致: 公司註冊處處長

To: Registrar of Companies

申請退還查冊服務費 Application for Refund of Search Service Fees (REFPS)

注意事項 Points to Note:

請用正楷填寫本表格,不可使用任何塗改工具(例如塗改液或塗改帶)删改已在申請表上填寫的資料。如須作出删改,申請人須在刪改位置旁邊加簽及蓋上公司印章(如適用的話),否則申請表不會獲接納。

Please complete this application form in block letters. Do not use any correction tool (such as correction fluid or tape) to amend the information already filled in this form. If amendment is needed, applicant should sign and affix the company chop (if applicable) against the amendment. Otherwise, the form will be rejected.

申請人資料 (附註 1) Particulars of the Applicant (Note 1)						
申請人姓名 / 名稱:						
Name of Applicant:						
地址:						
Address:						
聯絡電話號碼:	•			申請人的檔案編號(如有的	話):	
Contact Telephone No.:				Applicant's reference, if any:		
申請退款詳情 Details of the Application for Refund						
收據日期及編號:	日期:			收據編號 (附註2):		
Date & No. of Receipt:	Date:			Receipt No. (Note 2):		
請在下列其中一項(I、II 或		九方加上✓引	点及 埴報 資料			
Please tick and complete only one of the following items (I, II or III) as appropriate (Please see Remarks and Note 3):						
□ I. 訂購編號:				申請退款原因 Reason for the Application for Refund:		
Order No.:	Amount to be Refunded:				11	
港幣 HK\$						
	申請退還款額:			申請退款原因 Reason for the Application for Refund:		
Order Form No.:	平萌返逐款額: Amount to be Refunded:			T 明 还 永 A K Cason for t	ne Application for Refund.	
What is a second of the control of		•				
TIT Lank III JA III		L .4 12 12	-			
□ III. 訂購單編號:	項目編號: 申請退還款額:			申請退款原因 Reason for the Application for Refund:		
Order Form No.:	Order Form No.: Item No.: Amount to be		be Refunded :			
(港幣 HK\$				
() 港幣 HK\$ () 港幣 HK\$ 總額: 港幣 HK\$						
		港幣 HK\$				
			註釋 Remarks:			
	Total:			I. 適用於退還沒有訂購單的訂購款項。		
	10.001			Applicable to refund of orders without an Order Form.		
				II. 適用於退還整張訂購單的款 Applicable to refund of the wl		
				III. 適用於退還訂購單內個別項		
				Applicable to refund of indivi	dual order item(s) in the Order Form.	
退款方式 (附註 4) Method of Refund (Note 4)						
(只適用於以 現金 或 支票 支付的款項 收取支票 By cheque						
Only applicable to payment made in <u>cash</u> or by <u>cheque</u>)						
請選擇其中一項退款方式。 By bank transfer (For local bank account only) (Note 5)						
Please select either one method of refund.					mry) (Note 3)	
支票抬頭或銀行帳戶持有人的英文姓名須與申請人姓名/ (銀行名稱: Bank Name:						
名稱相同。 電郵地址(附註 6)						
The name of payee or the name of bank account holder in						
English must be the same as the name of applicant.						
銀行編號 分行編號 帳戶號碼 Bank Code Branch Code Account Number						
確認聲明 Confirmati		申請人簽署	Signature of Applicant			
現確認本人/我們有權取得.		大人/我們就	I WYCXI			
獲得公司註冊處退還繳款,						
區政府因退還上述費用而					請勿填寫本欄	
confirm that I am/we are entire					For Official Use	
in consideration of the above					. 3. 3	
the Companies Registry, agre		•				
of the Hong Kong Special Administrative Region						
indemnified against all liabili				公司印章(如適用的話)	日期:	
arise in respect of the said re		,		company chop (if applicable)		
=			L	1 / 11	1	

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

Notes: 1. The personal data provided will only be used for processing the application for refund. Refund will be made payable to the applicant only and relevant cheque (if applicable) will be sent by post to the address provided by the applicant.

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