

- 附註：
1. 你所提供的個人資料只用於處理申請退款的事宜上。受款人必須為申請人本人，有關支票(如適用的話)會寄往申請人填報的地址。
 2. 每份申請表只可申請一張收據內的退款。
 3. 請夾附有關資料，以便審核退款申請。
 4. 如申請退還的款項是以現金或支票向公司註冊處支付，而申請人未有選擇退款方式，退款方式將預設為「支票退款」。如申請退款的款項是以其他方式支付，退款方式將為原來支付方式。
 5. 收款帳戶一概不適用於定期存款帳戶、信用卡帳戶、外幣帳戶、聯名帳戶、貸款帳戶及海外帳戶。
 6. 如選擇經銀行轉帳，請填上電郵地址作為收取退款的通知。如沒有提供電郵地址，本處將不會發出退款通知。
 7. 請將填妥的申請表格，連同有關資料(如有的話)交回香港金鐘道 66 號金鐘道政府合署 14 樓收款櫃檯。

- Notes :
1. The personal data provided will only be used for processing the application for refund. Refund will be made payable to the applicant only and relevant cheque (if applicable) will be sent by post to the address provided by the applicant.
 2. One application form can only be used for refund of the amount in one receipt.
 3. Please attach the relevant information to facilitate the processing of the refund application.
 4. If the payment was made in cash or by cheque to the Companies Registry and the applicant has not opted for any method of refund, the refund will be made via cheque by default. For payment made by other payment methods, the refund will be made via the original payment method.
 5. The account receiving the refund must not be a fixed deposit account, a credit card account, a foreign currency account, a joint account, a loan account or an overseas account.
 6. If you opt for receiving the refund by bank transfer, please provide an email address for notification of refund. No notification of refund will be issued if email address is not provided.
 7. Please return the completed application form together with relevant information, if any, to the Shroff Counters on the 14th Floor of Queensway Government Offices, 66 Queensway, Hong Kong.