

➤ **Q: How to pay stamp tax?**

A: In general, the stamp tax payable is computed by the taxpayer himself according to tax law. The taxpayer then purchases and affixes in one instance the full amount of tax stamps (usually referred to as 'stamping')

The taxable documents should be stamped at the time of signing or execution of contracts, at the time of commencing use of accounting record and/or at the time of receipt of certificates and licenses.

In order to simplify the tax payment procedures where the amount of tax payable is relatively large or where frequent stamping is necessary, taxpayers may apply to the local competent tax offices to use a tax payment account instead of stamping, or a periodic payment method. The limit for time and amount of periodic payment shall be determined by the local competent tax offices with the maximum period of one month.

Where the same document is signed by two parties or more (refers to the enterprises, units and individuals directly related to the document in terms of rights and obligations) and each party is issued a copy, each party shall be responsible for affixing on its own copy the full amount of tax stamps due.

The deputy of the party concerned has the obligation of paying the tax on behalf.

The tax stamps should be affixed on the taxable documents, and sealed across the perforation between the two halves of each stamp by the tax payers for cancellation or written off.

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