

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.

生效日期
Effective Date

(a) 中文姓名 Name in Chinese

日 DD	月 MM	年 YYYY
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(b) 英文姓名 Name in English

日 DD	月 MM	年 YYYY
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姓氏 Surname

名字 Other Names

(c) 別名 Alias

日 DD	月 MM	年 YYYY
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中文 Chinese

英文 English

(d) 住址 Residential Address

日 DD	月 MM	年 YYYY
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國家 / 地區
Country / Region

(e) 電郵地址 Email Address

日 DD	月 MM	年 YYYY
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(f) 香港身分證號碼 Hong Kong Identity Card Number

日 DD	月 MM	年 YYYY
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(g) 護照 Passport

日 DD	月 MM	年 YYYY
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簽發國家 Issuing Country

號碼 Number

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》(香港法例第 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
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，則該表格不會視作會為遵從《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。

現時在公司註冊處登記的詳情 (第 2A 項)

7. 請填報備任董事在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。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)

8. 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。
9. 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。
10. 請申報備任董事的 **通常住址**。如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
11. 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。

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 of or cessation to be reserve director	Form ND5
Appointment or cessation of appointment of the company secretary or director (including alternate director) of a local company	Form ND2A
Changes in particulars of the company secretary or director (including alternate director) 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 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. 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.

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

7. If the reserve director has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.

Details of Change(s) (Section 2B)

8. 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.
9. 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.
10. Please provide the **usual residential 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'. 'Care of' addresses or post office box numbers are not acceptable.
11. 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.



公司註冊處
Companies Registry

備任董事辭職通知書 Notice of Resignation of Reserve Director

表格
Form **ND8**

公司編號 Company Number

註 Note

1 公司名稱 Company Name

2 備任董事的辭職 Resignation 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
Name in English

姓氏
Surname

名字
Other Names

7 身分證明
Identification

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香港身分證號碼
Hong Kong Identity Card Number

護照號碼
Passport Number

B. 辭職日期 Date of Resignation

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日 DD

月 MM

年 YYYY

4 提交人資料 Presentor's Reference

姓名 Name:
地址 Address:

請勿填寫本欄 For Official Use

電話 Tel:

傳真 Fax:

電郵 Email:

權號 Reference:

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3 辭職通知 Notice of Resignation

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

- 8 按照上述公司的章程細則或本人與該公司訂立的協議的規定，本人須向該公司發出辭職通知；本人亦已按照該規定發出辭職通知。
I am required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company and I have given notice of resignation in accordance with the requirement.
- 按照上述公司的章程細則或本人與該公司訂立的協議的規定，本人須向該公司發出辭職通知。本人並未按照該規定發出通知，但已將辭職通知的印本送交該公司，或將該通知的電子版發送予該公司，或將該通知留在該公司的註冊辦事處。
I am required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company. I have not given notice of resignation in accordance with the requirement but I have sent the notice of resignation to the Company in hard copy form or in electronic form, or have left it at the registered office of the Company.
- 按照上述公司的章程細則或本人與該公司訂立的任何協議，本人不須向該公司發出辭職通知。
I am not required by the articles of the above-named Company or by any agreement with the Company to give notice of resignation to the Company.

6 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

辭職的備任董事
Resigning Reserve Director

日 DD / 月 MM / 年 YYYY

**《公司條例》(香港法例第 622 章)
第 464(3) 及 (6) 條規定交付的**

備任董事辭職通知書

填表須知 — 表格 ND8

附註

引言

1. 辭職的備任董事如有合理理由相信公司將不會就其辭職一事以表格 **ND5** 通知公司註冊處處長(「處長」), 須自行將辭職一事, 以本表格通知處長。
2. 辭職的董事(包括候補董事但不包括備任董事)在辭去董事或候補董事(不包括備任董事)職位時, 如有合理理由相信公司將不會就其辭職一事以表格 **ND2A** 通知處長, 須自行將辭職一事, 以表格 **ND4** 通知處長。
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, 則該表格不會視作會為遵從《公司條例》中有關條文的規定而交付處長。

簽署

6. 本表格必須由辭職的備任董事簽署, 公司註冊處不接納未簽妥的表格。

現時在公司註冊處登記的詳情 (第 2A 項)

7. 請填報辭職的備任董事已在公司註冊處登記的香港身分證號碼或護照號碼, 以方便本處識別身分。如該項資料未曾在本處登記, 請在有關的空格內填上「無」。

辭職通知 (第 3 項)

8. 如公司的章程細則或與該公司訂立的任何協議, 規定辭職的備任董事向該公司發出辭職通知, 則除非該備任董事已按照《公司條例》第 464 條發出通知, 否則該項辭職無效。

NOTICE OF RESIGNATION OF RESERVE DIRECTOR

For the purposes of section 464(3) and (6) of Companies Ordinance (Cap. 622)

Notes for Completion of Form ND8

Introduction

1. A resigning reserve director should use this form to notify the Registrar of Companies (the Registrar) of his or her resignation if there are reasonable grounds for believing that the company will not deliver a notice of resignation in the specified form, Form ND5, to the Registrar for registration.
2. A resigning director (including an alternate director but excluding a reserve director) should use Form ND4 to notify the Registrar when he or she or it has resigned as a director or alternate director (but not as a reserve director) of the company if there are reasonable grounds for believing that the company will not deliver a notice of resignation in the specified form, Form ND2A, to the Registrar for registration.
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 the resigning reserve director. A form which is not properly signed will be rejected by the Companies Registry.

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

7. If the resigning reserve director has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.

Notice of Resignation (Section 3)

8. Please note that where notice of the resignation of the reserve director is required to be given by the articles of the company or by any agreement with the company, the resignation does not have effect unless such notice has been given in accordance with section 464 of the Companies Ordinance.



公司註冊處
Companies Registry

債權證或債權股證配發申報書
Return of Allotment
of Debentures or Debenture Stock

表格
Form **NDB1**

公司編號 Company Number

註 Note

1 公司名稱 Company Name

2 是次債權證或債權股證配發的詳情

Details of this Allotment of Debentures or Debenture Stock

	貨幣 Currency	款額 Amount	
所配發的債權證或債權股證的款額 The Amount of Debentures or Debenture Stock Allotted	<input type="text"/>	<input type="text"/>	
該等債權證或債權股證的配發日期 Date of Allotment of Debentures or Debenture Stock	<input type="text"/>	<input type="text"/>	<input type="text"/>
	日 DD	月 MM	年 YYYY
該等債權證或債權股證的贖回日期 Date of Redemption of Debentures or Debenture Stock	<input type="text"/>	<input type="text"/>	<input type="text"/>
	日 DD	月 MM	年 YYYY

3 獲配發者的詳情 Details of Allottee(s)

(如空位不足，請用續頁申報 Use Continuation Sheet if the space is insufficient)

姓名／名稱 Name	地址 Address	所配發的債權證或 債權股證的款額 Amount of Debentures or Debenture Stock Allotted
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

本申報書所包括的續頁數目 Number of Continuation Sheet(s) included in this Return

5

簽署 Signed :

姓名 Name :

董事 Director / 公司秘書 Company Secretary *

日期 Date :

日 DD / 月 MM / 年 YYYY

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

3

提交人資料 Presenter's Reference

姓名 Name:

地址 Address:

電話 Tel:

電郵 Email:

檔號 Reference:

傳真 Fax:

請勿填寫本欄 For Official Use

表格 **NDB1**
Form

續頁 Continuation Sheet

公司編號 Company Number

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獲配發者的詳情(第 3 項) Details of Allottee(s) (Section 3)

姓名／名稱 Name	地址 Address	所配發的債權證或 債權股證的款額 Amount of Debentures or Debenture Stocks Allotted

**《公司條例》(香港法例第 622 章)
第 316(1) 條規定交付的**

債權證或債權股證配發申報書

填表須知 — 表格 NDB1

附註

引言

1. 公司須在債權證或債權股證配發後的一個月內，將配發申報書以本表格交付公司註冊處處長(「處長」)登記。
2. 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。
3. 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。
4. 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

5. 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。

RETURN OF ALLOTMENT OF DEBENTURES OR DEBENTURE STOCK

For the purposes of section 316(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NDB1

Introduction

1. Within one month after an allotment of debentures or debenture stock, a company must deliver a return of the allotment in this form to the Registrar of Companies (the Registrar) for registration.
2. 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.
3. 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.
4. 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

5. 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.



公司註冊處
Companies Registry

私人公司或擔保有限公司
撤銷註冊申請書
Application for Deregistration of
Private Company or
Company Limited by Guarantee

表格
Form **NDR1**

公司編號 Company Number

註 Note

1 公司名稱 Company Name

2 申請人證明書 Certification by Applicant

A. 申請人的身分 Capacity of Applicant

- 2 此撤銷註冊的申請是由以下人士作出—
This application for deregistration is made by the following person —

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

- 該公司 the company
 該公司的董事 a director of the company
 該公司的成員 a member of the company

5 提交人資料 Presenter's Reference

姓名 Name:
地址 Address:

電話 Tel:
電郵 Email:
覆號 Reference:

傳真 Fax:

請勿填寫本欄 For Official Use

表格
Form **NDR1**

公司編號 Company Number

B. 申請人的資料 Particulars of Applicant

(如申請人為該公司，請同時填報第2C項 If the applicant is **the company**, please also complete Section 2C)

9 申請人姓名(自然人) Name of Applicant (Natural Person)

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中文姓名 Name in Chinese

英文姓氏 Surname in English

英文名字 Other Names in English

或 OR

9 申請人名稱(法人團體) Name of Applicant (Body Corporate)

通訊地址 Correspondence Address

國家／地區
Country / Region

10 電郵地址 Email Address

圖文傳真號碼 Fax Number

11 身分證明 Identification

(a) 香港身分證號碼

Hong Kong Identity Card Number

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(b) 護照

Passport

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簽發國家 Issuing Country

號碼 Number

C. 獲提名負責接收撤銷註冊通知書的自然人的資料

Particulars of the Natural Person Nominated to be Given Notice of the Deregistration

(如申請人為該公司，請填報獲提名人(自然人的)資料 If the applicant is **the company**, please provide the particulars of the nominated person (natural person))

13 獲提名的自然人的姓名 Name of the Natural Person Nominated

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中文姓名 Name in Chinese

英文姓氏 Surname in English

英文名字 Other Names in English

13 通訊地址 Correspondence Address

國家／地區
Country / Region

14 電郵地址 Email Address

圖文傳真號碼 Fax Number

15 D. 申請條件 Conditions for the Application

- 公司的所有成員均同意撤銷該公司的註冊；
all members of the company agree to the deregistration of the company;
- 公司仍未開始營運或經營業務，或公司在緊接提出此申請之前的 3 個月內沒有營運或經營業務；
either the company has not commenced operation or business, or the company has not been in operation or carried on business during the 3 months immediately before this application;
- 公司沒有尚未清償的債務；
the company has no outstanding liabilities;
- 公司不是任何法律程序的一方；
the company is not a party to any legal proceedings;
- 公司的資產不包含位於香港的不動產；
the company's assets do not consist of any immovable property situate in Hong Kong;
- (如該公司是控股公司)該公司的所有附屬公司的資產均不包含位於香港的不動產；及
if the company is a holding company, none of its subsidiary's assets consist of any immovable property situate in Hong Kong; and
- 公司並非《公司條例》第 749 條指明的公司。
the company is not a company specified in section 749 of the Companies Ordinance.

1

16 E. 隨本表格交付的文件 Document Delivered with this Form

現隨本表格交付稅務局局長發出的書面通知，述明稅務局局長並不反對撤銷該公司的註冊。
The written notice from the Commissioner of Inland Revenue stating that the Commissioner has no objection to the company being deregistered is delivered with this form.

F. 證明書 Certification

本人／我們現核證—
I / We certify that —

- (a) 公司已符合上述 2D 項所有的申請條件；及
the company has met all the conditions stated in Section 2D above; and
- (b) 本申請書內提供的資料均屬正確。
the information given in this application is correct.

簽署 Signed :

8

姓名 Name : _____ 日期 Date : _____
日 DD / 月 MM / 年 YYYY

(董事／公司秘書／授權人*)
本表格第 2B 項所述的申請人
(Director / Company Secretary / Authorized Person*)
Applicant named in Section 2B of this Form

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

警告

任何人如在與申請有關連的情況下，明知或罔顧實情地提供屬虛假或具誤導性的資料，即屬犯罪；一經循公訴程序定罪，可處罰款 300,000 元及監禁 2 年；或一經循簡易程序定罪，可處第 6 級罰款(100,000 元)及監禁 6 個月。

WARNING

A PERSON WHO, IN CONNECTION WITH AN APPLICATION, KNOWINGLY OR RECKLESSLY GIVES ANY INFORMATION THAT IS FALSE OR MISLEADING COMMITS AN OFFENCE AND IS LIABLE, ON CONVICTION ON INDICTMENT TO A FINE OF \$300,000 AND 2 YEARS IMPRISONMENT; OR ON SUMMARY CONVICTION TO A FINE AT LEVEL 6 (\$100,000) AND 6 MONTHS IMPRISONMENT.

**《公司條例》(香港法例第 622 章)
第 750 條規定交付的**

**私人公司或擔保有限公司
撤銷註冊申請書**

填表須知 — 表格 NDR1

附註

引言

1. 本表格是用以向公司註冊處處長(「處長」)申請將一間私人公司或擔保有限公司的註冊按《公司條例》第 750 條撤銷。唯第 750 條並**不適用於**以下公司—
 - (a) 公眾公司；
 - (b) 《銀行業條例》(第 155 章)第 2(1)條所界定的認可機構；
 - (c) 《保險公司條例》(第 41 章)第 2(1)及(2)條所界定的保險人；
 - (d) 根據《證券及期貨條例》(第 571 章)第 V 部獲發牌經營該條例附表 1 第 1 部第 1 條所界定的任何受規管活動的業務的法團；
 - (e) (d) 段所述的法團的屬《證券及期貨條例》(第 571 章)第 VI 部所指者的有聯繫實體；
 - (f) 《強制性公積金計劃條例》(第 485 章)第 2(1)條所界定的核准受託人；
 - (g) 根據《受託人條例》(第 29 章) 第 VIII 部註冊為信託公司的公司；
 - (h) 以屬(b)、(c)、(d)、(e)、(f)或(g)段所指者為附屬公司的公司；或
 - (i) 在緊接提出第 750 條所指的申請之前的 5 年內的任何時間曾屬(b)、(c)、(d)、(e)、(f)、(g)或(h)段所指者的公司。
 2. 撤銷註冊的申請應由公司、公司的董事或成員作出。在撤銷該公司的註冊時，處長須向申請人或在有關申請中獲提名負責接收撤銷註冊通知書的人士發出撤銷註冊通知書。
 3. 公司一旦解散，其解散前歸屬該公司或以信託形式為該公司持有的所有財產及權利(包括銀行戶口結餘、車輛及物業等)即屬無主財物，並歸屬香港特別行政區政府。在提出申請之前，公司應該就其財產的處置事宜，徵詢律師或其他專業顧問的意見，確保在註冊撤銷前，妥善處置其所擁有的一切財產。
 4. 請劃一以中文或英文填報各項所需資料。如以中文填報，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。
 5. 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。
 6. 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。
- 費用**
7. 本表格必須連同正確的註冊費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

簽署

8. 本表格必須由第 2B 項所述的申請人簽署。如申請人屬法人團體，本表格必須由該法人團體的一名董事、公司秘書或獲該法人團體授權的人士代為簽署，並填上簽署人的全名。公司註冊處不接納未簽妥的表格。

申請人的資料 (第 2B 項)

9. 申請人必須填報全名及通訊地址。如申請人為該公司，必須另提名一位自然人負責接收撤銷註冊通知書，而獲提名的自然人的資料須同時於第 2C 項填報。
10. 請提供申請人的電郵地址及／或圖文傳真號碼(如有的話)以方便聯絡。
11. 請填報屬自然人的申請人的香港身分證號碼。如該人並非香港身分證持有人，請填報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填上「無」。

獲提名負責接收撤銷註冊通知書的自然人的資料 (第 2C 項)

12. 獲提名的人必須是自然人。
13. 請填報獲提名的自然人的全名及通訊地址。
14. 請提供獲提名的自然人的電郵地址及／或圖文傳真號碼(如有的話)以方便聯絡。

申請條件 (第 2D 項)

15. 債務包括或有負債，例如銀行擔保。

隨本表格交付的文件 (第 2E 項)

16. 申請人交付本表格時，必須同時交付稅務局局長發出的通知書正本，並申明稅務局局長並不反對撤銷該公司的註冊。本表格應在該通知書發出之日起計 3 個月內交付，否則申請可能被延遲處理，甚至不獲受理。

**APPLICATION FOR DEREGISTRATION
OF PRIVATE COMPANY OR COMPANY LIMITED BY GUARANTEE**

For the purposes of section 750 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NDR1

Introduction

1. This form should be used for applying to the Registrar of Companies (the Registrar) for the deregistration of a private company or a company limited by guarantee under section 750 of the Companies Ordinance. Section 750, however, does not apply to the following companies —
 - (a) a public company;
 - (b) an authorized institution as defined by section 2(1) of the Banking Ordinance (Cap. 155);
 - (c) an insurer as defined by section 2(1) and (2) of the Insurance Companies Ordinance (Cap. 41);
 - (d) a corporation licensed under Part V of the Securities and Futures Ordinance (Cap. 571) to carry on a business in any regulated activity as defined by section 1 of Part 1 of Schedule 1 to that Ordinance;
 - (e) an associated entity, within the meaning of Part VI of the Securities and Futures Ordinance (Cap. 571), of a corporation mentioned in paragraph (d);
 - (f) an approved trustee as defined by section 2(1) of the Mandatory Provident Fund Schemes Ordinance (Cap.485);
 - (g) a company registered as a trust company under Part VIII of the Trustee Ordinance (Cap. 29);
 - (h) a company having a subsidiary that falls within paragraph (b), (c), (d), (e), (f) or (g); or
 - (i) a company that fell within paragraph (b), (c), (d), (e), (f), (g) or (h) at any time during the 5 years immediately before the application under section 750 is made.
2. This application should be made by the company, a director or member of the company. On the deregistration of the company, the Registrar must give notice of the deregistration to the applicant or to the person nominated in the application to be given the notice.
3. Once a company is dissolved, all property (including credit balances in its bank accounts, motor vehicle, landed property, etc.) and rights vested in or held on trust for the company immediately before the dissolution is vested in the Government of the Hong Kong Special Administrative Region as bona vacantia. Before making an application, a company should seek advice from its lawyer or other professional adviser to ensure that all property has been properly disposed of prior to its deregistration.
4. 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.
5. 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.
6. 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.

Fee

7. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Signature

8. This form must be signed by the applicant named in Section 2B. If the applicant is a body corporate, this form must be signed by a director or the company secretary of the body corporate or an authorized person acting on its behalf with the full name of the signatory stated. A form which is not properly signed will be rejected by the Companies Registry.

Particulars of Applicant (Section 2B)

9. Full name and correspondence address of the applicant must be given. If the applicant is the company itself, it must nominate a natural person to receive notice of the deregistration. Particulars of the natural person nominated should also be provided in Section 2C.
10. Please supply the email address and/or fax number of the applicant, if any, to facilitate electronic communication.
11. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the applicant who is a natural person should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

Particulars of the Natural Person Nominated to be Given the Notice of the Deregistration (Section 2C)

12. The nominated person must be a natural person.
13. Please provide the full name and correspondence address of the natural person nominated.
14. Please supply the email address and/or fax number of the natural person nominated, if any, to facilitate electronic communication.

Conditions for the Application (Section 2D)

15. Outstanding liabilities include contingent liabilities such as a bank guarantee.

Document Delivered with this Form (Section 2E)

16. The original written notice from the Commissioner of Inland Revenue stating that the Commissioner has no objection to the deregistration of the company must be delivered together with this form. This form should be delivered within 3 months from the date of such notice. Failure to do so may result in the application being delayed or even rejected.



公司註冊處
Companies Registry

委任審查員通知書
Notice of Appointment of Inspector

表格
Form **NIN1**

公司編號 Company Number

--

註 Note

1 公司名稱 Company Name

--

2 審查員委任的詳情 Details of Appointment of Inspector

姓名 Name

--

(請申報全名 Please state full name)

地址 Address

--

委任日期 Date of Appointment

--	--	--	--

日 DD

月 MM

年 YYYY

3 本委任所依據的法例條文 Statutory Provision under which the Appointment is Made

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

《公司條例》第 840 條 Section 840 of the Companies Ordinance

《公司條例》第 841 條 Section 841 of the Companies Ordinance

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

審查員 Inspector

日 DD / 月 MM / 年 YYYY

3

提交人資料 Presentor's Reference

姓名 Name:

地址 Address:

請勿填寫本欄 For Official Use

電話 Tel:

傳真 Fax:

電郵 Email:

檔號 Reference:

**《公司條例》(香港法例第 622 章)
第 842(1) 條規定交付的**

委任審查員通知書

填表須知 — 表格 NIN1

附註

引言

1. 根據《公司條例》第 840 或 841 條獲財政司司長委任調查公司的事務的審查員，須按照第 842 條的規定，在有關委任作出的日期後的 15 日內，以本表格將委任通知交付公司註冊處處長(「處長」)登記。
2. 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。
3. 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。
4. 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

5. 本表格必須由獲委任的審查員簽署，公司註冊處不接納未簽妥的表格。

NOTICE OF APPOINTMENT OF INSPECTOR

For the purposes of section 842(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NIN1

Introduction

1. In accordance with the provisions of section 842 of the Companies Ordinance, an inspector who is appointed by the Financial Secretary under section 840 or 841 to investigate the affairs of a company must, within 15 days after the date of the appointment, deliver to the Registrar of Companies (the Registrar) a notice of the appointment in this form for registration.
2. 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.
3. 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.
4. 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

5. This form must be signed by the inspector being appointed. A form which is not properly signed will be rejected by the Companies Registry.



公司註冊處
Companies Registry

審查員交付最終報告通知書
Notice of Delivery of
Final Report by Inspector

表格 Form **NIN2**

公司編號 Company Number

--

註 Note

1 公司名稱 Company Name

--

2 向財政司司長交付有關調查上述公司事務的最終報告的日期
Date of Delivery of the Final Report on Investigation of the Affairs of the above Company to the Financial Secretary

日 DD	月 MM	年 YYYY

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
 審查員 Inspector 日 DD / 月 MM / 年 YYYY

3 提交人資料 Presenter's Reference

姓名 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email :
權號 Reference:

請勿填寫本欄 For Official Use

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**《公司條例》(香港法例第 622 章)
第 856(4)條規定交付的**

審查員交付最終報告通知書

填表須知 — 表格 NIN2

附註

引言

1. 根據《公司條例》第 840 或 841 條獲財政司司長委任調查公司的事務的審查員，須在調查完成時，就該調查擬備最終報告，交付財政司司長。審查員須按照第 856(4)條的規定，在將該最終報告交付財政司司長後的一段合理時間內，以本表格將關於該事的通知交付公司註冊處處長(「處長」)登記。
2. 如以中文申報本表格內的資料，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。
3. 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。
4. 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，則該表格不會視作會為遵從《公司條例》中有關條文的規定而交付處長。

簽署

5. 本表格必須由審查員簽署，公司註冊處不接納未簽妥的表格。

NOTICE OF DELIVERY OF FINAL REPORT BY INSPECTOR

For the purposes of section 856(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NIN2

Introduction

1. An inspector who is appointed by the Financial Secretary under section 840 or 841 of the Companies Ordinance to investigate the affairs of a company must, on the completion of the investigation, prepare a final report on the investigation and deliver it to the Financial Secretary. As required by section 856(4), the inspector must, within a reasonable time after the delivery of the final report to the Financial Secretary, deliver to the Registrar of Companies (the Registrar) a notice of that fact in this form for registration.
2. 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.
3. 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.
4. 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

5. This form must be signed by the inspector. A form which is not properly signed will be rejected by the Companies Registry.



公司註冊處
Companies Registry

審查員交付中期報告通知書
Notice of Delivery of
Interim Report by Inspector

表格
Form **NIN3**

公司編號 Company Number

--

註 Note

1 公司名稱 Company Name

--

2 向財政司司長交付有關調查上述公司事務
的中期報告的日期

Date of Delivery of the Interim Report on
Investigation of the Affairs of the above
Company to the Financial Secretary

日 DD	月 MM	年 YYYY

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
審查員 Inspector 日 DD / 月 MM / 年 YYYY

3 提交人資料 Presentor's Reference

姓名 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email :
檔號 Reference:

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**《公司條例》(香港法例第 622 章)
第 855(4)條規定交付的**

審查員交付中期報告通知書

填表須知 — 表格 NIN3

附註

引言

1. 根據《公司條例》第 840 或 841 條獲財政司司長委任調查公司的事務的審查員，須按財政司司長的指示(如有的話)就有關調查擬備中期報告。如審查員認為擬備中期報告是適當的，亦可隨時就該調查擬備中期報告。審查員須將中期報告交付財政司司長，並須按照第 855(4)條的規定，在將該中期報告交付財政司司長後的一段合理時間內，以本表格將關於該事的通知交付公司註冊處處長(「處長」)登記。
2. 如以中文申報本表格內的資料，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。
3. 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。
4. 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，則該表格不會視作會為遵從《公司條例》中有關條文的規定而交付處長。

簽署

5. 本表格必須由審查員簽署，公司註冊處不接納未簽妥的表格。

NOTICE OF DELIVERY OF INTERIM REPORT BY INSPECTOR

For the purposes of section 855(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NIN3

Introduction

1. An inspector who is appointed by the Financial Secretary under section 840 or 841 of the Companies Ordinance to investigate the affairs of a company must, if directed by the Financial Secretary, prepare an interim report on the investigation. The inspector may also at any time prepare an interim report on the investigation if it is considered appropriate to do so. An interim report must be delivered to the Financial Secretary. As required by section 855(4), the inspector must also, within a reasonable time after the delivery of the interim report to the Financial Secretary, deliver to the Registrar of Companies (the Registrar) a notice of that fact in this form for registration.
2. 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.
3. 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.
4. 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

5. This form must be signed by the inspector. A form which is not properly signed will be rejected by the Companies Registry.



公司註冊處
Companies Registry

押記詳情的陳述
Statement of Particulars of Charge

表格
Form **NM1**

公司編號 Company Number

註 Note

1 公司名稱 Company Name

2 設立該項押記或證明該項押記的設立的文書 Instrument Creating or Evidencing the Charge

文書描述 Description of Instrument

(文書的經核證副本須連同本表格交付 A certified copy of the instrument must be delivered with this form)

設立日期 Date of Creation

日 DD	月 MM	年 YYYY
------	------	--------

3 承按人或承押記人資料 Particulars of Mortgagee or Chargee

姓名 / 名稱 Name

地址 Address

提交人資料 Presentor's Reference

姓名 Name:

代號 Code:

地址 Address:

電話 Tel:

傳真 Fax:

電郵 Email:

權號 Reference:

請勿填寫本欄 For Official Use

表格 Form **NM1**

公司編號 Company Number

--

16 4 獲取財產的日期 Date of Acquisition of Property

日 DD	月 MM	年 YYYY

17 5 有關債權證應支付的佣金、津貼或折扣
Commission, Allowance or Discount Payable in Relation to the Debenture

A. 款額 Amount

--

或 OR

B. 百分率 Percentage

--

9 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

公司 / 承按人 / 承押記人*
(董事 / 公司秘書 / 授權代表*)
Company / Mortgagee / Chargee *
(Director / Company Secretary /
Authorized Representative *)

日 DD / 月 MM / 年 YYYY

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

**《公司條例》(香港法例第 622 章)
第 335(1)、336(1)、338(2)、339(3)、340(2) 及 342(2) 條規定交付的**

押記詳情的陳述

填表須知 — 表格 NM1

附註

引言

1. 根據《公司條例》註冊成立為法團的公司(本地公司)或根據《公司條例》第 16 部註冊的公司(註冊非香港公司)必須將關於該公司設立的指明押記或公司在取得財產時已存在的押記的詳情的陳述，以本表格連同設立該項押記或證明有該項押記的文書的經核證副本，交付公司註冊處處長(「處長」)登記。請注意，指明押記均須登記。如欲確定某項押記是否指明押記，請參閱《公司條例》第 334 條及尋求獨立法律意見。
2. (a) 如註冊非香港公司就某財產設立押記時或在取得某財產時，該財產不是在香港境內，則該項押記不須在公司註冊處登記。
(b) 如在註冊非香港公司根據《公司條例》第 16 部註冊的日期，該公司有在香港境內的受該公司設立的押記規限的財產，或受在取得該財產時已存在的押記規限的財產，則公司必須交付本表格，為該項押記登記。
3. 交付指明押記登記是公司的責任，但擁有指明押記的權益的人，包括承押記人，亦可交付該項指明押記予處長登記。
4. 請劃一以中文或英文申報各項所需資料，所選的語文**必須**與用以描述本表格第 2 項所述的設立或證明該項按揭或押記的設立的文書的語文相同。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。
5. 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。
6. 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。

交付表格的期限

7. 本表格須在指明的登記期交付處長登記。登記期是設立押記的日期、取得有關財產的程序完成的日期、或註冊非香港公司根據《公司條例》第 16 部註冊的日期後的一個月(視屬何情況而定)。

如有關指明押記是本地公司在香港以外設立，並包含在香港以外的財產，則登記期是設立該項押記或證明有該項押記的文書的經核證副本(如付出應有努力發送)可在經正常的郵遞程序於香港接獲的日期後的一個月。

除非獲法庭頒令批准延期，處長不接受逾期交付的表格。

費用

8. 本表格必須連同正確的註冊費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

簽署

9. 本表格可由按揭人(即有關公司)、承按人或擁有該項押記的權益的人簽署—
- (a) 如本表格是由有關公司以按揭人身分交付，表格必須由其董事或公司秘書，或為此目的獲授權的人簽署。
 - (b) 如承按人或擁有該項押記的權益的人是自然人，本表格必須由承按人或擁有該項押記的權益的人親自簽署，或由其為此目的授權的人簽署。
 - (c) 如承按人或擁有該項押記的權益的人是法人團體，本表格必須由承按人或擁有該項押記的權益的人的董事或公司秘書，或獲承按人或擁有該項押記的權益的人為此目的授權的人簽署。

公司註冊處不接納未簽妥的表格。

設立該項押記或證明該項押記的設立的文書 (第 2 項)

10. 請申報設立該項押記或證明該項押記的設立的文書的類別或性質，例如「按揭」、「債權證」、「浮動押記」、「信托契據」等。
11. 在本項所述設立該項押記或證明該項押記的設立的文書的經核證副本，必須連同本表格一併交付登記。一份關乎某項押記的文書的副本，如經以下的人核證為真實副本，即屬經核證副本—
- (a) 以下的人—
 - (i) 交付該副本登記的公司或註冊非香港公司的董事或公司秘書；或
 - (ii) 該公司或註冊非香港公司為此目的授權的人；
 - (b) 以下的人—
 - (i) 擁有該項押記的權益的任何其他人；或
 - (ii) 如—
 - (A) 擁有權益的人是自然人，該擁有權益的人為此目的授權的人；或
 - (B) 擁有權益的人是法人團體，該擁有權益的人為此目的授權的人，或該擁有權益的人的董事或公司秘書。
12. 請注意，登記時只須交付設立押記或證明押記的設立的文書的經核證副本。如誤把押記文書的正本而非經核證副本交付處長登記，處長不會就該押記文書正本在文件影像掃描過程中可能造成的任何損壞負責，亦不會就該押記文書正本可否安全交還提交人負責。
13. 如押記文書所用的語文並非中文或英文，提交人須一併交付一份和本表格所用的語文相同的文書的經核證譯本。

承按人或承押記人資料 (第 3 項)

14. 如有多於一名承按人或承押記人，請清楚列明各人的姓名／名稱及地址。如空位不足，可另紙提供。
15. 請申報承按人或承押記人的詳細地址，本處不接納「轉交」地址或郵政信箱號碼。如承按人或承押記人屬法人團體，請註明其註冊辦事處或主要營業地點的地址。

獲取財產的日期 (第 4 項)

16. 本項只適用於根據《公司條例》第 338 或 339 條交付登記的押記。如公司取得任何受押記規限的財產(有關押記在公司獲取該財產時已存在)，請在有關的空格內申報取得有關財產的程序完成的日期。取得有關財產的文件的副本，須與本表格一併交付，以作核對。

有關債權證應支付的佣金、津貼或折扣 (第 5 項)

17. 如公司或註冊非香港公司直接或間接支付或提供任何佣金、津貼或折扣予任何人，作為該人作出以下事情的代價—

- (a) 無條件或有條件地認購該公司或註冊非香港公司的任何債權證，或同意如此認購該等債權證；或
- (b) 促使或同意促使無條件或有條件地認購該公司或註冊非香港公司的任何債權證；

公司或註冊非香港公司須將有關佣金、津貼或折扣的詳情的陳述，以本表格交付處長登記。

STATEMENT OF PARTICULARS OF CHARGE

For the purposes of sections 335(1), 336(1), 338(2), 339(3), 340(2) and 342(2)
of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM1

Introduction

1. All companies incorporated in Hong Kong (local companies) or registered in Hong Kong under Part 16 of the Companies Ordinance (registered non-Hong Kong companies) must deliver a statement of the particulars of every specified charge created by the company or charge existing on properties acquired by the company in this form to the Registrar of Companies (the Registrar) for registration, together with a certified copy of the instrument creating or evidencing the charge. Please note that only specified charges are required to be registered. To ascertain what a specified charge is, please refer to section 334 of the Companies Ordinance and seek independent legal advice.
2. (a) Charges on property owned by registered non-Hong Kong companies are not required to be registered if the charged property was not in Hong Kong when the charge was created or when the property was acquired by the registered non-Hong Kong company.
(b) Where a registered non-Hong Kong company has, on the date of its registration under Part 16 of the Companies Ordinance, property in Hong Kong that is subject to a charge created by the company or a charge that subsisted when the property was acquired, it is required to deliver this form for registration of that charge.
3. It is the duty of the company to deliver its specified charge for registration. However, a person interested in a specified charge, including the chargee, may also deliver the specified charge to the Registrar for registration.
4. Please fill in all particulars and complete all items consistently in either Chinese or English **AND** in the same language used in Section 2 of this form to describe the instrument creating or evidencing the mortgage or charge. 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.
5. 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.
6. 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.

Deadline for Delivery of this Form

7. This form should be delivered to the Registrar for registration within the registration period, i.e. within one month after the date on which the specified charge is created, or the date on which the acquisition is completed, or the date on which a registered non-Hong Kong company is registered under Part 16 of the Companies Ordinance, as the case may be.

In the case of a charge created by a local company outside Hong Kong and comprising property situate outside Hong Kong, this form should be delivered to the Registrar within one month after the date on which a certified copy of the instrument creating or evidencing the charge could, if despatched with due diligence, have been received in Hong Kong in due course of post.

Late delivery will not be accepted unless an order for extension of time is granted by the court.

Fee

8. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Signature

9. This form may be signed by the mortgagor (i.e. the company itself), the mortgagee or the person interested in the charge in the following manner —
 - (a) When the form is delivered by the company as a mortgagor, the form should be signed by a director or company secretary of the company, or by a person authorized by the company for the purpose.
 - (b) If the mortgagee or the interested person is a natural person, the form should be signed by the mortgagee or the interested person personally, or by a person authorized by the mortgagee or the interested person for the purpose.
 - (c) If the mortgagee or the interested person is a body corporate, the form should be signed by a director or company secretary of the mortgagee or the interested person, or by a person authorized by the mortgagee or the interested person for the purpose.

A form which is not properly signed will be rejected by the Companies Registry.

Instrument Creating or Evidencing the Charge (Section 2)

10. Please state the type or nature of the instrument creating or evidencing the charge, such as 'Mortgage', 'Debenture', 'Floating Charge', 'Trust Deed', etc.
11. A certified copy of the instrument creating or evidencing the charge described in this Section must be delivered together with this form for registration. A copy of an instrument in relation to a charge is a certified copy if it is certified as a true copy —
 - (a) by —
 - (i) a director or company secretary of the company or registered non-Hong Kong company delivering the copy for registration; or
 - (ii) a person authorized by that company or registered non-Hong Kong company for the purpose; or
 - (b) by —
 - (i) any other person interested in the charge; or
 - (ii) in the case of —
 - (A) an interested person who is a natural person, a person authorized by the interested person for the purpose; or
 - (B) an interested person that is a body corporate, a person authorized by the interested person for the purpose, or a director or company secretary of the interested person.
12. Please note that only a certified copy of the instrument creating or evidencing the charge is required to be delivered for registration. If the original charge instrument is mistakenly delivered to the Registrar instead of the certified copy, the Registrar will not be responsible for any damage to the original instrument that may result from the document image scanning process or for the safe return of the original charge instrument to the presenter.
13. If the language of the instrument is not in Chinese or English, the presenter is required to deliver, together with the instrument, a certified translation thereof in the language used in completing this form.

Particulars of Mortgagee or Chargee (Section 3)

14. If there is more than one mortgagee or chargee, please list out their names and addresses clearly. A separate sheet can be used if the space provided is insufficient.
15. Please provide the mortgagee's or chargee's full address. 'Care of' addresses or post office box numbers are not acceptable. If the mortgagee or chargee is a body corporate, please provide the address of its registered or principal office.

Date of Acquisition of Property (Section 4)

16. This section is only applicable to charges delivered for registration under section 338 or 339 of the Companies Ordinance. If the company has acquired a property that is subject to a charge when the property was acquired, please fill in the date on which the property was acquired in the box provided. A copy of the document effecting or evidencing the acquisition should also be delivered together with this form for verification.

Commission, Allowance or Discount Payable in Relation to the Debenture (Section 5)

17. If any commission, allowance or discount has been paid or made, directly or indirectly, by a company or registered non-Hong Kong company to any person in consideration of the person —
 - (a) subscribing or agreeing to subscribe, absolutely or conditionally, for any debenture of the company or registered non-Hong Kong company; or
 - (b) procuring or agreeing to procure absolute or conditional subscriptions for any debenture of the company or registered non-Hong Kong company;

the company or registered non-Hong Kong company must deliver a statement of the particulars of the commission, allowance or discount in this form to the Registrar for registration.



公司註冊處
Companies Registry

償付／清償債項或解除押記等的通知書
Notification of Payment/Satisfaction of
Debt, Release from Charge, etc.

表格
Form **NM2**

公司編號 Company Number

註 Note

1 公司名稱 Company Name

2 承按人或承押記人資料 Particulars of Mortgagee or Chargee

姓名／名稱 Name

7 8

轉換承按人或承押記人的日期
Date of Change of Mortgagee or Chargee

日 DD	月 MM	年 YYYY

3 解除押記的資料 Particulars of the Discharge

9

A. 設立該項押記或證明有該項押記的文書描述
Description of the Instrument Creating or Evidencing the Charge

3

提交人資料 Presenter's Reference

姓名 Name:
代號 Code:
地址 Address:

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電話 Tel: 傳真 Fax:
電郵 Email:
檔號 Reference:

表格
Form **NM2**

公司編號 Company Number

--

3 解除押記的資料 Particulars of the Discharge (續上頁 cont'd)

B. 設立押記的日期
Date of Creation of the Charge

日 DD	月 MM	年 YYYY

10-12 C. 解除押記的文書描述

Description of the Instrument Evidencing the Discharge of the Charge

(文書的經核證副本須連同本表格交付 A certified copy of the instrument must be delivered with this form)

--

D. 解除押記的日期
Date of Discharge of the Charge

日 DD	月 MM	年 YYYY

E. 解除押記類別 Type of Discharge

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

I 藉已登記押記保證的債項已全部償付或清償。
The debt secured by the registered charge has been paid or satisfied in whole.

II 藉已登記押記保證的債項已部分償付或清償，金額為—
The debt secured by the registered charge has been paid or satisfied in part to the extent of —

貨幣單位 Currency	款額 Amount

III 全部受已登記押記規限的財產或業務已解除押記而不再受該項押記規限。
The whole property or undertaking subject to the registered charge has been released from the charge.

IV 部分受已登記押記規限的財產或業務已解除押記而不再受該項押記規限。
Part of the property or undertaking subject to the registered charge has been released from the charge.

V 全部受已登記押記規限的財產或業務已不再構成有關公司的財產或業務的一部分。
The whole property or undertaking subject to the registered charge has ceased to form part of the company's property or undertaking.

VI 部分受已登記押記規限的財產或業務已不再構成有關公司的財產或業務的一部分。
Part of the property or undertaking subject to the registered charge has ceased to form part of the company's property or undertaking.

6 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
日 DD / 月 MM / 年 YYYY

公司 / 承按人 / 承押記人*
(董事 / 公司秘書 / 授權代表*)
Company / Mortgagee / Chargee *
(Director / Company Secretary /
Authorized Representative *)

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

**《公司條例》(香港法例第 622 章)
第 345 條規定交付的**

償付／清償債項或解除押記等的通知書

填表須知 — 表格 NM2

附註

引言

1. 根據《公司條例》第345條，如一

- (a) 藉已登記押記保證的債項，已全部或部分償付或清償；或
- (b) 受已登記押記規限的財產或業務的全部或任何部分—
 - (i) 已解除押記而不再受該項押記規限；或
 - (ii) 已不再構成有關公司或註冊非香港公司的財產或業務的一部分，

有關公司、註冊非香港公司、承按人或對有關押記享有權利的人，可將償付、清償、解除押記或財產或業務不再構成公司財產或業務的一部分一事，以本表格通知公司註冊處處長（「處長」）。

- 2. 請劃一以中文或英文申報各項所需資料，所選的語文**必須**與用以描述本表格第 3C 項所述的解除押記的文書的語文相同。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。
- 3. 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。
- 4. 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。

費用

- 5. 本表格必須連同正確的註冊費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

簽署

- 6. 本表格可由按揭人(即有關公司)、承按人或對有關押記享有權利的人簽署—
 - (a) 如本表格是由有關公司以按揭人身分交付，表格必須由其董事或公司秘書，或為此目的獲授權的人簽署。
 - (b) 如承按人或對有關押記享有權利的人是自然人，本表格必須由承按人或對有關押記享有權利的人親自簽署，或由其為此目的授權的人簽署。
 - (c) 如承按人或對有關押記享有權利的人是法人團體，本表格必須由承按人或對有關押記享有權利的人的董事或公司秘書，或獲承按人或對有關押記享有權利的人為此目的授權的人簽署。

公司註冊處不接納未簽妥的表格。

承按人或承押記人資料 (第 2 項)

7. 如曾經轉換承按人或承押記人，請在有關的空格內填報現時的承按人或承押記人開始享有該項押記權利的日期。
8. 如曾經轉換承按人或承押記人，請連同本表格交付轉換承按人或承押記人的證明文件。如承按人或承押記人是自然人，該證明文件必須由承按人或承押記人親自簽署或由獲其授權的人簽署。如承按人或承押記人是法人團體，則該證明文件須由承按人或承押記人的董事、公司秘書或獲授權的人簽署。本項要求並不適用於根據香港法例的任何條例完成的按揭轉讓或押記轉讓。

設立該項押記或證明有該項押記的文書的描述 (第 3 A 項)

9. 在本項所填報設立該項押記或證明有該項押記的文書的描述，必須與該押記在公司註冊處登記時的表格內填報的描述相同。

解除押記的文書描述 (第 3 C 項)

10. 交付本表格時須附上證明有關償付、清償、解除押記或財產或業務不再構成公司財產或業務的一部分的文書的經核證副本。任何文書的副本，如經以下的人核證為真實副本，即屬經核證副本—
 - (a) 承按人或對有關押記享有權利的人；或
 - (b) 如一
 - (i) 承按人或對有關押記享有權利的人是自然人，獲承按人或對該項押記享有權利的人為此目的授權的人；或
 - (ii) 承按人或對有關押記享有權利的人是法人團體—
 - (A) 獲承按人或對有關押記享有權利的人為此目的授權的人；或
 - (B) 承按人或對該項押記享有權利的人的董事或公司秘書。
11. 請注意，登記時只須交付證明解除押記的文書的經核證副本。如誤把證明解除押記的文書的正本而非經核證副本交付處長，處長不會就該文書正本在文件影像掃描過程中可能造成的任何損壞負責，亦不會就該文書正本可否安全交還提交人負責。
12. 如解除押記的文書所用的語文並非中文或英文，提交人須一併交付一份和本表格所用的語文相同的文書的經核證譯本。

**NOTIFICATION OF PAYMENT / SATISFACTION OF DEBT,
RELEASE FROM CHARGE, ETC.**

For the purposes of section 345 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM2

Introduction

1. Pursuant to section 345 of the Companies Ordinance, if —
 - (a) the debt secured by a registered charge has been paid or satisfied in whole or in part; or
 - (b) the whole or any part of the property or undertaking subject to a registered charge —
 - (i) has been released from the charge; or
 - (ii) has ceased to form part of the company's or registered non-Hong Kong company's property or undertaking,

the company or registered non-Hong Kong company, or the mortgagee or person entitled to the charge, may notify the Registrar of Companies (the Registrar) of the payment, satisfaction, release or cessation in this form.
2. Please fill in all particulars and complete all items consistently in either Chinese or English **AND** in the same language used in Section 3C of this form to describe the instrument evidencing the discharge of the charge. 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.
3. 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.
4. 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.

Fee

5. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Signature

6. This form may be signed by the mortgagor (i.e. the company itself), the mortgagee or the person entitled to the charge in the following manner —
 - (a) When the form is delivered by the company as a mortgagor, the form should be signed by a director or company secretary of the company, or by a person authorized by the company for the purpose.
 - (b) If the mortgagee or the entitled person is a natural person, the form should be signed by the mortgagee or the entitled person personally, or by a person authorized by the mortgagee or the entitled person for the purpose.
 - (c) If the mortgagee or the entitled person is a body corporate, the form should be signed by a director or company secretary of the mortgagee or the entitled person, or by a person authorized by the mortgagee or the entitled person for the purpose.

A form which is not properly signed will be rejected by the Companies Registry.

Particulars of Mortgagee or Chargee (Section 2)

7. If there has been a change of mortgagee or chargee, please fill in the date on which the current mortgagee or chargee became entitled to the charge in the box provided.
8. If there has been a change of mortgagee or chargee, document evidencing the change in the mortgagee or chargee must be delivered with this form. If the mortgagee or chargee is a natural person, the evidence should be signed by the mortgagee or chargee or by his or her authorized representative. If the mortgagee or chargee is a body corporate, the evidence should be signed by its director, company secretary or authorized representative. This requirement does not apply in the case of the transfer or assignment of a mortgage or charge which has been effected pursuant to an Ordinance of the Laws of Hong Kong.

Description of the Instrument Creating or Evidencing the Charge (Section 3A)

9. The description of the instrument creating or evidencing the charge to be included in this Section should be the same as the description included in the form filed with the Registrar when this charge was first registered.

Description of the Instrument Evidencing the Discharge of the Charge (Section 3C)

10. This form must be delivered with a certified copy of any instrument for the purpose of evidencing the payment, satisfaction, release or cessation. A copy of an instrument is a certified copy if it is certified as a true copy by —
 - (a) the mortgagee or the person entitled to the charge; or
 - (b) in the case of —
 - (i) a mortgagee or entitled person who is a natural person, a person authorized by the mortgagee or entitled person for the purpose; or
 - (ii) a mortgagee or entitled person that is a body corporate —
 - (A) a person authorized by the mortgagee or entitled person for the purpose; or
 - (B) a director or company secretary of the mortgagee or entitled person.
11. Please note that only a certified copy of evidence of discharge is required to be delivered for registration. If the original evidence of discharge is mistakenly delivered to the Registrar instead of the certified copy, the Registrar will not be responsible for any damage to the original document that may result from the document image scanning process or for the safe return of the original document to the presenter.
12. If the language of the instrument evidencing the discharge is not in Chinese or English, the presenter is required to deliver, together with the instrument, a certified translation thereof in the language used in completing this form.



公司註冊處
Companies Registry

承接人行使財產管有權通知書
Notice of Mortgagee Entering
into Possession of Property

表格
Form **NM3**

公司編號 Company Number

註 Note

1 公司名稱 Company Name

2 承接人或承押記人資料 Particulars of Mortgagee or Chargee

承接人或承押記人的名稱 (法人團體) Name of Mortgagee or Chargee (Body Corporate)

或 OR

承接人或承押記人的姓名 (自然人) Name of Mortgagee or Chargee (Natural Person)

中文姓名

Name in Chinese

英文姓名

Name in English

姓氏
Surname

名字
Other Names

7

身分證明 Identification

(a) 香港身分證號碼

Hong Kong Identity Card Number

(b) 護照

Passport

簽發國家

Issuing Country

號碼

Number

8

轉換承接人或承押記人的日期

Date of Change of Mortgagee or Chargee

日 DD

月 MM

年 YYYY

9

承接人或承押記人地址 Address of Mortgagee or Chargee

10

承接人或承押記人電郵地址 Email Address of Mortgagee or Chargee

3

提交人資料 Presentor's Reference

姓名 Name:

代號 Code:

地址 Address:

請勿填寫本欄 For Official Use

電話 Tel:

傳真 Fax:

電郵 Email:

權號 Reference:

表格
Form

NM3

公司編號 Company Number

--

11

3 承按人或承押記人行使財產管有權所根據的押記

Charge under which Mortgagee or Chargee Entered into Possession of the Property

押記描述 Description of Charge

--

設立日期 Date of Creation

日 DD	月 MM	年 YYYY

4 行使財產管有權的日期

Date of Entering into Possession of Property

日 DD	月 MM	年 YYYY

5 承按人或承押記人行使管有權的財產的描述

Description of Property Entered into Possession by the Mortgagee or Chargee

(如空位不足，請用續頁填報 Use Continuation Sheet if the space is insufficient)

A. 房地產 Landed Property

押記財產的簡要詳情 Short particulars of the property charged

(請填報財產的地址 Please state the address of the property)

--

B. 其他類別的押記財產 Other types of property charged

(請填報適當詳情 Please insert details as appropriate)

--

本通知書所包括的續頁數目

Number of Continuation Sheet(s) included in this Notice

--

5

簽署 Signed :

姓名 Name : _____ 日期 Date : _____

(董事 / 公司秘書 / 授權代表 *)

日 DD / 月 MM / 年 YYYY

本表格第 2 項所述的承按人 / 承押記人
(Director / Company Secretary / Authorized Representative *)
Mortgagee / Chargee named in Section 2 of this Form

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

表格 **NM3**
Form

續頁 Continuation Sheet

公司編號 Company Number

承按人或承押記人行使管有權的財產的描述 (第 5 項)
Description of Property Entered into Possession by the Mortgagee or Chargee (Section 5)

--

(公司條例) (香港法例第 622 章)
第 349(1) 條規定交付的

承按人行使財產管有權通知書

填表須知 — 表格 NM3

附註

引言

1. 如任何人以承按人身份，就公司財產或註冊非香港公司已押記財產行使管有權，該人須在開始行使管有權的日期後的 7 日內，將關於該事實的陳述，以本表格交付公司註冊處處長（「處長」）登記。
2. 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。
3. 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。
4. 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

5. 本表格必須由第 2 項所述的承按人或承押記人簽署。如承按人或承押記人屬法人團體，本表格必須由其一名董事、公司秘書或授權代表簽署。如承按人或承押記人屬自然人，則本表格必須由承按人或承押記人親自簽署，或由其授權代表簽署。公司註冊處不接納未簽妥的表格。

費用

6. 本表格必須連同正確的註冊費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

承按人或承押記人資料 (第 2 項)

7. 屬自然人的承按人或承押記人須申報其香港身分證號碼。如該人並非香港身分證持有人，請申報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填報「無」。
8. 如曾經轉換承按人或承押記人，請在有關的空格內填報現時的承按人或承押記人開始享有該項押記權利的日期。
9. 請申報承按人或承押記人的詳細地址，本處不接納「轉交」地址或郵政信箱號碼。如承按人或承押記人屬法人團體，請註明其註冊辦事處或主要辦事處的地址。
10. 請提供承按人或承押記人的電郵地址(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 NM7 通知公司註冊處。

承按人或承押記人行使財產管有權所根據的押記 (第 3 項)

11. 在此空格內填報的押記描述必須與在公司註冊處登記有關該押記的表格 M1 或 NM1 所填報的描述相同。

NOTICE OF MORTGAGEE ENTERING INTO POSSESSION OF PROPERTY

For the purposes of section 349(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM3

Introduction

1. If a person enters into possession of the property of a company, or the charged property of a registered non-Hong Kong company, as mortgagee, the person must, within 7 days after the date of entering into possession, deliver a statement of that fact in this form to the Registrar of Companies (the Registrar) for registration.
2. 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.
3. 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.
4. 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

5. This form must be signed by the mortgagee or chargee named in Section 2 of this form. If the mortgagee or chargee is a body corporate, this form must be signed by a director, company secretary or an authorized representative. If the mortgagee or chargee is a natural person, this form must be signed by the mortgagee or chargee personally or by his or her authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Fee

6. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Particulars of Mortgagee or Chargee (Section 2)

7. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the mortgagee or chargee who is a natural person should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
8. If there has been a change of mortgagee or chargee, please fill in the date on which the current mortgagee or chargee became entitled to the charge in the box provided.
9. Please provide the full address of the mortgagee or chargee. 'Care of' addresses or post office box numbers are not acceptable. If the mortgagee or chargee is a body corporate, please provide the address of the registered or principal office.
10. Please supply the email address of the mortgagee or chargee, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NM7.

Charge under which Mortgagee or Chargee Entered into Possession of the Property (Section 3)

11. The description of the charge to be included in this box should be the same as the description included in the Form M1 or NM1 relating to this charge registered with the Companies Registry.



公司註冊處
Companies Registry

承接人不再管有財產通知書
Notice of Mortgagee Going out
of Possession of Property

表格 **NM4**
Form

公司編號 Company Number

--

註 Note

1 公司名稱 Company Name

--

2 承接人或承押記人的名稱 Name of Mortgagee or Chargee

--

3 承接人或承押記人行使財產管有權所根據的押記
Charge under which Mortgagee or Chargee Entered into Possession of the Property

押記描述 Description of Charge

設立日期 Date of Creation

--

日 DD	月 MM	年 YYYY

4 A. 行使財產管有權的日期
Date of Entering into Possession of Property

日 DD	月 MM	年 YYYY

B. 不再管有財產的日期
Date of Going out of Possession of Property

日 DD	月 MM	年 YYYY

3 提交人資料 Presentor's Reference

姓名 Name:
代號 Code:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email:
權號 Reference:

請勿填寫本欄 For Official Use

--

5 承按人或承押記人不再管有的財產的描述

Description of Property in respect of which the Mortgagee or Chargee has Gone out of Possession

(如空位不足，請用續頁填報 Use Continuation Sheet if the space is insufficient)

A. 房地產 Landed Property

押記財產的簡要詳情 Short particulars of the property charged

(請填報財產的地址 Please state the address of the property)

B. 其他類別的押記財產 Other types of property charged

(請填報適當詳情 Please insert details as appropriate)

本通知書所包括的續頁數目

Number of Continuation Sheet(s) included in this Notice

5

簽署 Signed :

姓名 Name : _____ 日期 Date : _____

(董事 / 公司秘書 / 授權代表*)

日 DD / 月 MM / 年 YYYY

本表格第 2 項所述的承按人 / 承押記人

(Director / Company Secretary / Authorized Representative *)

Mortgagee / Chargee named in Section 2 of this Form

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

表格 **NM4**
Form

續頁 Continuation Sheet

公司編號 Company Number

承按人或承押記人不再管有的財產的描述 (第 5 項)

Description of Property in respect of which the Mortgagee or Chargee has Gone out of Possession (Section 5)

**《公司條例》(香港法例第 622 章)
第 350(3) 條規定交付的**

承按人不再管有財產通知書

填表須知 — 表格 NM4

附註

引言

1. 如任何人以承按人身份，不再管有公司財產或註冊非香港公司已押記財產，該人須在不再管有該財產或已押記財產後的 7 日內，將關於該事實的陳述，以本表格交付公司註冊處處長(「處長」)登記。
2. 請劃一以中文或英文申報各項所需資料。此外，所選用的語文 **必須** 與有關的表格 M3 或 NM3 所用的語文相同。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。
3. 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。
4. 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》中有關係條文的規定而交付處長。

簽署

5. 本表格必須由第 2 項所述的承按人或承押記人簽署。如承按人或承押記人屬法人團體，本表格必須由其中一名董事、公司秘書或授權代表簽署。如承按人或承押記人屬自然人，則本表格必須由承按人或承押記人親自簽署，或由其授權代表簽署。公司註冊處不接納未簽妥的表格。

NOTICE OF MORTGAGEE GOING OUT OF POSSESSION OF PROPERTY

For the purposes of section 350(3) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM4

Introduction

1. If a person, as mortgagee goes out of possession of the property of a company, or the charged property of a registered non-Hong Kong company, the person must, within 7 days after going out of possession of the property or charged property, deliver a statement of that fact in this form to the Registrar of Companies (the Registrar) for registration.
2. Please fill in all particulars and complete all items consistently in either Chinese or English **AND** in the same language used in the related Form M3 or NM3. 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.
3. 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.
4. 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

5. This form must be signed by the mortgagee or chargee named in Section 2 of this form. If the mortgagee or chargee is a body corporate, this form must be signed by a director, company secretary or an authorized representative. If the mortgagee or chargee is a natural person, this form must be signed by the mortgagee or chargee personally or by his or her authorized representative. A form which is not properly signed will be rejected by the Companies Registry.



公司註冊處
Companies Registry

委任接管人或經理人通知書

Notice of Appointment of Receiver or Manager

表格
Form **NM5**

公司編號 Company Number

--

註 Note

1 公司名稱 Company Name

--

(有接管人／經理人獲委任 Receiver/Manager appointed)

2 委任接管人或經理人 Appointment of Receiver or Manager

A. 委任方式 Mode of Appointment

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

7

根據法院命令委任 Appointment by a Court Order

法院案件編號 Court Action Number

--

命令日期 Date of Order

--	--	--

日 DD 月 MM 年 YYYY

根據任何文書委任 Appointment under an Instrument

8

文書描述 Description of Instrument

--

設立日期 Date of Creation

--	--	--

日 DD 月 MM 年 YYYY

B. 委任日期 Date of Appointment

--	--	--

日 DD 月 MM 年 YYYY

3

提交人資料 Presentor's Reference

姓名 Name:

代號 Code:

地址 Address:

電話 Tel:

傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

表格 NM5

公司編號 Company Number

2 委任接管人或經理人 Appointment of Receiver or Manager (續上頁 cont'd)**C. 接管人或經理人的詳情 Particulars of Receiver or Manager**(如委任超過兩名接管人/經理人, 請用續頁A填報 Use Continuation Sheet A if more than 2 receivers/managers are appointed)
請在適用的空格內加上✓號 Please tick the relevant box(es)

身分 Capacity	<input type="checkbox"/> 接管人 Receiver	<input type="checkbox"/> 經理人 Manager	<input type="checkbox"/> 接管人兼經理人 Receiver and Manager
類別 Status	<input type="checkbox"/> 單獨 Sole	<input type="checkbox"/> 共同 Joint	<input type="checkbox"/> 共同及各別 Joint and Several

1 中文姓名
Name in Chinese**英文姓名** 姓氏
Name in English Surname名字
Other Names **9** **地址**
Address
國家/地區
Country/Region **10** **電郵地址**
Email Address**11** **身分證明** (a) **香港身分證號碼**
Identification Hong Kong Identity Card Number(b) **護照簽發國家**
Passport Issuing Country護照號碼
Passport Number **2 中文姓名**
Name in Chinese**英文姓名** 姓氏
Name in English Surname名字
Other Names **9** **地址**
Address
國家/地區
Country/Region **10** **電郵地址**
Email Address**11** **身分證明** (a) **香港身分證號碼**
Identification Hong Kong Identity Card Number(b) **護照簽發國家**
Passport Issuing Country護照號碼
Passport Number

表格 **NM5**
Form

公司編號 Company Number

--

3 該項委任所涉及的財產的描述

Description of the Property over which the Appointment is Made

(如空位不足，請用續頁 B 續報 Use Continuation Sheet B if the space is insufficient)

A. 房地產 Landed Property

財產的簡要詳情 Short particulars of the property

(請填報財產的地址 Please state the address of the property)

--

B. 其他類別的財產 Other Types of Property

(請填報適當詳情 Please insert details as appropriate)

--

本通知書包括下列續頁 This Notice includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B
頁數 Number of pages		

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____ 日 DD / 月 MM / 年 YYYY
 (董事 / 公司秘書 / 授權代表*)
 委任人
 (Director / Company Secretary / Authorized Representative *)
 Appointor

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

公司編號 Company Number

接管人或經理人的詳情 (第 2C 項)

Particulars of Receiver or Manager (Section 2C)

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

- | | | | | | | |
|----------------|--------------------------|-----------------|--------------------------|----------------|--------------------------|---------------------------------|
| 身分
Capacity | <input type="checkbox"/> | 接管人
Receiver | <input type="checkbox"/> | 經理人
Manager | <input type="checkbox"/> | 接管人兼經理人
Receiver and Manager |
| 類別
Status | <input type="checkbox"/> | 單獨
Sole | <input type="checkbox"/> | 共同
Joint | <input type="checkbox"/> | 共同及各別
Joint and Several |

1 中文姓名
Name in Chinese

英文姓名
Name in English

姓氏 Surname

名字 Other Names

9 地址
Address

國家/地區
Country/Region

10 電郵地址
Email Address

11 身分證明
Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number ()

(b) 護照簽發國家
Passport Issuing Country

護照號碼
Passport Number

2 中文姓名
Name in Chinese

英文姓名
Name in English

姓氏 Surname

名字 Other Names

9 地址
Address

國家/地區
Country/Region

10 電郵地址
Email Address

11 身分證明
Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number ()

(b) 護照簽發國家
Passport Issuing Country

護照號碼
Passport Number

該項委任所涉及的財產的描述 (第 3 項)

Description of the Property over which the Appointment is Made (Section 3)

**《公司條例》(香港法例第 622 章)
第 348(1) 條規定交付的**

委任接管人或經理人通知書

填表須知 — 表格 NM5

附註

引言

1. 如任何人取得委任公司財產或註冊非香港公司已押記財產的接管人或經理人的命令，或如任何人根據任何文書所載的權力委任上述接管人或經理人，該人須在該項命令或根據該權力作出委任的日期後的 7 日內，將關於該事實的陳述，以本表格交付公司註冊處處長(「處長」)登記。
2. 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。
3. 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。
4. 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

5. 本表格必須由承按人、承押記人或獲得本表格第 2 項所述的法院命令的人士(統稱為委任人)簽署。如委任人屬法人團體，本表格必須由其中一名董事、公司秘書或授權代表簽署。如委任人屬自然人，則本表格必須由委任人親自簽署或由其授權代表簽署。公司註冊處不接納未簽妥的表格。

費用

6. 本表格必須連同正確的註冊費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

委任方式 (第 2A 項)

7. 如接管人或經理人是由法院命令所委任，請述明該項法院命令的有關資料。提交人無須將該法院命令交付本處。
8. 在此空格內填報的文書描述必須與在公司註冊處登記有關該押記的表格 M1 或 NM1 所填報的描述相同。

接管人或經理人的詳情 (第 2C 項)

9. 請申報接管人或經理人的詳細地址，本處不接納「轉交」地址或郵政信箱號碼。
10. 請提供接管人或經理人的電郵地址(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 NM7 通知公司註冊處。
11. 接管人或經理人須填報其香港身分證號碼。如該人並非香港身分證持有人，請填報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填報「無」。

NOTICE OF APPOINTMENT OF RECEIVER OR MANAGER

For the purposes of section 348(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM5

Introduction

1. If a person obtains an order for the appointment of a receiver or manager of the property of a company or the charged property of a registered non-Hong Kong company, or appoints such a receiver or manager under the powers contained in an instrument, the person must, within 7 days after the date of the order or of the appointment under those powers, deliver a statement of that fact in this form to the Registrar of Companies (the Registrar) for registration.
2. 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.
3. 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.
4. 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

5. This form must be signed by the mortgagee, chargee, or the person who obtained the court order stated in Section 2 of this form (collectively referred to as the appointor). If the appointor is a body corporate, this form must be signed by a director, company secretary or an authorized representative. If the appointor is a natural person, this form must be signed by the appointor personally or by his or her authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Fee

6. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Mode of Appointment (Section 2A)

7. If the receiver or manager is appointed by a court order, please state the particulars of the court order. Presentors need not deliver a copy of the court order to the Companies Registry.
8. The description of instrument to be included in this box should be the same as the description included in the Form M1 or NM1 relating to this charge registered with the Companies Registry.

Particulars of Receiver or Manager (Section 2C)

9. Please provide the full address of the receiver or manager. 'Care of' addresses or post office box numbers are not acceptable.
10. Please provide the email address of the receiver or manager, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NM7.
11. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the receiver or manager should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.



公司註冊處
Companies Registry

停任接管人或經理人通知書
Notice of Cessation of Appointment of
Receiver or Manager

表格
Form **NM6**

公司編號 Company Number

--

註 Note

1 公司名稱 Company Name

--

2 停任接管人或經理人的姓名 Name of Receiver or Manager Ceasing to Act

中文姓名 Name in Chinese		
英文姓名 Name in English	姓氏 Surname	
	名字 Other Names	

3 委任為接管人或經理人的日期
Date of Appointment as Receiver or Manager

日 DD	月 MM	年 YYYY

4 上述人士已停任下列文書或法院命令所涵蓋財產的接管人或經理人
The person named above ceased to act as receiver or manager of the properties covered by the instrument/court order specified below

文書描述/法院案件編號
Description of Instrument or Court Action Number

文書設立日期/法院命令日期
Date of Creation of Instrument or
Date of Court Order

--

日 DD	月 MM	年 YYYY

5 停任日期
Date of Ceasing to Act

日 DD	月 MM	年 YYYY

6 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
 停任接管人或經理人的人士
Receiver or Manager ceasing to act
 日 DD / 月 MM / 年 YYYY

9 提交人資料 Presentor's Reference

姓名 Name:
代號 Code:
地址 Address:

電話 Tel: _____ 傳真 Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

**《公司條例》(香港法例第 622 章)
第 350(2) 條規定交付的**

停任接管人或經理人通知書

填表須知 — 表格 NM6

附註

引言

1. 如任何人經法院命令或根據任何文書所載的權力獲委任為公司財產或註冊非香港公司已押記財產的接管人或經理人，該人須在停任接管人或經理人的日期後的7日內，將關於停任一事的陳述，以本表格交付公司註冊處處長(「處長」)登記。
2. 請劃一以中文或英文申報各項所需資料。此外，所選用的語文 **必須** 與有關的表格 M5 或 NM5 所用的語文相同。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。
3. 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。
4. 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

5. 本表格必須由停任接管人或經理人的人士親自簽署，公司註冊處不接納未簽妥的表格。

NOTICE OF CESSATION OF APPOINTMENT OF RECEIVER OR MANAGER

For the purposes of section 350(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM6

Introduction

1. A person appointed by a court order or under the powers contained in an instrument as the receiver or manager of the property of a company or the charged property of a registered non Hong-Kong company must, within 7 days after the date of his / her ceasing to act as receiver or manager, deliver a statement of the cessation in this form to the Registrar of Companies (the Registrar) for registration.
2. Please fill in all particulars and complete all items consistently in either Chinese or English **AND** in the same language used in the related Form M5 or NM5. 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.
3. 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.
4. 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

5. This form must be signed by the person who ceased to act as receiver or manager personally. A form which is not properly signed will be rejected by the Companies Registry.



公司註冊處
Companies Registry

更改接管人、經理人或
管有財產的承接人的詳情通知書
Notice of Change in Particulars of
Receiver, Manager or Mortgagee
in Possession of Property

表格
Form **NM7**

公司編號 Company Number

註 Note

1 公司名稱 Company Name

2 接管人或經理人／管有財產的承接人或承押記人詳情更改
Change in Particulars of Receiver or Manager / Mortgagee or Chargee in Possession of Property

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

身分 接管人或經理人 管有財產的承接人或承押記人
Capacity Receiver or Manager Mortgagee or Chargee in Possession of Property

承接人或承押記人 (法人團體) Mortgagee or Chargee (Body Corporate)

名稱 Name

或 OR

接管人或經理人／承接人或承押記人 (自然人)
Receiver or Manager / Mortgagee or Chargee (Natural Person)

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

6

身分證明
Identification

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

香港身分證號碼
Hong Kong Identity Card Number

護照號碼
Passport Number

3

提交人資料 Presentor's Reference

姓名 Name:
代號 Code:
地址 Address:

請勿填寫本欄 For Official Use

電話 Tel: 傳真 Fax:
電郵 Email:
編號 Reference:

**《公司條例》(香港法例第 622 章)
第 350(4) 條規定交付的**

更改接管人、經理人或管有財產的承按人的詳情通知書

填表須知 — 表格 NM7

附註

引言

1. 如公司財產或註冊非香港公司已押記財產的接管人、經理人或行使管有權的承按人或承押記人曾就其委任或行使管有權通知公司註冊處處長(「處長」)，而該人的詳情有所更改，該人須在該項更改的日期後的 15 日內，將關於該項更改的陳述，以本表格交付處長登記。
2. 請劃一以中文或英文申報各項所需資料。此外，所選用的語文**必須**與有關的表格 M5 / NM5 或表格 M3 / NM3(視屬何情況而定)所用的語文相同。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。
3. 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。
4. 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

5. 本表格必須由本表格第 2 項所述的接管人、經理人、管有財產的承按人或承押記人(或由承按人或承押記人的授權代表)親自簽署。如承按人或承押記人屬法人團體，則本表格必須由其中一名董事、公司秘書或授權代表簽署。公司註冊處不接納未簽妥的表格。

接管人或經理人／管有財產的承按人或承押記人詳情更改 (第 2 項)

6. 請填報屬自然人的接管人、經理人、承按人或承押記人已在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格內填報「無」。
7. 請在適當的空格內申報接管人、經理人、承按人或承押記人的**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。
8. 請申報接管人、經理人、承按人或承押記人的詳細地址，本處不接納「轉交」地址或郵政信箱號碼。如承按人或承押記人屬法人團體，請註明其註冊辦事處或主要辦事處的地址。
9. 請提供或更新接管人、經理人、承按人或承押記人的電郵地址(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。

**NOTICE OF CHANGE IN PARTICULARS OF RECEIVER, MANAGER OR
MORTGAGEE IN POSSESSION OF PROPERTY**

For the purposes of section 350(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM7

Introduction

1. If a receiver or manager of the property of a company or the charged property of a registered non-Hong Kong company or a mortgagee / chargee who has entered into possession of the property of a company or the charged property of a registered non-Hong Kong company has delivered a notice of appointment or entering into possession of property to the Registrar of Companies (the Registrar) for registration, the receiver, manager, mortgagee or chargee must, within 15 days after the date of any change in his / her / its particulars, deliver a statement of that change in this form to the Registrar for registration.
2. Please fill in all particulars and complete all items consistently in either Chinese or English **AND** in the same language used in the related Form M5 / NM5 or Form M3 / NM3, as the case may be. 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.
3. 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.
4. 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

5. This form must be signed by the receiver, manager, mortgagee or chargee (or by his or her authorized representative) named in Section 2 of this form personally. If the mortgagee or chargee is a body corporate, this form must be signed by a director, company secretary or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Change in Particulars of Receiver or Manager / Mortgagee or Chargee in Possession of Property (Section 2)

6. If the receiver, manager, mortgagee or chargee, who is a natural person, has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purpose. If no such particulars have been registered, please state 'Nil' in the boxes provided.
7. Please state only the **new particulars** of the receiver, manager, mortgagee or chargee 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.
8. Please provide the full address of the receiver, manager, mortgagee or chargee. 'Care of' addresses or post office box numbers are not acceptable. If the mortgagee or chargee is a body corporate, please supply the address of the registered or principal office.
9. Please provide or update the email address of the receiver, manager, mortgagee or chargee, 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.



公司註冊處
Companies Registry

押記詳情的陳述
(屬一個債權證系列的組成部分的債權證)
Statement of Particulars of Charge
(For Debenture Forming Part of a Series)

表格
Form **NM8**

公司編號 Company Number

註 Note

1 公司名稱 Company Name

2 A. 提述載有該項指明押記的文書的簽立日期
Date of Execution of the Instrument by Reference to
which a Specified Charge is Given

<input type="text"/>	<input type="text"/>	<input type="text"/>
日 DD	月 MM	年 YYYY

或 OR

B. 簽立有關債權證系列的首份債權證以設立指明押記的日期
Date of Execution of the First Debenture of the Series
Creating a Specified Charge

<input type="text"/>	<input type="text"/>	<input type="text"/>
日 DD	月 MM	年 YYYY

3 債權證持有人的受托人(如有的話)的姓名或名稱
Names of Trustees, if any, for the Debenture Holders

7 4 有關債權證應支付的佣金、津貼或折扣
Commission, Allowance or Discount Payable in Relation to the Debenture

A. 款額 Amount

或 OR

B. 百分率 Percentage

3 提交人資料 Presenter's Reference

姓名 Name:
地址 Address:

請勿填寫本欄 For Official Use

電話 Tel: 傳真 Fax:
電郵 Email:
權號 Reference:

表格
Form **NM8**

公司編號 Company Number

5 隨本表格交付的文書類別
Type of Instrument Delivered with this Form

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

提述載有該項指明押記的文書的經核證副本
A certified copy of the Instrument by reference to which the specified charge is given

或 OR

債權證系列的任何一份債權證的經核證副本
A certified copy of any one debenture of the series

6

簽署 Signed :

姓名 Name : _____ 日期 Date : _____
日 DD / 月 MM / 年 YYYY

公司／承按人／承押記人*
(董事／公司秘書／授權代表*)
Company / Mortgagee / Chargee *
(Director / Company Secretary /
Authorized Representative *)

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

**《公司條例》(香港法例第 622 章)
第 335(2)、336(2) 及 340(3) 條規定交付的**

**押記詳情的陳述
(屬一個債權證系列的組成部分的債權證)**

填表須知 — 表格 NM8

附註

引言

1. 根據《公司條例》第335(2)、336(2)及340(3)條，本地公司或註冊非香港公司必須將有關屬一個債權證系列的組成部分的債權證押記詳情的陳述，以本表格連同有關的指明的文書的經核證副本，交付公司註冊處處長(「處長」)登記。本表格適用於以下情況—

(a) 本地公司設立的指明押記—第335(2)條

- (i) 如公司設立了一項指明押記，而該項押記是藉在屬一個債權證系列的組成部分的債權證提述任何其他載有該項押記的文書而由該債權證給予的(不論該債權證是否亦載有該項押記)，而每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利，公司須在指明的登記期內，以本表格將關於該項押記的詳情的陳述，連同載有該項押記的文書(指明文書)的經核證副本，交付處長登記。指明的登記期為簽立該文書後的一個月。如有關指明押記是在香港以外設立，並且包含在香港以外的財產，則登記期是有關指明文書的經核證副本(如付出應有努力發送)可在經正常的郵遞程序於香港接獲的日期後的一個月。

- (ii) 如公司設立了一項指明押記，而該項押記是載於屬一個債權證系列的組成部分的債權證，但不是藉在該債權證提述任何其他文書而由該債權證給予的，而每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利，公司須在指明的登記期內，以本表格將關於該項押記的詳情的陳述，連同有關債權證系列的任何一份債權證(指明文書)的經核證副本，交付處長登記。指明的登記期為簽立有關債權證系列的首份債權證後的一個月。如有關指明押記是在香港以外設立，並且包含在香港以外的財產，則登記期是有關指明文書的經核證副本(如付出應有努力發送)可在經正常的郵遞程序於香港接獲的日期後的一個月。

(b) 註冊非香港公司就其在香港境內的財產設立的指明押記—第336(2)條

- (i) 如註冊非香港公司就其在香港境內的財產設立了一項指明押記，而該項押記是藉在屬一個債權證系列的組成部分的債權證提述任何其他載有該項押記的文書而由該債權證給予的(不論該債權證是否亦載有該項押記)，而每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利，註冊非香港公司須在簽立該文書後的一個月內，以本表格將關於該項押記的詳情的陳述，連同載有該項押記的文書的經核證副本，交付處長登記。

- (ii) 如註冊非香港公司就其在香港境內的財產設立了一項指明押記，而該項押記是載於屬一個債權證系列的組成部分的債權證，但不是藉在該債權證提述任何其他文書而由該債權證給予的，而每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利，註冊非香港公司須在簽立有關債權證系列的首份債權證後的一個月內，以本表格將關於該項押記的詳情的陳述，連同有關債權證系列的任何一份債權證的經核證副本，交付處長登記。

(c) 註冊非香港公司在註冊日期前就其在香港境內的財產已設立的押記—第340(3)條

在註冊非香港公司根據《公司條例》第16部註冊的日期，如該公司有在香港境內的受該公司設立的押記規限的財產，或受在取得該財產時已存在的押記規限的財產，而該項押記所屬的種類，是假使它是在該公司根據第16部註冊後才由該公司設

立，或該公司是在該項註冊後才取得該財產，則該公司便須按《公司條例》第336(1)或339(3)條的規定將關於該項押記的詳情的陳述交付登記者—

- (i) 如該項押記是藉在屬一個債權證系列的組成部分的債權證提述任何其他載有該項押記的文書而由該債權證給予的(不論該債權證是否亦載有該項押記)，而每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利，該註冊非香港公司須在其根據第16部註冊的日期後的一個月內，以本表格將關於該項押記的詳情的陳述，連同載有該項押記的文書的經核證副本，交付處長登記。
- (ii) 如該項押記是載於屬一個債權證系列的組成部分的債權證，但不是藉在該債權證提述任何其他文書而由該債權證給予的，而每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利，該註冊非香港公司須在其根據第16部註冊的日期後的一個月內，以本表格將關於該項押記的詳情的陳述，連同有關債權證系列的任何一份債權證的經核證副本，交付處長登記。

2. 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。
3. 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。
4. 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，則該表格不會視作會為遵從《公司條例》中有關條文的規定而交付處長。

費用

5. 本表格必須連同正確的註冊費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

簽署

6. 本表格可由按揭人(即有關公司)、承按人或擁有該項押記的權益的人簽署—
 - (a) 如本表格是由有關公司以按揭人身分交付，本表格必須由其董事或公司秘書，或為此目的獲授權的人簽署。
 - (b) 如承按人或擁有該項押記的權益的人是自然人，本表格必須由承按人或擁有該項押記的權益的人親自簽署，或由其為此目的授權的人簽署。
 - (c) 如承按人或擁有該項押記的權益的人是法人團體，本表格必須由承按人或擁有該項押記的權益的人的董事或公司秘書，或獲承按人或擁有該項押記的權益的人為此目的授權的人簽署。

公司註冊處不接納未簽妥的表格。

有關債權證應支付的佣金、津貼或折扣 (第4項)

7. 如公司或註冊非香港公司直接或間接支付或提供任何佣金、津貼或折扣予任何人，作為該人作出以下事情的代價—
 - (a) 無條件或有條件地認購該公司或註冊非香港公司的任何債權證，或同意如此認購該等債權證；或
 - (b) 促使或同意促使無條件或有條件地認購該公司或註冊非香港公司的任何債權證；

公司或註冊非香港公司須將有關佣金、津貼或折扣的詳情的陳述，以本表格交付處長登記。

**STATEMENT OF PARTICULARS OF CHARGE
(FOR DEBENTURE FORMING PART OF A SERIES)**

For the purposes of sections 335(2), 336(2) and 340(3) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM8

Introduction

1. According to sections 335(2), 336(2) and 340(3) of the Companies Ordinance, a local company or a registered non-Hong Kong company must deliver to the Registrar of Companies (the Registrar) for registration a statement of particulars of charge which is given in a debenture forming part of a series by reference to any other instrument containing the charge or is contained in a debenture forming part of a series, together with a certified copy of the specified instrument. This form is applicable to the following situations —
 - (a) Specified charge created by local companies – Section 335(2)
 - (i) Where a specified charge created by a company is given in a debenture forming part of a series by reference to any other instrument containing the charge (whether or not also contained in the debenture) and every holder of the debentures of the series is entitled equally to the benefit of the charge, the company must deliver a statement of the particulars of the charge in this form, together with a certified copy of the instrument by reference to which the specified charge is given (specified instrument), to the Registrar for registration within the specified registration period. The specified registration period is one month after the execution of the specified instrument. Where the specified charge is created outside Hong Kong and comprising property situate outside Hong Kong, the registration period is one month after the date on which a certified copy of the specified instrument could, if despatched with due diligence, have been received in Hong Kong in due course of post.
 - (ii) Where a specified charge created by a company is contained in a debenture forming part of a series (but not given in the debenture by reference to any other instrument) and every holder of the debentures of the series is entitled equally to the benefit of the charge, the company must deliver a statement of the particulars of the charge in this form, together with a certified copy of any one debenture of the series (specified instrument), to the Registrar for registration within the specified registration period. The specified registration period is one month after the execution of the first debenture of the series. Where the specified charge is created outside Hong Kong and comprising property situate outside Hong Kong, the registration period is one month after the date on which a certified copy of the specified instrument could, if despatched with due diligence, have been received in Hong Kong in due course of post.
 - (b) Specified charge created by registered non-Hong Kong companies – Section 336(2)
 - (i) Where a specified charge created by a registered non-Hong Kong company on property in Hong Kong of the company is given in a debenture forming part of a series by reference to any other instrument containing the charge (whether or not also contained in the debenture) and every holder of the debentures of the series is entitled equally to the benefit of the charge, the registered non-Hong Kong company must deliver a statement of the particulars of the charge in this form, together with a certified copy of the instrument by reference to which the specified charge is given, to the Registrar for registration within one month after the execution of the instrument by reference to which the specified charge is given.
 - (ii) Where a specified charge created by a registered non-Hong Kong company is contained in a debenture forming part of a series (but not given in the debenture by reference to any other instrument) and every holder of the debentures of the series is entitled equally to the benefit of the charge, the registered non-Hong Kong company must deliver a statement of the particulars of the charge in this form, together with a certified copy of any one debenture of the series, to the Registrar for registration within one month after the execution of the first debenture of the series.

(c) Charge existing on property on date of registration of a registered non-Hong Kong company – Section 340(3)

If a registered non-Hong Kong company has, on the date of its registration under Part 16 of the Companies Ordinance (the Ordinance), property in Hong Kong subject to a charge created by the company or a charge that subsisted when the property was acquired; and the charge is of a kind that a statement of its particulars would have been required by section 336(1) or 339(3) of the Ordinance to be delivered for registration had the charge been created by the company or had the property been acquired by the company after the company has been registered under Part 16 of the Ordinance; and

- (i) the charge created by a company is given in a debenture forming part of a series by reference to any other instrument containing the charge (whether or not also contained in the debenture); and every holder of the debentures of the series is entitled equally to the benefit of the charge, the registered non-Hong Kong company must deliver a statement of the particulars of the charge in this form, together with a certified copy of the instrument by reference to which the specified charge is given to the Registrar for registration within one month after the date on which the registered non-Hong Kong company is registered under Part 16 of the Ordinance.
- (ii) the charge is contained in a debenture forming part of a series (but not given in the debenture by reference to any other instrument); and every holder of the debentures of the series is entitled equally to the benefit of the charge, the registered non-Hong Kong company must deliver a statement of the particulars of the charge in this form, together with a certified copy of any one debenture of the series to the Registrar for registration within one month after the date on which the registered non-Hong Kong company is registered under Part 16 of the Ordinance.

- 2. 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.
 - 3. 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.
 - 4. 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.
- Fee**
- 5. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Signature

- 6. This form may be signed by the mortgagor (i.e. the company itself), the mortgagee or the person interested in the charge in the following manner —
 - (a) When the form is delivered by the company as a mortgagor, the form should be signed by a director or company secretary of the company, or by a person authorized by the company for the purpose.
 - (b) If the mortgagee or the interested person is a natural person, the form should be signed by the mortgagee or the interested person personally, or by a person authorized by the mortgagee or the interested person for the purpose.
 - (c) If the mortgagee or the interested person is a body corporate, the form should be signed by a director or company secretary of the mortgagee or the interested person, or by a person authorized by the mortgagee or the interested person for the purpose.

A form which is not properly signed will be rejected by the Companies Registry.

Commission, Allowance or Discount Payable in Relation to the Debenture (Section 4)

7. If any commission, allowance or discount has been paid or made, directly or indirectly, by a company or registered non-Hong Kong company to any person in consideration of the person —
- (a) subscribing or agreeing to subscribe, absolutely or conditionally, for any debenture of the company or registered non-Hong Kong company; or
 - (b) procuring or agreeing to procure absolute or conditional subscriptions for any debenture of the company or registered non-Hong Kong company,

the company or registered non-Hong Kong company must deliver a statement of the particulars of the commission, allowance or discount in this form to the Registrar for registration.



公司註冊處
Companies Registry

債權證系列的發行詳情的陳述
Statement of Particulars of
Issue of Debentures of a Series

表格
Form **NM9**

公司編號 Company Number

註 Note

1 公司名稱 Company Name

2 是次發行債權證的日期
Date of the Present Issue

日 DD	月 MM	年 YYYY

3 是次發行債權證的款額
Amount of the Present Issue

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

公司／承按人／承押記人*
(董事／公司秘書／授權代表*)
Company / Mortgagee / Chargee *
(Director / Company Secretary /
Authorized Representative *)

日 DD / 月 MM / 年 YYYY

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

3 提交人資料 Presentor's Reference

姓名 Name:
地址 Address:

請勿填寫本欄 For Official Use

電話 Tel: _____ 傳真 Fax: _____
電郵 Email:
權號 Reference:

**《公司條例》(香港法例第 622 章)
第 341(2) 條規定交付的**

債權證系列的發行詳情的陳述

填表須知 — 表格 NM9

附註

引言

1. 如一

- (a) 有屬一個債權證系列的組成部分的債權證，當中—
 - (i) 載有公司或註冊非香港公司設立的押記；或
 - (ii) 藉提述任何其他載有公司或註冊非香港公司設立的押記的文書，而給予該項押記；
- (b) 每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利；及
- (c) 關於該項押記的詳情的陳述，須根據《公司條例》第335(2)、336(2)或340(3)條交付登記，

公司或註冊非香港公司須在發行日期後的一個月內，將關於上述債權證系列的每次發行的詳情的陳述，以本表格交付公司註冊處處長(「處長」)登記。

- 2.** 如以中文申報本表格內的資料，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。
- 3.** 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。
- 4.** 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

5. 本表格可由按揭人(即有關公司)、承按人或擁有該項押記的權益的人簽署—

- (a) 如本表格是由有關公司以按揭人身分交付，本表格必須由其董事或公司秘書，或為此目的獲授權的人簽署。
- (b) 如承按人或擁有該項押記的權益的人是自然人，本表格必須由承按人或擁有該項押記的權益的人親自簽署，或由其為此目的授權的人簽署。
- (c) 如承按人或擁有該項押記的權益的人是法人團體，本表格必須由承按人或擁有該項押記的權益的人的董事或公司秘書，或獲承按人或擁有該項押記的權益的人為此目的授權的人簽署。

公司註冊處不接納未簽妥的表格。

STATEMENT OF PARTICULARS OF ISSUE OF DEBENTURES OF A SERIES

For the purposes of section 341(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM9

Introduction

1. If —
 - (a) a debenture forming part of a series —
 - (i) contains a charge created by a company or registered non-Hong Kong company; or
 - (ii) gives a charge created by a company or registered non-Hong Kong company, by reference to any other instrument containing the charge;
 - (b) every holder of the debentures of the series is entitled equally to the benefit of the charge; and
 - (c) a statement of the particulars of the charge is required to be delivered for registration under section 335(2), 336(2) or 340(3) of the Companies Ordinance,

the company or registered non-Hong Kong company must deliver a statement of the particulars of every issue of the debentures of the series in this form to the Registrar of Companies (the Registrar) for registration within one month after the date of the issue.
2. 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.
3. 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.
4. 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

5. This form may be signed by the mortgagor (i.e. the company itself), the mortgagee or the person interested in the charge in the following manner —
 - (a) When the form is delivered by the company as a mortgagor, the form should be signed by a director or company secretary of the company, or by a person authorized by the company for the purpose.
 - (b) If the mortgagee or the interested person is a natural person, the form should be signed by the mortgagee or the interested person personally, or by a person authorized by the mortgagee or the interested person for the purpose.
 - (c) If the mortgagee or the interested person is a body corporate, the form should be signed by a director or company secretary of the mortgagee or the interested person, or by a person authorized by the mortgagee or the interested person for the purpose.

A form which is not properly signed will be rejected by the Companies Registry.



公司註冊處
Companies Registry

擔保有限公司成員人數增加通知書
Notice of Increase in Number of Members of
Company Limited by Guarantee

表格 Form **NMEM1**

公司編號 Company Number

註 Note

1 公司名稱 Company Name

2 成員人數增加的詳情 Details of Increase in Number of Members

上述公司的成員人數已增加如下—

This company has increased the number of its members as follows —

增加前的註冊成員人數

Registered number of members before the increase

成員人數增加至

Number of members increased to

3 公司議決增加成員人數的日期／

公司成員人數增加的日期

Date when the Increase is Resolved by
the Company or Takes Place

日 DD 月 MM 年 YYYY

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

董事 Director / 公司秘書 Company Secretary *

日 DD / 月 MM / 年 YYYY

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

提交人資料 Presentor's Reference

姓名 Name:

地址 Address:

請勿填寫本欄 For Official Use

電話 Tel:

傳真 Fax:

電郵 Email :

權號 Reference:

**《公司條例》(香港法例第 622 章)
第 114(1)條規定交付的**

擔保有限公司成員人數增加通知書

填表須知 — 表格 NMEM1

附註

引言

1. 擔保有限公司如將其成員人數增加至超越註冊人數，須在該公司議決增加成員人數或成員人數增加後的 15 日內(兩個日期中以較早者為準)，將關於成員人數增加的通知，以本表格交付公司註冊處處長(「處長」)登記。
2. 如以中文申報本表格內的資料，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。
3. 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。
4. 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

5. 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。

費用

6. 本表格必須連同正確的註冊費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

**NOTICE OF INCREASE IN NUMBER OF MEMBERS OF
COMPANY LIMITED BY GUARANTEE**

For the purposes of section 114(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NMEM1

Introduction

1. If a company limited by guarantee increases the number of its members beyond the registered number, the company must, within 15 days after the increase is resolved by the company or takes place (whichever is the earlier), deliver to the Registrar of Companies (the Registrar) for registration a notice of the increase in this form.
2. 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.
3. 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.
4. 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

5. 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.

Fee

6. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.



公司註冊處
Companies Registry

註冊非香港公司的註冊申請書
Application for Registration as
Registered Non-Hong Kong Company

表格
Form **NN1**

註 Note

8 1 公司名稱 Company Name

2 成立所在地 Place of Incorporation

3 在香港的主要營業地點 Principal Place of Business in Hong Kong

(a) 在香港設立營業地點的日期

Date of Establishment of the Place of Business in Hong Kong

日 DD	月 MM	年 YYYY

(b) 在香港的主要營業地點的地址 Address of the Principal Place of Business in Hong Kong

香港 / HONG KONG

(本處不接納「轉交」地址或郵政信箱號碼 Care of addresses or post office box numbers are not acceptable)

9 (c) 電郵地址 Email Address

4 提交人資料 Presentor's Reference

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵 Email:

權號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NN1**

4 在成立所在地的辦事處 Offices in the Place of Incorporation

- (a) 在成立所在地的註冊辦事處 (或等同於註冊辦事處的地點) 的地址
Address of the Registered Office (or its equivalent) in the place of incorporation

國家 / 地區 Country / Region	

(本處不接納「轉交」地址) Care of addresses are not acceptable

- (b) 在成立所在地的主要營業地點 (如有的話) 的地址
Address of the Principal Place of Business (if any) in the place of Incorporation

國家 / 地區 Country / Region	

(本處不接納「轉交」地址) Care of addresses are not acceptable

- (c) 電郵地址 Email Address

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5 在香港的獲授權代表 Authorized Representative in Hong Kong

A. 獲授權代表 (自然人) Authorized Representative (Natural Person)

(如超過兩名獲授權代表屬自然人, 請用續頁 A 填報 Use Continuation Sheet A if more than 2 authorized representatives are natural persons)

1 中文姓名

Name in Chinese

英文姓名 Name in English

姓氏 Surname

名字 Other Names

香港地址
Hong Kong
Address

香港 / HONG KONG

(本處不接納「轉交」地址或郵政信箱號碼) Care of addresses or post office box numbers are not acceptable

電郵地址
Email Address

--

身分證明 Identification

- (a) 香港身分證號碼
Hong Kong Identity Card Number

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- (b) 護照
Passport

簽發國家 Issuing Country	號碼 Number

委任日期 Date of Appointment

日 DD	月 MM	年 YYYY

第二頁 Page 2

表格
Form **NN1**

5 在香港的獲授權代表 Authorized Representative in Hong Kong (續上頁 cont'd)

A. 獲授權代表(自然人) Authorized Representative (Natural Person)

2 中文姓名
Name in Chinese

英文姓名 Name in English

姓氏
Surname

名字
Other Names

香港地址
Hong Kong
Address

香港 / HONG KONG

(本處不接納「轉文」地址或郵政信箱號碼 Care of addresses or post office box numbers are not acceptable)

11 電郵地址
Email Address

12 身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

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(b) 護照
Passport

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簽發國家 Issuing Country

號碼 Number

委任日期 Date of Appointment

日 DD	月 MM	年 YYYY							

B. 獲授權代表(非自然人) Authorized Representative (Other than Natural Person)

(如超過一名獲授權代表屬非自然人，請用續頁A填報 Use Continuation Sheet A if more than 1 authorized representative is not a natural person)

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

律師行或律師法團
A firm of solicitors or
a solicitor corporation

執業會計師事務所或執業法團
A firm or a corporate practice of certified
public accountants (practising)

中文名稱
Name in Chinese

英文名稱
Name in English

13 香港地址
Hong Kong
Address

香港 / HONG KONG

(本處不接納「轉文」地址或郵政信箱號碼 Care of addresses or post office box numbers are not acceptable)

11 電郵地址
Email Address

委任日期 Date of Appointment

日 DD	月 MM	年 YYYY							

表格
Form

NN1

6 公司秘書 Company Secretary

(如超過一名公司秘書屬自然人或法人團體，請用續頁B 填報 Use Continuation Sheet B if more than 1 company secretary is a natural person or a body corporate)

A. 公司秘書(自然人) Company Secretary (Natural Person)

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

通訊地址
Correspondence
Address

國家/地區
Country/Region

(本處不接納郵政信箱號碼 Post office box numbers are not acceptable)

電郵地址
Email Address

身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

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(b) 護照
Passport

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簽發國家 Issuing Country

號碼 Number

委任日期 Date of Appointment

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日 DD

月 MM

年 YYYY

B. 公司秘書(法人團體) Company Secretary (Body Corporate)

中文名稱
Name in Chinese

英文名稱
Name in English

地址
Address

國家/地區
Country/Region

(本處不接納「轉交」地址 "Care of" addresses are not acceptable)

電郵地址
Email Address

公司編號 Company 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

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日 DD

月 MM

年 YYYY

表格 NN1

Form

7 董事 Director

A. 董事(自然人) Director (Natural Person)

(如超過兩名董事屬自然人，請用續頁C續報 Use Continuation Sheet C if more than 2 directors are natural persons)

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

1 身分 Capacity 董事 Director 候補董事 Alternate Director

代替 Alternate to

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

20 住址 Residential Address

國家/地區 Country/Region

(本處不接納「轉交」地址或郵政信箱號碼 Care of addresses or post office box numbers are not acceptable)

15 電郵地址 Email Address

16 身分證明 Identification

(a) 香港身分證號碼 Hong Kong Identity Card Number

(b) 護照 Passport

簽發國家 Issuing Country

號碼 Number

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

表格 **NN1**
Form

7 董事 Director (續上頁 cont'd)

A. 董事(自然人) Director (Natural Person)

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

19

2 身分
Capacity

董事

Director

候補董事

Alternate Director

代替 Alternate to

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

20

住址
Residential
Address

國家/地區
Country / Region

(本處不接納「轉交」地址或郵政信箱號碼 Care of addresses or post office box numbers are not acceptable)

15

電郵地址
Email Address

16

身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

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(b) 護照
Passport

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簽發國家 Issuing Country

號碼 Number

委任日期 Date of Appointment

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日 DD 月 MM 年 YYYY

表格 Form **NN1**

7 董事 Director (續上頁 cont'd)

B. 董事 (法人團體) Director (Body Corporate)

(如超過兩名董事屬法人團體，請用續頁 D 填報 Use Continuation Sheet D if more than 2 directors are body corporates)

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

19 1 身分 Capacity 董事 Director 候補董事 Alternate Director 代替 Alternate to

中文名稱 Name in Chinese

英文名稱 Name in English

21 地址 Address

國家/地區 Country / Region

(本處不接納「轉交」地址 Care of addresses are not acceptable)

15 電郵地址 Email Address

公司編號 Company 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

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

19 2 身分 Capacity 董事 Director 候補董事 Alternate Director 代替 Alternate to

中文名稱 Name in Chinese

英文名稱 Name in English

21 地址 Address

國家/地區 Country / Region

(本處不接納「轉交」地址 Care of addresses are not acceptable)

15 電郵地址 Email Address

公司編號 Company 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

表格 **NN1**
Form

- 22 8 隨本表格交付的公司的憲章、法規或章程大綱(包括章程細則(如有的話))或對公司的組織作出規定的其他文書的名稱

Name of the Charter, Statutes, Memorandum (including Articles, if any) or any other Instruments Defining the Constitution of the Company Delivered with this Form

--

- 23 9 隨本表格交付的公司註冊證明書或等同於公司註冊證明書的文件的名稱

Name of the Certificate of Incorporation or its Equivalent Delivered with this Form

--

10 帳目 Accounts (請填報 A 或 B 項 Please complete Section A or B as appropriate)

- 24 A. 根據《公司(非香港公司)規例》第 4(1)(c)或(d)條隨本表格交付的帳目
Accounts delivered with this form under section 4(1)(c) or (d) of the Companies (Non-Hong Kong Companies) Regulation

該等帳目所涵蓋的會計期 Period Covered by the Accounts

日 DD	月 MM	年 YYYY	至 To	日 DD	月 MM	年 YYYY	

- 25 B. 沒有根據《公司(非香港公司)規例》第 4(1)(c)或(d)條交付帳目的陳述書
Statement of no accounts delivered under section 4(1)(c) or (d) of the Companies (Non-Hong Kong Companies) Regulation

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

- 公司的成立所在地的法律或在其註冊為公司所在的其他任何司法管轄區的法律，以及該司法管轄區的任何證券交易所或類似的監管機構的規章，均沒有規定公司須發表帳目或須將其帳目的文本交付任何人，而公眾人士有權在該人的辦事處查閱該帳目。

The company is neither required by the law of the place of its incorporation, the law of any other jurisdiction where the company is registered as a company, nor the rules of any stock exchange or similar regulatory bodies in that jurisdiction to publish its accounts or to deliver copies of its accounts to any person in whose office they may be inspected as of right by members of the public.

- 公司成立為法團的日期是在根據《公司條例》第 776(4)條交付申請的日期前的 18 個月內，及公司須發表的帳目並未擬備。

The company has been incorporated for less than 18 months prior to the date of delivery of the application under section 776(4) of the Companies Ordinance and the accounts that the company is required to publish have not been made up.

本表格包括下列續頁 This Form includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B	C	D
頁數 Number of pages				

7 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
 指明編號 1/2014 (2014 年 3 月) Specification No. 1/2014 (March 2014)

在香港的獲授權代表詳情(第 5 項)

Details of Authorized Representative in Hong Kong (Section 5)

A. 獲授權代表(自然人) Authorized Representative (Natural Person)

中文姓名
Name in Chinese

英文姓名 Name in English

姓氏
Surname

名字
Other Names

香港地址
Hong Kong
Address

香港 / HONG KONG

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

11

電郵地址
Email Address

12

身分證明 Identification

(a) 香港身分證號碼

Hong Kong Identity Card Number

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(b) 護照

Passport

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簽發國家 Issuing Country

號碼 Number

委任日期 Date of Appointment

	日 DD		月 MM				年 YYYY			

B. 獲授權代表(非自然人) Authorized Representative (Other than Natural Person)

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

律師行或律師法團
A firm of solicitors or
a solicitor corporation

執業會計師事務所或執業法團
A firm or a corporate practice of certified
public accountants (practising)

中文名稱
Name in Chinese

英文名稱
Name in English

香港地址
Hong Kong
Address

香港 / HONG KONG

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

13

14

電郵地址
Email Address

委任日期 Date of Appointment

	日 DD		月 MM				年 YYYY			

公司秘書詳情(第 6 項) Details of Company Secretary (Section 6)

A. 公司秘書(自然人) Company Secretary (Natural Person)

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

通訊地址
Correspondence Address

國家/地區
Country / Region

(本處不接納郵政信箱號碼 Post office box numbers are not acceptable)

電郵地址
Email Address

身分證明 Identification

(a) **香港身分證號碼**
Hong Kong Identity Card Number

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(b) **護照**
Passport

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簽發國家 Issuing Country

號碼 Number

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY

B. 公司秘書(法人團體) Company Secretary (Body Corporate)

中文名稱
Name in Chinese

英文名稱
Name in English

地址
Address

國家/地區
Country / Region

(本處不接納「轉文」地址 Care of addresses are not acceptable)

電郵地址
Email Address

公司編號 Company 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

董事(自然人)詳情(第 7A 項) Details of Director (Natural Person) (Section 7A)

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

19

身分 Capacity 董事 Director 候補董事 Alternate Director

代替 Alternate to

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

20

住址 Residential Address

國家/地區 Country / Region

(本處不接納「轉文」地址或郵政信箱號碼 Care of addresses or post office box numbers are not acceptable)

15

電郵地址 Email Address

16

身分證明 Identification

(a) 香港身分證號碼 Hong Kong Identity Card Number

(b) 護照 Passport

簽發國家 Issuing Country 號碼 Number

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

董事(法人團體)詳情(第 7B 項) Details of Director (Body Corporate) (Section 7B)

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

1 身分 Capacity 董事 Director 候補董事 Alternate Director 代替 Alternate to

中文名稱 Name in Chinese

英文名稱 Name in English

21 地址 Address

國家/地區 Country/Region
(本處不接納「轉交」地址 "Care of" addresses are not acceptable)

15 電郵地址 Email Address

公司編號 Company 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

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

2 身分 Capacity 董事 Director 候補董事 Alternate Director 代替 Alternate to

中文名稱 Name in Chinese

英文名稱 Name in English

21 地址 Address

國家/地區 Country/Region
(本處不接納「轉交」地址 "Care of" addresses are not acceptable)

15 電郵地址 Email Address

公司編號 Company 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

**《公司條例》(香港法例第 622 章)
第 776(4)條規定交付的**

註冊非香港公司的註冊申請書

填表須知 — 表格 NN1

附註

引言

1. 非香港公司在香港設立營業地點後的 1 個月內，須以本表格向公司註冊處處長(「處長」)申請註冊為「註冊非香港公司」。
2. 根據《商業登記條例》(香港法例第 310 章) 第 5B(1) 及 5D(2) 條的規定，**提出註冊非香港公司的申請人須把「致商業登記署通知書」(IRBR2)連同本表格一併交付**；如有關公司仍未按《商業登記條例》登記其業務，申請人須在交付本表格時繳付訂明的商業登記費及徵費，否則公司註冊處不會接納其申請。
3. 請劃一以中文或英文填報各項所需資料。如以中文填報，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。公司註冊處會以傳真方式通知提交人親身領取「非香港公司註冊證明書」及「商業登記證」(如有的話)。如提交人委託他人代領，需簽署授權書。
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，則該表格不會視作會為遵從《公司條例》中有關條文的規定交付處長。

費用

6. 本表格必須連同正確的註冊費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子及《商業登記費及徵費收費表》。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

簽署

7. 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妥的表格。

公司名稱 (第 1 項)

8. (a) 請在此項填報非香港公司在其成立所在地註冊所用的一個或多於一個名稱(「本土名稱」)。如該本土名稱中，既無羅馬字名稱亦無中文字名稱，則須填報其中一個本土名稱的經核證英文譯名或中文譯名(或兼備有兩者)。該經核證譯名是指在本表格第 9 項所述隨本表格交付的非香港公司的公司註冊證明書(或等同於公司註冊證明書的文件)的經核證譯本上所示的譯名。核證譯本的方式應依循《公司條例》第 4 條的規定。
- (b) 如本土名稱中只有羅馬字名稱而無中文字名稱，非香港公司可在此項填報其擬註冊的一個經核證中文譯名。如本土名稱中只有中文字名稱而無羅馬字名稱，非香港公司可在此項填報其擬註冊的一個經核證英文譯名。非香港公司須按照《公司(非香港公司)規例》第 7(1)條訂明的規定，交付本表格時須隨附公司註冊證明書(或等同於公司註冊證明書的文件)的有關部分的經核證譯本。核證譯本的方式應依循《公司條例》第 4 條的規定。
- (c) 請參閱《公司條例》第 16 部第 4 分部對註冊非香港公司在香港經營業務時採用的名稱的規管，及公司註冊處發出的《註冊非香港公司法團名稱註冊指引》有關註冊法團名稱所須注意的事項。

在香港的主要營業地點及在成立所在地的辦事處 (第 3 及 4 項)

9. 請提供公司的電郵地址(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 NN9 通知公司註冊處。

在香港的獲授權代表 (第 5 項)

10. 凡在香港註冊的非香港公司,均須有至少一名在香港的獲授權代表,代公司接受任何須向該公司送達的法律程序文件或通知的送達。該名獲授權代表應由居於香港的自然人、《法律執業者條例》(第 159 章)第 2(1)條界定的律師法團、《專業會計師條例》(第 50 章)第 2(1)條界定的執業法團、律師行或執業會計師事務所擔任。
11. 請提供獲授權代表的電郵地址(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 NN8 通知公司註冊處。
12. 請填報獲授權代表的香港身分證號碼。如該人並非香港身分證持有人,請填報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人,亦沒有任何國家的護照,則請在有關的空格內填上「無」。
13. 如獲授權代表屬律師行、律師法團、執業會計師事務所或法團,請填報其在香港的營業地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

公司秘書及董事 (第 6 及 7 項)

14. 請填報屬自然人的公司秘書的 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。
16. 請填報屬自然人的公司秘書或董事的香港身分證號碼。如該人並非香港身分證持有人,請填報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人,亦沒有任何國家的護照,則請在有關的空格內填上「無」。
17. 如某商號的所有合夥人均屬非香港公司的聯名公司秘書,請在供公司秘書(法人團體)填報的空格內(第 6B 項)填報商號名稱及其主要辦事處的地址。
18. 如公司秘書屬法人團體,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,請同時填報「國家/地區」一欄。本處不接納「轉交」地址。
19. 請述明董事的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
20. 請填報屬自然人的董事的 通常住址。如屬非香港地址,請同時填報「國家/地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
21. 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,請同時填報「國家/地區」一欄。本處不接納「轉交」地址。

隨本表格交付的公司的憲章、法規或章程大綱(包括章程細則(如有的話))或對公司的組織作出規定的其他文書的名稱 (第 8 項)

22. 請填寫文書的名稱,該文書的正本或經核證副本必須連同本表格一併交付。如交付經核證副本,核證方式應依循《公司條例》第 775 條的規定。如該文書既非採用中文,亦非採用英文,則 只須交付該文書的經核證中文或英文譯本。核證譯本的方式應依循《公司條例》第 4 條的規定。

隨本表格交付的公司註冊證明書或等同於公司註冊證明書的文件的名稱 (第 9 項)

23. (a) 如根據非香港公司成立所在地的法律，發出公司註冊證明書並非慣常做法，則公司須向處長交付它成立為法團的其他證據，該等證據須屬處長認為充分者。
- (b) 請填寫文件的名稱，該文件的正本或經核證副本必須連同本表格一併交付。如交付經核證副本，核證方式應依循《公司條例》第 775 條的規定。如該文件既非採用中文，亦非採用英文，則除該文件外，亦須連同該文件的經核證中文或英文譯本一併交付。核證譯本的方式應依循《公司條例》第 4 條的規定。

帳目 (第 10 項)

24. 請填寫帳目所涵蓋的會計期，帳目的正本或經核證副本必須連同本表格一併交付。如交付經核證副本，核證方式應依循《公司條例》第 775 條的規定。如帳目既非採用中文，亦非採用英文，則只須交付該帳目的經核證中文或英文譯本。核證譯本的方式應依循《公司條例》第 4 條的規定。
25. 如公司在本表格第 10B 項作出其中一項陳述，則無須交付帳目。

APPLICATION FOR REGISTRATION AS REGISTERED NON-HONG KONG COMPANY

For the purposes of section 776(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN1

Introduction

1. A non-Hong Kong company should use this form for applying to the Registrar of Companies (the Registrar) for registration as a registered non-Hong Kong company within 1 month after the establishment of a place of business in Hong Kong.
2. According to sections 5B(1) and 5D(2) of the Business Registration Ordinance (Cap. 310), **an applicant for registration as a registered non-Hong Kong company must deliver a Notice to Business Registration Office (IRBR2) together with this form.** If the non-Hong Kong company has not yet registered its business under the Business Registration Ordinance, the prescribed business registration fee and levy must be paid on delivery of this form. Otherwise, the application will be rejected by the Companies Registry.
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. The Companies Registry will notify the presenter by fax to collect the Certificate of Registration of Non-Hong Kong Company and the Business Registration Certificate (if any) in person. A written authorization will be required if the presenter sends a representative to collect the certificates.
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.

Fee

6. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlets on 'Price Guide to Main Services' and the 'Business Registration Fee and Levy Table' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Signature

7. This 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.

Company Name (Section 1)

8. (a) Please state the name(s) by which the non-Hong Kong company is registered in its place of incorporation (the domestic name). If none of its domestic names is in Roman script or in Chinese, please state a certified translation of one of those names in English or Chinese or both as shown in the certified translation of the company's certificate of incorporation (or its equivalent) delivered with this form as stated in Section 9 of this form. The translation should be certified in accordance with section 4 of the Companies Ordinance.
(b) If the non-Hong Kong company has one or more than one domestic names and the names are only in Roman scripts, the non-Hong Kong company may state in this section a certified translation of any one of the domestic names in Chinese which it intends to register as an additional corporate name in Hong Kong. If the non-Hong Kong company has one or more than one domestic names and the names are only in Chinese, the non-Hong Kong company may state in this section a certified translation of any one of the domestic names in English which it intends to register as an additional corporate name in Hong Kong. A certified translation of the relevant part of the company's certificate of incorporation (or its equivalent) should be delivered with this form pursuant to section 7(1) of the Companies (Non-Hong Kong Companies) Regulation. The translation should be certified in accordance with section 4 of the Companies Ordinance.
(c) Please note the provisions in Division 4 of Part 16 of the Companies Ordinance that regulate the names used by registered non-Hong Kong companies to carry on business in Hong Kong and the 'Guideline on Registration of Corporate Names for Registered Non-Hong Kong Companies' issued by the Companies Registry for the points to note in registration of corporate names for registered non-Hong Kong companies.

Principal Place of Business in Hong Kong and Offices in the Place of Incorporation (Sections 3 and 4)

9. Please provide the email address of the company, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN9.

Authorized Representative in Hong Kong (Section 5)

10. A non-Hong Kong company registered in Hong Kong must have at least one authorized representative in Hong Kong to accept on the company's behalf service of any process or notice required to be served on the company. An authorized representative should be a natural person resident in Hong Kong, a solicitor corporation as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159), a corporate practice as defined by section 2(1) of the Professional Accountants Ordinance (Cap. 50), a firm of solicitors, or a firm of certified public accountants (practising).
11. Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN8.
12. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the authorized representative who is a natural person should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
13. If the authorized representative is a firm of solicitors, a solicitor corporation, a firm of certified public accountants (practising) or a corporate practice, its business address in Hong Kong should be given. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

Company Secretary or Director (Sections 6 and 7)

14. Please provide the correspondence address of the company secretary who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. Post office box numbers are not acceptable.
15. Please provide the email address of the 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.
16. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the company secretary or director who is a natural person should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
17. If all the partners in a firm are joint company secretaries of the non-Hong Kong company, please state the name of the firm and the address of its principal office in the boxes provided for Company Secretary (Body Corporate) (Section 6B).
18. If the company secretary 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.
19. Please state the capacity(ies) of the director(s). In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it is the alternate.
20. Please provide the usual residential address of a director who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable.
21. 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 are not acceptable.

Name of the Charter, Statutes, Memorandum (including Articles, if any) or any other Instruments Defining the Constitution of the Company Delivered with this Form (Section 8)

22. Please state the name of the instrument and deliver the original or a certified copy of the instrument with this form. The copy should be certified in accordance with section 775 of the Companies Ordinance. If the instrument is not in English or Chinese, you need only deliver a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance.

Name of the Certificate of Incorporation or its Equivalent Delivered with this Form (Section 9)

23. (a) If it is shown to the satisfaction of the Registrar that it is not the practice under the law of the place where a non-Hong Kong company is incorporated to issue a certificate of incorporation, the company must deliver to the Registrar other evidence of incorporation that the Registrar considers sufficient.
- (b) Please state the name of the document and deliver the original or a certified copy of the document with this form. The copy should be certified in accordance with section 775 of the Companies Ordinance. If the document is not in English or Chinese, you should deliver the document **together with** a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance.

Accounts (Section 10)

24. Please state the period covered by the accounts and deliver the original or a certified copy of the accounts with this form. The copy should be certified in accordance with section 775 of the Companies Ordinance. If the accounts are not in English or Chinese, you need **only** deliver a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance.
25. If the company makes **either one** of the statements in Section 10B of this form, no accounts are required to be delivered.



公司註冊處
Companies Registry

註冊非香港公司
終止授權獲授權代表的通知

Notification of Termination of Authorization
of Authorized Representative of
Registered Non-Hong Kong Company

表格
Form **NN2**

公司編號 Company Number

F

註 Note

6 1 公司名稱 Company Name

2 終止授權 Termination of Authorization

A. 獲授權代表現時在公司註冊處登記的詳情
Particulars of the Authorized Representative Currently Registered with the Companies Registry

I. 獲授權代表屬自然人 Natural Person as Authorized Representative

中文姓名
Name in Chinese

英文姓名 姓氏
Name in English Surname

名字
Other Names

7 身分證明
Identification

 ()

香港身分證號碼
HK Identity Card Number

護照號碼
Passport Number

3 提交人資料 Presenter's Reference

姓名 Name:
地址 Address:

請勿填寫本欄 For Official Use

電話 Tel: 傳真 Fax:
電郵 Email:
權號 Reference:

2 終止授權 Termination of Authorization (cont'd 續上頁)

II. 獲授權代表屬律師行／律師法團／執業會計師事務所／會計師執業法團
Firm of Solicitors/Solicitor Corporation/Firm or Corporate Practice of Certified Public
Accountants (Practising) as Authorized Representative

英文名稱
Name in English

中文名稱
Name in Chinese

8 B. 書面終止通知 Written Notice of Termination

書面終止通知的副本必須連同本表格一併交付
A copy of the written notice of termination must be delivered with this form

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

獲授權代表已將書面終止通知送交公司在其成立為法團所在地方的註冊辦事處 (或等同於註冊辦事處的地點)。

The written notice of termination has been sent by the authorized representative to the company's registered office (or the equivalent) in its place of incorporation.

公司已將書面終止通知送交公司登記冊內所示的獲授權代表的地址。

The written notice of termination has been sent by the company to the authorized representative's address shown in the Companies Register.

9 C. 書面終止通知所述的終止授權日期
Date of Termination of Authorization Stated in
the Written Notice of Termination

日 DD	月 MM	年 YYYY

5 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*
日 DD / 月 MM / 年 YYYY

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

**《公司條例》(香港法例第 622 章)
第 787 條規定交付的**

註冊非香港公司終止授權獲授權代表的通知

填表須知 — 表格 NN2

附註

引言

1. 註冊非香港公司的獲授權代表或註冊非香港公司須以本表格通知公司註冊處處長(「處長」)有關終止授權的日期。本表格必須於送交書面終止通知給該註冊非香港公司或有關的獲授權代表(視乎情況而定)的日期後的1個月內交付處長登記。
2. 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。
3. 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。
4. 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,則該表格不會視作會為遵從《公司條例》中有關條文的規定而交付處長。

簽署

5. 本表格必須由一名董事、公司秘書、經理、獲授權代表或以本表格申報終止授權的前任獲授權代表簽署(視乎情況而定),公司註冊處不接納未簽妥的表格。

公司名稱 (第 1 項)

6. 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。

獲授權代表現時在公司註冊處登記的詳情 (第 2A 項)

7. 請填報屬自然人的獲授權代表已在公司註冊處登記的香港身分證號碼或護照號碼,以方便本處識別身分。如該項資料未曾在本處登記,請在有關的空格內填報「無」。

書面終止通知 (第 2B 項)

8. 本表格必須連同由有關通知者送交註冊非香港公司的獲授權代表或註冊非香港公司(視乎情況而定)的書面終止通知的副本一併交付。如書面終止通知既非採用英文,亦非採用中文,則 只應 交付經核證的英文或中文譯本。

書面終止通知所述的終止授權日期 (第 2C 項)

9. 授權將會在本表格送交公司註冊處後的 21 日屆滿時,或在連同本表格交付的書面終止通知副本所述的終止授權日期 (以較後的日期為準) 終止。

**NOTIFICATION OF TERMINATION OF AUTHORIZATION OF AUTHORIZED REPRESENTATIVE
OF REGISTERED NON-HONG KONG COMPANY**

For the purposes of section 787 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN2

Introduction

1. The person registered in the Companies Register as an authorized representative of a registered non-Hong Kong company or the registered non-Hong Kong company should notify the Registrar of Companies (the Registrar) in this form of the date of termination of authorization. This form should be delivered to the Registrar for registration within 1 month after the date of the written notice of termination which has been sent to the company or the authorized representative, as the case may be.
2. 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.
3. 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.
4. 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

5. This form must be signed by a director, company secretary, manager or an authorized representative or the outgoing authorized representative whose termination of authorization is notified under this form, as the case may be. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

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

**Particulars of the Authorized Representative Currently Registered with the Companies Registry
(Section 2A)**

7. If the authorized representative who is a natural person has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purpose. If no such particulars have been registered, please state 'Nil' in the boxes provided.

Written Notice of Termination (Section 2B)

8. This form must be accompanied by a copy of the notice of termination of authorization as an authorized representative of a registered non-Hong Kong company, given to the company or the authorized representative, as the case may be. If it is in a language other than English or Chinese, only a certified translation of the notice of termination in English or Chinese is required.

Date of Termination of Authorization Stated in the Written Notice of Termination (Section 2C)

9. The termination of authorization shall take effect on the expiration of 21 days after the date of delivery of this form to the Companies Registry or the date of termination stated in the written notice of termination delivered with this form, whichever is later.



公司註冊處
Companies Registry

註冊非香港公司周年申報表
Annual Return
of Registered Non-Hong Kong Company

表格
Form **NN3**

公司編號 Company Number

F

註 Note

7

1 公司名稱 Company Name

2 本申報表的日期 Date of this Return

根據《公司條例》第 16 部或《前身條例》第 XI 部註冊的日期
的最近周年日

The Most Recent Anniversary of the Date of Registration under Part
16 of the Companies Ordinance or Part XI of the Predecessor
Ordinance

日 DD	月 MM	年 YYYY
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3 根據《公司條例》第 16 部或《前身條例》第 XI 部的註冊日期
Date of Registration under Part 16 of the Companies Ordinance or
Part XI of the Predecessor Ordinance

日 DD	月 MM	年 YYYY
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4 成立為法團所在地地方 Place of Incorporation

5 在香港的主要營業地點 Principal Place of Business in Hong Kong

(a) 在香港的主要營業地點的地址 Address of the Principal Place of Business in Hong Kong

(本處不接納「轉交」地址或郵政信箱號碼 Care of addresses or post office box numbers are not acceptable)

8

(b) 電郵地址 Email Address

9

提交人資料 Presenter's Reference

姓名 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

6 在成立為法團所在地方的辦事處 Offices in Place of Incorporation

(a) 在成立為法團所在地方的註冊辦事處 (或等同於註冊辦事處的地點) 的地址
Address of the Registered Office (or its equivalent) in Place of Incorporation

 	Country 國家
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(本處不接納「轉交」地址。Care of addresses are not acceptable)

(b) 在成立為法團所在地方的主要營業地點的地址 (如有的話)
Address of the Principal Place of Business (if any) in Place of Incorporation

 	Country 國家
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(本處不接納「轉交」地址。Care of addresses are not acceptable)

(c) 電郵地址 Email Address

7 在香港的獲授權代表 Authorized Representative in Hong Kong

A. 獲授權代表 (自然人) Authorized Representative (Natural Person)

(如超過兩名獲授權代表屬自然人, 請用續頁 A 填報 Use Continuation Sheet A if more than 2 authorized representatives are natural persons)

1 中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

香港地址
Hong Kong Address

地區
Region

香港 / HONG KONG

電郵地址
Email Address

身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

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(b) 護照
Passport

簽發國家 Issuing Country

號碼 Number

7 在香港的獲授權代表 Authorized Representative in Hong Kong (請上頁 cont'd)

A. 獲授權代表 (自然人) Authorized Representative (Natural Person)

2 中文姓名
Name in Chinese

英文姓名
Name in English

姓氏 Surname

名字 Other Names

9 香港地址
Hong Kong Address

地區 Region **香港 / HONG KONG**

10 電郵地址
Email Address

11 身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

(b) 護照
Passport

簽發國家 Issuing Country

號碼 Number

B. 獲授權代表 (非自然人) Authorized Representative (Other Than Natural Person)

(如超過一名獲授權代表屬非自然人，請用續頁 A 填報 Use Continuation Sheet A if more than 1 authorized representative is not a natural person)

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

商號或法團的性質
Nature of the Firm or Corporation

律師行或律師法團
A firm of solicitors or a solicitor corporation

執業會計師事務所或執業法團
A firm or a corporate practice of certified public accountants (practising)

中文名稱
Name in Chinese

英文名稱
Name in English

12 香港地址
Hong Kong Address

地區 Region **香港 / HONG KONG**

10 電郵地址
Email Address

表格 Form **NN3**

公司編號 Company Number

F

8 公司秘書 Company Secretary

A. 公司秘書 (自然人) Company Secretary (Natural Person)

(如超過一名公司秘書屬自然人，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a natural person)

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

13 通訊地址
Correspondence
Address

國家/地區
Country/Region

14 電郵地址
Email Address

15 身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

										()
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(b) 護照
Passport

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簽發國家 Issuing Country

--

號碼 Number

B. 公司秘書 (法人團體) Company Secretary (Body Corporate)

(如超過一名公司秘書屬法人團體，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a body corporate)

16 中文名稱
Name in Chinese

16 英文名稱
Name in English

17 地址
Address

國家/地區
Country/Region

14 電郵地址
Email Address

公司編號 Company Number

(只適用於在香港註冊的法人團體)

(Only applicable to body corporate registered in Hong Kong)

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9 Directors 董事

A. 董事 (自然人) Director (Natural Person)

(如超過兩名董事屬自然人，請用續頁 C 續報 Use Continuation Sheet C if more than 2 directors are natural persons)

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

18

1 身分
Capacity

董事
Director

候補董事
Alternate Director

代替 Alternate to

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

--

19

住址
Residential
Address

國家／地區
Country / Region

--

14

電郵地址
Email Address

--

15

身分證明 Identification

(a) 香港身分證號碼

Hong Kong Identity Card Number

										()
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(b) 護照

Passport

--

簽發國家 Issuing Country

--

號碼 Number

表格 Form NN3

公司編號 Company Number

F

9 董事 Directors (續上頁 cont'd)

A. 董事 (自然人) Director (Natural Person)

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

18

2 身分
Capacity

董事
Director

候補董事
Alternate Director

代替 Alternate to

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

19

住址
Residential
Address

國家／地區
Country / Region

14

電郵地址
Email Address

15

身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

 ()

(b) 護照
Passport

簽發國家 Issuing Country

號碼 Number