

有關成員登記支冊的通知書  
Notice Relating to  
Branch Register of Members

表格  
Form **NR4**

商業登記號碼  
Business Registration Number

註 Note

**1 公司名稱 Company Name**

**2 開始備存成員登記支冊  
Commencement of Keeping a Branch Register of Members**

**A. 備存登記支冊所在的地址 Address where the Branch Register is Kept**

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

**B. 生效日期 Effective Date**

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

日 DD

月 MM

年 YYYY

**3 更改備存成員登記支冊所在的地址  
Change in the Address where a Branch Register of Members is Kept**

**A. 前地址 Previous 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

**6 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 更改備存成員登記支冊所在的地址 (續上頁)**

**Change in the Address where a Branch Register of Members is Kept (cont'd)**

**B. 新地址 New 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

--

**C. 生效日期 Effective Date**

--	--	--

日 DD

月 MM

年 YYYY

**4 中止成員登記支冊 Discontinuance of a Branch Register of Members**

**A. 備存登記支冊中止前所在的地址 Address where the Branch Register was Kept before Discontinuance**

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

--

**B. 轉移記項 Transfer of Entries**

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

- 上述登記支冊的所有記項均已轉移至該公司在香港以外的同一地方備存的另一登記支冊。  
**All the entries in the above branch register have been transferred to some other branch register kept in the same place outside Hong Kong by the company.**

備存該另一登記支冊所在的地址 **Address where that Other Branch Register is Kept**

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

--

- 上述登記支冊的所有記項均已轉移至該公司的成員登記冊。  
**All the entries in the above branch register have been transferred to the company's register of members.**

**C. 生效日期 Effective Date**

--	--	--

日 DD

月 MM

年 YYYY

**8 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

**《公司條例》(第 622 章)  
第 636 及 639 條規定交付的  
有關成員登記支冊的通知書**

**填表須知 — 表格 NR4**

**附註**

**引言**

1. 如有股本的公司的章程細則批准它在香港以外地方備存該公司居於當地的成員的登記支冊，該公司可於當地備存該登記支冊。
2. 開始備存成員登記支冊的公司，須在如此行事後的 15 日內，將述明備存該登記支冊所在的地址的通知，以本表格交付公司註冊處處長(「處長」)登記。
3. 備存成員登記支冊的公司，亦須在備存該登記支冊所在的地址有所更改後的 15 日內，將該項更改的通知，以本表格交付處長登記。
4. 如公司中止登記支冊，該登記支冊的所有記項，均須轉移至該公司在香港以外的同一地方備存的另一登記支冊，或該公司的成員登記冊。如公司中止登記支冊，該公司須在如此行事後的 15 日內，將中止該登記支冊及有關記項轉移至的登記冊的通知，以本表格交付處長登記。
5. 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。
6. 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。
7. 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》中有關係文的規定而交付處長。

**簽署**

8. 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**

9. 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。

## **NOTICE RELATING TO BRANCH REGISTER OF MEMBERS**

**For the purposes of sections 636 and 639 of Companies Ordinance (Cap. 622)**

### **Notes for Completion of Form NR4**

#### **Introduction**

1. A company having a share capital may keep in a place outside Hong Kong a branch register of its members resident there if it is authorized to do so by its articles.
2. A company that begins to keep a branch register of members must deliver to the Registrar of Companies (the Registrar) for registration a notice in this form within 15 days after doing so, stating the address where the branch register is kept.
3. A company that keeps a branch register of members must also deliver to the Registrar for registration a notice in this form of any change in the address where the branch register is kept, within 15 days after the change.
4. If a company discontinues a branch register, all the entries in that register must be transferred to some other branch register kept in the same place outside Hong Kong by the company or the company's register of members. The company must, within 15 days after the discontinuance, deliver to the Registrar for registration a notice in this form informing the Registrar of the discontinuance and the register to which the entries have been transferred.
5. 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.
6. 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.
7. 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**

8. 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**

9. 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.