



確認書申請表格  
Application Form for Letter of Confirmation

申請人的詳情 Particulars of Applicant	
姓名 Name	
電話號碼 Telephone Number	
電郵地址# Email Address #	
申請所需的確認書的資料 Details of Letter of Confirmation Required	
公司名稱 Company Name	
商業登記號碼* Business Registration Number *	
確認書的類別 Type of Letter of Confirmation	
請選擇以下 <b>其中一項</b> 並在適用的空格內加上 ✓ 號。 Please select <b>only one</b> of the following items by ticking the relevant box.	
<input type="checkbox"/> 公司的商業登記號碼已取代其公司編號 / 公司註冊編號成為公司的唯一業務識別碼。 Company Number / CR Number / Company Registration Number of the company has been replaced by the company's Business Registration Number as the unique business identifier of the company.	
<input type="checkbox"/> 公司已解散。 The company was dissolved.	
<input type="checkbox"/> 公司從沒有在公司註冊處登記。 The company has never been registered with the Companies Registry.	
<input type="checkbox"/> 公司註冊處處長沒有對公司採取從公司登記冊剔除公司的名稱的行動。 No action has been taken by the Registrar of Companies to strike the name of the company off the Companies Register.	
<input type="checkbox"/> 公司註冊處沒有收到公司提出撤銷註冊的申請。 No application for deregistration of the company has been received by the Companies Registry.	
<input type="checkbox"/> 公司登記冊內沒有公司的下述指明文件登記的紀錄。 No record of the document of the company specified below has been registered in the Companies Register.	
文件名稱: Document Name : _____	

# 必須提供電郵地址，以作日後聯絡之用。如未能提供此項資料，本申請將不會被接納。  
The email address must be provided for future contact. If the information for this item is not provided, the application will be rejected.

\* 除下述確認書類別第 3 項的申請外，必須提供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。  
Except for application relating to Item 3 of the type of letter of confirmation below, 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 must be provided. The numbers after [-] are not required.

日期 Date : \_\_\_\_\_

## 附註

1. 每份表格只可申請與一間公司有關的確認書。
2. 每份確認書只會確認有關公司在申請表格內其中一項所述的資料。
3. 你可經公司註冊處(下稱「本處」)的電子服務網站([www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk))內的電子查冊服務交付本申請表格，你亦可郵寄本申請表格到「香港金鐘道 66 號金鐘道政府合署 13 樓公司註冊處公眾查冊組」，或親身到 13 樓電子服務中心交付。
4. 申請必須連同費用港幣 130 元一併交付。如以郵寄方式交付，請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。
5. 本處有權接納或拒絕任何申請。本處發出確認書後，**不會退還已繳付的費用**。請於交付本申請前登入本處的電子服務網站或親臨本處的電子服務中心查閱公司的相關資料，以確保申請表格所提供的資料正確無誤。
6. 確認書將會按申請表格內所提供的電郵地址發送至申請人。本處**不會**以印本形式發出確認書。
7. 申請人在本申請表格中向公司註冊處處長(下稱「處長」)所提供的個人資料，處長只會用作處理有關申請。
8. 申請人在本申請表格中提供個人資料與否，純屬自願。如未能提供所需的個人資料，本處將無法處理有關申請。
9. 依據《個人資料(私隱)條例》(第 486 章)第 18 和 22 條規定，任何個人均有權查閱與改正公司註冊處所持有的有關其本人的個人資料。如須查閱和改正這些資料，可到香港金鐘道 66 號金鐘道政府合署 15 樓公司註冊處，向代表處長辦事的人員提出要求。

## Notes

1. Each application form can be used to apply for a letter of confirmation in respect of one company only.
2. A letter of confirmation will be issued to confirm only one item relating to the information of the company as stated in the application form.
3. This application form can be delivered via the e-Search Services at the Companies Registry's e-Services Portal ([www.e-services.cr.gov.hk](http://www.e-services.cr.gov.hk)). You may also deliver the form by post to "Public Search Section, Companies Registry, 13th floor, Queensway Government Offices, 66 Queensway, Hong Kong" or in person to the e-Services Centre of the Companies Registry ("the Registry") on 13th floor direct.
4. This application must be delivered with a fee of HK\$130. For delivery by post, the fee should be paid by cheque which should be crossed and issued in Hong Kong Dollars payable to "Companies Registry". Please do not send cash.
5. The Registry may accept or reject any application at its sole and absolute discretion. **Fee paid is not refundable** after the letter of confirmation has been issued. Applicant is advised to conduct searches on the company online at the Companies Registry's e-Services portal or onsite at the Registry's e-Services Centre before delivery of this application to ensure that the particulars given in the application form are correct.
6. The letter of confirmation will be sent to the applicant at the email address provided in the application form. The Registry will **not** issue the letter of confirmation in hard copy form.
7. Personal data provided by the Applicant to the Registrar of Companies ("the Registrar") in this application form will be used by the Registrar for processing this application only.
8. Provision of the personal data in this application form is voluntary. If the personal data are not provided, the Registry will not be able to process this application.
9. Individuals have a right to request access to and correction of his/her personal data held by the Registry pursuant to sections 18 and 22 of the Personal Data (Privacy) Ordinance (Cap. 486). Any such request for access to and correction of such personal data may be made to any officer acting for or on behalf of the Registrar at the Companies Registry, 15th Floor, Queensway Government Offices, 66 Queensway, Hong Kong.