

周年申報表 Annual Return

♦ All the particulars filled in this specimen form are fictitious.

Specimen (For public company)

公司註冊處 Companies Registry

表格 Form NAR1

resemblance to individuals or companies is entirely coincidental. 商業登記號碼 ♦ Please deliver a complete form (i.e. pages 1-8 including pages with **Business Registration Number** inapplicable items and Schedule 1 or 2) except unused continuation sheets. 9999999 ♦ Please read the Notes for Completion before completing this form. 註 Note 1 公司名稱 Company Name Please fill in the first 8 digits of the business registration number. GOODYEARLY LIMITED 國泰民安有限公司 The company name must be the same as those stated in the company's Certificate of Incorporation or the last Certificate of Change of Name. 商業名稱(如有的話) Business Name (If any) 2 Note: This form must be properly signed and delivered with the correct annual registration fee within 42 days after the date of return stated in Section 4. Late delivery is subject 公司類別 Type of Company 請在適用的空格內加上 ✓ 號 Please tick the relevant box to payment of higher registration fee. 擔保有限公司 私人公司 公眾公司 Public company Company limited by guarantee Private company Please provide the code and description of the business nature in accordance with the 經營業務性質 categories of business nature which are available from the Companies Registry's **Business Nature** website. You may leave it blank if it is not applicable. 編碼 Code 描述 Description 本申報表的結算日期 30 11 2023 Date to which this Return is Made Up 日 DD 月MM 年 YYYY Please complete this section and deliver 隨本表格交付的財務報表所涵蓋的會計期 certified true copies of the relevant financial Period Covered by Financial Statements Delivered with this Form statements with this form. (私人公司無需填報此項 A private company needs not complete this section) 至 2022 31 05 01 06 2023 Τo H DD 月 MM 年 YYYY 年 YYYY 月 MM 在香港的註冊辦事處地址 Address of Registered Office in Hong Kong 室/樓/座等 Flat/Floor/Block etc. Full address of the registered office in Room 8, 28/F Hong Kong should be stated. 大廈 Building Bong Bong Commercial Centre 街道/屋苑/地段/村等 Street/Estate/Lot/Village 988 Shanghai Street 區 District 香港/HONG KONG Region 請勿填寫本欄 For Official Use 提交人資料 Presentor's Reference 姓名/名稱 Name: Practice Makes Perfect Limited 地址 Address: Room 9901- 9905, 99/F,

電話 Tel: 1111 2222 傅真 Fax: 1212 1212

1 Queensway, Hong Kong

電郵 Email: makesperfect@abc.com

檔號 Reference:pmp/gyl-NAR1



Please fill in the Presentor's Reference section

to facilitate follow up, if necessary.

Happy Commercial Building,

7

商業登記號碼 Business Registration Number

9999999

Please provide the email address and Hong Kong Contact Telephone Number of the company to facilitate communication. You may leave it blank if it is not applicable.

	Section of the sectio
雷郵地址 Email Address	7.10

ktoltd@yyy.com

8 香港聯絡電話號碼 Hong Kong Contact Telephone Number

+852 1111 2222

9 按揭及押記 Mortgages and Charges

截至本申報表的結算日期,所有根據《公司條例》(第 622 章)須向公司註冊處處長登記的,或若於 1912年1月1日後設定便須如此登記的按揭及押記的負債總額

Total amount of the indebtedness as at the date to which this return is made up in respect of all mortgages and charges which are required to be registered with the Registrar of Companies pursuant to the Companies Ordinance (Cap. 622) or would have been required to be so registered if created after 1 January 1912

HK\$999,999

Please state 'NIL' if this section is not applicable.

10 無股本公司的成員入數 Number of Member(s) of a Company Not Having a Share Capital

(有股本的公司無需填報此項 Company having a share capital need not complete this section)

截至本申報表的結算日期的成員人數 Number of Member(s) as at the Date to which this Return is Made Up

11 股本 Share Capital

(無股本的公司無需填報此項 Company not having a share capital need not complete this section)

	截至本申報表的結算日期 As at the Date to which this Return is Made Up						
股份的類別 (如普通股/		已發行股份 Issued Shares					
優先股等) Class of Shares (e.g. Ordinary/ Preference etc.)		總數 總款額 Total Number Total Amount		已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up			
Ordinary	HKD 10,000,000		10,000,000	10,000,000			
		number must agree with the total e classes in Schedule 1 or 2.	number of issued shares of				
總數 Total	HKD	10,000,000	10,000,000	10,000,000			

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12 公司秘書 Company Secretary

A. 公司秘書 (自然人) Company Secretary (Natural Person)

(如超過一名公司秘書屬自然人,請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary is a natural person)

中文姓名 Name in Chinese				李比舒
英文姓名 Name in English	姓氏 Surname			Li
	名字 Other Names			Bei Shu
前用姓名 Previous Names	中文 Chinese		I Fradiahi	For a company incorporated before 3.3.2014, if the company secretary, who is a natural person, has not
別名 Alias	中文 Chinese]	reported his / her Hong Kong correspondence address in a Form ND2A / ND2B, please state the address of the company's registered office in this box.
	英文 English			
香港通訊地址 Hong Kong Correspondence Address	《/樓/座等 /Floor/Block etc.	Room 8, 28/F	:	*
	大 廈 Building	Bong Bong Co	ommercia]	l Centre
街道/屋苑/ Street/Estate/L		988 Shanghai	Street	
	區 District			Please provide the partial number of Hong Kong Identity Card or the partial number and issuing country / region of passport registered with the Companies Registry (CR) (as appropriate). DO NOT fill in the full identification
	地 區 Region	香港/HONG	KONG	number. If these particulars have not yet been reported to the CR, please report the change by completing a Form ND2B. If the company secretary does not have a Hong
電郵地址 Email Address				Kong Identity Card or a passport, please state 'NIL' in the boxes provided.
身分識別 Identificati (a) 香港身分證 <u>部分</u> Partial Number of	號碼	entity Card	N	1666 * * * (*)
(b) 護照 Passport	Iss	簽發國家/地區 uing Country/Region		
		部分號碼 <u>Partial Number</u>		
信託或公司服務提供請填報牌照編號或在適用的空		est or Company Serv		
牌照編號 Licence No.	99999	無須領有牌與 Not required to obtain a licence		eason:

表格 NAR1 Form

商業登記號碼 **Business Registration Number**

9999999

firm,

- 12 公司秘書 Company Secretary (續上頁 cont'd)
- B. 公司秘書 (法人團體) Company Secretary (Body Corporate)

(如超過一名公司秘書屬法人團體,請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a body corporate)

	中文名稱	
	Name in Chinese	優越秘書服務有限公司 ← If the company secretary is a firm, please state its particulars in these
	英文名稱 Name in English	Practice Makes Perfect Limited
22	香港地址 Hong Kong Address	Room 9901-9905, 99/F
	大廈 Building	Happy Commercial Building
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.	1 Queensway
	District	
	地區 Region	香港/HONG KONG
Ð	電郵地址 Email Address	makesperfect@abc.com
9	商業登記號碼 Business Registra	7888888 7888888
20	信託或公司服務提供者牌照 Tru 請填報牌照編號或在適用的空格內加上 < 號	ust or Company Service Provider Licence Please provide the licence no. or tick the relevant box
	牌照編號 Licence No.	無須領有牌照 Not required to obtain a licence

商業登記號碼 Business Registration Number

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13 董事 Directors

A. 董事 (自然人) Director (Natural Person)

(如超過一名董事屬自然人,請用續頁 C 填報	Use Continuation Sheet C if more than 1	director is a natural person)
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請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 代替 Alternate to 身分 董事 候補董事 Alternate Capacity Director Director 中文姓名 高鼓植 Name in Chinese 英文姓名 姓氏 Κo Name in English Surname 名字 Goo Jik Jackie Other Names 前用姓名 中文 英文 **Previous Names** Chinese **English** 別名 中文 **Alias** Chinese 英文 Jack Ko English For a company incorporated before 通訊地址 室/樓/座等 24.10.2022, if the director, who is a natural Correspondence Room 8, 28/F Flat / Floor / Block etc **Address** person, has not reported his / her correspondence address in a Form ND2A / ND2B, please state the address of the 大 廈 Bong Bong Commercial Centre Building company's registered office in this box. If a non-Hong Kong address is given, please state the name of the country / region. 街道/屋苑/地段/村等 Street/Estate/Lot/Village etc. 988 Shanghai Street 區/市/省/州/郵遞區號等 District/City/Province/ State / Postal Code etc 國家/地區 Hong Kong Country/Region 雷郵地址 jackko@abc.com **Email Address** 身分識別 Identification (a) 香港身分證<u>部分號碼</u> **AB888** Partial Number of Hong Kong Identity Card (b) 護照 簽發國家/地區 **Passport** Issuing Country/Region 部分號碼 Partial Number Please provide the partial number of Hong Kong Identity Card or the partial number and issuing country / region of passport registered with the CR (as appropriate). DO NOT fill in the full identification number. If these particulars have not yet been reported to the CR, please report the change by completing a Form ND2B. If the director / alternate director does not have a Hong Kong Identity Card or a

passport, please state 'NIL' in the boxes provided.

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body corporate as its director.

13 董事 Directors (續上頁 cont'd)

B. 董事 (法人團體) Director (Body Corporate)

(如超過兩名董事屬法人團體,請用續頁 D 填報 Use Continuation Sheet D if more than 2 directors are body corporate) 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)

Note: A public company cannot appoint a

23	1 身分 Capacity	董事 Director	候補董事 Alternate Director	代替 Alternate to
	中文名稱 Name in Chinese			
	英文名稱 Name in English			
28	地址 室/樓/座等 Address Flat/Floor/Block etc			
	大 廈 Building			
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc			
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc			
	國家/地區 Country/Regior			
26	電郵地址 Email Address			
29	商業登記號碼 Business Regi (只適用於在香港註冊的法人團體 Only applicable to body corporate register			
23	請在適用的空格內加上 ✓ 號 Please tick			/D ## Allowante to
	2 身分 Capacity	董事 Director	候補董事 Alternate	代替 Alternate to
	Cupusity		Director	
	中文名稱 Name in Chinese		Director	
	中文名稱		Director	
28	中文名稱 Name in Chinese 英文名稱		Director	
28	中文名稱 Name in Chinese 英文名稱 Name in English 地址 室/樓/座等		Director	
28	中文名稱 Name in Chinese 英文名稱 Name in English 地址		Director	
28	中文名稱 Name in Chinese 英文名稱 Name in English 地址		Director	
28	中文名稱 Name in Chinese 英文名稱 Name in English 地址 室/樓/座等 Address Flat/Floor/Block etc 大廈 Building 街道/屋苑/地段/村等 Street/Estate/Lot/Village etc 區/市/省/州/郵遞區號等 District/City/Province/		Director	
28	中文名稱 Name in Chinese 英文名稱 Name in English 地址		Director	

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- 13 董事 Directors (續上頁 cont'd)
- C. 備任董事 Reserve Director

(只適用於只有一名成員而該成員同時亦是唯一董事的私人公司

Only applicable to a private company with only one member who is also the sole director of the company)

4	中文姓名 Name in Chinese		
	英文姓名 姓氏 Name in English Surname		
	名字 Other Names		
	前用姓名 中文 Previous Names Chinese	英文 English	
	別名 中文 Alias Chinese		
	英文 English		
	通訊地址 Correspondence		
	大廈 Building		
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.		
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.		
	國家/地區 Country/Region		
	電郵地址 Email Address		
•	身分識別 Identification (a) 香港身分證 <u>部分號碼</u> <u>Partial Number</u> of Hong Kong Id	entity Card * * * (*)
	(b) 護照 Passport Is	簽發國家/地區 uing Country/Region	
		部分號碼 Partial Number	



商業登記號碼 Business Registration Number

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egister of Chargopies of Instrument arges 述書 Statement MALATINET AREA PAINTED 現述明公司自最近 日期起),並沒有發本申報表的結算日 條於計算公司成員 The company has not first annual return), iss that if the number of mof persons who, under members of the company has not first annual return. If a company has not first annual return, iss that if the number of mof persons who, under members of the company first annual return. If a company has not first annual return, iss that if the number of mof persons who, under members of the company first annual return.	ing section is NOT 東述 For a privat 表的結算日非 請公眾人士 十名的人。 f the last annual to the public to the public to the Companie 是示 A 的《董事責任 read 'A Guide of directors out	Happ 1 Qu 1 Qu E applicable te company 期起(如屬 認購公司 日五十名:	y Commer eensway, eto a public c y, please tick th 属首份周年 司的任何股	905, 99/ rcial Bu HONG K ompany. he box to mak	F, ilding, ONG e the Statement) 即自公司成立	
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iarges 述書 Statement	section is NOT 東述 For a privat 表的結算日 請公眾人士 十名,則超出 在內的人。 f the last annu n to the public tompany exceed the Companie 是示 A 的《董事責任 read 'A Guide of directors out	1 Qu applicable te company 期起(如屬 認購公司 五十名:	eto a public copple graph of the public of	MONG Kompany. The box to make 中報表,貝	ONG e the Statement) 即自公司成立	
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All directors of the compa acquaint themselves with	的〈董事責任 read 'A Guide of directors ou urn includes	ds 50 as a	be for any sha at the date of	date of incor ares or debe f this return,	家《公司條例》 rporation in the o ntures of the co the excess cons	第 11(2) case of the mpany and sists wholly
申報表包括下列續頁		on Directo	並熟悉該指 prs' Duties' pu			
		the follow	wing Continu	uation Shee	t(s) / Schedule	(s)
	續貝 Cont	inuation	Sheet(s)		附表一	附表二
	В	С	D	E	Schedule 1	Schedule 2
〔數 <mark>Number of pages</mark>	0	<mark>2</mark>	0	0	0	<mark>2</mark>
〔隻	A Number of pages 0	directors of the company are advised to read 'A Guide quaint themselves with the general duties of directors or 報表包括下列續頁/附表 This Return includes 續頁 Cont	directors of the company are advised to read 'A Guide on Director quaint themselves with the general duties of directors outlined in t 報表包括下列續頁/附表 This Return includes the follow 續頁 Continuation A B C	directors of the company are advised to read 'A Guide on Directors' Duties' propagation of the company are advised to read 'A Guide on Directors' Duties' propagation of the Guide. 報表包括下列續頁/附表 This Return includes the following Continuation Sheet(s) A B C D	directors of the company are advised to read 'A Guide on Directors' Duties' published by to quaint themselves with the general duties of directors outlined in the Guide. 報表包括下列續頁/附表 This Return includes the following Continuation Sheet 續頁 Continuation Sheet(s) A B C D E	報表包括下列續頁/附表 This Return includes the following Continuation Sheet(s) / Schedule / 續頁 Continuation Sheet(s) / 所表一 A B C D E Schedule 1
	aı	1	L	L I		<u> </u>

附表一 Schedule 1

(非上市公司適用 FOR NON-LISTED COMPANY)

本申報表的結算 Date to which th		Made Up			商業登記號碼 Business Registration Numl
		•		Γ	
日 DD 月	∮MM 4	₹YYYY		L	
					d Company (Section 14
on-listed company havi	ing a share capital	can complete this	page. If there are more th	an 2 members, or if there is m	讀型數碼多功能光碟提供成員詳情。 nore than one class of shares, please
				embers in the form of CD-ROM s) as at the Date to wh	or DVD-ROM.) Sinich this Return is Made Up
设份類別 Class of Shares			 此類別股份	的已發行總數 er of Issued Shares in	
中文姓名/名稱 Name in Chinese					持有股份數目 No. of Shares Held
英文姓名 Name in English					
<u>或 OR</u> 英文名稱	姓氏	Surname	名	字 Other Names	股份是聯名持有 Shares are Jointly He
Name in English					(如適用,請加 ✓ 號 Please tick if applicable
	室/樓/座等 Floor/Block etc.				
	大 廈 Building				
街道/屋苑/ Street/Estate/	/地段/村等 [Lot/Village etc.				
	N/郵遞區號等 City/Province/ Postal Code etc.				
(國家/地區 Country/Region				
備註* Remarks*					
	*例如聯名持	有股份、股份轉	讓等的詳情。For exampl	e, details of jointly held share	es, share transfer, etc.
中文姓名/名稱 Name in Chinese					持有股份數目 No. of Shares Held
英文姓名 Name in English					
<u>或 OR</u> 英文名稱	姓氏	Surname	名	字 Other Names	股份是聯名持有 Shares are Jointly He
Name in English					(如適用,請加 ✔ 號 Please tick if applicable
	室/樓/座等 Floor/Block etc.				
	大廈 Building				
Street / Estate /					
	N/郵遞區號等 City/Province/ Postal Code etc.				
(國家/地區 Country/Region				
備註* Remarks*					
				e details of iointly held shar	



表格 **Form**

If this form is used for delivering an annual return of a listed company under sections 107 and 109 of the Predecessor Companies Ordinance, please delete the inapplicable wording "who Held 5% or More of the Issued Shares in any Class of the Company's Shares". A list of particulars of all members as at the Date to which this Return is made up should be attached instead.

附表二 Schedule 2

FOR LISTED COMPANY)

本申報表的結算日期

Date to which this Return is Made Up 2023 30 11 ∃ DD 月MM 年 YYYY

This date should be the same as the date stated in Section 4.

商業登記號碼 **Business Registration Number** 9999999

<u>上市公司的成員詳情</u> (第 14 項) Particulars of Member(s) of a Listed Company (Section 14)

(有股本的上市公司可填報此頁。如超過兩名成員需要申報,或超過一類股份,可另加附表二。另外,公司可選擇以唯讀光碟或唯讀型數碼多功能光碟提供成員詳情。 Listed company having a share capital can complete this page. If there are more than 2 members that are required to be reported, or if there is more than one class of shares, please use additional Schedule 2. Alternatively, the company can choose to provide particulars of members in the form of CD-ROM or DVD-ROM.)

截至本申報表的結算日期持有公司任何類別股份中的 5% 或多於 5% 發行股本的成員的詳情

Particulars of Member(s) who Held 5% or More of the Issued Shares in any Class of the Company's Shares as at the

Date to which this	<u>Return is Made Up</u>		
股份類別 Class of Shares	Ordinary	此類別股份的已發行總數 Total Number of Issued Shares in this Class	10,000,000
1 中文姓名/名稱 Name in Chinese	shares	otal number must agree with the total number of issued in this class stated in Section 11. In case more than one of Schedule 2 is used for same Class of Shares, such total	持有股份數目 No. of Shares Held
英文姓名 Name in English		er should also be filled in all pages of Schedule 2.	500,000
或 OR	姓氏 Surname	名字 Other Names	佔此類別已發行股份的百分比 Percentage of Issued Shares Held in this Class
英文名稱 Name in English			5%
	/ 樓/座等 pr/Block etc. Room A, 12,	/F	股份是聯名持有 Shares are Jointly Held
	大廈 Building ABC Buildin	ng	(如適用,請加 ✔ 號 Please tick if applicable.)
街道/屋苑/地 Street/Estate/Lot	也段/村等 /Village etc. 888 Queen's	s Road Central	
區/市/省/州/ District/City	郵遞區號等		
	國家/地區 ntry/Region Hong Kong		
備註* Remarks*			
	*例如聯名持有股份的詳情。For	example, details of jointly held shares.	
2 中文姓名/名稱 Name in Chinese			持有股份數目 No. of Shares Held
英文姓名 Name in English	Sheung	Kin Sang	1,050,000
或 OR	姓氏 Surname	名字 Other Names	佔此類別已發行股份的百分比 Percentage of Issued Shares Held in this Class
英文名稱 Name in English			10.5%
地址 室/ Address Flat/Floo	/ 樓/座等 pr/Block etc. Flat C, 11,	/F	股份是聯名持有 Shares are Jointly Held
	大廈 Building Moon Ting N	Mansion	(如適用,請加 ✔ 號 Please tick if applicable.)
街道/屋苑/地 Street/Estate/Lot		Road	
區/市/省/州/ District/City State/Pos			
	國家/地區 ntry/Region Hong Kong		
備註* Remarks* Plea	se fill in the page number of the So	chedule 2.	

*例如聯名持有股份的詳情。For example, details of jointly held shares......



表格 NAR1 Form

附表二 Schedule 2

(上市公司適用 FOR LISTED COMPANY)

本申報表的結算日期

備註* Remarks*

Date to which this Return is Made Up 30 11 2023

商業登記號碼 **Business Registration Number** 9999999

	数棒 /	年YYYY ′ 笋 1 4 ॉ百 \ Part	ticulars of Member(s) of a Listed Comp	any (Section 14)
(有股本的上市公司可填報此 Listed company having a si class of shares, please use 截至本申報表的結	:頁。如超過兩 hare capital co additional Sch :算日期持	i名成員需要申報,或超過 an complete this page. nedule 2. Alternatively, th 存有公司任何類別	一類股份,可另加附表二。另外,公司可選擇以唯讀光碟或唯讀型 If there are more than 2 members that are required to be reporte the company can choose to provide particulars of members in the fo 可股份中的 5% 或多於 5% 發行股本的成員 e of the Issued Shares in any Class of the Cor	數碼多功能光碟提供成員詳情。 ed, or if there is more than one orm of CD-ROM or DVD-ROM.) 的詳情
Date to which this F	Return is N	√lade Up	•	•
股份類別 Class of Shares	0r	dinary	此類別股份的已發行總數 Total Number of Issued Shares in this Class	10,000,000
1 中文姓名/名稱 Name in Chinese				持有股份數目 No. of Shares Held
英文姓名 Name in English				748,000
<u>或 OR</u> 英文名稱	姓日	£ Surname	名字 Other Names	估此類別已發行股份的百分比 Percentage of Issued Shares Held in this Class
英文石構 Name in English		Great	er Wealth Limited	7.48%
地址 室/ Address Flat/Floor	樓/座等 /Block etc.	2/F		股份是聯名持有 Shares are Jointly Held
	大廈 Building	Rich Commer	rcial Building	(知邇用・請加 ✔ 號 Please tick if applicable.)
街道/屋苑/地 Street/Estate/Lot/		999 Nathan	Road	
區/市/省/州/ District/City/ State/Post				
	l家/地區 ntry/Region	Hong Kong		
備註* Remarks*				
	*例如聯名持	<i>弄有股份的詳情。For</i> 。	example, details of jointly held shares.	
2 中文姓名/名稱 Name in Chinese				持有股份數目 No. of Shares Held
英文姓名 Name in English				
<u>或 OR</u>	姓日	夭 Surname	名字 Other Names	佔此類別已發行股份的百分比 Percentage of Issued Shares
英文名稱 Name in English				Held in this Class
	樓/座等 /Block etc.			股份是聯名持有 Shares are Jointly Held
	大廈 Building			(如適用・請加 ビ 號 Please tick if applicable.)
街道/屋苑/地 Street/Estate/Lot/				
區/市/省/州/j District/City/ State/Post	郵遞區號等 /Province/ tal Code etc.			
	│家/地區 htry/Region			

*例如聯名持有股份的詳情。For example, details of jointly held shares.

Date to which this Return is Made Up

本申報表的結算日期

續頁 A Continuation Sheet A

商業登記號碼 Business Registration Number

Unused Continuation Sheet needs not be delivered to the CR.

日 DD 月 M	AM 年YYYY				
公司秘書詳情(P			Saction 12A)		
Details of Compar 中文姓名	iy Secretary (N	aturai Person) (Section 12A)		
Name in Chinese					
英文姓名 Name in English	姓氏 Surname				
	名字 Other Names				
前用姓名 Previous Names	中文 Chinese		英文 English		
別名 Alias	中文 Chinese				
	英文 English				
香港通訊地址 Hong Kong Correspondence Address	室/樓/座等 t/Floor/Block etc.				
	大 廈 Building				
街道/屋 Street/Estat	. 苑/地段/村等 .e/Lot/Village etc.				
	區 District				
	地 區 Region	香港/HONG	KONG		
電郵地址 Email Address					
身分識別 Identificati		<u>-</u>			
(a) 香港身分證 <u>部分</u> Partial Number of	<u>號碼</u> Hong Kong Identity	Card		* * *	(*
(b) 護照 Passport	Issi	簽發國家/地區 uing Country/Region			
		部分號碼 Partial Number			
信託或公司服務提付請填報牌照編號或在適用的空	供者牌照 Trust or ^{格内加上 ✓ 號 Please} ,	Company Service provide the licence no. or to	Provider Licence ick the relevant box		
牌照編號 Licence No.		無須領有牌 Not required to obtain a licence	原因 Reason:		
					(E) (P) (I



^{表格} NAR1	續頁 B Continuation Shee
Torm Unused Contin 本申報表的結算日期	uation Sheet needs not be delivered to the CR. 商業登記號碼
Date to which this Return is Made Up	周来显出观响 Business Registration Nu
日DD 月MM 年YYYY	
公司秘書詳情 (法人團體) (第 12B 項)	
Details of Company Secretary (Body Cor	orate) (Section 12B)
中文名稱 Name in Chinese	
Name in Onniese	
英文名稱	
Name in English	
香港地址	
Hong Kong 室/樓/座等 Address Flat / Floor / Block etc.	
7.00.000	
大廈 Building	
街道/屋苑/地段/村等	
Street / Estate / Lot / Village etc.	
區	
District	
地區	
Region 香港/	HONG KONG
電郵地址	
电到地址 Email Address	
商業登記號碼 Business Registration Number	

無須領有牌照 Not required to

obtain a licence

原因 Reason:



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牌照編號 Licence No.

^{表格} NA	R1	This date show	ıld be the same as	續頁 C Conti	nuation Sheet
本申報表的結算日 Date to which this	期	the date stated	in Section 4.		商業登記號碼
	1 2023				ss Registration Nur 99999999
	MM 年YYYY		person acts as both e director, please ti	n director and	
董事詳情 (自然		=	\		
Details of Directo 請在適用的空格內加上 🗸			1		
身分		董事	候補董事	代替 Alternate to	<mark>)</mark>
Capacity		Director	Alternate Director	► Ko Goo	Jik Jackie
	In the case of an alterna principal director to wh				
中文姓名 Name in Chinese				戴國聚	
英文姓名 Name in English	姓氏 Surname			Tai	
	名字 Other Names		K	wok Chui	
前用姓名 Previous Names	中文 Chinese		英文 English		
別名 Alias	中文 Chinese		,		6 24102022 12
			director	company incorporated be, who is a natural person,	has not reported his / h
	English		state the	ondence address in a Forn e address of the company'	
通訊地址 <mark>Correspondence</mark> <mark>Address</mark> Fl	室/樓/座等 at/Floor/Block etc.	Room 8, 28/F		n-Hong Kong correspon tate the name of the countr	
	大 廈 Building	Bong Bong Co	ommercial (Centre 🔺	
	屋苑/地段/村等 ate/Lot/Village etc.	988 Shanghai	Street		
Distr	ict/City/Province/ ate/Postal Code etc.				
	國家/地區 Country/Region	HONG KONG			
電郵地址 Email Address					
身分識別 Identificat		,			
(a) 香港身分證 <u>部分</u> Partial Number o	} 號 碼 f Hong Kong Identity	Card	M2	99 *	* * (*
(b) 護照 Passport	lss	簽發國家/地區 uing Country/Region		≯	
Please state both the the issuing country /		·······▶ 部分號碼 Partial Number	7		
The two fields are co of information.		Please provide the pa		ong Kong Identity Card o	
or information.				f passport registered with full identification number	
		particulars have not y	et been reported to	o the CR, please report the tor / alternate director does	change by
指明編號 1/2023 (2023 年	12 月) Specification No.			lease state 'NIL' in the box	

表格 NAR1 **Form**

This date should be the same as the date stated in Section 4.

續頁 C Continuation Sheet C

商業登記號碼

Business Registration Number

9999999

本申報表的結算日期

Date to which this Return is Made Up 2023 30 11 日 DD 月MM

年 YYYY

董事詳情 (自然人) (第 13A 項)

Details of Director (Natural Person) (Section 13A)

身分 Capacity	<u>.</u>	<mark>✓</mark> 」董事 <mark>Director</mark>		候補董事 Alternate Director	代替 Alternate to
中文姓名 Name in Chinese					医好運
英文姓名 Name in English	姓氏 Surname	Lee			
	名字 Other Names			Ho W	lan John
前用姓名 Previous Names	中文 Chinese		E	英文 English	
別名 Alias	中文 Chinese				
	英文 English				
通訊地址 <mark>Correspondence</mark> Address Flat	室/樓/座等 Floor/Block etc.	Room 10			
	大厦 Building				
街道/屋列 Street/Estate/	5/地段/村等 /Lot/Village etc.	No. 7 Pu	rple La	ne	
District /	州/郵遞區號等 / City / Province / / Postal Code etc.	New Jers	ey		
	國家/地區 Country/Region	USA	4		If a non-Hong Kong address is given, please state the name of the country / region.
電郵地址 Email Address					
身分識別 Identificatior (a) 香港身分證 <u>部分號</u> <u>Partial Number</u> of H	法碼	Card			* * * (*
(b) 護照 Passport	Issi	簽發國家/ uing Country/	/地區 Region		USA
Please state both the part the issuing country / reg The two fields are considered of information.	ion of passport.	Partial N Pl pa	ease provide rtial number	and issuing cou	er of Hong Kong Identity Card or the untry / region of passport registered DO NOT fill in the full identification

or a passport, please state 'NIL' in the boxes provided.

本申報表的結算日期

續頁 D Continuation Sheet D

商業登記號碼

Unused Continuation Sheet needs not be delivered to the CR.

Date to whice	h this Return is Made l	<u>Jp</u>		Business Registration Nu
日 DD	月MM 年YYY			
			of Director (Body C	Corporate) (Section 13B)
	为加上 ✔ 號 Please tick the			/Dath Altowarts to
1 身分 Capacity		董事 Director		代替 Alternate to
. ,			Director	
中文名稱				
Name in C	hinese			
英文名稱				
Name in E	nglish			
地址	室/樓/座等			
Address	Flat / Floor / Block etc.			
	大廈 Building			
(f	街道/屋苑/地段/村等 eet/Estate/Lot/Village_etc.			
	/市/省/州/郵號區號等			
	District / City / Province / State / Postal Code etc.			
	國家/地區 Country/Region			
電郵地址	Jeanu 1,7 1.15g.51.			
Email Add	ress			
(只適用於在香	號 碼 Business Registrat 港註冊的法人團體 e to body corporate registered in F			
	为加上 ✓ 號 Please tick the			F
2 身分 Capacity		董事 Director		代替 Alternate to
Capacity		Bircotor	Director	
中文名稱				
Name in C	hinese			
英文名稱 Name in E				
Name in E	nglish			
地址	室/樓/座等			
Address	Flat / Floor / Block etc.			
	大 廈 Building			
	街道/屋苑/地段/村等			
	eet/Estate/Lot/Village_etc. /市/省/州/郵遞區號等			
_	District / City / Province / State / Postal Code etc.			
	國家/地區 Country/Region			
電郵地址	Country/ (Coglor)			
Email Add				
	號 碼 Business Registrat 港註冊的法人團體	ion Number		
	e to body corporate registered in F	long Kong)		



Unused Continuation Sheet needs not be delivered to the CR.

本申報表的結算日期

1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3 71 11 793	
Date to whic	h this Return	is Made Up
חח 🗆	⊟ мм	在 VVVV

商業登記號碼
Business Registration Number

公司紀錄 (第 15 項)

Company Records (Section 15)

公司備存下列紀錄的地址(如並非備存於第 6 項所述的註冊辦事處內)
Address where the following company records are kept (if not kept at the registered office stated in Section 6)

公司紀錄 Company Records	地址 Address



Notes for Completion should be read but need not be delivered to the CR.

《公司條例》(第 622 章) 第 662 條規定交付的

周年申報表

填表須知 — 表格 NAR1

附註

引言

- 4. 每間在香港成立為法團的公司必須向公司註冊處處長(「處長」)交付一份周年申報表登記。公司董事及公司秘書有責任確保申報表正確反映公司於申報表的結算日期的狀況。
- 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。

交付表格的期限

4. <u>本表格必須於申報表的結算日期後 42 日內交付處長登記</u>。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。不論公司屬何類別, <u>逾期提交者均須繳付較高的註冊費</u> <u>用</u>。

費用

5. 本表格必須連同正確的註冊費用一併交付,否則公司註冊處不會接納。公司註冊處將依據公司重新交付表格的日期,計算所需繳付的註冊費用。有關所需費用的詳情,請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用,抬頭請註明「公司註冊處」。請勿郵寄現金。

簽署

6. 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,並將依據 公司重新交付已簽妥的表格的日期,計算所需繳付的註冊費用。

商業登記號碼

7. 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。

商業名稱 (第2項)

8. 除公司名稱外,請申報所採用的任何商業名稱。

公司類別 (第3項)

9. 請按照公司註冊處網站(www.cr.gov.hk)提供的業務性質類別填報公司經營業務性質的編碼及描述。如公司經營多類業務,請填報最主要的一類。

本申報表的結算日期 (第4項)

10. 請述明申報表的結算日期。就某一年而言,私人公司的申報表的結算日期,即該公司成立為法團之日在該年中的周年日。就某一財政年度而言,公眾公司的申報表的結算日期,即該公司的會計參照期結束後的 6 個月屆滿之日;屬擔保有限公司的申報表的結算日期,即該公司的會計參照期結束後的 9 個月屆滿之日。

隨本表格交付的財務報表所涵蓋的會計期 (第 5 項)

- 11. (a) 公眾公司或擔保有限公司的周年申報表須隨附根據《公司條例》第430條須送交該公司每名成員的關乎該財政年度的報告文件的副本,包括財務報表、董事報告及就該財務報表作出的核數師報告。該等副本須經該公司的一名董事或公司秘書核證為真實副本。
 - (b) 如(a) 段所述的任何文件所用的語文既非中文亦非英文,該文件的經核證英文或中文譯本必須附於該文件。

在香港的註冊辦事處地址 (第6項)

12. 註冊辦事處的地址必須為公司於申報表的結算日期當日的地址。本處不接納非香港地址、「轉交」地址及郵政信箱號碼。

電郵地址及香港聯絡電話號碼 (第7及8項)

13. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如上述資料有任何更改,請以表格 NR1 通知公司註冊處。

股本 (第 11 項)

14. 有股本的公司必須申報其已發行股本及已繳股款的詳細資料。以下例子只供參考。

例子: 甲乙丙有限公司已發行 5,000 股普通股,截至本申報表的結算日期該等普通股已繳足股款。

	截至本申報表的結算日期 As at the Date to which this Return is Made Up				
股份的類別 (如普通股/			已發行股份 Issued Shares		
優先股等) Class of Shares (e.g. Ordinary / Preference etc.)	貨幣單位 Currency	總數 Total Number	總 款 額 Total Amount	已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up	
普通股	港元	5,000	5,000	5,000	
總數 Total	港元	5,000	5,000	5,000	

公司秘書 (第12項)

- **15.** 屬自然人的公司秘書的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。
- **16.** 請申報屬自然人的公司秘書*在香港的通訊地址*。本處不接納非香港地址及郵政信箱號碼。
- 17. 請提供公司秘書的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改,請以表格 ND2B 通知公司註冊處。

18. (a) 請填報香港身分證的 <u>部分號碼</u>。如該人並非香港身分證持有人,請提供其所持護照的 <u>部分號碼</u>及簽發國家/地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指一

- (i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) 該序列的前半部分;或
- (ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) 該序列的首個字元開始,至處於該序列正中間位置的字元為止的部分。

例子:

香港身分證號碼

完整號碼 (包括括號內的數字或字母)	部分號碼 (即所有英文字母及首三個數字)
A123456(7)	A 1 2 3 * * * (*)
AA123456(7)	A A 1 2 3 * * * (*)

護照號碼

完整號碼 (包括標點符號及標記符號)	部分號碼	
ABCD1234567	ABCD12	
ABCD12345678	ABCD12	
ABCD123456789	ABCD123	
ABC-123-4	ABC1	
#A1234567H(*)	A1234	

- (b) 如公司秘書屬自然人,並曾根據以上描述,在公司註冊處登記其香港身分證或護照的*部分號碼*,請填報該*部分號碼*。
- (c) *讀 勿* 在 有 關 空 格 內 填 報 完 整 的 身 分 識 別 號 碼 , 格 內 所 填 報 的 資 料 會 供 公 眾 查 閱 。
- (d) 如該項資料未曾在本處登記,請在有關的空格內填上「無」。
- 19. 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/註冊的公司,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」或「非香港公司註冊證明書」上的編號。
- 20. 根據《打擊洗錢及恐怖分子資金籌集條例》(第 615 章)(「該條例」)第 53F條,任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務,即屬犯罪。

如公司秘書為信託或公司服務持牌人,請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B條無須領有牌照以經營信託或公司服務業務;或並非以業務形式在香港經營信託或公司服務,因而未領有牌照,請在適用的空格內加上 號,並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問,請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情,或向該辦事處查詢。如有需要,請就有關事宜尋求獨立的法律意見。

- 21. 如某商號的所有合夥人為公司的聯名公司秘書,請在第 12B 項供公司秘書(法人團體) 填報的空格內填報商號名稱及其在<u>香港</u>的主要辦事處的地址。本處不接納非香港地址、 「轉交」地址及郵政信箱號碼。
- **22.** 如公司秘書屬法人團體,請註明其在<u>香港</u>的註冊辦事處或主要辦事處的地址。本處不接納非香港地址、「轉交」地址及郵政信箱號碼。

董事 (第 13 項)

- 23. 請述明董事的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
- **24.** 屬自然人的董事或備任董事的姓名,必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。
- **25.** 請申報屬自然人的董事或備任董事的<u>通訊地址</u>。如屬非香港地址,請同時申報「國家 /地區」一欄。本處不接納郵政信箱號碼。
- 26. 請提供董事或備任董事的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改,請以表格 ND2B 或 ND7 通知公司註冊處。
- 27. (a) 請填報香港身分證的<u>部分號碼</u>。如該人並非香港身分證持有人,請提供其所持護照的<u>部分號碼</u>及簽發國家/地區。有關填報身分識別的<u>部分號碼</u>的詳情及例子, 請參閱附註18。
 - (b) 如董事或備任董事曾根據附註 18 的描述,在公司註冊處登記其香港身分證或護照的*部分號碼*,請填報該*部分號碼*。
 - (c) *請勿*在有關空格內填報完整的身分識別號碼,格內所填報的資料會供公眾查閱。
 - (d) 如該項資料未曾在本處登記,請在有關的空格內填上「無」。
- **28.** 如董事屬法人團體,請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址,請同時申報「國家/地區」一欄。本處不接納「轉交」地址及郵政信箱號碼。
- 29. 在香港註冊的法人團體董事,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/註冊的公司,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」或「非香港公司註冊證明書」上的編號。

有股本公司的成員詳情 (第 14 項)

30. 有股本的公司申報公司成員的詳情,可使用(a)附表一(適用於非上市公司)或附表二(適用於上市公司);或(b)唯讀光碟或唯讀型數碼多功能光碟。如使用唯讀光碟或唯讀型數碼多功能光碟,請以公司註冊處指定格式的 Excel 檔案申報公司成員的詳情,該Excel 檔案可在公司註冊處網站(www.cr.gov.hk)下載。如已交付相關的光碟,則附表一或附表二無須夾附於本表格。

公司紀錄 (第15項)

31. 公司紀錄指《公司條例》規定公司須備存的登記冊、索引、協議、備忘錄、會議紀錄或 其他文件,但不包括會計紀錄。

《董事責任指引》

32. 所有公司董事均應閱讀公司註冊處編製的《董事責任指引》,並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁(www.cr.gov.hk) 閱覽或下載,印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和14 樓公司註冊處的詢問處索取。

非上市公司的成員詳情 (附表一)

- 33. (a) 每類別股份的已發行總數必須與申報表第 11 項中所申報該類別股份的已發行股份總數相同。
 - (b) 請填報每名成員的姓名/名稱及地址及持有股份的數目。

如果股份是由 2 名或多於 2 名人士聯名持有,請:

- (i) 先填報 <u>載於成員登記冊上就該些股份排名最先的聯名持有人士</u>的姓名/名稱 及地址,並填上與其他人士聯名持有的股份的數目;
- (ii) 在相關空格內加上 ✓ 號,以顯示該些股份為聯名持有;
- (iii) 在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名/名稱;及
- (iv) 在接著於用以填報成員詳情的相關空格內,填報所有其他聯名持有人士的姓名/名稱及地址及在「持有股份數目」空格內填上「不適用」。相關的空格內亦應加上 ✓ 號,以顯示該些股份是聯名持有,並在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名/名稱。

在填報聯名股份持有人士的資料時,請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。如有需要,請就申報有關詳情尋求獨立的法律意見。

(c) 如自上一份周年申報表的結算日期起(若這是公司的首份周年申報表,則自公司成立日期起)有任何股份轉讓、任何成員詳情的更改、任何公司股本結構的更改,例如:某一類別股份轉換為另一類別股份、或已發行的股份被公司沒收等,請在「備註」一欄,提供有關詳情。如相關股份已被多次轉讓,請在「備註」一欄中註明所有轉讓。

在填報「備註」一欄時,請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。 如有需要,請就申報有關詳情尋求獨立的法律意見。

(d) 如公司備存成員登記支冊,而該登記支冊所載記項的詳情與需要載於周年申報表 內的事項有關,而且該周年申報表是在該等記項的文本送抵該公司的註冊辦事處 之後交付處長,請申報有關的詳情。

上市公司的成員詳情 (附表二)

- 34. (a) 上市公司須於附表二提供的成員詳情,僅限於周年申報表的結算日期當日持有該公司任何類別股份中的 5% 或多於 5% 發行股本的成員的詳情。
 - (b) 請提供需要填報成員的姓名/名稱及地址、持有股份的數目及其佔該類別已發行股份的百分比。

如果股份是由2名或多於2名人士聯名持有,請:

- (i) 先填報<u>載於成員登記冊上就該些股份排名最先的聯名持有人士</u>的姓名/名稱 及地址,並填上與其他人士聯名持有的股份的數目及其佔該類別已發行股份 的百分比;
- (ii) 在相關空格內加上 ✓ 號,以顯示該些股份為聯名持有;
- (iii) 在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名/名稱;及
- (iv) 在接著於用以填報成員詳情的相關空格內,填報 所有其他聯名持有人士的姓名/名稱及地址及在「持有股份數目」及「佔該類別已發行股份的百分比」的空格內填上「不適用」。相關的空格內亦應加上 ✓ 號,以顯示該些股份是聯名持有,並在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名/名稱。

在填報聯名股份持有人士的資料時,請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。如有需要,請就申報有關詳情尋求獨立的法律意見。

ANNUAL RETURN

For the purposes of section 662 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAR1

Introduction

- 1. Every company incorporated in Hong Kong must make an annual return which should be delivered to the Registrar of Companies (the Registrar) for registration. It is the duty of the director(s) and the company secretary to ensure that the return accurately reflects the affairs of the company as at the date to which the return is made up.
- 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.

Deadline for Delivery of this Form

4. This form must be delivered to the Registrar for registration within 42 days after the date to which the return is made up 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. Regardless of the types of companies, late submission will be subject to payment of a higher registration fee.

Fee

5. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. The registration fee payable will be calculated according to the resubmission date of the form. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Signature

6. 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. The registration fee payable will be calculated according to the resubmission date of the properly signed form.

Business Registration Number

7. 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.

Business Name (Section 2)

8. Please state any business names used in addition to the company's name.

Type of Company (Section 3)

9. Please provide the code and description of the business nature of the company in accordance with the categories of business nature which are available from the Companies Registry's website (www.cr.gov.hk). If the company carries on more than one category of business, please provide the major category.

Date to which this Return is Made Up (Section 4)

10. Please state the date to which the Annual Return is made up. For a private company, the date to which the return is made up in respect of a particular year is the anniversary of the date of the company's incorporation in that year. For a public company, the date to which the return is made up in respect of a particular financial year is the date that is 6 months after the end of its accounting reference period. For a company limited by guarantee, the date to which the return is made up in respect of a particular financial year is the date that is 9 months after the end of its accounting reference period.

Period Covered by Financial Statements Delivered with this Form (Section 5)

- 11. (a) Public companies and companies limited by guarantee are required to deliver with each annual return copies of the reporting documents required to be sent to every member of the company under section 430 of the Companies Ordinance, which include the financial statements and the directors' report for the financial year and the auditors' report on those financial statements. Copies of the reporting documents must be certified by a director or the company secretary to be true copies.
 - (b) If any of the documents is in a language other than Chinese or English, a certified translation in English or Chinese of the document must be delivered.

Address of Registered Office in Hong Kong (Section 6)

12. The address must be the registered office address as at the date to which the return is made up. Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable.

Email Address and Hong Kong Contact Telephone Number (Sections 7 and 8)

13. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there is any change in the above information, please use Form NR1 to notify the Companies Registry.

Share Capital (Section 11)

- **14.** A company having a share capital must report the details of its issued and paid up share capital. An example is provided below for reference only.
 - e.g. ABC Company Limited has issued 5,000 ordinary shares which are fully paid as at the date of this return.

	截至本申報表的結算日期 As at the Date to which this Return is Made Up					
股份的類別 (如普通股/			已發行股份 Issued Shares			
優先股等) Class of Shares (e.g. Ordinary/ Preference etc.)	貨幣單位 Currency	總數 Total Number	總款額 Total Amount	已繳或視作 已繳的總款額 Total Amount Paid up or Regarded as Paid up		
Ordinary	HKD	5,000	5,000	5,000		
總數 Total	HKD	5,000	5,000	5,000		

Company Secretary (Section 12)

- **15.** The name of the company secretary who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- **16.** Please provide the **correspondence address in Hong Kong** of the company secretary who is a natural person. Non-Hong Kong addresses and post office box numbers are not acceptable.
- **17.** Please provide the email address of the company secretary, if any, to facilitate electronic communication. If there is any change in the email address, please use Form ND2B to notify the Companies Registry.

18. (a) Please provide the <u>partial number</u> of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the <u>partial number</u> and issuing country region of the passport according to the description of "Partial number" below:

Partial number means —

- if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or
- (ii) if the identification number comprises a sequence of an odd number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the part that begins with the first character in the sequence and ends with the character that falls on the middle of the sequence.

e.g.

Hong Kong Identity Card Number

Full Number (including the digit or alphabet in brackets)	Partial Number (i.e. all the alphabets and the first three digits)
A123456(7)	A 1 2 3 * * * (*)
AA123456(7)	A A 1 2 3 * * * (*)

Passport Number

Full Number (including punctuation marks and symbols)	Partial Number
ABCD1234567	ABCD12
ABCD12345678	ABCD12
ABCD123456789	ABCD123
ABC-123-4	ABC1
#A1234567H(*)	A1234

- (b) If the company secretary is a natural person and has previously registered the **partial number** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that **partial number**.
- (c) Please **<u>DO NOT</u>** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.
- (d) If no such particulars have been registered, please state 'Nil' in the boxes provided.
- 19. 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 / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.
- **20.** It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his / her / its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

- **21.** If all the partners in a firm are joint company secretaries of the company, please state the name of the firm and the address of its principal office in *Hong Kong* in the boxes provided for Company Secretary (Body Corporate) in Section 12B. Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable.
- 22. If the company secretary is a body corporate, the address of its registered or principal office in <u>Hong</u> Kong should be given. Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable.

Directors (Section 13)

- **23.** Please state the capacity(ies) of the director(s). In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it is the alternate.
- **24.** The name of the director who is a natural person or reserve director must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.
- **25.** Please provide the <u>correspondence address</u> of a director or reserve director who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. Post office box numbers are not acceptable.
- **26.** Please provide the email address of the director or reserve director, if any, to facilitate electronic communication. If there are any changes in the email address, please use Form ND2B or ND7 to notify the Companies Registry.
- **27.** (a) Please provide the <u>partial number</u> of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the <u>partial number</u> and issuing country region of the passport. Please refer to Note 18 on the details and examples of <u>partial number</u>.
 - (b) If the director or reserve director has previously registered the <u>partial number</u> of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description of Note 18 above, please provide that <u>partial number</u>.
 - (c) Please **<u>DO NOT</u>** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.
 - (d) If no such particulars have been registered, please state 'Nil' in the boxes provided.
- 28. If the director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. 'Care of' addresses and post office box numbers are not acceptable.
- 29. If the director is a body corporate registered in Hong Kong, 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 / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Particulars of Member(s) of a Company Having a Share Capital (Section 14)

30. A company having a share capital can provide particulars of member(s) either (a) in Schedule 1 (applicable to a non-listed companies) or Schedule 2 (applicable to a listed companies), or (b) in the form of CD-ROM or DVD-ROM. If CD-ROM or DVD-ROM is used, particulars of member(s) must be provided in Excel file format and in the form specified by the Companies Registry which can be downloaded from the Companies Registry's website (www.cr.gov.hk). If a CD-ROM or DVD-ROM is delivered, Schedule 1 or Schedule 2 is not required to be attached to this form.

Company Records (Section 15)

31. Company records mean any register, index, agreement, memorandum, minutes or other document required by the Companies Ordinance to be kept by a company, but do not include accounting records.

'A Guide on Directors' Duties'

32. All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

Particulars of Member(s) of a Non-listed Company (Schedule 1)

- **33.** (a) For each class of shares, the total number of issued shares for the class must agree with the total number of issued shares for that class as reported in Section 11 of the return.
 - (b) Please provide the full name and address of each member and the number of shares held.

In case a share is / shares are jointly held by 2 or more persons, please :

- report the full name and address of the <u>joint shareholder whose name appears first in order</u> <u>in respect of such shares in the register of members</u> and fill in the number of shares held with other joint shareholders;
- (ii) tick the relevant box to indicate that the shares are jointly held;
- (iii) report all the other joint shareholders' names in the "Remarks" box; and
- (iv) report the names and addresses of <u>all the other joint shareholders</u> in the subsequent boxes for reporting particulars of members and state "N/A" in the "No. of Shares Held" box. The box to indicate that the shares are jointly held should be ticked if it is so and the names of all the other joint shareholders should be stated in the "Remarks" box.

When completing the information of joint shareholders, please refer to the examples provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.

- (c) If since the date of the last annual return (or since incorporation if this is the company's first annual return), there have been any transfers of shares, any changes in the particulars of the members, any changes in the structure of the share capital, e.g. conversion of one class of shares into shares of another class, or any forfeitures of issued shares etc., please provide such information in the "Remarks" box. If the shares concerned have been transferred more than once, please indicate all the transfers in the "Remarks" box.
 - When completing the "Remarks" box, please refer to the examples provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.
- (d) If the company keeps a branch register of members and the particulars of the entries in that register relate to matters which are required to be contained in the annual return, particulars of the entries in that register should be included in the annual return if copies of those entries have been received at the registered office of the company before the annual return is delivered to the Registrar.

Particulars of Member(s) of a Listed Company (Schedule 2)

- **34.** (a) The particulars of members of a listed company to be provided in Schedule 2 are limited to those relating to members who held 5% or more of the issued shares in any class of the company's shares as at the date to which the return is made up.
 - (b) Please provide the full names and addresses of the members that are required to be reported, the number of shares held and the percentage of issued shares held in the class concerned.

In case a share is / shares are jointly held by 2 or more persons, please :

- report the full name and address of the <u>ioint shareholder whose name appears first in order</u> in respect of such shares in the register of members and fill in the number of shares held with other joint shareholders and the percentage of issued shares held in the class concerned;
- (ii) tick the relevant box to indicate that the shares are jointly held;
- (iii) report all the other joint shareholders' names in the "Remarks" box; and
- (iv) report the names and addresses of <u>all the other joint shareholders</u> in the subsequent boxes for reporting particulars of members and state "N/A" in the "No. of Shares Held" box and the "Percentage of Issued Shares Held in this Class" box. The box to indicate that the shares are jointly held should be ticked if it is so and the names of all the other joint shareholders should be stated in the "Remarks" box.

When completing the information of joint shareholders, please refer to the example provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.