

附件 4

Annex 4

## 申请个税优惠补贴承诺书

### Application for Financial Subsidies under Preferential Individual Income Tax (IIT) Policies

#### Letter of Commitment

(适用于申请人本人办理个税补贴申请手续)  
(For Applicant)

本人拟申报\_\_\_\_年纳税年度粤港澳大湾区个人所得税优惠政策财政补贴，现郑重承诺如下：

Regarding my application for financial subsidies under IIT policies in the Guangdong-Hong Kong-Macao Greater Bay Area (GBA) of \_\_\_\_\_ tax year, I hereby undertake and agree as follows:

一、本人保证提供的所有电子信息和书面材料的内容均真实有效，不存在《广州市关于实施粤港澳大湾区个人所得税优惠政策财政补贴管理办法》第八条第三项之不诚信情形。

I. I guarantee that the contents of all electronic information and written materials submitted are true and valid without any dishonest circumstance as specified in Item 3, Article 8 of *Measures of Guangzhou for Administration of Financial Subsidies under Preferential Individual Income Tax (IIT) Policies in Guangdong-Hong Kong-Macao Greater Bay Area (GBA)*.

二、本人同意并授权广州市关于粤港澳大湾区个人所得税优惠政策财政补贴审核、监督部门就本人有关信息向相关机构或组织进一步核查，同时也同意并授权相关机构或组织就核查内容反馈相关信息资料。

II. I agree and authorize the audit and supervision department of Guangzhou Municipality that audits and supervises the financial subsidies under IIT policies in GBA to further verify my relevant information with the relevant institutions or organizations; meanwhile,

I also agree and authorize the latter to provide information required for verification.

三、本人纳税年度内在广州市工作累计满 90 天。

III. I have worked in Guangzhou for a minimum of 90 days in the tax year.

四、本人接受按照《广州市关于实施粤港澳大湾区个人所得税优惠政策财政补贴管理办法》所列公式求得的年度个税补贴计算结果。

IV. I accept the amount of IIT subsidy of the tax year that is calculated with the formula set out in *Measures of Guangzhou for Administration of Financial Subsidies under Preferential Individual Income Tax (IIT) Policies in Guangdong-Hong Kong-Macao Greater Bay Area (GBA)*.

五、本人确定将相关补贴拨付到以本人之名在中国内地开设并已激活的 I 类银行结算账户（即全功能账户），具体为：账户名称：\_\_\_\_\_，开户银行（具体到支行名称）：\_\_\_\_\_，银行账号：\_\_\_\_\_。

V. I confirm that the relevant subsidy will be allocated to a Class I bank settlement account (i.e. full-function account) opened and activated in the Chinese mainland in my name, with details as follows

A/C Name:\_\_\_\_\_;

Bank Name (Branch Name):\_\_\_\_\_;

A/C No.:\_\_\_\_\_.

六、本人在申请本财政补贴前，已完成相应纳税年度的个人所得税补税或退税手续，并保证本补贴审核通过后，不再重复申领相应纳税年度的个人所得税退税。

VI. Before applying for the financial subsidy, I have completed the procedures of IIT overdue payment or refund of the corresponding tax year, and I guarantee that, after the subsidy is approved, I will not repeatedly apply for the IIT refund of the corresponding tax year.

七、本人对所有填报内容和提交材料的真实性负责，由此产生的一切责任由本人承担。

VII. I am responsible for the authenticity of all information filled

and submitted herein and will assume all the liabilities arising therefrom.

申请人签名:

Applicant:(Signature):

年 月 日

Date:

# 申请个税优惠补贴承诺书

## Application for Financial Subsidies under Preferential Individual Income Tax (IIT) Policies

### Letter of Commitment

(适用于扣缴义务人代申请人办理个税补贴申请手续)  
(For Withholding Agent Handling Application Procedures on  
Applicant's Behalf)

我单位是\_\_\_\_年纳税年度粤港澳大湾区个人所得税优惠政策财政补贴申请人\_\_\_\_\_ (申请人姓名) 的扣缴义务人。现郑重承诺如下：

We are the withholding agent of \_\_\_\_\_ (name of the applicant), the applicant for financial subsidies under IIT policies in GBA of \_\_\_\_ tax year. We hereby undertake and agree as follows:

一、本单位已充分了解广州市关于粤港澳大湾区个人所得税优惠政策财政补贴的申报要求，认真审查了申请人资格，确保所有申报材料、申报信息真实、完整，申报资质有效。

I. We have fully understood the application requirements of Guangzhou Municipality on the financial subsidies under IIT policies in GBA. We have carefully examined the eligibility of the applicant and ensured that all application materials and information are true and complete and the applicant eligible.

二、本单位对申请人全部申报材料、申报系统中所填信息的真实性、准确性，以及申报材料与申报系统中填报信息的一致性负责。

II. We will be responsible for the authenticity and accuracy of all application materials of the applicant and the information filled in the application system, as well as the consistency between the them.

三、本单位已了解相关法律、法规和政策规定，如以申报虚假材料和信息等行为骗取财政资金，本单位愿意承担相关的行政、经济和法律法律责任。

III. We have understood the relevant laws, regulations and policies, and are willing to assume the relevant administrative, economic and legal

liabilities for defrauding financial funds with false application materials and information.

四、本单位承诺不存在《广州市关于实施粤港澳大湾区个人所得税优惠政策财政补贴管理办法》第八条第三项之不诚信情形。

IV. We guarantee that there is no dishonest circumstance as specified in Item 3, Article 8 of *Measures of Guangzhou for Administration of Financial Subsidies under Preferential Individual Income Tax (IIT) Policies in Guangdong-Hong Kong-Macao Greater Bay Area (GBA)*.

五、本单位同意并授权广州市关于粤港澳大湾区个人所得税优惠政策财政补贴审核、监督部门就本单位和申请人有关信息向相关机构或组织进一步核查，同时也同意并授权相关机构或组织就核查内容反馈相关信息资料。

V. We agree and authorize the audit and supervision department of Guangzhou Municipality that audits and supervises the financial subsidies under IIT policies in GBA to further verify our/the applicant's information with relevant institutions or organizations; meanwhile, we also agree and authorize the latter to provide information required for verification.

六、申请人纳税年度内在广州市工作累计满 90 天。

VI. The applicant has worked in Guangzhou for a minimum of 90 days in the tax year.

七、申请人在申请本财政补贴前，已完成相应纳税年度的个人所得税补税或退税手续。本单位保证本补贴审核通过后，不会再为申请人代办重复申领相应纳税年度的个人所得税退税。

VII. Before applying for the financial subsidy, the applicant has completed the procedures of IIT overdue payment or refund of the corresponding tax year. We guarantee that, after the subsidy is approved, we will not repeatedly apply for the IIT refund of the corresponding tax year on behalf of the applicant.

八、本单位确定将相关补贴拨付到以申请人之名在中国内地开设并已激活的 I 类银行结算账户（即全功能账户），具体为：账户名称：\_\_\_\_\_，开户银行（支行名称）：\_\_\_\_\_，银行账号：\_\_\_\_\_。

VIII. We confirm that the relevant subsidy will be allocated to a Class I bank settlement account (i.e. full-function account) opened and activated

in the Chinese mainland in applicant's name, with details as follows:

A/C Name: \_\_\_\_\_;

Bank Name (Branch Name): \_\_\_\_\_;

A/C No.: \_\_\_\_\_.

九、本单位及经办人将严格保护申请人信息，如因自身原因造成信息泄露的一切后果由本单位自行承担。

IX. We and our staff shall keep the applicant's information strictly confidential. We will assume all consequences of the information leakage due to our own reasons.

法定代表人（机构负责人）签字：

Legal Representative (Head of Institution) (Signature):

年 月 日

Date:

（单位盖章）

(Official seal)

# 授权委托书

## Power of Attorney

委托人：\_\_\_\_\_（粤港澳大湾区个人所得税优惠政策财政补贴申请人）

Authorizer: \_\_\_\_\_ (Applicant for financial subsidies under IIT policies in GBA)

身份证件号：\_\_\_\_\_

ID No. \_\_\_\_\_

受委托单位：\_\_\_\_\_（属于委托扣缴义务人或其他单位办理的填写）

Authorized organization: \_\_\_\_\_ (applicable for application by a withholding agent or an authorized organization)

法定代表人姓名：\_\_\_\_\_

Name of Legal Representative: \_\_\_\_\_

法定代表人职务：\_\_\_\_\_

Position of Legal Representative: \_\_\_\_\_

授权代办工作人员姓名：\_\_\_\_\_

Name of authorized staff: \_\_\_\_\_

授权代办工作人员身份证件号：\_\_\_\_\_

ID No. of authorized staff: \_\_\_\_\_

受委托人：\_\_\_\_\_（属于委托个人办理的填写）

Authorized person: \_\_\_\_\_ (applicable for application by an authorized individual)

身份证件号：\_\_\_\_\_

ID No. \_\_\_\_\_

委托人现委托受委托单位/受委托人作为合法代理人，代表本人申请办理“粤港澳大湾区个人所得税优惠政策财政补贴”事项（“登录国家税务总局的自然人电子税务局查询个人所得税数据”事项除外）。对受托单位的指定办理工作人员/受委托人在办理上述事项过程中所

签署的文件，本人予以认可。

The authorizer hereby authorizes the authorized organization/authorized person to act as his/her legal agent to apply for “financial subsidies under IIT policies in GBA” (except for the matter of logging in the website of e-Tax Office for Natural Persons of the State Taxation Administration to enquire individual income tax data). I hereby acknowledge the documents signed by the designated staff of the authorized organization/authorized person in the process of handling the above matters.

代理权限：一般代理。

Agent authority: general agency

代理期限：20\_\_年7月1日~20\_\_年 月 日

Agency period: from July 1, 20\_\_\_\_ to

委托人：（签名）

Authorizer: (Signature)

受委托单位：（单位盖章）

Authorized organization:  
(Official Seal)

法定代表人：（签名）

Legal Representative: (Signature)

或 受委托人：（签名）

Or Authorized Person: (Signature)

日期： 年 月 日

Date:

日期： 年 月 日

Date: