



公司註冊處
Companies Registry

更改備任董事詳情通知書 Notice of Change in Particulars of Reserve Director

表格
Form **ND7**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 備任董事詳情更改 Change in Particulars of Reserve Director

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文姓名
Name in Chinese

英文姓名 姓氏
Name in English Surname

名字
Other Names

身分識別
Identification

香港身分證部分號碼
Partial Number of Hong Kong Identity Card

護照部分號碼
Partial Number of Passport

提交人資料 Presentor's Reference

姓名／名稱 Name:
地址 Address:

電話 Tel:

傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use



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2 備任董事詳情更改 Change in Particulars of Reserve Director (續上頁 cont'd)

B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 中文姓名 Name in Chinese

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生效日期
Effective Date

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日 DD 月 MM 年 YYYY

(b) 英文姓名 Name in English

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姓氏 Surname

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日 DD 月 MM 年 YYYY

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名字 Other Names

(c) 別名 Alias

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中文 Chinese

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英文 English

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日 DD 月 MM 年 YYYY

(d) 通常住址 Usual Residential Address

(須在 PI-ND7 頁填報備任董事新的通常住址)

Provide reserve director's new usual residential address in PI-ND7 sheet)

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日 DD 月 MM 年 YYYY

(e) 通訊地址 Correspondence Address

室 / 樓 / 座等
Flat / Floor / Block etc.

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大廈
Building

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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.

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國家 / 地區
Country / Region

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日 DD 月 MM 年 YYYY

(f) 電郵地址 Email Address

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日 DD 月 MM 年 YYYY

(g) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card

	*	*	*	(*)
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日 DD 月 MM 年 YYYY

(h) 護照 Passport

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簽發國家 / 地區 Issuing Country / Region

--	--	--

日 DD 月 MM 年 YYYY

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部分號碼 Partial Number

(須在
PI-ND7 頁
填報完整
身分識別號碼
Provide full
identification
number in
PI-ND7 sheet)

本通知書包括一頁 PI-ND7 頁 (PI-ND7 頁不會供公眾查閱)

This notice includes one page of PI-ND7 Sheet (PI-ND7 Sheet is NOT for Public Inspection)

請在適用的空格內加上 ✓ 號 Please tick the relevant box

是 Yes

否 No

6 簽署 Signed :

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

日 DD / 月 MM / 年 YYYY

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



備任董事詳情更改 – 受保護資料

Change in Particulars of Reserve Director – Protected Information

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X

公眾紀錄不會顯示此頁
This page will not be shown on the public record

- 如備任董事的身分識別號碼有所更改，公司須於本頁申報其新的香港身分證或護照的完整號碼。

The new full number of Hong Kong Identity Card or passport of a reserve director should be reported on this page if his or her identification number has been changed.

- 如備任董事的通常住址有所更改，公司須於本頁申報其新的通常住址。

The new usual residential address of a reserve director should be reported on this page if his or her usual residential address has been changed.

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

請只填報有更改的項目 Please complete item(s) with change(s) only

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身分識別 Identification

(a) 香港身分證(完整號碼)

Hong Kong Identity Card (Full Number)

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(b) 護照
Passport

簽發國家/地區
Issuing Country/Region

完整號碼
Full Number

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通常住址 Usual Residential Address

室/樓/座等
Flat/Floor/Block etc.

大廈
Building

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

區/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 ND7 時，請將 PI-ND7 頁置於最後。)

Please place PI-ND7 sheet at the end when delivering the Form ND7.)



《公司條例》(第 622 章)
第 645(4)條規定交付的

更改備任董事詳情通知書

填表須知 — 表格 ND7

附註

引言

1. 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私人公司的備任董事的詳情的更改，並須在董事登記冊所載的詳情有所更改後的 15 日內交付處長登記。
2. 請使用適當的表格申報下列更改—

更改事項	表格
本地公司備任董事的提名或停任	表格 ND5
本地公司董事(包括候補董事)或公司秘書的委任或停任	表格 ND2A
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

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。

現時在公司註冊處登記的詳情 (第 2A 項)

8. 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。

9. (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－

- (i) 如組成身分識別號碼的字母或數目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) 如備任董事曾根據以上描述，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「無」。

更改詳情 (第 2B 項)

10. 請在適當的空格內申報備任董事的 新詳情，並在相關的空格內註明生效日期。沒有更改的詳情無需填報。
11. 請填報備任董事的新姓名，該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。
12. 如申報備任董事的新增別名，請在空格內將該備任董事現有的所有別名(包括已在公司註冊處登記的別名)一併填報，以便正確更新紀錄。
13. 如備任董事的 通常住址有所更改，請在相關的空格內註明生效日期，並於 PI-ND7 頁內填報備任董事新的通常住址。PI-ND7 頁及於該頁內所填報的資料，不會供公眾查閱。

14. 請申報備任董事的通訊地址。如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納郵政信箱號碼。
15. 請提供或更新備任董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，亦請以本表格通知公司註冊處。
16. (a) 請申報備任董事新的香港身分證的部分號碼。如該人並非香港身分證持有人，請提供其所持新護照的部分號碼及簽發國家／地區。有關填報身分識別的部分號碼的詳情及例子，請參閱附註 9。
(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-ND7 頁內填報備任董事完整的香港身分證號碼或護照號碼。PI-ND7 頁及於該頁內所填報的資料，不會供公眾查閱。
(d) 如備任董事不再持有香港身分證或任何護照，請在有關的空格內填上「無」，亦無需提交 PI-ND7 頁。

備任董事詳情更改 - 受保護資料 (PI-ND7)

17. 在 PI-ND7 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-ND7 頁及於該頁內所填報的資料，不會供公眾查閱。
18. 請填報備任董事新的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持新護照的完整號碼及簽發國家／地區。
19. 請填報備任董事新的通常住址，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。

NOTICE OF CHANGE IN PARTICULARS OF RESERVE DIRECTOR

For the purposes of section 645(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form ND7

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the reserve director of a private company incorporated in Hong Kong. This form should be delivered to the Registrar for registration within 15 days after the change in the particulars contained in the company's register of directors.
2. Please use the appropriate form to report the following changes —

Types of changes	Forms
Nomination or cessation of nomination of the reserve director of a local company	Form ND5
Appointment or cessation of appointment of a director (including an alternate director) or the company secretary of a local company	Form ND2A
Changes in particulars of a director (including an alternate director) or the company secretary of a local company	Form ND2B

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.

Particulars Currently Registered with the Companies Registry (Section 2A)

8. The name of the 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.

9. (a) For identification purposes, please provide the **partial number** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the **partial number** 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 reserve director 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 **DO NOT** 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.

Details of Change(s) (Section 2B)

10. Please state only the **new particulars** of the reserve director in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.
11. Please provide the new name of the reserve director. The new name 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.
12. To report the addition of an alias, please also state all the aliases (including the alias which has been registered with the Companies Registry) of the reserve director in the box provided to facilitate correct updating of the record.
13. If the **usual residential address** of the reserve director has been changed, please specify the effective date of change in the corresponding box and report the new usual residential address of the reserve director separately on a PI-ND7 sheet. PI-ND7 sheet and the information reported therein are withheld from public inspection.

14. Please provide the **correspondence address** of the reserve director. If a non-Hong Kong address of the reserve director is given, please also complete the box for 'Country/Region'. Post office box numbers are not acceptable.
15. Please provide or update the email address of the reserve director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.
16. (a) Please provide the new **partial number** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the new **partial number** and issuing country/region of the passport of the reserve director. Please refer to Note 9 on the details and examples of **partial number**.
(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 reserve director separately on a PI-ND7 sheet. PI-ND7 sheet and the information reported therein are withheld from public inspection.
(d) If the reserve director no longer holds a Hong Kong Identity Card or any passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-ND7 sheet.

Change in Particulars of Reserve Director - Protected Information (PI- ND7)

17. Hong Kong Identity Card number or passport number and usual residential address reported on PI-ND7 sheet are protected information. PI-ND7 sheet and the information reported therein are withheld from public inspection.
18. Please state the new full Hong Kong Identity Card number, or in the absence of a Hong Kong Identity Card, the new full number and issuing country/region of the passport of the reserve director.
19. Please state the new usual residential address of the reserve 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.