application.
4. TIC will acknowledge receipt of application by signing and returning a copy of the application form to the applicant.
5. TIC will confirm the refund by signing and returning the Approved Refund Form to the applicant.
6. Refunds will be credited to the applicant's franking machine at the next reloading on production of the Approved Refund Forms.

註：

1. 每張表格只適用於一部印花機。
2. 必須填妥並交回一式三份的表格(可遞交複印本)。
3. 每次申請退款時，須一併遞交有關的已蓋印花收據正本。
4. 議會收到申請表後，將交還一份經簽署的申請表予申請人，以資證明。
5. 議會將交還經簽署並核實的退款表格予申請人，以確認退款事宜。
6. 申請人在下次加注金額時，可出示經核實的退款表格，以在印花機內加入退還款項。