

致： 公司註冊處處長
To: Registrar of Companies

申請退款 Application for Refund (APPREF)

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)刪改已在申請表上填寫的資料。如須作出刪改，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: Contact Telephone No.:	申請人的檔案編號 (如有的話): Applicant's reference, if any:	
申請退款詳情 Details of the Application for Refund		
與這次退款申請相關的公司名稱 / 商業登記號碼 (附註 2): Company Name / Business Registration No. in respect of which the refund application is made (Note 2):	公司名稱 Company Name:	
	商業登記號碼: Business Registration No.:	
文件類別 (附註 3) Type of Document (Note 3):		
收據日期及編號 Date & No. of Receipt:	日期: Date:	
	收據編號 (附註 4): Receipt No. (Note 4):	
申請退還款額 Amount to be Refunded:	港幣 HK\$	
收據正本(請貼在此處) Original Receipt (Please affix here)	申請退款原因(請在適當地方加上✓號): Reason for the Application for Refund (Please tick as appropriate):	
	<input type="checkbox"/> 註冊新公司不成功 Unsuccessful incorporation	<input type="checkbox"/> 公司更改名稱不成功 Unsuccessful change of name
	<input type="checkbox"/> 撤回註冊非香港公司的申請 Withdrawal of application for registration of non-Hong Kong company	
	<input type="checkbox"/> 重複遞交文件 Duplicate filing of document	<input type="checkbox"/> 文件不需提交 Document not required to be filed
	<input type="checkbox"/> 多付繳款 Excess payment	
	<input type="checkbox"/> 其他(請說明) Others (Please specify)	
退款方式 (附註 5) Method of Refund (Note 5)		
(只適用於以現金或支票支付的款項 Only applicable to payment made in cash or by cheque) 請選擇其中一項退款方式。 Please select either one method of refund. 支票抬頭或銀行帳戶持有人的英文姓名須與申請人姓名 / 名稱相同。 The name of payee or the name of bank account holder in English must be the same as the name of applicant.	<input type="checkbox"/> 收取支票 By cheque	
	<input type="checkbox"/> 經銀行轉帳 (只限本地銀行戶口) (附註 6) By bank transfer (For local bank account only) (Note 6) (銀行名稱 Bank Name: _____) 電郵地址(附註 7) Email address (Note 7): _____	
銀行編號 Bank Code	分行編號 Branch Code	
	帳戶號碼 Account Number	
確認聲明 Confirmation		
現確認本人/我們有權取得上述退款。本人/我們就 獲得公司註冊處退還繳款，同意彌償香港特別行政 區政府因退還上述費用而引致的任何損失。I/We confirm that I am/we are entitled to the refund. I/We, in consideration of the above refund made to me/us by the Companies Registry, agree to keep the Government of the Hong Kong Special Administrative Region indemnified against all liability whatsoever which may arise in respect of the said refund.	申請人簽署 Signature of Applicant	
	請蓋公司印章(如適用的話) Please affix company chop (if applicable)	
	日期: Date:	

請參看背頁附註 Please see Notes overleaf.

- 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。如退款申請人並非文件提交人，申請人須向本處提供提交人的退款授權書。
 2. 如屬成立新公司的退款申請，請填寫擬用的新公司名稱。否則，請填寫現有的公司名稱 / 商業登記號碼。
 3. 如收據上的帳項為‘99’，無須填寫此欄。
 4. 每份申請表只可申請一張收據內的退款。
 5. 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。
 6. 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。
 7. 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。
 8. 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. If the applicant for refund is not the presenter of document, the applicant should provide us with a letter from the presenter authorising the applicant to receive the refund.
 2. For a refund of fee for application for incorporation of a new company, please state the proposed company name. Otherwise, please state the existing company name / Business Registration No..
 3. If the revenue code of the receipt is ‘99’, it is not required to complete this item.
 4. One application form can only be used for refund of the amount in one receipt.
 5. 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.
 6. 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.
 7. 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.
 8. 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.