



公司註冊處
Companies Registry

核數師辭職通知書 Notification of Resignation of Auditor

表格
Form **NA2**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 上述公司已收到核數師根據《公司條例》(第 622 章)第 417(1)條發出的書面通知，辭去核數師職位。該通知並附有根據《公司條例》第 424 條有關辭任核數師規定須給予上述公司的陳述。

This company has received from the auditor a notice of resignation in writing that is given in accordance with section 417(1) of the Companies Ordinance (Cap. 622). The notice is accompanied by a statement required to be given by the resigning auditor to the company under section 424 of the Companies Ordinance.

A. 公司收到核數師辭職通知的日期

Date of Receipt of Notice of Resignation

<input type="text"/>	<input type="text"/>	<input type="text"/>
日 DD	月 MM	年 YYYY

B. 辭任核數師的資料 Particulars of Resigning Auditor

姓名 / 名稱 **Name**

地址 **Address**

室 / 樓 / 座等
Flat / Floor / Block etc.

大廈
Building

街道 / 屋苑 / 地段 / 村等
Street / Estate / Lot / Village
etc.

區
District

地區
Region

辭任的生效日期

Effective Date of Resignation

<input type="text"/>	<input type="text"/>	<input type="text"/>
日 DD	月 MM	年 YYYY

簽署 Signed :

5

姓名 Name : _____ 日期 Date : _____
董事 Director / 公司秘書 Company Secretary *

日 DD / 月 MM / 年 YYYY

*請刪去不適用者 Delete whichever does not apply

3

提交人資料 Presentor's Reference

姓名 / 名稱 Name:

地址 Address:

請勿填寫本欄 For Official Use

電話 Tel:

傳真 Fax:

電郵 Email:

檔號 Reference:

**《公司條例》(第 622 章)
第 417(3) 條規定交付的
核數師辭職通知書
填表須知 — 表格 NA2**

附註

引言

1. 任何人可藉向公司發出書面通知，辭去核數師職位，該通知須隨附《公司條例》第424條規定須給予的陳述。公司須在自收到辭職通知的日期起計的15日內，以本表格將述明該事實的通知，交付公司註冊處處長(「處長」)登記。
2. 請劃一以中文或英文申報各項所需資料。如以中文申報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。
4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

5. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字)，「-」後的數字無須填寫。於2023年12月27日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTIFICATION OF RESIGNATION OF AUDITOR

For the purposes of section 417(3) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NA2

Introduction

1. A person may resign from the office of auditor of a company by giving the company a notice in writing that is accompanied by a statement of circumstances required under section 424 of the Companies Ordinance. Within 15 days beginning on the date on which a company receives a notice of resignation, the company must deliver a notification in this form of that fact to the Registrar of Companies (the Registrar) for registration.
2. Please fill in all particulars and complete all items consistently in either Chinese or English. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.
3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.
4. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

Signature

5. This form must be signed by a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.