



公司註冊處
Companies Registry

註冊非香港公司
更改公司秘書及董事申報表(委任/停任)
Return of Change of Company Secretary and Director
of Registered Non-Hong Kong Company
(Appointment/Cessation)

表格
Form **NN6**

商業登記號碼

Business Registration Number

註 Note

8 1 公司名稱 Company Name

2 公司秘書/董事的停任 Cessation to Act as Company Secretary/Director

(如超過一名公司秘書/董事停任, 請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary/director ceased to act)

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)

9 身分 Capacity	<input type="checkbox"/>	公司秘書 Company Secretary	<input type="checkbox"/>	董事 Director	<input type="checkbox"/>	候補董事 Alternate Director	代替 Alternate to
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公司秘書/董事的詳情 (自然人) Particulars of Company Secretary/Director (Natural Person)

10 中文姓名 Name in Chinese

英文姓名 Name in English 姓氏 Surname

名字 Other Names

11 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

或 OR

公司秘書/董事的詳情 (法人團體) Particulars of Company Secretary/Director (Body Corporate)

12 中文名稱 Name in Chinese

英文名稱 Name in English

B. 停任詳情 Details of Cessation

13 停任日期 Date of Cessation / /
日 DD 月 MM 年 YYYY

14 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 in this company after the date of cessation? 是 Yes 否 No

4 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



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

(如委任超過一名自然人為公司秘書／董事，請用續頁 B 填報 Use Continuation Sheet B if more than 1 natural person is appointed as company secretary／director)

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

15 身分 Capacity 公司秘書 Company Secretary 董事 Director 候補董事 Alternate Director

代替 Alternate to

16 中文姓名 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

17 通訊地址 Correspondence 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

18 電郵地址 Email Address

19 身分識別 Identification

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

(b) 護照 Passport 簽發國家／地區 Issuing Country/Region

部分號碼 Partial Number

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

20 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？ Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment? 是 Yes 否 No



4 委任公司秘書／董事 (法人團體) Appointment of Company Secretary／Director (Body Corporate)

(如委任超過一個法人團體為公司秘書／董事，請用續頁 C 填報 Use Continuation Sheet C if more than 1 body corporate is appointed as company secretary／director)

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

21 身分 Capacity 公司秘書 Company Secretary 董事 Director 候補董事 Alternate Director

代替 Alternate to

22 中文名稱 Name in Chinese

22 英文名稱 Name in English

23 地址 Address 室／樓／座等 Flat/Floor/Block etc.

大廈 Building

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

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

國家／地區 Country/Region

24 電郵地址 Email Address

25 商業登記號碼 Business Registration Number (只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment 日 DD 月 MM 年 YYYY

26 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？
Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment? 是 Yes 否 No

本申報表包括下列續頁／PI-NN6 頁 This Return includes the following Continuation Sheet(s)／PI-NN6 Sheet(s)

續頁 Continuation Sheet(s)	A	B	C	PI-NN6 (不會供公眾查閱 NOT for Public Inspection)
頁數 Number of pages				頁數 Number of pages

6 簽署 Signed : 姓名 Name : _____ 日期 Date : _____

董事／公司秘書／經理／獲授權代表* Director/Company Secretary/Manager/Authorized Representative*

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



商業登記號碼
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)

9 身分 Capacity 公司秘書 Company Secretary 董事 Director 候補董事 Alternate Director

代替 Alternate to

公司秘書／董事的詳情 (自然人) Particulars of Company Secretary／Director (Natural Person)

10 中文姓名 Name in Chinese

英文姓名 Name in English 姓氏 Surname

名字 Other Names

11 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

或 OR

公司秘書／董事的詳情 (法人團體) Particulars of Company Secretary／Director (Body Corporate)

12 中文名稱 Name in Chinese

英文名稱 Name in English

B. 停任詳情 Details of Cessation

13 停任日期 Date of Cessation

日 DD 月 MM 年 YYYY

14 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 in this company after the date of cessation? 是 Yes 否 No



商業登記號碼
Business Registration Number

委任公司秘書／董事（自然人）（第 3 項）

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

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

- 15 身分 Capacity 公司秘書 Company Secretary 董事 Director 候補董事 Alternate Director

代替 Alternate to

16 中文姓名 Name in Chinese

英文姓名 Name in English

姓氏 Surname

名字 Other Names

17 前用姓名 Previous Names

中文 Chinese

英文 English

別名 Alias

中文 Chinese

英文 English

17 通訊地址 Correspondence 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

18 電郵地址 Email Address

19 身分識別 Identification

(a) 香港身分證部分號碼

Partial Number of Hong Kong Identity Card

 * * * (*)

(b) 護照 Passport

簽發國家／地區 Issuing Country/Region

部分號碼 **Partial Number**

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY

20 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？
Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment?

是 Yes 否 No



商業登記號碼
Business Registration Number

委任公司秘書／董事 (法人團體) (第 4 項)

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

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

21 身分 Capacity 公司秘書 Company Secretary 董事 Director 候補董事 Alternate Director

代替 Alternate to

22 中文名稱 Name in Chinese

22 英文名稱 Name in English

23 地址 Address 室／樓／座等 Flat/Floor/Block etc.

大廈 Building

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

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

國家／地區 Country/Region

24 電郵地址 Email Address

25 商業登記號碼 Business Registration Number
(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment 日 DD 月 MM 年 YYYY

26 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？
Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment? 是 Yes 否 No



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

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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完整號碼。
The full number 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完整號碼及通常住址。
The full number of Hong Kong Identity Card or passport and usual residential address of the newly appointed director should be reported on this page.

(每一頁PI-NN6 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-NN6 頁填報。)

Each PI-NN6 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-NN6 sheet(s).)

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

董事
Director

候補董事
Alternate Director

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

28

身分識別 Identification

(a) 香港身分證(完整號碼)
Hong Kong Identity Card (Full Number)

(b) 護照
Passport

簽發國家／地區
Issuing Country／Region

完整號碼
Full Number

29

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

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 NN6 時，請將所有 PI-NN6 頁置於最後。)

Please place all PI-NN6 sheets at the end when delivering the Form NN6.)



**《公司條例》(第 622 章)
第 791(1) 及 791(2)(b) 條規定交付的**

註冊非香港公司更改公司秘書及董事申報表(委任／停任)

填表須知 — 表格 NN6

附註

引言

1. 本表格是用以通知公司註冊處處長(「處長」)有關註冊非香港公司的公司秘書或聯名公司秘書(「公司秘書」)或董事(包括候補董事)的委任。本表格亦用以向處長申報有關公司秘書或董事(包括候補董事)的停任。公司須在出現有關更改的日期後的1個月內將本表格交付處長登記。
2. 如要申報註冊非香港公司的公司秘書或董事(包括候補董事)的詳情的更改，請使用表格 NN7。
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、公司秘書、經理或獲授權代表簽署。公司註冊處不接納未簽署的表格。

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 日或之後註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

公司名稱 (第 1 項)

8. 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

公司秘書／董事的停任 (第 2 項)

9. 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。
10. 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。

11. (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」。
12. 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。
13. 如公司秘書或董事去世，請申報其去世日期，作為停任日期。
14. 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)

15. 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。

16. 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。
17. (a) 請申報公司秘書的通訊地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。
- (b) 請申報董事的通訊地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。

請另外於 PI-NN6 頁內填報董事的通常住址。PI-NN6 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN6 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-NN6 頁填報。

18. 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 NN7 通知公司註冊處。
19. (a) 請填報公司秘書或董事的香港身分證號碼的部分號碼。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 11。
- (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-NN6 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-NN6 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN6 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-NN6 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-NN6 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」。

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。

委任公司秘書／董事 (法人團體) (第 4 項)

21. 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。
22. 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。
23. 如公司秘書或董事屬法人團體，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。
24. 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 NN7 通知公司註冊處。
25. 如在香港註冊的法人團體公司秘書及董事，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。
26. 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。

委任公司秘書／董事 (自然人) - 受保護資料 (PI-NN6)

- 27.** 在 PI-NN6 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-NN6 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN6 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-NN6 頁填報。

- 28.** 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-NN6 頁。
- 29.** 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。

**RETURN OF CHANGE OF COMPANY SECRETARY AND DIRECTOR
OF REGISTERED NON-HONG KONG COMPANY (APPOINTMENT / CESSATION)**

For the purposes of sections 791(1) and 791(2)(b) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN6

Introduction

1. 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 an alternate director) of a registered non-Hong Kong company. This form should also be used to notify the Registrar of a company secretary or director (including an alternate director) ceasing to hold office. This form should be delivered to the Registrar for registration within 1 month after the date of change.
2. To report changes in the particulars of a company secretary or director (including an alternate director) of a registered non-Hong Kong company, please use Form NN7.
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 Presenter's Reference. Unless the presenter 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. The form must be signed by a director, company secretary, manager or an authorized representative. 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 registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Company Name (Section 1)

8. The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

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

9. 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.
10. 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.

11. (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)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">A</td> <td style="padding: 2px 5px;">1</td> <td style="padding: 2px 5px;">2</td> <td style="padding: 2px 5px;">3</td> <td style="padding: 2px 5px;">*</td> <td style="padding: 2px 5px;">*</td> <td style="padding: 2px 5px;">*</td> <td style="padding: 2px 5px;">(</td> <td style="padding: 2px 5px;">*</td> <td style="padding: 2px 5px;">)</td> </tr> </table>	A	1	2	3	*	*	*	(*)	
A	1	2	3	*	*	*	(*)			
AA123456(7)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">A</td> <td style="padding: 2px 5px;">A</td> <td style="padding: 2px 5px;">1</td> <td style="padding: 2px 5px;">2</td> <td style="padding: 2px 5px;">3</td> <td style="padding: 2px 5px;">*</td> <td style="padding: 2px 5px;">*</td> <td style="padding: 2px 5px;">*</td> <td style="padding: 2px 5px;">(</td> <td style="padding: 2px 5px;">*</td> <td style="padding: 2px 5px;">)</td> </tr> </table>	A	A	1	2	3	*	*	*	(*)
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 **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.
12. 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).
13. For a deceased company secretary or director, the date of death should be given as the date of cessation.
14. 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)

15. 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.

16. 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.
17. (a) Please provide the **correspondence address** of the company secretary. If a non-Hong Kong address is given, please also complete the box for 'Country/ Region'. 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 **usual residential address** of the director separately on a PI-NN6 sheet. PI-NN6 sheet and the information reported therein are withheld from public inspection.

Each PI-NN6 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-NN6 sheet(s).

18. 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 NN7.
19. (a) Please provide the **partial number** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the **partial number** and issuing country/ region of the passport of the company secretary or director. Please refer to Note 11 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 company secretary or director separately on a PI-NN6 sheet. PI-NN6 sheet and the information reported therein are withheld from public inspection.

Each PI-NN6 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-NN6 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-NN6 sheet.

If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

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.

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

21. 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.
22. 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).
23. If the company secretary or 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 are not acceptable.
24. 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 NN7.
25. If the company secretary or 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.

26. 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.

Appointment of Company Secretary / Director (Natural Person) - Protected Information (PI- NN6)

27. Hong Kong Identity Card number or passport number and usual residential address reported on PI-NN6 sheet are protected information. PI-NN6 sheet and the information reported therein are withheld from public inspection.

Each PI-NN6 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-NN6 sheet(s).

28. 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-NN6 sheet.
29. 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.