



# Voluntary Tax Services to the Public Completion of Tax Return - Individuals



As part of our CSR programme and a pledge to serve the community, the Institute will, for the 8<sup>th</sup> year, launch the voluntary tax services to assist the public in completing their tax return. We hope our CTA members will support this meaningful activity. Details of the voluntary tax services are as follows:

## VOLUNTARY TAX SERVICES TO THE PUBLIC

Date: **25 & 26 May 2019 (Saturday & Sunday)**

Time: **12:00 noon - 6:00 pm**

Venue: **Stars Atrium, 1/F, Plaza Hollywood, 3 Lung Poon Street, Diamond Hill, Kowloon, Hong Kong**  
(Diamond Hill MTR Station Exit C2)

## IRD BRIEFING FOR TIHK CTA MEMBERS ON “HOW TO COMPLETE TAX RETURN - INDIVIDUALS”

With the support of the Inland Revenue Department, the Institute is pleased to provide a **free briefing** session to CTA members who will participate in the voluntary tax services:

Date : **10 May 2019 (Friday)**

Time : **6:30 pm - 8:30 pm** (Registration starts at 6:15 pm)

Venue : **Lecture Hall, 7/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong**

Language : **Cantonese**

CPD hours : **2** (CPD certificate will be issued after the completion of voluntary tax services)

**Note:** All CTA members who will participate in the voluntary tax services **MUST** attend this briefing session. Applications for voluntary tax services are accepted on a **first-come-first-served basis**.

Information to be covered by the briefing includes:

- (i) How to complete the 2018/19 Tax Return - Individuals;
- (ii) E-filing of Tax Return - Individuals; and
- (iii) Useful websites and related information.



## CPD HOURS & SEMINAR COUPON:

CTA members who will participate in the voluntary tax services for the morning or afternoon session will be granted **3 CPD hours** for each session. As a token of appreciation, each CTA member will also receive an E-coupon of **HK\$250** for attending a TIHK seminar



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## Application Deadline: 29 March 2019

Please return the completed application form by **email** to: [mona.ho@tihk.org.hk](mailto:mona.ho@tihk.org.hk)  
or **fax**: 2523 1263.

Please indicate your preferred time slot with "1" as the most preferred and "4" as the least preferred.  
If your application is accepted, we will notify you the allocated time slot after all applications have been processed.

___ 25 May 2019 (Sat): 12:00noon – 3:00pm
___ 25 May 2019 (Sat): 3:00pm - 6:00pm
___ 26 May 2019 (Sun): 12:00noon – 3:00pm
___ 26 May 2019 (Sun): 3:00pm - 6:00pm

Please indicate if you can help with the E-filing of Tax Return - Individuals by taking the appropriate box.

**YES**     **NO**



Please note that all CTA members who will participate in the voluntary tax services **MUST attend the briefing session on 10 May 2019.**

Registration Form

Programme code: 20190510

**\*\*\*For TIHK CTA members only\*\*\***

Name:	CTA Membership No:
Company:	
Address:	
Day-time Tel No:	E-mail (for confirmation):

### Important notes:

1. All applications are accepted on a first-come-first-served basis.
2. Successful applicants will receive an e-mail confirmation at least 2 working days before the briefing session/voluntary tax services. Unsuccessful applicants will also be notified around the same time. If you have not heard from the Institute regarding your registration or if you have any other enquiries, please contact Mona Ho at 2810 0438 or [mona.ho@tihk.org.hk](mailto:mona.ho@tihk.org.hk).
3. If a black rainstorm warning or typhoon no.8 is hoisted, the briefing session/voluntary tax services may be cancelled or postponed. Please refer to announcement on the TIHK website on the date of the event.
4. The Institute reserves the right to change the venue and date or to cancel the briefing session and/or voluntary tax services due to unforeseen circumstances.
5. All personal data collected from the enrolment process and administration of the CPD Programmes will only be used for the purpose of the administration of the briefing session/voluntary tax services for which members are enrolled. In addition, the Institute may use the collected data for statistical research and analysis and for other internal uses.