

重印退稅結算單申請表

Re-issuance of tax refund payment slip application form

(填寫前，請詳閱背頁注意事項)

(Before filling the form, please read the notes on the back)

財政局局長閣下：

To the Director of Financial Services Bureau:

申請人(姓名) _____ (請以正楷填寫)，稅務編號 _____，持
有：☐澳門居民身份證/ ☐其他身份證明文件，編號 _____，澳門聯絡地址

_____，
澳門流動電話 _____，因以下原因而未能收取 _____ (年度)
_____ (稅項名稱)之退稅款項，金額為澳門元 _____ 元：

The applicant (name) _____ (please fill in block letters),

taxpayer No. _____, holder of: ☐ Macau Resident Identity Card / ☐ other identity
document No. _____, Macau contact address at _____

Macau mobile phone No. _____, has not received the refund of _____ (tax type)
for the year _____ in the amount of MOP _____ due to the following reasons:

- ☐ 遷址 relocation ☐ 遺失結算單 loss of payment slip
☐ 離澳 absence from Macau ☐ 結算單已失效 invalid payment slip
☐ 遺產繼承 inheritance _____ (被繼承人姓名 name of the deceased)
☐ 其他 other _____

特此向 閣下申請退回本人有權收取的退稅款，同時，願意透過上述流動電話接收關於退稅之短訊：

I hereby kindly request the return of the tax refund I am entitled to receive, and further state that I wish to receive a SMS message regarding the tax refund via the above-mentioned mobile phone No. in:

☐ 中文 chinese ☐ 葡文 portuguese

附同文件 Required documents:

- 倘屬個人，申請人須提交身份證明文件影印本 In the case of an individual, a copy of the applicant's identity document must be provided;
- 倘屬法人，申請表必須由公司具權限之合法代表簽署，以及蓋上公司印章，並必須提交其具權限的證明文件 (如商業登記證明等)及相關身份證明文件影印本 In the case of a legal entity, the application form must be signed by the legal representative(s) of the company and stamped with the company chop; copies of the documents proving the authority of the representative(s) (e.g. business registration, etc.) and of the relevant identity document(s) must be submitted;
- 倘屬遺產繼承，須提交有關遺產繼承資料 (如確認繼承資格公證書、財產分割判決書)及所有繼承人身份證明文件影印本等文件 In the case of an inheritance, copies of the documents relating to the inheritance (e.g. a certificate of rights of succession or a judgment on the division of assets) and copies of the identity documents of all the heirs must be submitted;
- 結算單正本 (倘有) Original payment slip (if available).

申請人 Applicant

(按身份證明文件式樣簽名)

(Signature as per the identity document)

日期 Date:

注意事項：

- 根據第16/85/M號法令第十四條規定，納稅人可於退回款項通知書掛號郵遞日期起三年內，向本局申請退稅；
- 聯絡地址必須填寫澳門特區之地址，倘未能提供本地地址，有關通知書將郵遞至納稅人於財政局登記之通訊地址；
- 短訊服務僅限於向申請人在本申請表登記之澳門流動電話發出。

Notes:

- In accordance with article 14 of Decree-Law no.16/85/M, taxpayers may submit an application for a tax refund to our Bureau within 3 years from the postal registration date of the tax refund notice;
- The contact address must be a Macao SAR address. If a local address is not provided, the relevant notice will be sent to the taxpayer's corresponding address registered with the DSF;
- The SMS service is limited to the Macao mobile phone number provided by the applicant in this application form.