



公司註冊處  
Companies Registry

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

表格 **NM3**  
Form

商業登記號碼  
Business Registration 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**

(如超過一名承按人或承押記人，請用續頁A填報 Use Continuation Sheet A if more than 1 Mortgagee or Chargee)

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

或 **OR**

承按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

8

身分識別 **Identification**

(須在  
PI-NM3 頁  
填報完整  
身分識別號碼  
Provide full  
identification  
number in PI-  
NM3 sheet)

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

 \* \* \* (\* )

(b) 護照  
**Passport**

簽發國家/地區  
Issuing Country/Region

部分號碼  
**Partial Number**

9

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

提交人資料 **Presentor's Reference**

姓名/名稱 **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**

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**2 承按人或承押記人資料 Particulars of Mortgagee or Chargee** (續上頁 cont'd)

**10 承按人或承押記人地址 Address of Mortgagee or Chargee**

室／樓／座等  
Flat/Floor/Block etc.

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大廈  
Building

--

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

--

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

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國家／地區  
Country/Region

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**11 承按人或承押記人電郵地址 Email Address of Mortgagee or Chargee**

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**12 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

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設立日期 Date of Creation

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日 DD 月 MM 年 YYYY

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

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日 DD 月 MM 年 YYYY

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**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B填報 Use Continuation Sheet B 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)

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**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)

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本通知書包括下列續頁／PI-NM3頁 This Notice includes the following Continuation Sheet(s)／PI-NM3 Sheet(s)

續頁 Continuation Sheet(s)	A	B	PI-NM3 (不會供公眾查閱 NOT for Public Inspection)
頁數 Number of pages			頁數 Number of pages

**6 簽署 Signed :**

姓名 Name : \_\_\_\_\_ 日期 Date : \_\_\_\_\_  
(董事／公司秘書／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

承接人或承押記人資料 (第 2 項)  
**Particulars of Mortgagee or Chargee (Section 2)**

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

**8** 身分識別 **Identification**

(須在  
PI-NM3 頁  
填報完整  
身分識別號碼  
Provide full  
identification  
number in PI-  
NM3 sheet)

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

	*	*	*	( * )
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(b) 護照  
Passport

簽發國家/地區  
Issuing Country/Region

部分號碼  
**Partial Number**

**9** 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

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

室/樓/座等  
Flat/Floor/Block etc.

大廈  
Building

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

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

國家/地區  
Country/Region

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

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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)

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## 承按人或承押記人(自然人) – 受保護資料

## Mortgagee or Chargee (Natural Person) – Protected Information

**X**

公眾紀錄不會顯示此頁

This page will not be shown on the public record

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承按人或承押記人須於本頁申報其香港身分證或護照的完整號碼。

The **full number** of Hong Kong Identity Card or passport of the Mortgagee or Chargee should be reported on this page.

(每一頁PI-NM3 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加PI-NM3 頁填報。)

Each PI-NM3 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NM3 sheet(s).)

中文姓名  
Name in Chinese

英文姓名  
Name in English

姓氏  
Surname

名字  
Other Names

### 14 身分識別 Identification

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

 (  )

(b) 護照  
Passport

簽發國家/地區  
Issuing Country/Region

完整號碼  
**Full** Number

(交付表格 NM3 時，請將所有 PI-NM3 頁置於最後。)

Please place all PI-NM3 sheets at the end when delivering the Form NM3.)



《公司條例》(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分，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。

費用

5. 本表格必須連同正確的費用一併交付，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。

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

承按人或承押記人資料 (第 2 項)

8. (a) 請填報屬自然人的承按人或承押記人的香港身分證的部分號碼。如該人並非香港身分證持有人，請提供其所持護照的部分號碼及簽發國家／地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

- (i) 如組成身分識別號碼的字母或數目字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) - 該序列的前半部分；或
- (ii) 如組成身分識別號碼的字母或數目字元序列的字元數目是單數(不包括空位、標點符號及標記符號) - 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

例子：

#### 香港身分證號碼

完整號碼 (包括括號內的數字或字母)	部分號碼 (即所有英文字母及首三個數字)
A123456(7)	A 1 2 3 * * * ( * )
AA123456(7)	A A 1 2 3 * * * ( * )

#### 護照號碼

完整號碼 (包括標點符號及標記符號)	部分號碼
ABCD1234567	ABCD12
ABCD12345678	ABCD12
ABCD123456789	ABCD123
ABC-123-4	ABC1
#A1234567H(*)	A1234

(b) **請勿**在有關空格內填報完整的身分識別號碼，格內所填報的資料會供公眾查閱。

(c) 請另外於 PI-NM3 頁內填報承按人或承押記人完整的香港身分證號碼或護照號碼。PI-NM3 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NM3 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NM3 頁填報。

(d) 如承按人或承押記人並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」，亦無須提交 PI-NM3 頁。

9. 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。

10. 請申報承按人或承押記人的詳細地址，本處不接納「轉交」地址及郵政信箱號碼。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。

11. 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)

12. 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。

#### 承按人或承押記人(自然人) - 受保護資料 (PI-NM3)

13. 在 PI-NM3 頁所填報的香港身分證號碼或護照號碼為受保護資料。PI-NM3 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NM3 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NM3 頁填報。

14. 請填報承按人或承押記人的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。



## 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.

#### Fee

5. This form must be delivered with the correct 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 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.

#### 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 / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

#### Particulars of Mortgagee or Chargee (Section 2)

8. (a) Please provide the ***partial number*** of Hong Kong Identity Card, or in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country / region of the passport of the mortgagee or chargee who is a natural person according to the description of "Partial number" below:

Partial number means —

- (i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or
- (ii) if the identification number comprises a sequence of an odd number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the part that begins with the first character in the sequence and ends with the character that falls on the middle of the sequence.

e.g.

**Hong Kong Identity Card Number**

Full Number (including the digit or alphabet in brackets)	Partial Number (i.e. all the alphabets and the first three digits)
A123456(7)	A 1 2 3 * * * ( * )
AA123456(7)	A A 1 2 3 * * * ( * )

**Passport Number**

Full Number (including punctuation marks and symbols)	Partial Number
ABCD1234567	ABCD12
ABCD12345678	ABCD12
ABCD123456789	ABCD123
ABC-123-4	ABC1
#A1234567H(*)	A1234

- (b) Please ***DO NOT*** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.
- (c) Please report the full Hong Kong Identity Card number or passport number of the mortgagee or chargee separately on a PI-NM3 sheet. PI-NM3 sheet and the information reported therein are withheld from public inspection.

Each PI-NM3 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NM3 sheet(s).

- (d) If the mortgagee or chargee holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NM3 sheet.

- 9. 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.
- 10. Please provide the full address of the mortgagee or chargee. 'Care of' addresses and 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.
- 11. 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)**

- 12. 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.

**Mortgagee or Chargee (Natural Person) - Protected Information (PI-NM3)**

- 13. Hong Kong Identity Card number or passport number reported on PI-NM3 sheet is protected information. PI-NM3 sheet and the information reported therein are withheld from public inspection.

Each PI-NM3 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NM3 sheet(s).

- 14. Please state the full Hong Kong Identity Card number, or in the absence of a Hong Kong Identity Card, the full number and issuing country / region of the passport of the mortgagee or chargee.