

更改公司秘書及董事通知書(委任/停任)

Notice of Change of Company Secretary and Director (Appointment / Cessation)

Please fill in the first 8 digits of the

business registration number.

Specimen

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

8888888

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Co	mp	anie	s F	Regi	stry

Notes: ♦ All the particulars filled in this specimen form are fictitious. Any resemblance to individuals or companies is entirely coincidental.

♦ Please deliver a complete form (i.e. pages 1-3 including pages with inapplicable items) and all PI-ND2A sheets (if any), except unused continuation sheets.

♦ Please read the Notes for Completion before completing this form.

註 Note 1 公司名稱 Company Name

	GRE	AT RICH SUCCES	SS LIMITED 大原	展鴻圖有限公司	
	npany name must be the same as those ate of Incorporation or the last Certifica	ate of Change of Name.		-1 (D'1	
_	2 公司秘書/重事的传 (如超過一名公司秘書/董事停任 A. 現時在公司註冊處登記 (請在適用的空格內加上 / 號	E,請用續頁A填報 Use Con 記的詳情 Particulars(tinuation Sheet A if more tha	n 1 company secretary /dire	
8	Capacity Com Seci	可秘書 pany etary 董事 Director	候補董事 Alternate Director	代替 Alternate to	
	公司秘書/董事的詳憶			etary / Director (Natu	ral Person)
9	中文姓名 Name in Chinese	Please indicate the cap ceasing to act. If the act as both compa	ny secretary and	<u>a</u>	
	Name in English	the relevant boxes.	ector, please tick all Le	e	
	名 Other Nar	名字 mes	Fung	Ying	
1	身分識別 Identification	X ,	* * * (2345
			∤分證 <u>部分號碼</u> of Hong Kong Identity Card		部分號碼 <u>iber</u> of Passport
_	或 OR				
•	公司秘書/董事的詳例	青 (法人團體) Partic		ii.	
	中文名稱 Name in Chinese		number of passport (as	al number of Hong Kong Ida appropriate). DO NOT fill culars have not yet been rep	in the full identification
	英文名稱 Name in English		Registry (CR), please r the company secretary	eport the change by comple / director / alternate director passport, please state 'NIL'	ting a Form ND2B. If r does not have a Hong
	B. 停任詳情 Details of Ce 停任原因 Reason for Cessation		***************************************	其他 🔲 ion / Others	去世 Deceased
12	停仕日期 alterr	deceased company secretary nate director, the date of death as the date of cessation.	1 should be 2 7	12	2023
1 3	上述董事或候補董事在 Will this director or alterna in this company after the o	ite director continue to h			年 YYYYY 是 ✓ 否 Yes No
4	提交人資料 Presentor's Re		請勿填寫本欄	For Official Use	
•	姓名/名稱 Name: Qualis 地址 Address: Room 708,7	Sec Services Limited	•	the Presentor's Reference s	ection to
		rcial Building,	lacintate 101	low up, if necessary.	

2 Nathan Road, Kowloon

Hong Kong

電話 Tel: 傳真 Fax: 8765 4321 1234 5678

電郵 Email: qss@abc.com 檔號 Reference: qss/grs-ND2A



ND2A Form

If the person is appointed as both director and alternate director, please tick all the relevant boxes.

3 委任公司秘書/董事 (自然人) Appointment of Company Secretary/Director (Natural Person)

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

8888888

Correspondence Fat, Floor, Block etc. Address			然人為公司秘書/董事,請用 为加上 ✔ 號 <mark>Please tick</mark>		tion Sheet B if more tha	an 1 natural person is	appointed as compa	any secretary / director
中文 差 Name in Chinese 東文 姓名 Name in English	14		□ 公司秘書	▼ 董事	/ 候補董事	代替 Alte	ernate to	
Name in Chinese		Capacity		Director		Ko	Goo Jik	Jackie V
要文 整名	r a		ese			周年旺		
で使りたい。						Zhou	principal direct	tor to whom he / she
Previous Names Chinese 別名 中文 Nil 医place					N	ian Wang	is appointed as	the alternate.
Alias Chinese 通訊地址 室 / 樓 / 座 等 Correspondence Plat / Poor / Block etc. Address				Nil			Nil	
通訊地址 Correspondence Rat Floor Block etc. Address HADDA Address Building Happy Commercial Building (i) please state the correspondence address is given, state the name of the country region; please report the usual residential address Street Cestate Lot Village to Street Estate Postal Code etc District City Province State District City Province State District City Province State District City Province State District City Province Country Prognon of Possport (as appropriate No. No. District City Province State District City Province Country Prognon Office Province Information Country Prognon of Possport Country Prognon Office State District City Province Information Country Pr				Nil	英文 English		• • • • • • • • • • • • • • • • • • • •	
Address Address	16			Room 8801-88	803, 88/F	(i)	please state the co	orrespondence addre
### 1 Queensway Apt-ND2A sheet Street/ Estate / Lot / Village etc. Weetor's usual selection of director's usual education of director's usual education of director's usual education of passion float occurity/region of passport (as appropriate) NOT fill in the full identification number (state / Postate Code etc. Nil Shed Cos not have a Hong Kong Identity Card apassport, please state 'NIL' in the boxes provide fill in the full identification number of Hong Kong Identity Card apassport, please state 'NIL' in the boxes provide fill reinflication Applicable to company service Postate Nil Shed Cos not have a Hong Kong Identity Card apassport, please state 'NIL' in the boxes provide full reinflication Shed Country / Region Partial Number of Hong Kong Identity Card apassport, please state 'NIL' in the boxes provide full reinflication Shed Country / Region Passport Swing Country / Region Passport Pass	須在 PI-ND2A 頁 東報荼車	Address	大廈 Building	Happy Commer	cial Buildi	ing	state the name of	the country / region
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Mong Kong Hong Kong Hong Kong Not fill in the full identification number (should be reported in a PI-ND2A sheet). If she does not have a Hong Kong Identity Care passport, please state 'NIL' in the boxes provide full full full full full full full ful	esidential ddress in	區/市/ D	istrict / City / Province /			Identit	y Card or the p	artial number and i
野田	'I-ND2A shee	et)	國家/地區	HONG KONG		NOT	fill in the full ide	entification number (
身分識別 Identification (a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card 対策形態 分類別類碼 (b) 護照 Passport Partial Number Passport Partial Number (語類報酬開闢數文在無用的空格內加上 文號 Please provide the licence no. or tick the relevant box) Passport Please state both the partial number and in country/region of the passport. The two fie considered as one set of information. ② 上述董事或候補董事在獲得道次委任時,是否已經是這公司的現任候補董事或董事? Passport Please state both the partial number and in country/region of the passport. The two fie considered as one set of information. ② 上述董事或候補董事在獲得道次委任時,是否已經是這公司的現任候補董事或董事? Passport Passport Passport Passport Passport Passport Passport Please state both the partial number and in country/region of the passport. The two fie considered as one set of information. ② 上述董事或候補董事在獲得道次委任時,是否已經是這公司的現任候補董事或董事? Passport Passpo	T					Nil she do	es not have a Ho	ng Kong Identity Ca
(a) 香港身分證部分號碼	18					passpo	rt, please state 'N	IL' in the boxes pro
(b) 護照 Passport Issuing Country / Region Iss	I-ND2A 頁	(a) 香港身分	·證 <u>部分號碼</u>	dentity Card		A	*/*/*	(*)
### Partial Number 19	分識別號碼	(b) 護照		簽發國家/地區		US	5Å	<u> </u>
信託或公司服務提供者牌照 Trust or Company Service Provider Licence R週用於公司秘書Only applicable to company secretary (海珠架押用編號東在週刊的空格内加上 V 数 Please provide the licence no. or tick the relevant box) Please state both the partial number and it country / region of the passport. The two fiest considered as one set of information. Application	umber in	•		部分號碼 Partial Number		341	125	→
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Date of Appointment 27		禾仁口钿				<u> </u>	<u> </u>	
上述董事或候補董事在獲得這次委任時,是否已經是這公司的現任候補董事或董事?			ntment					
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. 出任董事職位同意書 Consent to Act as Director *請刪去不適用者 Delete whichever does not apply	20	Is this directo	or or alternate directo	or already an existin	經是這公司的	現任候補董事	或董事?	
	21		All directors of the	e company are advised	to read 'A Guide of	on Directors' Duti	es' published by	y the Companies
	21	出任董事職	位同意書 Consen	t to Act as Directo	r * <i>請删去不適用者</i>	Delete whichever	does not apply	
本人同意擔任公司的董事/候補董事*,並確認本大巴年滿 18 歲。 I consent to act as director/alternate director* of this company and confirm that I have attained the age of 18 years. The newly appointed director / alternate director		I consent to a	ct as director / altern	甫董事*···並確認本 nate director of this	The newly app	onfirm that I have only only only on the o		
must sign this consent. ※署 Signed:		文章 Cianad	Zha	whombling	must sign this c	onsent.		

ND2A

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

8888888

	身分 <mark>✓</mark> 公司秘書	董事	F [□ 候補董事		代替 Alternate	e to	
	Capacity Company Secretary	Dire	ector	Alternate Director				If the appointed com secretary is a firm, p
	中文名稱 Name in Chinese							state the name of the in these boxes.
	英文名稱 Name in English			Luck Luc	k Nor	inees Lim	ited	
	地址 室/樓/區 Address Flat/Floor/Block						a body	mpany secretary which corporate, the address
	Buil	idirig	Commerc	ial Centr	re 🕶		in Hor	stered or principal office give give
	街道/屋苑/地段/木 Street/Estate/Lot/Village 區/市/省/州/郵遞區!	etc. 200 C	loucest	er Road			'care	long Kong addresse of addresses and po
	District / City / Provin State / Postal Code	etc. Wanch	nai				office accept	box numbers are no able.
	國家/均 Country/Re	也區 egion HONG	KONG				Ifth	e appointed company se
	電郵地址 Email Address			luc	kluck	@abc.com	.∴ / dir	ector (body corporation of the corporated / registered
	商業登記號碼 Business Regi (只適用於在香港註冊的法人團體					6008000	Con	npanies Registry, pleas IL' in the box provid
	Only applicable to body corporate register 信託或公司服務提供者牌照	Trust or Co	<mark>mpany Serv</mark>			· 只適用於公司秘書 <mark>O</mark>	<u> </u>	
	(請填報牌照編號或在適用的空格內加上 / 牌照編號 TCQ9999			r				
	片照編號 Licence No. TC088888	U Not re	領有牌照 equired to n a licence	原因 Reason.	-			
	委任日期			27		12	Ī	2023
	Date of Appointment			日 DD				年 YYYY
	上述董事或候補董事在獲得 Is this director or alternate dir	ector already	,是否已 / an existing	經是這公司的 g alternate dire	内現任· ector o	候補董事或董 r director in thi	事? s	是
				11 J.L. # +++ ++ ++	指引》	,並熟悉該指引	所概述 ublishe	的董事一般責任。 d by the Companies
	the time of this ap 提示 所有公司董哥 All directors of	- 事均應閱讀公司 of the company	y are advised	to read 'A Guid	e on Dir			
	the time of this ap 提示 所有公司董哥 All directors of	- 事均應閱讀公司 of the company acquaint them	y are advised iselves with t	to read 'A Guid the general duti	e on Dir	ectors Duties pu		
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	### Advisory Note 出任董事職位同意書 Con 本人謹代表上述公司確認,I, acting on behalf of the above alternate director* of this com 簽署 Signed : ### All directors Registry and Hi directors Registry	p 均應閱讀公司 f the company acquaint them sent to Act 上述公司同 re named corpany. Note: The	y are advised selves with as Directo 意擔任公mpany, con newly appo	to read 'A Guid the general duti or 司的董事/修 firm that the inted company s	e on Direct of	ectors outlined i 事*。 company consorvis <u>NOT</u> required /獲授權人士*	n the G	o act as director/
	### Advisory Note 出任董事職位同意書 Con 本人謹代表上述公司確認, I, acting on behalf of the above alternate director* of this com 簽署 Signed : 姓名 Name :	p 均應閱讀公司 f the company acquaint them sent to Act 上述公司同时 named company. Note: The Director/Comp	y are advised selves with as Directors as Directors as Bereday, con enewly apportunity ap	to read 'A Guid the general duti or 司的董事/修 firm that the inted company s b)的董事/公 y/Authorized Pe	e on Dires of dires of dires of direct of dir	事*。 company conso vis <u>NOT</u> required / 獲授權人士* the Director (Body	ents to	o act as director/ this consent.
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表格 ND2A

續頁 A Continuation Sheet A

商業登記號碼

	Unused Continuation Sheet needs not be delivered to the CR. Business Registration Number
	公司秘書/董事的停任 (第 2 項)
	Cessation to Act as Company Secretary / Director (Section 2)
	A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry
	請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)
8	身分
	Secretary Director
	公司秘書/董事的詳情 (自然人) Particulars of Company Secretary / Director (Natural Person)
	中文姓名
9	Name in Chinese
	英文姓名 Norma in English Surname
	Name in English
	名字 Other Names
0	身分識別 * * * (*)
	Identification
	香港身分證 <u>部分號碼</u> 護照 <u>部分號碼</u> <u>Partial Number</u> of Hong Kong Identity Card <u>Partial Number</u> of Passport
	<u>或 OR</u>
	公司秘書/董事的詳情 (法人團體) Particulars of Company Secretary/Director (Body Corporate)
ħ	中文名稱
	Name in Chinese
	英文名稱 Name in English
	B. 停任詳情 Details of Cessation
	停任原因
	Reason for Cessation Resignation Others Deceased
2	停任日期
	Date of Cessation 日DD 月MM 年YYYY
	T DD A MINI THE THE
3	上述董事或候補董事在停任日期後,是否仍然擔任這公司的候補董事或董事職位?
	Will this director or alternate director continue to hold office as alternate director or director Yes No in this company after the date of cessation?



續頁 B Continuation Sheet B

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

8888888

委任公司秘書/董事 (自然人) (第3項)

請在適用的空格內加上 ✔ 號 Please tick the relevant box(es)

Appointment of Company	Secretary	/Director	(Natural Person) (Section 3)
Appointment of Company	, Occidially,		(Haturar i Gracii	, (Occion o

14	身分 Capacity	✓ 公司秘書 Company Secretary	董事 Director	候補董 Alternat Director	te	代替 Alternate to	
	中文姓名 Name in Chinese			Birector	•		
1 5	英文姓名 Name in English	姓氏 Surname			San	der	
		名字 Other Names			Ма	ıx	
	前用姓名 Previous Names	中文 Chinese	Nil	英文 English		Nil	
	別名 Alias	中文 Chinese	Nil	英文 English		Nil	ary who is a natural
16		室/樓/座等 Flat/Floor/Block etc.	Room 8801-88	803, 88/	′F ∢	person, his / her corr	respondence address in be given. Non-Hong
(須在 PI-ND2A 頁	Address	大 <i>廈</i> Building	Happy Commer	rcial Bu	ilding		ost office box numbers
填報董事 通常住址 Provide	Street / Esta	Z苑/地段/村等 te ∕ Lot ∕ Village etc.	1 Queensway			Please provide t	the partial number of
director's usua residential address in	Distri	î/州/郵遞區號等 ct/City/Province/ ate/Postal Code etc.				number and issu	tity Card or the partial ing country/region of
PI-ND2A shee	et)	國家/地區 Country/Region	HONG KONG			in the full identif	opriate). DO NOT fill cication number (which d in a PI-ND2A sheet).
(7)	電郵地址 Email Address				Ni	If he or she does	not have a Hong Kong a passport, please state
18 須在	身分識別 Identi (a) 香港身分證				AB667	'NIL' in the boxe	
PI-ND2A <i>頁</i> 填報完整 身分識別號碼	(1) 3alle 1177	er of Hong Kong Id	簽發國家/地區				* (*)
Provide full dentification number in	Passport	IS	suing Country/Region <u>部分號碼</u>				
PI-ND2A shee	ᢧ 信託或公司服務	X 提 供 老 牌 昭 Tru	Partial Number		er Licence	口適田於八司欽章 Only ann	licable to company secretary
	(請填報牌照編號或在通		Please provide the licence			NAME OF THE PARTY APP	neable to company secretary
	牌照編號 Licence No.	876543	無須領有牌照 Not required to obtain a licence	原因 Reas	son:		
	委任日期 Date of Appointn	nent		27	7	12	2023
	эшс от търгания			日口	DD D	月 MM	年 YYYY
20	Is this director o		て委任時,是否已 r already an existin tment?				是 T T No
3	提示 Advisory Note	All directors of the	company are advised	d to read 'A G	uide on Dire	· 並熟悉該指引所概刻 ctors' Duties' publishe ectors outlined in the (ed by the Companies
21	出任董事職位	同意書 Consent	to Act as Directo		適用者 Delete	e whichever does not ap	pply
	本人同意擔任公 I consent to act a age of 18 years.	公司的董事/候補 as director/alterna	i董事*,並確認本 ate director* of this	人已年滿 company a	18 歲。 nd confirm	that I have attained	I the
	答案 Signed:	Note: The nev	wly appointed compar	ny secretary is	s <u>NOT</u> requ	ired to sign this conser	

簽署 Signed:

續頁 C Continuation Sheet C

商業登記號碼 Business Registration Number

8888888

委任公司秘書/董事 (法人團體) (第 4 項)

請在適用的空格內加上 ✔ 號 Please tick the relevant box(es)

身分 Capacity	□ 公司秘書 Company Secretary	<mark>✓</mark> 董事 Director	候補董事 Alternate Director	代替 Alternate to	
中文名稱 Name in Chinese			大富大貴	有限公司	
英文名稱 Name in English			Greater Wea	alth Limited	
地址 Address	室/樓/座等 Flat/Floor/Block etc.	2/F			
	大廈 Building	Rich Comme	rcial Building		
街道 <i>/</i> Street/E	/屋苑/地段/村等 Estate/Lot/Village etc.	999 Nathan	Road		
	/省/州/郵遞區號等 istrict/City/Province/ State/Postal Code etc.			if a non-Hong	
	國家/地區 Country/Region	HONG KONG		given, please st the country / reg	tate the name of gion.
電郵地址 Email Address			N	il	
(只適用於在香港註冊的 Only applicable to body 信託或公司服務	corporate registered in Hon	g Kong) or Company Servi	ce Provider Licence 只 o. or tick the relevant box)	70005688 適用於公司秘書 Only applica	able to company secretary
牌照編號 Licence No.		無須領有牌照 Not required to obtain a licence	原因 Reason:		
委任日期 Date of Appointn	nent		27	12	2023
上述董事或候補 Is this director o	f 董 事在獲得這次委	ready an existing	日 DD 日 DD 坚是逭公司的現任候? alternate director or di		年 YYYY 是 ✓ 否 Yes No
提示 <mark>Advisory Note</mark>	All directors of the	e company are advis	扁製的 〈董事責 任指引〉 ed to read 'A Guide on Dir th the general duties of di	ectors' Duties' publish	ed by the Companies
出任董事職位	同意書 Consent to	Act as Director			
本人謹代表上並 I, acting on behal director * of this	f of the above named	的同意擔任公司 company, confirm	可的董事/候補董事* I that the above compai	ny consents to act as	director/ alternat e
簽署 Signed :			_ mu	e newly appointed direct st sign this consent.	tor / alternate director
姓名 Name :		John (」。。 【體)的董事/公司秘書		
\	. <u>Direc</u>		相関 I的 里 争 / 公 可 松 音 <mark>tary</mark> / Authorized Person of		orate)*



Each PI-ND2A sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2A sheet(s).

PI-ND2A

商業登記號碼 Business Registration Number

8888888

Unused PI-ND2A sheet needs not be delivered to the CR.

委任公司秘書/董事 (自然人) - 受保護資料

Appointment of Company Secretary / Director (Natural Person) – Protected Information

公 眾 紀 錄 不 會 顯 示 此 頁 This page will not be shown on the public record

- 公司須於本頁申報新委任公司秘書的香港身分證或護照的<u>完整號碼。</u>
 The <u>full number</u> of Hong Kong Identity Card or passport of the newly appointed company secretary should be reported on this page.
- 公司須於本頁申報新委任董事的香港身分證或護照的<u>完整號碼及通常住址。</u>
 The <u>full number</u> of Hong Kong Identity Card or passport and <u>usual residential address</u> of the newly appointed director should be reported on this page.

(每一頁 PI-ND2A 只可填報一名自然人的受保護資料。如超過一名自然人資料,請另加 PI-ND2A 頁填報。

Each PI-ND2A sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2A sheet(s).)

請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 董事 候補董事 身分 公司秘書 Company Secretary Alternate Director Capacity 中文姓名 周年旺 Please provide the full Hong Kong Name in Chinese Identity Card number or the full 英文姓名 姓氏 passport number and issuing Zhou Surname Name in English country/region (as appropriate). If he/she does not have a Hong 名字 Nian Wang Kong Identity Card or a passport, Other Names please state 'NIL' in the boxes 身分識別 Identification (a) 香港身分證(完整號碼) Hong Kong Identity Card (Full Number)

■ 董事/候補董事的通常住址 Usual Residential Address of Director/Alternate Director

室/樓/座等 Room 8, Flat / Floor / Block etc. 大廈 Building For director/alternate director who is a natural 街道/屋苑/地段/村等 person, please state the usual residential address. No. 1 Plenty Road Street/Estate/Lot/Village etc. If a non-Hong Kong address is given, please state 區/市/省/州/郵遞區號等 District/City/Province/ the name of the country/region. New York State / Postal Code etc. 國家/地區 **USA** Country / Region

<u>(交付表格 ND2A 時,請將所有 PI-ND2A 頁置於最後。</u>

Please place all PI-ND2A sheets at the end when delivering the Form ND2A.)



Each PI-ND2A sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2A sheet(s).

PI-ND2A

商業登記號碼 Business Registration Number

8888888

委任公司秘書/董事 (自然人) - 受保護資料

Appointment of Company Secretary / Director (Natural Person) – Protected Information



公 眾 紀 錄 不 會 顯 示 此 頁 This page will not be shown on the public record

- 公司須於本頁申報新委任公司秘書的香港身分證或護照的<u>完整號碼。</u>
 The <u>full number</u> of Hong Kong Identity Card or passport of the newly appointed company secretary should be reported on this page.
- 公司須於本頁申報新委任董事的香港身分證或護照的<u>完整號碼及通常住址。</u>
 The <u>full number</u> of Hong Kong Identity Card or passport and <u>usual residential address</u> of the newly appointed director should be reported on this page.

(每一頁 PI-ND2A 只可填報一名自然人的受保護資料。如超過一名自然人資料,請另加 PI-ND2A 頁填報。

Each PI-ND2A sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2A sheet(s).)

請在適用的空格內加上 ✓ 號 Please tick the relevant box(es) 董事 候補董事 身分 公司秘書 Company Secretary Alternate Director Director Capacity 中文姓名 Please provide the full Hong Kong Name in Chinese Identity Card number or the full 英文姓名 姓氏 Sander passport number and issuing Surname Name in English country/region (as appropriate). If he/she does not have a Hong 名字 Max Kong Identity Card or a passport, Other Names please state 'NIL' in the boxes 身分識別 Identification (a) 香港身分證(完整號碼) AB667889 3 Hong Kong Identity Card (Full Number) 簽發國家/地區 ...Jssuing Country / Region Please state the full passport number and the passport issuing country/region. The two 完整號碼 Full Number fields are considered as one set of information. 董事/候補董事的通常住址 Usual Residential Address of Director/Alternate Director 室/樓/座等

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/市/省/州/郵遞區號等
District / City / Province / State / Postal Code etc.

國家/地區
Country / Region

(交付表格 ND2A 時,請將所有 PI-ND2A 頁置於最後。

Please place all PI-ND2A sheets at the end when delivering the Form ND2A.)



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

《公司條例》(第 622 章) 第 645(1)、645(4)、652(1) 及 652(2) 條規定交付的

更改公司秘書及董事通知書(委任/停任)

填表須知 — 表格 ND2A

附註

引言

- 1. (a) 本表格是用以通知公司註冊處處長(「處長」)有關在香港成立為法團的公司的公司秘書或聯名公司秘書(「公司秘書」)或董事的委任(包括候補董事的委任但不包括備任董事的提名)。本表格亦用以通知處長有關公司秘書或董事(包括候補董事但不包括備任董事)的停任。公司須在公司秘書或董事獲委任或停任後的 15日內將本表格交付處長登記。
 - (b) 每間在香港成立為法團的私人公司必須有一名公司秘書及最少一名屬自然人的董事,但公司秘書一職<u>不得</u>由公司的唯一董事兼任。只有一名董事的私人公司, <u>不得</u>委任一個亦以該董事為唯一董事的法人團體作為該公司的公司秘書。如私人公司屬某公司集團的成員,而該公司集團的成員當中有上市公司,該私人公司<u>不得</u>委任法人團體為董事。
 - (c) 每間在香港成立為法團的公眾公司及擔保有限公司必須有一名公司秘書及最少兩名董事,公司秘書一職可由其中一名董事兼任。法人團體<u>不得</u>擔任該類公司的董事。
 - (d) 如私人公司只有一名成員,而該成員同時亦是該公司的唯一董事,則不論該公司的章程細則有何規定,該公司可藉在成員大會上通過的決議,提名一位年滿 18 歲的人士(須不屬法人團體)為該公司的備任董事,一旦唯一董事去世,即可代替其行事。
- 2. 請使用適當的表格申報下列更改一

更改事項	表格
本地公司董事(包括候補董事)或公司秘書詳情的更改	表格 ND2B
本地公司備任董事的提名或停任	表格 ND5
本地公司備任董事詳情的更改	表格 ND7

- 3. 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。
- 4. 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。
- 5. 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

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。

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。

公司秘書/董事的停任 (第2項)

- 8. 請述明停任者的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
- 9. 屬自然人的公司秘書或董事的姓名,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。
- **10.** (a) 為識別身分,請填報香港身分證的 *部分號碼*。如該人並非香港身分證持有人,請提供其所持護照的 *部分號碼*。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

N. W. 170					
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) 如停任的公司秘書或董事屬自然人,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) *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」。

- 11. 如停任的公司秘書為某商號的所有合夥人,請在供公司秘書(法人團體)申報名稱的空格內申報商號名稱。
- 12. 如公司秘書或董事去世,請申報其去世日期,作為停任日期。
- 13. 請述明董事或候補董事在停任後,是否仍然擔任其他董事(包括候補董事)職位。如申報公司秘書的停任,則無需填報此項。

委任公司秘書/董事 (自然人) (第3項)

- 14. 請述明獲委任者的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
- **15.** 屬自然人的獲委任者的姓名,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.** (a) 請申報公司秘書*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。
 - (b) 請申報董事的<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。

請另外於 PI-ND2A 頁內填報董事的 <u>通常住址</u>。 PI-ND2A 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-ND2A 只可填報一名自然人的受保護資料。如超過一名自然人資料,請另加 PI-ND2A 頁填報。

- 17. 請提供公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改,請以表格 ND2B 通知公司註冊處。
- 18. (a) 請填報公司秘書或董事的香港身分證的<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 10。
 - (b) *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。
 - (c) 請另外於 PI-ND2A 頁內填報公司秘書或董事完整的香港身分證號碼或護照號碼。 PI-ND2A 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-ND2A 只可填報一名自然人的受保護資料。如超過一名自然人資料,請另加 PI-ND2A 頁填報。

(d) 如公司秘書並非香港身分證持有人,亦沒有任何護照,請在有關的空格內填上「無」,亦無需提交 PI-ND2A 頁。

如董事並非香港身分證持有人,亦沒有任何護照,則請在有關的空格內填上「無」。

19. 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。

- **20.** 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任,則無需填報此項。
- 21. 每名獲委任的董事或候補董事均須在本表格的「出任董事職位同意書」上簽署。

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。

委任公司秘書/董事 (法人團體)(第4項)

- 22. 請述明獲委任者的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
- 23. 如某商號的所有合夥人獲委任為公司的聯名公司秘書,請在供公司秘書(法人團體)申報名稱的空格內填報商號名稱。
- **24.** (a) 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。
 - (b) 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。
- 25. 請提供公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改,請以表格 ND2B 通知公司註冊處。
- 26. 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。
- 27. 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。

- **28.** 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任,則無需填報此項。
- **29.** 每名獲委任的董事或候補董事均須在本表格的「出任董事職位同意書」上簽署。如該董事是法人團體,請同時提供代表該法人團體簽署的簽署人的全名。

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。

確認 (第5項)

30. 如公司秘書屬自然人,必須通常居於香港。

委任公司秘書/董事 (自然人) - 受保護資料 (PI-ND2A)

- 31. 在 PI-ND2A 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。 PI-ND2A 頁及於該頁內所填報的資料,不會供公眾查閱。
 - 每一頁 PI-ND2A 只可填報一名自然人的受保護資料。如超過一名自然人資料,請另加 PI-ND2A 頁填報。
- 32. 請填報新委任的公司秘書或董事的香港身分證的完整號碼。如該人並非香港身分證持有人,請填報其所持護照的完整號碼及簽發國家/地區。如該董事沒持有香港身分證或任何護照,請在有關的空格內填上「無」。如該公司秘書沒持有香港身分證或任何護照,則無需提交 PI-ND2A 頁。
- 33. 請填報獲委任的董事或候補董事的通常住址,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。公司秘書無需填報其通常住 址。

NOTICE OF CHANGE OF COMPANY SECRETARY AND DIRECTOR (APPOINTMENT / CESSATION)

For the purposes of sections 645(1), 645(4), 652(1) and 652(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form ND2A

Introduction

- 1. (a) This form should be used to notify the Registrar of Companies (the Registrar) of the appointment of a company secretary or joint company secretaries (company secretary) or director (including the appointment of an alternate director but excluding the nomination of a reserve director) of a company incorporated in Hong Kong. This form should also be used to notify the Registrar of a company secretary or director (including an alternate director but excluding a reserve director) ceasing to hold office. This form should be delivered to the Registrar for registration within 15 days after the appointment or cessation.
 - (b) Every private company incorporated in Hong Kong must have a company secretary and at least one director who is a natural person. The sole director of a private company must <u>not</u> also be the company secretary of the company. A private company having only one director must <u>not</u> have a body corporate as its company secretary if the sole director of that body corporate is also the sole director of the private company. If the private company is a member of a group of companies of which a listed company is a member, the private company <u>cannot</u> appoint a body corporate as its director.
 - (c) Every public company and company limited by guarantee must have a company secretary and at least two directors, one of whom may be the company secretary. A body corporate must **not** be appointed as a director of these types of companies.
 - (d) Where a private company has only one member and that member is also the sole director of the company, the company may by a resolution passed at a general meeting, despite anything in its articles, nominate a person (other than a body corporate) who has attained the age of 18 years as a reserve director of the company to act in the place of the sole director in the event of his or her death.
- 2. Please use the appropriate form to report the following changes —

Types of changes	Forms
Changes in particulars of a director (including an alternate director) or the company secretary of a local company	Form ND2B
Nomination or cessation of nomination of the reserve director of a local company	Form ND5
Changes in particulars of the reserve director of a local company	Form ND7

- 3. 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.
- **4.** 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.
- 5. 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

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.

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.

Cessation to Act as Company Secretary / Director (Section 2)

- **8.** Please indicate the capacity(ies) of the person(s) ceasing to act. In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it was the alternate.
- **9.** The name of the company secretary or director 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.
- **10.** (a) For identification purposes, 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> of passport according to the description of "Partial number" below:

Partial number means —

- (i) 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 or director ceasing to act 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.

- **11.** If all the partners in a firm cease to be the joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
- **12.** For a deceased company secretary or director, the date of death should be given as the date of cessation.
- **13.** Please indicate whether the director or alternate director still holds any directorship(s) (including alternate directorship(s)) after the cessation of appointment. There is no need to complete this item when reporting the cessation of appointment of the company secretary.

Appointment of Company Secretary / Director (Natural Person) (Section 3)

- **14.** Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.
- **15.** The name of the appointee 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.** (a) Please provide the <u>correspondence address in Hong Kong</u> of the company secretary. Non-Hong Kong addresses and post office box numbers are not acceptable.
 - (b) Please provide the **correspondence address** of the director. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. Post office box numbers are not acceptable.

Please report the <u>usual residential address</u> of the director separately on a PI-ND2A sheet. PI-ND2A sheet and the information reported therein are withheld from public inspection.

Each PI-ND2A sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2A sheet(s).

- **17.** Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.
- **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 of the company secretary or director. Please refer to Note 10 on the details and examples of <u>partial number</u>.
 - (b) Please **DO NOT** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.
 - (c) Please report the full Hong Kong Identity Card number or passport number of the company secretary or director separately on a PI-ND2A sheet. PI-ND2A sheet and the information reported therein are withheld from public inspection.
 - Each PI-ND2A sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2A sheet(s).
 - (d) If the company secretary holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-ND2A sheet.
 - If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
- **19.** 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.

- **20.** Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.
- 21. Every newly appointed director or alternate director must sign the 'Consent to Act as Director' in this form.

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.

Appointment of Company Secretary / Director (Body Corporate) (Section 4)

- **22.** Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.
- 23. If all the partners in a firm are appointed as joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
- **24.** (a) If the company secretary is a body corporate, the address of its registered or principal office in **Hong Kong** should be given. Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable.
 - (b) 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.
- **25.** Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.
- 26. 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.
- 27. 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.

- **28.** Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.
- **29.** Every newly appointed director or alternate director must sign the 'Consent to Act as Director' in this form. If that director is a body corporate, please also provide the full name of the signatory who signs on behalf of the body corporate.

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.

Confirmation (Section 5)

30. The company secretary, who is a natural person, must ordinarily reside in Hong Kong.

Appointment of Company Secretary / Director (Natural Person) - Protected Information (PIND2A)

- **31.** Hong Kong Identity Card number or passport number and usual residential address reported on PI-ND2A sheet are protected information. PI-ND2A sheet and the information reported therein are withheld from public inspection.
 - Each PI-ND2A sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2A sheet(s).
- **32.** Please state the full Hong Kong Identity Card number, or in the absence of a Hong Kong Identity Card, the full number and issuing country/region of the passport of the newly appointed company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. If the company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-ND2A sheet.
- **33.** Please state the usual residential address of the newly appointed director or alternate director. 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. A company secretary is not required to report such information.