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)  (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