



Civil Aviation Department

Application for Air Passenger Departure Tax Exemption Coupons

Name of organization (*Note 1*): _____

Address: _____

*Contact person: Mr Mrs Ms _____

Tel. no.: _____ E-mail: _____

No. of pads of exemption coupons applied for (each pad contains 50 coupons) (max. 2 pads): _____

Representative to collect the Air Passenger Departure Tax (APDT) exemption coupons (*Note 2*):

Name: Mr Mrs Ms _____

HKIC no. CCIC no. Other identity document no.: _____

I confirm that:

- (a) unused APDT exemptions coupons will be kept under safe custody;
- (b) APDT exemption coupons will only be issued to persons entitled to tax exemption; and
- (c) monthly returns on the movement of exemption coupons will be provided to the Civil Aviation Department (CAD) not later than the seventh day of the following month.

(Official chop of organization)

Signature: _____
(Head of organization or his/her representative)

Date: _____ Name: _____

The completed application form should be faxed to the Revenue Section of CAD on 2382 4582 (Note 2).

Acknowledgement Receipt

Received from CAD _____ pad(s) of APDT exemption coupons (serial no. from _____ to _____).

Signature: _____ Date: _____

Name: _____

Guidance Note

1. Consulates-general and representative offices of international organizations may apply for APDT exemption coupons from the Civil Aviation Department (CAD).
2. The completed application form should be faxed to the Revenue Section of CAD on 2382 4582.

After processing the application, CAD will inform the organization by e-mail to collect the APDT exemption coupons. The organization should then send a representative to collect the coupons at the following address:

Revenue Section
Civil Aviation Department
5/F, Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau
Hong Kong