



公司註冊處  
Companies Registry

公司章程細則修改通知書  
(公司的宗旨及原有公司對某些章程細則的修改除外)  
**Notice of Alteration of Company's Articles**  
(Other than Alteration of Company's Objects  
and Certain Articles by Existing Company)

表格  
Form **NAA1**

商業登記號碼  
Business Registration Number

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註 Note

1 公司名稱 **Company Name**

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8 2 章程細則的修改 **Alteration of Articles**

A. 修改通知 **Notice of Alteration**

上述公司已藉以下方式修改其章程細則—  
This company has altered its articles by —

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

特別決議或普通決議

**Special resolution or ordinary resolution**

(隨本表格一併交付經修改的章程細則的經核證文本)

(A certified copy of the company's articles as altered is delivered with this form)

原訟法庭命令

**An order of the Court**

(隨本表格一併交付有關的原訟法庭命令的正式文本，及經該命令修改的章程細則的文本)

(An office copy of the order and a copy of the articles as altered by the order are delivered with this form)

B. 修改的生效日期

**Date on which the Alteration Takes Effect**

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日 DD

月 MM

年 YYYY

簽署 Signed :

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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

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提交人資料 **Presenter's Reference**

姓名 / 名稱 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 **For Official Use**

**《公司條例》(第 622 章)  
第 88 及 96 條規定交付的**

**公司章程細則修改通知書  
(公司的宗旨及原有公司對某些章程細則的修改除外)**

**填表須知 — 表格 NAA1**

**附註**

**引言**

1. 公司在符合《公司條例》第 88 條的規定下，可修改其章程細則。在修改的生效日期後的 15 日內，公司須將關於該項修改的通知，以本表格交付公司註冊處處長(「處長」)登記。
2. 如公司的章程細則的任何條文或公司的章程細則的任何條文的效力，被原訟法庭命令修改，該公司亦須在該項修改生效的日期後的 15 日內，將關於該項修改的通知，以本表格交付處長登記。
3. 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。
4. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。
5. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

**簽署**

6. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

**商業登記號碼**

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

**章程細則的修改 (第 2 項)**

8. (a) 公司在交付本表格時，須連同該公司經修改的章程細則的文本一併交付，該文本須由該公司的一名高級人員核證為正確。
- (b) 如公司的章程細則被原訟法庭命令修改，公司在交付本表格時，須隨附有關命令的正式文本，及經該命令修改的章程細則的文本。如有關公司已根據《公司條例》的另一條文將有關命令的正式文本交付處長，則無須再次交付有關命令。

**NOTICE OF ALTERATION OF COMPANY'S ARTICLES**  
(Other than alteration of company's objects and certain articles by existing company)

**For the purposes of sections 88 and 96 of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NAA1**

**Introduction**

1. Subject to section 88 of the Companies Ordinance, a company may alter its articles of association. The company must deliver to the Registrar of Companies (the Registrar) for registration a notice of the alteration in this form within 15 days after the date on which the alteration takes effect.
2. If any provision of a company's articles, or the effect of any provision of a company's articles, is altered by an order of the Court, the company must, within 15 days after the date on which the alteration takes effect, deliver to the Registrar for registration a notice of the alteration in this form.
3. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.
4. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.
5. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

**Signature**

6. This form must be signed by a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

**Business Registration Number**

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

**Alteration of Articles (Section 2)**

8. (a) This form should be delivered with a copy of the company's articles as altered which is certified by an officer of the company as correct.  
  
(b) If the company's articles are altered by an order of the Court, this form must be accompanied by an office copy of the order and a copy of the articles as altered by the order. If the company has already delivered an office copy of the order to the Registrar under another provision of the Companies Ordinance, the company does not need to deliver an office copy of the order again.