

9 董事 Directors (續上頁 cont'd)

B. 董事 (法人團體) Director (Body Corporate)

(如超過一名董事屬法人團體，請用續頁 D 填報 Use Continuation Sheet D if more than 1 director is a body corporate)

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

18

身分 Capacity 董事 Director 候補董事 Alternate Director

代替 Alternate to

中文名稱
Name in Chinese

英文名稱
Name in English

17

地址
Address

國家/地區
Country/Region

14

電郵地址
Email Address

公司編號 Company Number

(只適用於在香港註冊的法人團體)

(Only applicable to body corporate registered in Hong Kong)

10 股本 Share Capital (截至本申報表的日期 As at the date of this return)

(只適用於有股本公司 Only applicable to a company having a share capital)

法定股本(或等同者)
Authorized Share Capital (or its equivalent)
(如不適用，請填上「不適用」)
(If not applicable, please state 'NA')

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貨幣單位 Currency

總面值 Total Nominal Value

已發行股本(或等同者)
Issued Share Capital (or its equivalent)
(如不適用，請填上「不適用」)
(If not applicable, please state 'NA')

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貨幣單位 Currency

總面值 Total Nominal Value

11 按揭及押記 Mortgages and Charges

截至本申報表的日期，所有根據《公司條例》第 8 部或《前身條例》第 III 部，須向公司註冊處處長登記的就所有按揭及押記的負債總額

Total amount of the indebtedness of the company as at the date of this return in respect of all mortgages and charges that are required to be registered with the Registrar of Companies under Part 8 of the Companies Ordinance or Part III of the Predecessor Ordinance

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20

12 帳目 Accounts

(請填報 A 或 B 項 Please complete Section A or B as appropriate)

- A. 隨本表格交付《公司條例》第 789 條規定的最近發表的帳目
Latest Published Accounts required under section 789 of the Companies Ordinance are delivered with this form

該等帳目所涵蓋的會計期 Period Covered by the Accounts

日 DD	月 MM	年 YYYY	至 To	日 DD	月 MM	年 YYYY

21

- B. 並無隨本表格交付《公司條例》第 789 條規定的帳目，原因如下—
Accounts required under section 789 of the Companies Ordinance are not delivered with this form for the following reason —

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

- 公司成立為法團所在地方的法律，或在其註冊成為公司所在的其他任何司法管轄區的法律，以及該司法管轄區的任何證券交易所或類似的監管機構的規章，均沒有規定公司須發表其帳目，或將其帳目的文本交付某人，而公眾人士有權在該人的辦事處查閱該帳目。
The company is neither required by the law of its place of incorporation, the law of any other jurisdiction where the company is registered as a company, nor the rules of any stock exchange or similar regulatory bodies in that jurisdiction to publish its accounts or to deliver copies of its accounts to any person in whose office the accounts may be inspected as of right by members of the public.
- 公司成立為法團的日期，是在根據《公司條例》第 788(1)條交付周年申報表的日期前的 18 個月內，而公司須發表的帳目仍未擬備。
The company has been incorporated for less than 18 months prior to the date of delivery of the annual return under section 788(1) of the Companies Ordinance and the accounts of the company that are required to be published have not been made up.

本申報表包括下列續頁 This Return includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B	C	D
頁數 Number of pages				

6

簽署 Signed :

姓名 Name : _____ 日期 Date : _____
 董事 / 公司秘書 / 經理 / 獲授權代表*
 Director / Company Secretary /
 Manager / Authorized Representative*

*Delete whichever does not apply 請刪去不適用者

表格 **NN3**

Form

續頁 D Continuation Sheet D

本申報表的日期 Date of Return

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日 DD 月 MM 年 YYYY

公司編號 Company Number

F

董事詳情 (法人團體) (第 9B 項) Details of Director (Body Corporate) (Section 9B)

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

18 1 身分 Capacity 董事 Director 候補董事 Alternate Director

代替 Alternate to

中文名稱 Name in Chinese

英文名稱 Name in English

17 地址 Address

國家 / 地區 Country / Region

14 電郵地址 Email Address

公司編號 Company Number (只適用於在香港註冊的法人團體)

(Only applicable to body corporate registered in Hong Kong)

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

18 2 身分 Capacity 董事 Director 候補董事 Alternate Director

代替 Alternate to

中文名稱 Name in Chinese

英文名稱 Name in English

17 地址 Address

國家 / 地區 Country / Region

14 電郵地址 Email Address

公司編號 Company Number (只適用於在香港註冊的法人團體)

(Only applicable to body corporate registered in Hong Kong)

《公司條例》(香港法例第 622 章)
第 788 條規定交付的

註冊非香港公司周年申報表

填表須知 — 表格 NN3

附註

引言

1. 註冊非香港公司必須每年將一份周年申報表交付公司註冊處處長(「處長」)登記。申報表應準確反映公司於申報表的日期的狀況。
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。

交付表格的期限

4. **本表格必須於公司註冊為註冊非香港公司的註冊證明書發出的日期的最近周年日後的 42 日內交付處長登記。**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。**逾期提交者均須繳付較高的註冊費用。**

費用

5. 本表格必須連同正確的註冊費用一併交付,否則公司註冊處不會接納。公司註冊處將依據公司重新交付表格的日期,計算所需繳付的註冊費用。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. 本表格必須由一名董事、公司秘書、經理或獲授權代表簽署,公司註冊處不接納未簽妥的表格,並將依據公司重新提交已簽妥的表格的日期,計算所需繳付的註冊費用。

公司名稱 (第 1 項)

7. 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

在香港的主要營業地點及在成立為法團所在地方的辦事處 (第 5 及 6 項)

8. 請提供公司的電郵地址(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 NN9 通知公司註冊處。

在香港的獲授權代表 (第 7 項)

9. 如獲授權代表屬自然人，請提供其香港地址，本處不接納「轉交」地址或郵政信箱號碼。
10. 請提供獲授權代表的電郵地址(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 NN8C 通知公司註冊處。
11. 請申報屬自然人的獲授權代表的香港身分證號碼。如該人並非香港身分證持有人，請申報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填上「無」。
12. 如獲授權代表屬律師行或律師法團、執業會計師事務所或會計師執業法團，請申報其在香港的營業地址。本處不接納「轉交」地址或郵政信箱號碼。

公司秘書或董事 (第 8 及 9 項)

13. 請申報屬自然人的公司秘書的通訊地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。
14. 請提供公司秘書或董事的電郵地址(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 NN7 通知公司註冊處。
15. 請申報屬自然人的公司秘書或董事的香港身分證號碼。如該人並非香港身分證持有人，請申報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填上「無」。
16. 如某商號的所有合夥人為公司的聯名公司秘書，請在供公司秘書(法人團體)填報名稱的空格內申報商號名稱。
17. 如公司秘書或董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
18. 請述明董事的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
19. 請申報屬自然人的董事的通常住址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

帳目 (第 12 項)

20. 根據《公司條例》第 789 條規定，周年申報表必須連同一份最近發表的涵蓋最少 12 個月期間的帳目的經核證副本，或如該帳目不是採用英文或中文擬備，則須連同該帳目的經核證英文譯本或中文譯本一併交付處長登記。
21. 如公司能符合本表格第 12B 項所列兩項條件的任何一項，則無需交付帳目。

ANNUAL RETURN OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 788 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN3

Introduction

1. A registered non-Hong Kong company must every year deliver to the Registrar of Companies (the Registrar) an annual return for registration. The return should reflect accurately the affairs of the company as at the date of return.
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 Presenter's Reference. Unless the presenter needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

Deadline for Delivery of this Form

4. **This form must be delivered to the Registrar for registration within 42 days after the most recent anniversary of the date of registration of the registered non-Hong Kong company** 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. **Late submission will be subject to payment of a higher registration fee.**

Fee

5. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. The registration fee payable will be calculated according to the resubmission date of the form. 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 a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry. The registration fee payable will be calculated according to the resubmission date of the properly signed form.

Company Name (Section 1)

7. The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

Principal Place of Business in Hong Kong and Offices in Place of Incorporation (Sections 5 and 6)

8. Please provide the email address of the company, if any, to facilitate electronic communication. If there is any subsequent change in the email address, please notify the Companies Registry by completing Form NN9.

Authorized Representative in Hong Kong (Section 7)

9. Please provide the Hong Kong address of the authorized representative who is a natural person. 'Care of' addresses or post office box numbers are not acceptable.
10. Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN8C.
11. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the authorized representative who is a natural person should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
12. If the authorized representative is a firm of solicitors, a solicitor corporation, or a firm or corporate practice of certified public accountants (practising), its business address in Hong Kong should be given. 'Care of' addresses or post office box numbers are not acceptable.

Company Secretary or Directors (Sections 8 and 9)

13. Please provide the correspondence address of the company secretary, who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. Post office box numbers are not acceptable.
14. Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN7.
15. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the company secretary or director who is a natural person should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
16. If all the partners in a firm are joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
17. If the company secretary or director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable.
18. Please state the capacity(ies) of the director(s). In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it is the alternate.
19. Please provide the usual residential address of a director who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable.

Accounts (Section 12)

20. A certified copy of the latest published accounts for a period of at least 12 months, or if the accounts are not in English or Chinese, a certified translation of the accounts in English or Chinese should be delivered with the Annual Return to the Registrar for registration as required by section 789 of the Companies Ordinance.
21. If the company can fulfil either of the two conditions listed in Section 12B of this form, no accounts are required to be delivered.



公司註冊處
Companies Registry

註冊非香港公司更改憲章、法規或
章程大綱等的申報表

Return of Change in the Charter,
Statutes or Memorandum etc. of
Registered Non-Hong Kong Company

表格
Form **NN5**

公司編號 Company Number

F

註 Note

6

1 公司名稱 Company Name

7

2 經更改的對公司的組織作出規定的文書名稱

Name of Instrument Defining the Company's Constitution which has been Changed

有關文書的經核證副本必須連同本表格交付

A certified copy of the relevant instrument must be delivered with this form

請在適用的空格內加上✓號以標示該份文書已經更改 Please tick the relevant box(es) to indicate which instrument has been changed

- 憲章 Charter
- 法規 Statutes
- 章程大綱(包括章程細則(如有的話))
Memorandum of Association (including Articles, if any)
- 其他(請註明) Others (Please specify)

3 生效日期 Effective Date of Change

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日 DD

月 MM

年 YYYY

9

提交人資料 Presenter's Reference

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵 Email:

權號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NN5**

公司編號 Company Number

F

4 Details of the Change 更改詳情

5

簽署 Signed :

姓名 Name :

董事／公司秘書／經理／獲授權代表*
Director／Company Secretary／Manager／
Authorized Representative*

日期 Date :

日 DD / 月 MM / 年 YYYY

*請刪去不適用者 Delete whichever does not apply

**《公司條例》(香港法例第 622 章)
第 791(1) 及 (2)(a) 條規定交付的**

註冊非香港公司更改憲章、法規或章程大綱等的申報表

填表須知 — 表格 NN5

附註

引言

1. 如註冊非香港公司更改其憲章、法規或章程大綱(包括章程細則(如有的話)),或對該公司的組織作出規定的其他文書,該公司須在出現更改的日期後的一個月內,將更改的詳情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,所選的語文**必須**與連同本表格交付的對公司組織作出規定的文書的語文相同。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。

簽署

5. 本表格必須由一名董事、公司秘書、經理或獲授權代表簽署,公司註冊處不接納未簽妥的表格。

公司名稱 (第 1 項)

6. 在本表格填報的公司名稱必須與公司註冊處發出的最近一註冊證明書上的公司名稱相同。

經更改的對公司的組織作出規定的文書名稱 (第 2 項)

7. 本表格必須連同一份該註冊非香港公司的憲章、法規或章程大綱(包括章程細則(如有的話))在更改後的經核證副本,或對該公司的組織作出規定的其他文書在更改後的經核證副本一併交付。如該憲章、法規或章程大綱(包括章程細則(如有的話)),或對該公司的組織作出規定的其他文書既非採用英文,亦非採用中文,則**只須**交付該憲章、法規、章程大綱或文書的經核證英文或中文譯本。

**RETURN OF CHANGE IN THE CHARTER, STATUTES OR MEMORANDUM ETC.
OF REGISTERED NON-HONG KONG COMPANY**

For the purposes of section 791(1) and (2)(a) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN5

Introduction

1. If there is a change in the charter, statutes or memorandum (including articles, if any) of a registered non-Hong Kong company or other instruments defining the company's constitution, the company must, within 1 month after the date of the change, deliver a return containing the particulars of the change 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 **AND** in the same language used in the instrument defining the company's constitution which is delivered with this form. 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 Presenter's Reference. Unless the presenter 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.

Signature

5. This form must be signed by a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

6. The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

Name of Instrument Defining the Company's Constitution which has been Changed (Section 2)

7. This form must be accompanied by a certified copy of the charter, statutes or memorandum (including articles, if any) of the company or any other instruments defining the company's constitution after the change. If the charter, statutes or memorandum (including articles, if any) of the company or any other instruments defining the company's constitution is in a language other than English or Chinese, **only** a certified translation of the charter, statutes, memorandum or instruments in English or Chinese is required to accompany this form.



公司註冊處
Companies Registry

註冊非香港公司
更改公司秘書及董事申報表(委任/停任)
Return of Change of Company Secretary and Director
of Registered Non-Hong Kong Company
(Appointment/Cessation)

表格
Form **NN6**

公司編號 Company Number

F

註 Note

7 1 公司名稱 Company Name

[Empty box for Company Name]

2 公司秘書/董事的停任 Cessation to Act as Company Secretary/Director

(如超過一名公司秘書/董事停任, 請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary/director ceased to act)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

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

8	身分 Capacity	<input type="checkbox"/> 公司秘書 Company Secretary	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 候補董事 Alternate Director	代替 Alternate to
					[Empty box for Alternate to]

公司秘書/董事的詳情 (自然人) Particulars of Company Secretary/Director (Natural Person)

中文姓名
Name in Chinese [Empty box]

英文姓名
Name in English

姓氏 Surname [Empty box]

名字 Other Names [Empty box]

9 身分證明 Identification

[]	[]	[]	[]	[]	[]	[]	[]	()	[]
香港身分證號碼 Hong Kong Identity Card Number									護照號碼 Passport Number

或 OR

10 公司秘書/董事的詳情 (法人團體) Particulars of Company Secretary/Director (Body Corporate)

中文及英文名稱 Chinese and English Names

[Empty box for Chinese and English Names]

B. 停任詳情 Details of Cessation

11 停任日期
Date of Cessation

[]	[]	[]
日 DD	月 MM	年 YYYY

12 上述董事或候補董事在停任日期後, 是否仍然擔任這公司的候補董事或董事職位?
Will this director or alternate director continue to hold office as alternate director or director in this company after the date of cessation?

是 Yes 否 No

4 提交人資料 Presentor's Reference	請勿填寫本欄 For Official Use
姓名 Name: 地址 Address:	
電話 Tel: 電郵 Email: 權號 Reference:	
傳真 Fax:	

3 委任公司秘書／董事（自然人）Appointment of Company Secretary/Director (Natural Person)

(如委任超過一名自然人為公司秘書／董事，請用續頁 B 填報 Use Continuation Sheet B if more than 1 natural person is appointed as company secretary/director)

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

13

身分 Capacity	<input type="checkbox"/> 公司秘書 Company Secretary	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 候補董事 Alternate Director	代替 Alternate to
----------------	--	---	---	-----------------

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏 Surname

名字
Other Names

前用姓名
Previous Names

中文 Chinese

英文 English

別名
Alias

中文 Chinese

英文 English

14

地址
Address

國家／地區
Country/Region

15

電郵地址
Email Address

16

身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

(b) 護照
Passport

簽發國家
Issuing Country

號碼
Number

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

17

上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？
Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment?

是 Yes
 否 No

表格
Form **NN6**

公司編號 Company Number

F

4 委任公司秘書／董事（法人團體） Appointment of Company Secretary/Director (Body Corporate)
 (如委任超過一個法人團體為公司秘書／董事，請用續頁C填報 Use Continuation Sheet C if more than 1 body corporate is appointed as company secretary /director)

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

18 身分 Capacity 公司秘書 Company Secretary 董事 Director 候補董事 Alternate Director

代替 Alternate to

19 中文名稱 Name in Chinese

19 英文名稱 Name in English

20 地址 Address

國家／地區
Country / Region

21 電郵地址 Email Address

公司編號 Company Number
 (只適用於在香港註冊的法人團體)
 (Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

22 上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？
 Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment? 是 Yes 否 No

本申報表包括下列續頁 This Return includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B	C
頁數 Number of pages			

6 簽署 Signed : 姓名 Name : _____ 日期 Date : _____

董事／公司秘書／經理／獲授權代表*
 Director / Company Secretary / Manager /
 Authorized Representative*

日 DD / 月 MM / 年 YYYY

*請刪去不適用者 Delete whichever does not apply

委任公司秘書／董事（自然人）（第 3 項）

Appointment of Company Secretary/Director (Natural Person) (Section 3)

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

13

身分 公司秘書 董事 候補董事
Capacity Company Secretary Director Alternate Director

代替 Alternate to

中文姓名
Name in Chinese

英文姓名 姓氏
Name in English Surname

名字
Other Names

前用姓名 中文
Previous Names Chinese

英文
English

別名 中文
Alias Chinese

英文
English

14

地址
Address

國家／地區
Country/Region

15

電郵地址
Email Address

16

身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

										()
--	--	--	--	--	--	--	--	--	--	-----

(b) 護照
Passport

簽發國家
Issuing Country

號碼
Number

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY

17

上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？
Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment?

是 Yes

否 No

委任公司秘書／董事 (法人團體) (第 4 項)

Appointment of Company Secretary/Director (Body Corporate) (Section 4)

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

18

身分 公司秘書 董事 候補董事
Capacity Company Secretary Director Alternate Director

代替 Alternate to

19

中文名稱
Name in Chinese

19

英文名稱
Name in English

20

地址
Address

國家／地區
Country / Region

21

電郵地址
Email Address

公司編號 Company Number

(只適用於在香港註冊的法人團體)
(Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

22

上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？
Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment?

是 Yes

否 No

**《公司條例》(香港法例第 622 章)
第 791(1) 及 791(2)(b) 條規定交付的**

註冊非香港公司更改公司秘書及董事申報表(委任／停任)

填表須知 — 表格 NN6

附註

引言

1. 本表格是用以通知公司註冊處處長(「處長」)有關註冊非香港公司的公司秘書或聯名公司秘書(「公司秘書」)或董事(包括候補董事)的委任。本表格亦用以向處長申報有關公司秘書或董事(包括候補董事)的停任。公司須在出現有關更改的日期後的1個月內將本表格交付處長登記。
2. 如要申報註冊非香港公司的公司秘書或董事(包括候補董事)的詳情的更改,請使用表格 NN7。
3. 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。
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,則該表格不會視作會為遵從《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、公司秘書、經理或獲授權代表簽署,公司註冊處不接納未簽妥的表格。

公司名稱 (第 1 項)

7. 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

公司秘書／董事的停任 (第 2 項)

8. 請述明停任者的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。
9. 請填報停任的屬自然人的公司秘書或董事已在公司註冊處登記的香港身分證號碼或護照號碼,以方便本處識別身分。如該項資料未曾在本處登記,請在有關的空格內填上「無」。
10. 如停任的公司秘書為某商號的所有合夥人,請在供公司秘書(法人團體)申報名稱的空格內申報商號名稱。
11. 如公司秘書或董事去世,請申報其去世日期,作為停任日期。
12. 請述明董事或候補董事在停任後,是否仍然擔任其他董事(包括候補董事)職位。如申報公司秘書的停任,則無需填報此項。

委任公司秘書／董事（自然人）（第 3 項）

13. 請述明獲委任者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
14. (a) 請申報公司秘書的 通訊地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。
(b) 請申報董事的 通常住址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
15. 請提供公司秘書或董事的電郵地址(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 NN7 通知公司註冊處。
16. 請申報公司秘書或董事的香港身分證號碼。如該人並非香港身分證持有人，請申報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填上「無」。
17. 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任，則無需填報此項。

委任公司秘書／董事（法人團體）（第 4 項）

18. 請述明獲委任者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
19. 如某商號的所有合夥人獲委任為公司的聯名公司秘書，請在供公司秘書(法人團體)申報名稱的空格內填報商號名稱。
20. 如公司秘書或董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
21. 請提供公司秘書或董事的電郵地址(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 NN7 通知公司註冊處。
22. 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任，則無需填報此項。

**RETURN OF CHANGE OF COMPANY SECRETARY AND DIRECTOR
OF REGISTERED NON-HONG KONG COMPANY (APPOINTMENT / CESSATION)**

For the purposes of sections 791(1) and 791(2)(b) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN6

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of the appointment of a company secretary or joint company secretaries (company secretary) or director (including an alternate director) of a registered non-Hong Kong company. This form should also be used to notify the Registrar of a company secretary or director (including an alternate director) ceasing to hold office. This form should be delivered to the Registrar for registration within 1 month after the date of change.
2. To report changes in the particulars of a company secretary or director (including an alternate director) of a registered non-Hong Kong company, please use Form NN7.
3. 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.
4. Please complete the Presenter's Reference. Unless the presenter 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. The form must be signed by a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

7. The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

Cessation to Act as Company Secretary / Director (Section 2)

8. Please indicate the capacity(ies) of the person(s) ceasing to act. In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it was the alternate.
9. If the company secretary or director who is a natural person has ceased to hold office and has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.
10. If all the partners in a firm cease to be the joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
11. For a deceased company secretary or director, the date of death should be given as the date of cessation.
12. Please indicate whether the director or alternate director still holds any directorship(s) (including alternate directorship(s)) after the cessation of appointment. There is no need to complete this item when reporting the cessation of appointment of the company secretary.

Appointment of Company Secretary / Director (Natural Person) (Section 3)

13. Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.
14. (a) Please provide the **correspondence address** of the company secretary. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. Post office box numbers are not acceptable.

(b) Please provide the **usual residential address** of the director. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. 'Care of' addresses or post office box numbers are not acceptable.
15. Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN7.
16. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the company secretary or director should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
17. Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.

Appointment of Company Secretary / Director (Body Corporate) (Section 4)

18. Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.
19. If all the partners in a firm are appointed as joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
20. If the company secretary or director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. 'Care of' addresses or post office box numbers are not acceptable.
21. Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN7.
22. Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.

表格
Form **NN7**

公司編號 Company Number

F

3 公司秘書／董事詳情更改 (法人團體)

Change in Particulars of Company Secretary/Director (Body Corporate)

(如涉及超過一名屬法人團體的公司秘書／董事，請用續頁B填報 Use Continuation Sheet B if more than 1 company secretary/director, which is a body corporate, is involved)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

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

8 身分 Capacity 公司秘書 Company Secretary 董事 Director 候補董事 Alternate Director

10 公司秘書／董事的名稱 (法人團體) Name of Company Secretary/Director (Body Corporate)

中文 Chinese

英文 English

公司編號 Company Number

(只適用於在香港註冊的法人團體)

(Only applicable to body corporate registered in Hong Kong)

11 B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

15 (a) 公司秘書／董事的名稱 (法人團體) Name of Company Secretary/Director (Body Corporate)

生效日期
Effective Date

中文 Chinese

日 DD 月 MM 年 YYYY

英文 English

16 (b) 地址 Address

國家／地區
Country/Region

日 DD 月 MM 年 YYYY

14 (c) 電郵地址 Email Address

日 DD 月 MM 年 YYYY

本申報表包括下列續頁 This Return includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B
頁數 Number of pages		

6 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
董事／公司秘書／經理／獲授權代表*
Director/Company Secretary/Manager/
Authorized Representative*

*請刪去不適用者 Delete whichever does not apply

指明編號 1/2014 (2014年3月) Specification No. 1/2014 (March 2014)

第三頁 Page 3

公司秘書／董事詳情更改 (自然人) (第 2 項)

Change in Particulars of Company Secretary / Director (Natural Person) (Section 2)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

請在適用的空格內加上 號 Please tick the relevant box(es)

8

身分 Capacity 公司秘書 Company Secretary 董事 Director 候補董事 Alternate Director

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

9

身分證明
Identification

香港身分證號碼
Hong Kong Identity Card Number

護照號碼
Passport Number

11

B. 更改詳情 Details of Change(s)

請只填報有更改的項目。 Please complete item(s) with change(s) only

生效日期

(a) 中文姓名 Name in Chinese

Effective Date

日 DD 月 MM 年 YYYY

(b) 英文姓名 Name in English

姓氏 Surname

名字 Other Names

日 DD 月 MM 年 YYYY

12

(c) 別名 Alias

中文 Chinese

英文 English

日 DD 月 MM 年 YYYY

13

(d) 地址 Address

國家／地區
Country / Region

日 DD 月 MM 年 YYYY

14

(e) 電郵地址 Email Address

日 DD 月 MM 年 YYYY

(f) 香港身分證號碼 Hong Kong Identity Card Number

日 DD 月 MM 年 YYYY

(g) 護照 Passport

簽發國家 Issuing Country

號碼 Number

日 DD 月 MM 年 YYYY

公司秘書／董事詳情更改 (法人團體) (第 3 項)

Change in Particulars of Company Secretary/Director (Body Corporate) (Section 3)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

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

- 8 身分 Capacity 公司秘書 Company Secretary 董事 Director 候補董事 Alternate Director

10 公司秘書／董事的名稱 (法人團體) Name of Company Secretary/Director (Body Corporate)

中文 Chinese

英文 English

公司編號 Company Number
(只適用於在香港註冊的法人團體)

(Only applicable to body corporate registered in Hong Kong)

11 B. 更改詳情 Details of Change(s)

請只填寫有更改的項目 Please complete item(s) with change(s) only

15 (a) 公司秘書／董事的名稱 (法人團體)
Name of Company Secretary/Director (Body Corporate)

生效日期
Effective Date

中文 Chinese

日 DD 月 MM 年 YYYY

英文 English

16 (b) 地址 Address

日 DD 月 MM 年 YYYY

國家／地區
Country/Region

14 (c) 電郵地址 Email Address

日 DD 月 MM 年 YYYY

**《公司條例》(香港法例第 622 章)
第 791(1) 及 791(2)(c)條規定交付的**

註冊非香港公司更改公司秘書及董事詳情申報表

填表須知 — 表格 NN7

附註

引言

1. 本表格是用以通知公司註冊處處長(「處長」)有關註冊非香港公司的公司秘書或聯名公司秘書(「公司秘書」)或董事(包括候補董事)的詳情更改。公司須在出現有關詳情更改的日期後的 1 個月內,將本表格交付處長登記。
2. 如要申報註冊非香港公司的董事或公司秘書的委任或停任,請使用表格 NN6。
3. 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。
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,則該表格不會視作會為遵從《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、公司秘書、經理或獲授權代表簽署,公司註冊處不接納未簽署的表格。

公司名稱 (第 1 項)

7. 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

現時在公司註冊處登記的詳情 (第 2A 及 3A 項)

8. 請述明詳情有所更改者的身分。
9. 請填報屬自然人的公司秘書或董事已在公司註冊處登記的香港身分證號碼或護照號碼,以方便本處識別身分。如該項資料未曾在本處登記,請在有關的空格內填上「無」。
10. 如某商號的所有合夥人為公司的聯名公司秘書,請在供公司秘書(法人團體)填報名稱的空格內填報商號名稱。

更改詳情 (第 2B 及 3B 項)

11. 請在適當的空格內申報公司秘書或董事的**新詳情**,並在相關的空格內註明生效日期。沒有更改的詳情無需填報。
12. 如申報公司秘書或董事的新增別名,請在空格內將該公司秘書或董事現有的所有別名(包括已在公司註冊處登記的別名)一併填報,以便正確更新紀錄。

13. (a) 請申報屬自然人的公司秘書的通訊地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。
- (b) 請申報屬自然人的董事的通常住址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
14. 請提供或更新公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，亦請以本表格通知公司註冊處。
15. 在申報屬法人團體的董事或公司秘書更改名稱時，須列明新的公司全名(即中文及英文名稱)。例如：屬法人團體的董事的名稱加入了新的中文名稱或更改現有的中文名稱而英文名稱沒有任何更改，便須在填報新董事名稱的方格內填上新的或已更改的中文名稱及現有的英文名稱。
16. 如公司秘書或董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

**RETURN OF CHANGE IN PARTICULARS OF COMPANY SECRETARY AND DIRECTOR
OF REGISTERED NON-HONG KONG COMPANY**

For the purposes of sections 791(1) and 791(2)(c) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN7

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the company secretary or joint company secretaries (company secretary) or director (including an alternate director) of a registered non-Hong Kong company. This form should be delivered to the Registrar for registration within 1 month after the date of the change.
2. To report the appointment or cessation of appointment of the director or company secretary of a registered non-Hong Kong company, please use Form NN6.
3. 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.
4. Please complete the Presenter's Reference. Unless the presenter 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, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

7. The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

Particulars Currently Registered with the Companies Registry (Sections 2A and 3A)

8. Please indicate the capacity(ies) of the person(s) whose particulars have changed.
9. If the company secretary or director who is a natural person has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.
10. If all the partners in a firm are joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

Details of Change(s) (Sections 2B and 3B)

11. Please state only the new particulars of the company secretary or director in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.
12. To report the addition of an alias, please also state all the other aliases (including the alias which has been registered with the Companies Registry) of the company secretary or director in the box provided to facilitate correct updating of the record.

13. (a) Please provide the correspondence address of the company secretary who is a natural person. If a non-Hong Kong address of a company secretary is given, please also complete the box for 'Country/Region'. Post office box numbers are not acceptable.
- (b) Please provide the usual residential address of the director who is a natural person. If a non-Hong Kong address of a director is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable.
14. Please provide or update the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.
15. For reporting a change of name of a director or company secretary which is a body corporate, please state the new company name in full (i.e. both English and Chinese names). For example, if the name of a director which is a body corporate has been changed by adding a new Chinese name or replacing an old Chinese name without any change in its English name, the existing English name should still be stated together with the new Chinese name in the box provided for the new name of the director.
16. If the company secretary or director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable.

表格
Form

NN8

公司編號 Company Number

F

4 委任獲授權代表 (非自然人)

Appointment of Authorized Representative (Other than Natural Person)

(如委任超過一名非自然人為獲授權代表，請用續頁 C 填報 Use Continuation Sheet C if more than 1 authorized representative, who is not a natural person, is appointed)

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

12

商號或法團的性質
Nature of the Firm or Corporation

律師行或律師法團
A firm of solicitors or
a solicitor corporation

執業會計師事務所或執業法團
A firm or a corporate practice of certified
public accountants (practising)

中文名稱
Name in Chinese

英文名稱
Name in English

13

香港地址
Hong Kong Address

地區
Region 香港 / HONG KONG

14

電郵地址
Email Address

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY

本申報表包括下列續頁 This Return includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B	C
頁數 Number of pages			

5

簽署 Signed :

姓名 Name :

日期 Date :

董事 / 公司秘書 / 經理 / 獲授權代表*
Director / Company Secretary / Manager
/ Authorized Representative*

日 DD / 月 MM / 年 YYYY

*請刪去不適用者 Delete whichever does not apply

獲授權代表的停任 (第 2 項)

Cessation to Act as Authorized Representative (Section 2)

現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

自然人 Natural Person

中文姓名

Name in Chinese

英文姓名

Name in English

姓氏

Surname

名字

Other Names

8

身分證明

Identification

香港身分證號碼
Hong Kong Identity Card Number

()

護照號碼
Passport Number

或 OR

非自然人 Other than Natural Person

律師行／律師法團／執業會計師事務所或執業法團的名稱

Names of Firm of Solicitors/Solicitor Corporation/Firm or Corporate Practice of Certified Public Accountants (Practising)

中文名稱 Chinese Name

英文名稱 English Name

9

停任日期

Date of Cessation

日 DD

月 MM

年 YYYY

委任獲授權代表 (自然人) (第 3 項)
Appointment of Authorized Representative (Natural Person) (Section 3)

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

香港地址
Hong Kong Address

地區
Region 香港 / HONG KONG

(不處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

10 電郵地址
Email Address

11 身分證明
Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

(b) 護照
Passport

簽發國家
Issuing Country

號碼
Number

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

委任獲授權代表 (非自然人) (第 4 項)

Appointment of Authorized Representative (Other than Natural Person) (Section 4)

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

12

商號或法團的性質
Nature of the Firm or Corporation

律師行或律師法團
A firm of solicitors or
a solicitor corporation

執業會計師事務所或執業法團
A firm or a corporate practice of certified
public accountants (practising)

中文名稱
Name in Chinese

英文名稱
Name in English

13

香港地址
Hong Kong Address

地區
Region 香港 / HONG KONG

14

電郵地址
Email Address

委任日期 Date of Appointment

--	--	--

日 DD

月 MM

年 YYYY

**《公司條例》(香港法例第 622 章)
第 791(1) 及 791(2)(b)條規定交付的**

註冊非香港公司更改獲授權代表申報表(委任/停任)

填表須知 — 表格 NN8

附註

引言

1. 註冊非香港公司必須將獲授權代表該公司接受任何須向該公司送達的法律程序文件或通知的代表的所需細節，維持在公司登記冊內。本表格是用以通知公司註冊處處長(「處長」)有關註冊非香港公司的獲授權代表的委任及停任。公司須在出現有關更改的日期後的 1 個月內，將本表格交付處長登記。
2. 如要申報有關獲授權代表詳情的更改，請使用表格 NN8C。
3. 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。
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，則該表格不會視作會為遵從《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、公司秘書、經理或獲授權代表簽署，公司註冊處不接納未簽妥的表格。

公司名稱 (第 1 項)

7. 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

獲授權代表的停任 (第 2 項)

8. 請填報停任的屬自然人的獲授權代表已在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格內填上「無」。
9. 如獲授權代表去世，請申報其去世日期，作為停任日期。

委任獲授權代表 (自然人) (第 3 項)

10. 請提供獲授權代表的電郵地址(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 NN8C 通知公司註冊處。
11. 請申報獲授權代表的香港身分證號碼。如該人並非香港身分證持有人，請申報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填上「無」。

委任獲授權代表 (非自然人) (第 4 項)

12. 獲授權代表可以由《法律執業者條例》(第 159 章) 第 2(1) 條界定的律師法團、《專業會計師條例》(第 50 章) 第 2(1) 條界定的執業法團、律師行或執業會計師事務所擔任，但不可以由任何其他法人團體或商號擔任。
13. 請申報獲授權代表在香港的營業地址。
14. 請提供獲授權代表的電郵地址(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 NN8C 通知公司註冊處。

**RETURN OF CHANGE OF AUTHORIZED REPRESENTATIVE
OF REGISTERED NON-HONG KONG COMPANY (APPOINTMENT / CESSATION)**

For the purposes of sections 791(1) and 791(2)(b) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN8

Introduction

1. A registered non-Hong Kong company must keep registered in the Companies Register the required details of its authorized representative who is authorized to accept on the company's behalf service of any process or notice required to be served on the company. This form should be used to notify the Registrar of Companies (the Registrar) of any new appointment of an authorized representative or of any person ceasing to be an authorized representative of a registered non-Hong Kong company. This form should be delivered to the Registrar for registration within 1 month after the date of the change.
2. To report any changes in the particulars of an authorized representative, please use Form NN8C.
3. 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.
4. Please complete the Presenter's Reference. Unless the presenter 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, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

7. The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

Cessation to Act as Authorized Representative (Section 2)

8. If the authorized representative who is a natural person has ceased to hold office has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.
9. For a deceased authorized representative, the date of death should be given as the date of cessation.

Appointment of Authorized Representative (Natural Person) (Section 3)

10. Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN8C.
11. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the authorized representative should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

Appointment of Authorized Representative (Other than Natural Person) (Section 4)

12. An authorized representative may be a solicitor corporation as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159), or a corporate practice as defined by section 2(1) of the Professional Accountants Ordinance (Cap. 50), or a firm of solicitors or certified public accountants (practising) but may not be any other form of body corporate or firm.
13. Please state the business address in Hong Kong of the authorized representative who is not a natural person.
14. Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN8C.



公司註冊處
Companies Registry

註冊非香港公司
更改獲授權代表詳情申報表
Return of Change in Particulars of
Authorized Representative
of Registered Non-Hong Kong Company

表格
Form **NN8C**

公司編號 Company Number

F

註 Note

7

1 公司名稱 Company Name

2 獲授權代表詳情更改 (自然人)

Change in Particulars of Authorized Representative (Natural Person)

(如涉及超過一名屬自然人的獲授權代表，請用續頁 A 填報 Use Continuation Sheet A if more than 1 authorized representative, who is a natural person, is involved)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

8

身分證明
Identification

香港身分證號碼
Hong Kong Identity Card Number

護照號碼
Passport Number

4

提交人資料 Presentor's Reference

姓名 Name:

地址 Address:

電話 Tel:

電郵 Email:

權號 Reference:

傳真 Fax:

請勿填寫本欄 For Official Use

2 獲授權代表詳情更改 (自然人) (續上頁)
Change in Particulars of Authorized Representative (Natural Person) (cont'd)

9 B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 中文姓名 Name in Chinese

生效日期
Effective Date

日 DD	月 MM	年 YYYY

(b) 英文姓名 Name in English

姓氏 Surname

名字 Other Names

日 DD	月 MM	年 YYYY

(c) 香港地址 Hong Kong Address

地區 Region 香港/HONG KONG

(本處不接納「轉交」地址或郵政信箱號碼)
(Care of addresses or post office box numbers are not acceptable)

日 DD	月 MM	年 YYYY

10 (d) 電郵地址 Email Address

日 DD	月 MM	年 YYYY

(e) 香港身分證號碼 Hong Kong Identity Card Number

										()
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日 DD	月 MM	年 YYYY

(f) 護照 Passport

簽發國家 Issuing Country

號碼 Number

日 DD	月 MM	年 YYYY

表格
Form **NN8C**

公司編號 Company Number

F

3 獲授權代表詳情更改 (非自然人)

Change in Particulars of Authorized Representative (Other than Natural Person)

(如涉及超過一名屬非自然人的獲授權代表，請用續頁 B 填報。 Use Continuation Sheet B if more than 1 authorized representative, who is not a natural person, is involved)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文名稱
Name in Chinese

英文名稱
Name in English

9 B. 更改詳情 Details of Change(s)

請只填報有更改的項目。 Please complete item(s) with change(s) only.

(a) 中文名稱 Name in Chinese

生效日期
Effective Date

日 DD	月 MM	年 YYYY
------	------	--------

(b) 英文名稱 Name in English

日 DD	月 MM	年 YYYY
------	------	--------

11 (c) 香港地址 Hong Kong Address

日 DD	月 MM	年 YYYY
------	------	--------

日 DD	月 MM	年 YYYY
------	------	--------

地區
Region **香港 / HONG KONG**

(本處不接納「轉交」地址或郵政信箱號碼)
(Care of addresses or post office box numbers are not acceptable)

10 (d) 電郵地址 Email Address

日 DD	月 MM	年 YYYY
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本申報表包括下列續頁 This Return includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B
頁數 Number of pages		

6 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

董事 / 公司秘書 / 經理 / 獲授權代表*
Director / Company Secretary / Manager
/ Authorized Representative*

日 DD / 月 MM / 年 YYYY

*請刪去不適用者 Delete whichever does not apply

公司編號 Company Number

F

獲授權代表詳情更改 (自然人) (第 2 項)

Change in Particulars of Authorized Representative (Natural Person) (Section 2)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

身分證明
Identification

香港身分證號碼
Hong Kong Identity Card Number

護照號碼
Passport Number

B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 中文姓名 Name in Chinese

生效日期
Effective Date

日 DD	月 MM	年 YYYY
------	------	--------

(b) 英文姓名 Name in English

姓氏 Surname

日 DD	月 MM	年 YYYY
------	------	--------

名字 Other Names

(c) 香港地址 Hong Kong Address

日 DD	月 MM	年 YYYY
------	------	--------

地區 Region 香港/HONG KONG

(不填不接納「轉交」地址或郵政信箱號碼)

(*Care of addresses or post office box numbers are not acceptable)

(d) 電郵地址 Email Address

日 DD	月 MM	年 YYYY
------	------	--------

(e) 香港身分證號碼 Hong Kong Identity Card Number

										()
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日 DD	月 MM	年 YYYY
------	------	--------

(f) 護照 Passport

簽發國家 Issuing Country

日 DD	月 MM	年 YYYY
------	------	--------

號碼 Number

獲授權代表詳情更改 (非自然人) (第 3 項)
Change in Particulars of Authorized Representative (Other than Natural Person) (Section 3)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文名稱
Name in Chinese

英文名稱
Name in English

9 B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 中文名稱 Name in Chinese

生效日期
Effective Date

日 DD	月 MM	年 YYYY

(b) 英文名稱 Name in English

日 DD	月 MM	年 YYYY

11 (c) 香港地址 Hong Kong Address

日 DD	月 MM	年 YYYY

地區 Region **香港/HONG KONG**

(本處不接納「轉交」地址或郵政信箱號碼)
(Care of addresses or post office box numbers are not acceptable)

10 (d) 電郵地址 Email Address

日 DD	月 MM	年 YYYY

**《公司條例》(香港法例第 622 章)
第 791(1) 及 791(2)(c) 條規定交付的**

註冊非香港公司更改獲授權代表詳情申報表

填表須知 — 表格 NN8C

附註

引言

1. 本表格是用以通知公司註冊處處長(「處長」)有關註冊非香港公司的獲授權代表的詳情更改。公司須在出現有關詳情更改的日期後的 1 個月內,將本表格交付處長登記。
2. 如要申報有關獲授權代表的委任或停任,請使用表格 NN8。
3. 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。
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、公司秘書、經理或獲授權代表簽署,公司註冊處不接納未簽署妥的表格。

公司名稱 (第 1 項)

7. 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

現時在公司註冊處登記的詳情 (第 2A 項)

8. 請填報屬自然人的獲授權代表已在公司註冊處登記的香港身分證號碼或護照號碼,以方便本處識別身分。如該項資料未曾在本處登記,請在有關的空格內填上「無」。

更改詳情 (第 2B 及 3B 項)

9. 請在適當的空格內申報獲授權代表的**新詳情**,並在相關的空格內註明生效日期。沒有更改的詳情無需填報。
10. 請提供或更新獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改,亦請以本表格通知公司註冊處。
11. 如獲授權代表屬非自然人,請申報其在香港的新營業地址。

**RETURN OF CHANGE IN PARTICULARS OF AUTHORIZED REPRESENTATIVE
OF REGISTERED NON-HONG KONG COMPANY**

For the purposes of sections 791(1) and 791(2)(c) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN8C

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the authorized representative of a registered non-Hong Kong company. This form should be delivered to the Registrar for registration within 1 month after the date of the change.
2. To report the appointment or cessation to act of the authorized representative, please use Form NN8.
3. 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.
4. Please complete the Presenter's Reference. Unless the presenter 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, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

7. The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

Particulars Currently Registered with the Companies Registry (Section 2A)

8. If an authorized representative who is a natural person has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.

Details of Change(s) (Sections 2B and 3B)

9. Please state only the new particulars of the authorized representative in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.
10. Please provide or update the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.
11. For an authorized representative other than a natural person, please report the new business address in Hong Kong if it is changed.



公司註冊處
Companies Registry

註冊非香港公司更改地址申報表
Return of Change of Address of
Registered Non-Hong Kong Company

表格
Form **NN9**

公司編號 Company Number

F

註 Note

6

1 公司名稱 Company Name

2 在香港的主要營業地點 Principal Place of Business in Hong Kong

只需申報有更改的項目 Please complete item(s) with change(s) only

(a) 在香港的主要營業地點的新地址

New Address of the Principal Place of Business in Hong Kong

(本處不接納非香港地址、「轉交」地址或郵政信箱號碼)

Non-Hong Kong addresses, care of addresses or post office box numbers are not acceptable)

地區
Region

香港 / HONG KONG

生效日期 Effective Date

日 DD	月 MM	年 YYYY

7

(b) 新電郵地址 New Email Address

生效日期 Effective Date

日 DD	月 MM	年 YYYY

3

提交人資料 Presenter's Reference

姓名 Name:
地址 Address:

電話 Tel:
電郵 Email:
檔號 Reference:

傳真 Fax:

請勿填寫本欄 For Official Use

表格 **NN9**
Form

公司編號 Company Number

F

3 在成立為法團所在地方的營業地點 Places of Business in Place of Incorporation
只需申報有更改的項目 Please complete item(s) with change(s) only

(a) 在成立為法團所在地方的註冊辦事處(或等同於註冊辦事處的地點)的新地址
New Address of the Registered Office (or its equivalent) in Place of Incorporation

(本處不接納
轉交地址)
'Care of' addresses
are not acceptable)

國家/地區 Country / Region

生效日期 Effective Date

日 DD	月 MM	年 YYYY

(b) 在成立為法團所在地方的主要營業地點的新地址
New Address of the Principal Place of Business in Place of Incorporation

(本處不接納
轉交地址)
'Care of' addresses
are not acceptable)

國家/地區 Country / Region

生效日期 Effective Date

日 DD	月 MM	年 YYYY

7 (c) 新電郵地址 New Email Address

--

生效日期 Effective Date

日 DD	月 MM	年 YYYY

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
董事/公司秘書/經理/獲授權代表*
Director / Company Secretary / Manager /
Authorized Representative*
日 DD / 月 MM / 年 YYYY

*請刪去不適用者 Delete whichever does not apply

**(公司條例) (香港法例第 622 章)
第 791(1) 及 (2)(d) 條規定交付的**

註冊非香港公司更改地址申報表

填表須知 — 表格 NN9

附註

引言

1. 如註冊非香港公司在香港的主要營業地點的地址、在其成立為法團所在地方的註冊辦事處(或等同於註冊辦事處的地點)或主要營業地點的地址有任何更改,該公司必須在出現更改的日期後的一個月內,將更改的詳情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。

簽署

5. 本表格必須由一名董事、公司秘書、經理或獲授權代表簽署,公司註冊處不接納未簽妥的表格。

公司名稱 (第 1 項)

6. 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

在香港的主要營業地點及在成立為法團所在地方的營業地點 (第 2(b)及 3(c)項)

7. 請提供或更新公司的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改,亦請以本表格通知公司註冊處。

RETURN OF CHANGE OF ADDRESS OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 791(1) and (2)(d) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN9

Introduction

1. If there is a change in the address of a registered non-Hong Kong company's principal place of business in Hong Kong, or of its registered office (or its equivalent) or of its principal place of business in its place of incorporation, the company must, within 1 month after the date of the change, deliver a return 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.

Signature

5. This form must be signed by a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

6. The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

Principal Place of Business in Hong Kong and Places of Business in Place of Incorporation (Sections 2(b) and 3(c))

7. Please provide or update the email address of the company, if any, to facilitate electronic communication. If there are any subsequent changes in the email address of the company, please notify the Companies Registry by completing this form.



公司註冊處
Companies Registry

註冊非香港公司變更法團名稱申報表
Return of Alteration of Corporate Name of
Registered Non-Hong Kong Company

表格 **NN10**
Form

公司編號 Company Number

F

註 Note

7 1 前法團名稱 Former Corporate Name

8 2 新法團名稱 New Corporate Name

3 變更的生效日期 Effective Date of the Alteration

日 DD	月 MM	年 YYYY
------	------	--------

9 4 隨本表格交付的變更法團名稱證明文件

Name of Document Effecting the Alteration of Corporate Name Delivered with this Form

6 簽署 Signed :

姓名 Name :

董事／公司秘書／經理／獲授權代表*
Director / Company Secretary / Manager /
Authorized Representative*

日期 Date :

日 DD / 月 MM / 年 YYYY

3 *請刪去不適用者 Delete whichever does not apply

提交人資料 Presentor's Reference

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵 Email:

權號 Reference:

請勿填寫本欄 For Official Use

**《公司條例》(香港法例第 622 章)
第 778(8) 條規定交付的**

註冊非香港公司變更法團名稱申報表

填表須知 — 表格 NN10

附註

引言

1. 註冊非香港公司增加、更改或停用法團名稱，須在有關變更的生效日期後的 1 個月內，向公司註冊處處長(「處長」)交付本表格登記。「法團名稱」就註冊非香港公司而言，指該公司在香港公司登記冊內註冊所用的本土名稱或本土名稱的譯名。
2. 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。
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。公司註冊處會以傳真方式通知提交人親身領取新的註冊證明書。如提交人委託他人代領，需簽署授權書。
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，則該表格不會視作會為遵從《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註冊費用一併交付，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. 本表格必須由一名董事、公司秘書、經理或獲授權代表簽署，公司註冊處不接納未簽妥的表格。

前法團名稱 (第 1 項)

7. 請按照公司註冊處發給該註冊非香港公司的最近一份註冊證明書，填報公司的名稱。

新法團名稱 (第 2 項)

8. (a) 除新法團名稱外，請填報在變更的生效日期後，公司繼續在公司註冊處註冊的名稱。
(b) 請參閱《公司條例》第 16 部第 4 分部對註冊非香港公司在香港經營業務時採用的名稱的規管，及公司註冊處發出的《註冊非香港公司法團名稱註冊指引》有關註冊法團名稱所須注意的事項。

隨本表格交付的變更法團名稱證明文件 (第 4 項)

9. 證明文件須是一份 **證明有關變更及其生效日期**的更改名稱證明書，或等同於該證明書的文件，並須由該公司成立所在地的有關政府部門發出。如交付的文件**並非**正本，則須交付其經核證副本。核證方式應依循《公司條例》第 775 條的規定。如該文件既非採用中文，亦非採用英文，則除該文件外，亦須**遵同**該文件的經核證中文或英文譯本一併交付。核證譯本的方式應依循《公司條例》第 4 條的規定。如變更是有關本土名稱的額外譯名，請按照《公司(非香港公司)規例》第 7(2)條訂明的規定，交付本表格時須隨附證明文件的有關部份的經核證譯本。如變更譯名(即採用、更改或停用譯名)不是因為有關本土名稱有所變更，所須證明文件則包括一份述明有關變更及其生效日期的特別決議。

RETURN OF ALTERATION OF CORPORATE NAME OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 778(8) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN10

Introduction

1. Where there is an addition, change or cessation of corporate name, a registered non-Hong Kong company should, within 1 month after the date of the alteration, deliver a return in this form to the Registrar of Companies (the Registrar) for registration. Corporate name, in relation to a registered non-Hong Kong company, means a domestic name, or a translation of a domestic name, by which the company is registered in the Companies Register of Hong Kong.
2. 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. The Companies Registry will notify the presentor by fax to collect the fresh certificate of registration in person. A written authorization will be required if the presentor sends a representative to collect the certificate.
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 registration 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 a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Former Corporate Name (Section 1)

7. Please state the name of the company as it appeared in the certificate of registration last issued by the Companies Registry.

New Corporate Name (Section 2)

8. (a) Apart from the new corporate name, please also state the name which will continue to be registered with the Companies Registry after the effective date of the alteration.
(b) Please note the provisions in Division 4 of Part 16 of the Companies Ordinance that regulate the names used by registered non-Hong Kong companies to carry on business in Hong Kong and the 'Guideline on Registration of Corporate Names for Registered Non-Hong Kong Companies' issued by the Companies Registry for the points to note in registration of corporate names for registered non-Hong Kong companies.

Name of Document Effecting the Alteration of Corporate Name Delivered with this Form (Section 4)

9. The document should be the company's certificate of change of name (or its equivalent) issued by the relevant government authority in its place of incorporation **showing the alteration and the effective date**. If the document is **not** the original, it must be certified in accordance with section 775 of the Companies Ordinance. If the document is **not** in English or Chinese, you should deliver the document **together with** a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance. If the alteration relates to an additional translation of the domestic name, this return must be accompanied by a certified translation of the relevant part of the document in accordance with section 7(2) of the Companies (Non-Hong Kong Companies) Regulation. In cases where the alteration (adoption, change or cessation) of a translated name is not a result of an alteration of the domestic name, the document includes a special resolution authorising the alteration and stating the effective date of the alteration.



公司註冊處
Companies Registry

註冊非香港公司開始清盤及
清盤人／臨時清盤人的委任、停任
或更改詳情通知書

Notice of Commencement of Liquidation
and Appointment/Cessation
and Change in Particulars of
Liquidator/Provisional Liquidator
of Registered Non-Hong Kong Company

表格 **NN11**
Form

公司編號 Company Number

F

註 Note

6

1 公司名稱 Company Name

--

(正進行清盤 In Liquidation)

2 開始清盤的詳情 Details of Commencement of Liquidation

A. 清盤法律程序展開的日期
Date of Commencement of Proceedings for the
Liquidation

日 DD	月 MM	年 YYYY

B. 清盤法律程序展開的通知按照展開該法律程
序所在地方的法律送達公司的日期
Date on which the Notice of Commencement of
Liquidation Proceedings was Served on the
Company according to the Law of the Place in
which such Proceedings were Commenced

日 DD	月 MM	年 YYYY

C. 展開清盤法律程序所在國家 Country where Proceedings for the Liquidation are Commenced

--

D. 清盤方式 Mode of Liquidation

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

- 強制清盤 Compulsory Liquidation
- 成員自發清盤 Members' Voluntary Liquidation
- 債權人自發清盤 Creditors' Voluntary Liquidation
- 其他清盤方式(請註明)Others (Please specify)

3

提交人資料 Presenter's Reference

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵 Email:

權號 Reference:

請勿填寫本欄 For Official Use

4 委任清盤人／臨時清盤人 (非自然人)
Appointment of Liquidator／Provisional Liquidator (Other than Natural Person)

(如委任超過一名非自然人為清盤人／臨時清盤人，請用續頁 B 填報 Use Continuation Sheet B if more than 1 liquidator／provisional liquidator, which is not a natural person, is appointed)

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

身分 Capacity 清盤人 Liquidator 臨時清盤人 Provisional Liquidator

類別 Status 單獨 Sole 共同 Joint 共同及各別 Joint & Several

中文名稱
Name in Chinese

英文名稱
Name in English

地址
Address

國家／地區
Country／Region

電郵地址
Email Address

委任日期
Date of Appointment

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

日 DD

月 MM

年 YYYY

表格
Form **NN11**

公司編號 Company Number

F

5 清盤人／臨時清盤人的停任

Cessation to Act as Liquidator/Provisional Liquidator

(如超過一名清盤人／臨時清盤人停任，請用續頁C填報 Use Continuation Sheet C if more than 1 liquidator /provisional liquidator ceased to act)

現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

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

身分

Capacity

清盤人

Liquidator

臨時清盤人

Provisional Liquidator

清盤人／臨時清盤人的詳情 (自然人)

Particulars of Liquidator/Provisional Liquidator (Natural Person)

中文姓名

Name in Chinese

英文姓名

Name in English

姓氏

Surname

名字

Other Names

身分證明

Identification

香港身分證號碼

Hong Kong Identity Card Number

護照號碼

Passport Number

或 OR

清盤人／臨時清盤人的詳情 (非自然人)

Particulars of Liquidator/Provisional Liquidator (Other than Natural Person)

中文名稱

Name in Chinese

英文名稱

Name in English

停任日期 Date of Cessation

日 DD

月 MM

年 YYYY

7 清盤人／臨時清盤人詳情更改 (自然人) (續上頁)
Change in Particulars of Liquidator／Provisional Liquidator (Natural Person) (cont'd)

12

B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 中文姓名 Name in Chinese

生效日期
Effective Date

日 DD	月 MM	年 YYYY
------	------	--------

(b) 英文姓名 Name in English

姓氏 Surname

名字 Other Names

日 DD	月 MM	年 YYYY
------	------	--------

(c) 地址 Address

國家／地區
Country / Region

日 DD	月 MM	年 YYYY
------	------	--------

13

(d) 電郵地址 Email Address

日 DD	月 MM	年 YYYY
------	------	--------

(e) 香港身分證號碼 Hong Kong Identity Card Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	()
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日 DD	月 MM	年 YYYY
------	------	--------

(f) 護照 Passport

簽發國家 Issuing Country

號碼 Number

日 DD	月 MM	年 YYYY
------	------	--------

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

(g) 類別 Status

單獨
Sole

共同
Joint

共同及各別
Joint & Several

日 DD	月 MM	年 YYYY
------	------	--------

8 清盤人／臨時清盤人詳情更改 (非自然人)

Change in Particulars of Liquidator / Provisional Liquidator (Other than Natural Person)

(如非及超過一名屬非自然人的清盤人／臨時清盤人，請用續頁 E 填報 Use Continuation Sheet E if more than 1 liquidator / provisional liquidator, which is not a natural person, is involved)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文名稱
Name in Chinese

英文名稱
Name in English

12 B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 中文名稱 Name in Chinese

生效日期
Effective Date

日 DD	月 MM	年 YYYY
------	------	--------

(b) 英文名稱 Name in English

(c) 地址 Address

 國家／地區
Country / Region

日 DD	月 MM	年 YYYY
------	------	--------

13 (d) 電郵地址 Email Address

日 DD	月 MM	年 YYYY
------	------	--------

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

(e) 類別 Status

單獨
Sole

共同
Joint

共同及各別
Joint & Several

日 DD	月 MM	年 YYYY
------	------	--------

本通知書包括下列續頁 This Notice includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B	C	D	E
頁數 Number of pages					

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
 董事／公司秘書／經理／獲授權代表／
 清盤人／臨時清盤人*

Director / Company Secretary / Manager / Authorized
 Representative / Liquidator / Provisional Liquidator*

*請刪去不適用者 Delete whichever does not apply

委任清盤人／臨時清盤人 (自然人) (第 3 項)

Appointment of Liquidator / Provisional Liquidator (Natural Person) (Section 3)

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

身分 Capacity 清盤人 Liquidator 臨時清盤人 Provisional Liquidator

類別 Status 單獨 Sole 共同 Joint 共同及各別 Joint & Several

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

地址
Address

國家／地區
Country / Region

7 電郵地址
Email Address

8 身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

										()
--	--	--	--	--	--	--	--	--	--	-----

(b) 護照
Passport

簽發國家 Issuing Country

號碼 Number

委任日期
Date of Appointment

日 DD

月 MM

年 YYYY

委任清盤人／臨時清盤人 (非自然人) (第 4 項)

Appointment of Liquidator / Provisional Liquidator (Other than Natural Person) (Section 4)

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

身分 Capacity 清盤人 Liquidator 臨時清盤人 Provisional Liquidator

類別 Status 單獨 Sole 共同 Joint 共同及各別 Joint & Several

中文名稱
Name in Chinese

英文名稱
Name in English

地址
Address

國家／地區
Country / Region

7

電郵地址
Email Address

委任日期
Date of Appointment

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

日 DD

月 MM

年 YYYY

清盤人／臨時清盤人詳情更改 (自然人) (第 7 項)

Change in Particulars of Liquidator / Provisional Liquidator (Natural Person) (Section 7)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文姓名

Name in Chinese

英文姓名

Name in English

姓氏 Surname

名字 Other Names

身分證明

Identification

香港身分證號碼

Hong Kong Identity Card Number

護照號碼

Passport Number

11

B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 中文姓名 Name in Chinese

生效日期

Effective Date

日 DD 月 MM 年 YYYY

(b) 英文姓名 Name in English

姓氏 Surname

日 DD 月 MM 年 YYYY

名字 Other Names

(c) 地址 Address

日 DD 月 MM 年 YYYY

國家／地區

Country / Region

(d) 電郵地址 Email Address

日 DD 月 MM 年 YYYY

(e) 香港身分證號碼 Hong Kong Identity Card Number

日 DD 月 MM 年 YYYY

(f) 護照 Passport

簽發國家 Issuing Country

日 DD 月 MM 年 YYYY

號碼 Number

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

(g) 類別 Status

單獨
Sole

共同
Joint

共同及各別
Joint & Several

日 DD 月 MM 年 YYYY

13

清盤人／臨時清盤人詳情更改 (非自然人) (第 8 項)
Change in Particulars of Liquidator / Provisional Liquidator (Other than Natural Person) (Section 8)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文名稱
Name in Chinese

英文名稱
Name in English

12

B. 更改詳情 Details of Change(s)

請只填寫有更改的項目 Please complete item(s) with change(s) only

(a) 中文名稱 Name in Chinese

生效日期
Effective Date

日 DD	月 MM	年 YYYY
------	------	--------

(b) 英文名稱 Name in English

(c) 地址 Address

日 DD	月 MM	年 YYYY
------	------	--------

國家／地區
Country / Region

13

(d) 電郵地址 Email Address

日 DD	月 MM	年 YYYY
------	------	--------

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

(e) 類別 Status

單獨
Sole

共同
Joint

共同及各別
Joint & Several

日 DD	月 MM	年 YYYY
------	------	--------

**(公司條例) (香港法例第 622 章)
第 793 條規定交付的**

**註冊非香港公司開始清盤及
清盤人／臨時清盤人的委任、停任或更改詳情通知書**

填表須知 — 表格 NN11

附註

引言

1. (a) 如關於註冊非香港公司的清盤法律程序展開，公司必須根據《公司條例》第 793(1)、(3) 及 (4) 條，將載有清盤詳情的通知，以本表格交付公司註冊處處長(「處長」)登記。本表格須在公司展開清盤法律程序的日期，或在關於該清盤法律程序展開的通知按照展開該法律程序所在地方的法律送達公司的日期(以較遲的日期為準)後的 15 日內交付處長。
- (b) 公司亦必須根據該條例第 793(6)條，將有關清盤法律程序詳情的更改、清盤人或臨時清盤人的委任、停任或詳情更改的通知，在有關更改的日期後的 15 日內，以本表格交付處長登記。
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。

簽署

5. 本表格必須由一名董事、公司秘書、經理、獲授權代表、清盤人或臨時清盤人簽署。公司註冊處不接納未簽妥的表格。

公司名稱 (第 1 項)

6. 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

委任清盤人／臨時清盤人 (第 3 及 4 項)

7. 請提供清盤人或臨時清盤人的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，亦請以本表格通知公司註冊處。
8. 請申報屬自然人的清盤人或臨時清盤人的香港身分證號碼。如該人並非香港身分證持有人，請申報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填上「無」。

清盤人／臨時清盤人的停任 (第 5 項)

9. 請申報停任的屬自然人的清盤人或臨時清盤人在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格內填上「無」。
10. 如清盤人或臨時清盤人去世，請申報其去世日期，作為停任日期。

清盤人／臨時清盤人詳情更改 (第 7 及 8 項)

11. 請申報屬自然人的清盤人或臨時清盤人在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格內填上「無」。
12. 請在適當的空格內申報清盤人或臨時清盤人的 新詳情，並在相關的空格內註明生效日期。沒有更改的詳情無需填報。
13. 請提供或更新清盤人或臨時清盤人的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，亦請以本表格通知公司註冊處。

**NOTICE OF COMMENCEMENT OF LIQUIDATION
AND APPOINTMENT/CESSATION AND CHANGE IN PARTICULARS OF
LIQUIDATOR/PROVISIONAL LIQUIDATOR OF REGISTERED NON-HONG KONG COMPANY**

For the purposes of section 793 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN11

Introduction

1. (a) If proceedings are commenced for the liquidation of a registered non-Hong Kong company, the company must deliver a notice in this form to the Registrar of Companies (the Registrar) for registration, containing the particulars of the liquidation proceedings as required under sections 793(1), (3) and (4) of the Companies Ordinance. This form should be delivered to the Registrar within 15 days after the later of the date of commencement of any proceedings for the liquidation of the company, or the date on which the notice of commencement of such proceedings was served on the company according to the law of the place in which those proceedings were commenced.
- (b) The company must also deliver a notice of any change in the particulars of the liquidation proceedings, appointment, cessation of the liquidator or provisional liquidator or any change in the particulars of the liquidator or provisional liquidator in this form to the Registrar for registration within 15 days after the date of the change as required under section 793(6).
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 Presenter's Reference. Unless the presenter 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.

Signature

5. This form must be signed by a director, company secretary, manager, authorized representative, liquidator or provisional liquidator. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

6. The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

Appointment of Liquidator/Provisional Liquidator (Sections 3 and 4)

7. Please provide the email address of the liquidator or provisional liquidator, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.
8. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the liquidator or provisional liquidator who is a natural person should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

Cessation to Act as Liquidator/Provisional Liquidator (Section 5)

9. If the liquidator or provisional liquidator who is a natural person has ceased to hold the post has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.
10. For a deceased liquidator or provisional liquidator, the date of death should be given as the date of cessation.

Change in Particulars of Liquidator/Provisional Liquidator (Sections 7 and 8)

11. If the liquidator or provisional liquidator who is a natural person has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.
12. Please state only the new particulars of the liquidator or provisional liquidator in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.
13. Please provide or update the email address of the liquidator or provisional liquidator, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.



公司註冊處
Companies Registry

註冊非香港公司在香港經營業務時
採用的經批准名稱申報表
Return of Approved Name for
Carrying on Business in Hong Kong by
Registered Non-Hong Kong Company

表格
Form **NN12**

公司編號 Company Number

F

註 Note

7 1 法團名稱 Corporate Name

--

2 在香港經營業務時採用的經批准名稱
Approved Name for Carrying on Business in Hong Kong

(請填報 A 或 B 項 Please complete Section A or B as appropriate)

8 A. 根據《公司條例》第 782 條經公司註冊處處長批准在香港經營業務時採用的名稱
Name approved by the Registrar of Companies for carrying on business in Hong Kong under section 782 of the Companies Ordinance

--

3 提交人資料 Presenter's Reference

姓名 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email:
權號 Reference:

請勿填寫本欄 For Official Use

表格
Form

NN12

公司編號 Company Number

F

- 2 在香港經營業務時採用的經批准名稱 (續上頁)
Approved Name for Carrying on Business in Hong Kong (cont'd)
- B. 根據《公司條例》第 785 條更改經公司註冊處處長批准在香港經營業務時採用的名稱
Change of the name approved by the Registrar of Companies for carrying on business in Hong Kong under section 785 of the Companies Ordinance

- (a) 經公司註冊處處長批准在香港經營業務時採用的前名稱
The former name approved by the Registrar of Companies for carrying on business in Hong Kong

8

- (b) 根據《公司條例》第 785 條經公司註冊處處長批准在香港經營業務時採用的新名稱
New name approved by the Registrar of Companies for carrying on business in Hong Kong under section 785 of the Companies Ordinance

6

簽署 Signed :

姓名 Name :

董事／公司秘書／經理／獲授權代表*
Director／Company Secretary／Manager／
Authorized Representative*

日期 Date :

日 DD / 月 MM / 年 YYYY

*請刪去不適用者 Delete whichever does not apply

**《公司條例》(香港法例第 622 章)
第 782(4)及 785(4)條規定交付的**

註冊非香港公司在香港經營業務時採用的經批准名稱申報表

填表須知 — 表格 NN12

附註

引言

1. 如註冊非香港公司因為某法團名稱或因為相對某法團名稱而言的經批准名稱，獲公司註冊處處長(「處長」)根據第 780(1)條送達通知，則該公司可向處長提出書面申請，要求批准另一名稱，作為該公司在香港經營業務時採用的名稱。註冊非香港公司亦可向處長提出書面申請，要求更改該公司的經批准名稱。該公司獲處長批准名稱／新名稱後，須在本表格內指明該名稱，並將本表格交付處長登記。
2. 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。
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。公司註冊處會以傳真方式通知提交人親身領取新註冊證明書。如提交人委託他人代領，需簽署授權書。
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，則該表格不會視作會為遵從《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註冊費用一併交付，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. 本表格必須由一名董事、公司秘書、經理或獲授權代表簽署，公司註冊處不接納未簽署的表格。

法團名稱 (第 1 項)

7. 請按照公司註冊處發給該註冊非香港公司的最近一份註冊證明書，填報公司的名稱。

在香港經營業務時採用的經批准名稱 (第 2 項)

8. (a) 申報表內指明的名稱必須已獲處長批准。
(b) 請參閱《公司條例》第 16 部第 4 分部對註冊非香港公司在香港經營業務時採用的名稱的規管，及公司註冊處發出的《註冊非香港公司法團名稱註冊指引》有關註冊法團名稱所須注意的事項。

**RETURN OF APPROVED NAME FOR CARRYING ON BUSINESS IN HONG KONG
BY REGISTERED NON-HONG KONG COMPANY**

For the purposes of sections 782(4) and 785(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN12

Introduction

1. If a registered non-Hong Kong company is served with a notice under section 780(1) for a corporate name or for an approved name in relation to a corporate name, the company may apply in writing to the Registrar of Companies (the Registrar) for approval of another name under which the company is to carry on business in Hong Kong. A registered non-Hong Kong company may also apply in writing to the Registrar for change of an approved name. After approval is given by the Registrar, the company should deliver to the Registrar for registration a return in this form specifying the name/new name so approved.
2. 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. The Companies Registry will notify the presentor by fax to collect the fresh certificate of registration in person. A written authorization will be required if the presentor sends a representative to collect the certificate.
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 registration 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 a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Corporate Name (Section 1)

7. Please state the name of the company as it appeared in the certificate of registration last issued by the Companies Registry.

Approved Name for Carrying on Business in Hong Kong (Section 2)

8. (a) The name specified in the return must have been approved by the Registrar.
(b) Please note the provisions in Division 4 of Part 16 of the Companies Ordinance that regulate the names used by registered non-Hong Kong companies to carry on business in Hong Kong and the 'Guideline on Registration of Corporate Names for Registered Non-Hong Kong Companies' issued by the Companies Registry for the points to note in registration of corporate names for registered non-Hong Kong companies.



公司註冊處
Companies Registry

註冊非香港公司
不再在香港設有營業地點通知書

Notice of Cessation of
Place of Business in Hong Kong of
Registered Non-Hong Kong Company

表格
Form **NN13**

公司編號 Company Number

F

註 Note

1 公司名稱 Company Name

6	
---	--

2 公司不再在香港設有營業地點的日期
Date of Cessation of the Company's
Place of Business in Hong Kong

日 DD	月 MM	年 YYYY

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
 董事 / 公司秘書 / 經理 / 獲授權代表*
 Director / Company Secretary / Manager /
 Authorized Representative*

*請刪去不適用者 Delete whichever does not apply

3 提交人資料 Presentor's Reference

姓名 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email:
權號 Reference:

請勿填寫本欄 For Official Use

**《公司條例》(香港法例第 622 章)
第 794(1) 條規定交付的**

註冊非香港公司不再在香港設有營業地點通知書

填表須知 — 表格 NN13

附註

引言

1. 如註冊非香港公司不再在香港設有營業地點，該公司須在不再在香港設有營業地點後的 7 日內，以本表格將關於該事實的通知交付公司註冊處處長(「處長」)登記。
2. 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。
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

5. 本表格必須由一名董事、公司秘書、經理或獲授權代表簽署，公司註冊處不接納未簽妥的表格。

公司名稱 (第 1 項)

6. 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

**NOTICE OF CESSATION OF PLACE OF BUSINESS IN HONG KONG
OF REGISTERED NON-HONG KONG COMPANY**

For the purposes of section 794(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN13

Introduction

1. If a registered non-Hong Kong company ceases to have a place of business in Hong Kong, the company must, within 7 days after the cessation, deliver to the Registrar of Companies (the Registrar) a notice of that fact in this form for registration.
2. 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 Presenter's Reference. Unless the presenter 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.

Signature

5. This form must be signed by a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

6. The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.



公司註冊處
Companies Registry

註冊非香港公司解散通知書
Notice of Dissolution of
Registered Non-Hong Kong Company

表格
Form **NN14**

公司編號 Company Number

F

註 Note

6 1 公司名稱 Company Name

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7 2 解散日期 Date of Dissolution

日 DD	月 MM	年 YYYY
------	------	--------

3 使公司得以解散的文書名稱 Name of Instrument Effecting the Dissolution

有關文書的經核證副本必須連同本表格交付

A certified copy of the relevant instrument must be delivered with this form

--

4 確認書 Confirmation

本人確認有權代表該公司。

I confirm that I have authority to act on behalf of the Company.

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
日 DD / 月 MM / 年 YYYY

董事／公司秘書／經理／
獲授權代表／清盤人*
Director／Company Secretary／Manager／
Authorized Representative／Liquidator*

*請刪去不適用者 Delete whichever does not apply

3 提交人資料 Presentor's Reference

姓名 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》(香港法例第 622 章)
第 795(1) 條規定交付的**

註冊非香港公司解散通知書

填表須知 — 表格 NN14

附註

引言

1. 如註冊非香港公司解散，該公司的獲授權代表須在解散日期後的 15 日內，將關於解散一事的通知，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。

簽署

5. 本表格可由一名前董事、公司秘書、經理、獲授權代表或清盤人簽署，公司註冊處不接納未簽妥的表格。

公司名稱 (第 1 項)

6. 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

使公司得以解散的文書名稱 (第 3 項)

7. 本表格必須連同一份使該公司得以解散的文書的經核證副本一併交付。如該文書既非採用英文亦非採用中文，則只須交付該文書的經核證英文或中文譯本。交付的文書須顯示有關解散的生效日期。

NOTICE OF DISSOLUTION OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 795(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN14

Introduction

1. If a registered non-Hong Kong company is dissolved, an authorized representative of the company must, within 15 days after the date of dissolution, deliver a notice of dissolution 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.

Signature

5. This form can be signed by a former director, company secretary, manager, authorized representative or liquidator of the company. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

6. The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

Name of Instrument Effecting the Dissolution (Section 3)

7. This form should be delivered with a certified copy of the instrument effecting the dissolution or, in the case of an instrument not in English or Chinese, a certified translation of the instrument in English or Chinese. The instrument delivered should show the effective date of the dissolution.



公司註冊處
Companies Registry

註冊非香港公司修改帳目陳述書
Statement of Revision of Accounts of
Registered Non-Hong Kong Company

表格
Form **NN15**

公司編號 Company Number

F

註 Note

6 1 公司名稱 Company Name

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- 2 本公司現按照《公司條例》第 790(4) 條作出預警陳述 — 公司的董事決定根據《公司條例》第 790(1)條修改公司下述的帳目。
In accordance with section 790(4) of the Companies Ordinance, a warning statement is hereby given that the directors of the company decided to revise the following accounts of the company under section 790(1) of the Companies Ordinance.

涵蓋以下會計期的帳目 Accounts Covering the Period

			至			
日 DD	月 MM	年 YYYY	To	日 DD	月 MM	年 YYYY

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
 董事/公司秘書/經理/獲授權代表*
 Director/Company Secretary/Manager/
 Authorized Representative*

*請刪去不適用者 Delete whichever does not apply

3 提交人資料 Presenter's Reference

姓名 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) (香港法例第 622 章)
第 790(4) 條規定交付的**

註冊非香港公司修改帳目陳述書

填表須知 — 表格 NN15

附註

引言

1. 如註冊非香港公司的董事決定根據《公司條例》第 790(1)條修改帳目，該公司須在該決定作出後的 15日內，將一份述明該帳目將會根據該條款修改的預警陳述，以本表格交付公司註冊處處長(「處長」)登記。
2. 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。
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》中有關係文的規定而交付處長。

簽署

5. 本表格必須由一名董事、公司秘書、經理或獲授權代表簽署，公司註冊處不接納未簽妥的表格。

公司名稱 (第 1 項)

6. 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

STATEMENT OF REVISION OF ACCOUNTS OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 790(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN15

Introduction

1. If the directors of a registered non-Hong Kong company decide to revise any accounts of the company under section 790(1) of the Companies Ordinance, the company must, within 15 days after the decision, deliver to the Registrar of Companies (the Registrar) for registration a warning statement, in this form, that the accounts will be so revised.
2. 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 Presenter's Reference. Unless the presenter 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.

Signature

5. This form must be signed by a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

6. The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.



公司註冊處
Companies Registry

法團成立表格
(股份有限公司)
Incorporation Form
(Company Limited by Shares)

表格
Form **NNC1**

註 Note

8 1 建議採用的公司名稱 Proposed Company Name

建議採用的公司英文名稱 Proposed English Company Name

建議採用的公司中文名稱 Proposed Chinese Company Name

9 2 公司類別 Type of Company

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

私人 Private

公眾 Public

10 3 公司在香港的註冊辦事處的建議地址

Proposed Address of the Company's Registered Office in Hong Kong

香港 / HONG KONG

(本處不接納「轉交」地址或郵政信箱號碼 "Care of" addresses or post office box numbers are not acceptable)

11 4 電郵地址 Email Address

4 提交人資料 Presentor's Reference

姓名 Name:

地址 Address:

電話 Tel:

電郵 Email:

檔號 Reference:

傳真 Fax:

請勿填寫本欄 For Official Use

表格 NNC1

Form

12 5 公司組成時的股本及最初的股份持有情況

Share Capital and Initial Shareholdings on the Company's Formation

股份的類別 (如普通股/優先股等) Class of Shares (e.g. Ordinary/ Preference etc.)	建議發行的 股份總數 Total Number of Shares Proposed to be Issued	貨幣 Currency	創辦成員認購的 股本總額 Total Amount of Share Capital to be Subscribed by Founder Members	建議發行的股份的 將要繳付或視為 已繳付的總款額 Total Amount to be Paid Up or to be Regarded as Paid Up on the Shares Proposed to be Issued	建議發行的股份的 尚未繳付或視為 尚未繳付的總款額 Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares Proposed to be Issued
			(a)	(b)	(a) – (b)
總值 Total					

13 5A 股份所附帶的權利的詳情 Particulars of Rights Attached to Shares

(只適用於發行超過一種股份的公司) Only applicable to company issuing more than 1 class of shares

股份的類別 (如普通股/ 優先股等) Class of Shares (e.g. Ordinary/ Preference etc.)	附帶的權利的詳情 (包括表決權；在分派股息時參與該項分派的權利； 在分派股本時參與該項分派的權利；該類別股份是否屬可贖回股份等) Particulars of Rights Attached (Including voting rights; rights to participate in a distribution as respects dividends; rights to participate in a distribution as respects capital; whether the shares are redeemable etc.)

表格 Form **NNC1**

6 創辦成員 Founder Members

(如超過兩名創辦成員，請用續頁 A 填報 Use Continuation Sheet A if more than 2 founder members)

1 中文姓名／名稱

Name in Chinese

--

英文姓名／名稱

Name in English

--

地址

Address

國家／地區

Country / Region

--

認購的股本
Share Capital to be
Subscribed

股份的類別
(如普通股／優先股等)
Class of Shares
(e.g. Ordinary / Preference etc.)

建議向該成員發行的股份數目
Shares Proposed to be Issued to the Member

總數
Total Number

貨幣
Currency

總款額
Total Amount

	建議向該成員發行的股份數目		
	總數	貨幣	總款額
總值 Total			

2 中文姓名／名稱

Name in Chinese

--

英文姓名／名稱

Name in English

--

地址

Address

國家／地區

Country / Region

--

認購的股本
Share Capital to be
Subscribed

股份的類別
(如普通股／優先股等)
Class of Shares
(e.g. Ordinary / Preference etc.)

建議向該成員發行的股份數目
Shares Proposed to be Issued to the Member

總數
Total Number

貨幣
Currency

總款額
Total Amount

	建議向該成員發行的股份數目		
	總數	貨幣	總款額
總值 Total			

表格
Form **NNC1**

15 7 首任公司秘書 First Company Secretary

(如超過一名公司秘書屬自然人或法人團體，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a natural person or a body corporate)

A. 公司秘書(自然人) Company Secretary (Natural Person)

中文姓名
Name in Chinese

英文姓名 Name in English

姓氏
Surname

名字
Other Names

前用姓名
Previous Names

中文 Chinese

英文 English

別名
Alias

中文 Chinese

英文 English

16 香港通訊地址
Hong Kong
Correspondence
Address

香港 / HONG KONG

(本處不接納郵政信箱號碼 Post office box numbers are not acceptable)

17 電郵地址
Email Address

18 身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

									()
--	--	--	--	--	--	--	--	--	-----

(b) 護照
Passport

--	--	--	--	--	--	--	--	--	--

簽發國家 Issuing Country

號碼 Number

20 B. 公司秘書(法人團體) Company Secretary (Body Corporate)

中文名稱
Name in Chinese

英文名稱
Name in English

19 香港地址
Hong Kong
Address

香港 / HONG KONG

(本處不接納「轉文」地址或郵政信箱號碼 "Care of" addresses or post office box numbers are not acceptable)

17 電郵地址
Email Address

公司編號 Company Number

表格 **NNC1**
Form

15 8 首任董事 First Directors

A. 董事(自然人) Director (Natural Person)

(如超過一名董事屬自然人, 請用續頁 C 續報 Use Continuation Sheet C if more than 1 director is a natural person)

中文姓名
Name in Chinese

英文姓名 Name in English

姓氏
Surname

名字
Other Names

前用姓名
Previous Names

--	--

中文 Chinese

英文 English

別名
Alias

--	--

中文 Chinese

英文 English

住址
Residential
Address

國家/地區
Country / Region

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

電郵地址
Email Address

身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

							()
--	--	--	--	--	--	--	-----

(b) 護照
Passport

--	--	--	--

簽發國家 Issuing Country

號碼 Number

提示 Advisory Note

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。
All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide.

26 出任董事職位同意書 Consent to Act as Director

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

本人同意在公司成立為法團時擔任其董事，並確認本人已年滿 18 歲。
I consent to be a director of the company on its incorporation and confirm that I have attained the age of 18 years.

簽署 Signed : _____

出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。
The Consent to Act as Director will be delivered for registration not later than 15 days after the date of incorporation of the company.

表格 Form NNC1

8 首任董事 First Directors (續上頁 cont'd)

B. 董事(法人團體) Director (Body Corporate)

(如超過一名董事屬法人團體，請用續頁 D 填報 Use Continuation Sheet D if more than 1 director is a body corporate)

中文名稱
Name in Chinese

英文名稱
Name in English

24

地址
Address

國家/地區
Country/Region

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

22

電郵地址
Email Address

公司編號 Company Number

(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

25

提示 Advisory Note

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。
All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide.

26

出任董事職位同意書 Consent to Act as Director

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

本人獲上述法人團體授權確認上述法人團體同意在公司成立為法團時擔任其董事。
I, being authorized by the above body corporate, confirm that the body corporate consents to be a director of this company on its incorporation.

簽署 Signed : _____

法人團體的董事/公司秘書/獲授權人士*
Director/Company Secretary/Authorized Person of the Body Corporate*

出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。
The Consent to Act as Director will be delivered for registration not later than 15 days after the date of incorporation of the company.

*請刪去不適用者 Delete whichever does not apply

表格
Form **NNC1**

7 9 創辦成員陳述書 Statement of Founder Member

本人現核證 I certify that :

- (a) 本人為公司的創辦成員或獲其授權人士(如創辦成員為法人團體)並獲其他創辦成員(如有)
的話)授權簽署本表格。
I am a founder member of this company or an authorized person of a founder member, which is
a body corporate (if applicable) and am authorized by the other founder members (if any) to sign
this incorporation form.
- (b) 名列本表格內的每一名屬自然人的公司秘書通常居於香港。
Each of the company secretaries named in this form who is a natural person ordinarily resides
in Hong Kong.
- (c) 名列本表格內但未簽署「出任董事職位同意書」的每一名董事已同意在公司成立為法團
時擔任其董事，每一名屬自然人的董事並且已年滿 18 歲。
Each of the directors named in this form who has not signed the 'Consent to Act as Director'
has consented to be a director of this company on its incorporation and each director who is a
natural person has attained the age of 18 years.
- (d) 所有創辦成員已為《公司條例》第 67(1)(a) 條的目的而簽署公司的章程細則，並確認連
同本表格交付的公司章程細則的文本的內容，與由所有創辦成員簽署的該等章程細則的
內容相同。
The company's articles have been signed by all founder members for the purposes of section
67(1)(a) of the Companies Ordinance. The contents of the copy of the company's articles
delivered together with this form are the same as those of the articles signed by all founder
members.
- (e) 本表格所載的資料、陳述及詳情均屬準確，並與公司的章程細則內的資料、陳述及詳情
相符。
The information, statements and particulars contained in this form are accurate and consistent
with those contained in the company's articles.
- (f) 公司已遵守《公司條例》中就有關公司註冊的所有規定。
All the requirements of the Companies Ordinance in respect of the registration of the company
have been complied with.

本表格包括下列續頁 This Form includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B	C	D
頁數 Number of pages				

7 簽署 Signed:

姓名 Name : _____ 日期 Date : _____
創辦成員 Founder Member 日 DD / 月 MM / 年 YYYY

14 創辦成員詳情 (第 6 項) Details of Founder Members (Section 6)

1 中文姓名 / 名稱
Name in Chinese

--

英文姓名 / 名稱
Name in English

--

地址
Address

國家 / 地區
Country / Region

--

認購的股本 Share Capital to be Subscribed	股份的類別 (如普通股 / 優先股等) Class of Shares (e.g. Ordinary / Preference etc.)	建議向該成員發行的股份數目 Shares Proposed to be Issued to the Member		
		總數 Total Number	貨幣 Currency	總款額 Total Amount
	總值 Total			

2 中文姓名 / 名稱
Name in Chinese

--

英文姓名 / 名稱
Name in English

--

地址
Address

國家 / 地區
Country / Region

--

認購的股本 Share Capital to be Subscribed	股份的類別 (如普通股 / 優先股等) Class of Shares (e.g. Ordinary / Preference etc.)	建議向該成員發行的股份數目 Shares Proposed to be Issued to the Member		
		總數 Total Number	貨幣 Currency	總款額 Total Amount
	總值 Total			

15 首任公司秘書詳情 (第 7 項) Details of First Company Secretary (Section 7)

A. 公司秘書(自然人) **Company Secretary (Natural Person)**

中文姓名
Name in Chinese

英文姓名 Name in English

姓氏
Surname

名字
Other Names

前用姓名
Previous Names

中文 Chinese

英文 English

別名
Alias

中文 Chinese

英文 English

16 香港通訊地址
Hong Kong
Correspondence
Address

香港 / HONG KONG

(本處不接納郵政信箱號碼 Post office box numbers are not acceptable)

17 電郵地址
Email Address

18 身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

()

(b) 護照
Passport

簽發國家 Issuing Country

號碼 Number

20 B. 公司秘書(法人團體) **Company Secretary (Body Corporate)**

中文名稱
Name in Chinese

英文名稱
Name in English

19 香港地址
Hong Kong
Address

香港 / HONG KONG

(本處不接納「轉文」地址或郵政信箱號碼 Care of addresses or post office box numbers are not acceptable)

17 電郵地址
Email Address

公司編號 Company Number

15 首任董事(自然人)詳情 (第 8A 項) Details of First Directors (Natural Person) (Section 8A)

中文姓名
Name in Chinese

英文姓名 Name in English

姓氏
Surname

名字
Other Names

前用姓名
Previous Names

別名
Alias

中文 Chinese

英文 English

中文 Chinese

英文 English

**21 住址
Residential
Address**

國家/地區
Country/Region

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

**22 電郵地址
Email Address**

23 身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

(b) 護照
Passport

簽發國家 Issuing Country

號碼 Number

25 提示 Advisory Note

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。
All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide.

26 出任董事職位同意書 Consent to Act as Director

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

本人同意在公司成立為法團時擔任其董事，並確認本人已年滿 18 歲。
I consent to be a director of the company on its incorporation and confirm that I have attained the age of 18 years.

簽署 Signed : _____

出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。
The Consent to Act as Director will be delivered for registration not later than 15 days after the date of incorporation of the company.

15 首任董事(法人團體)詳情 (第 8B 項) Details of First Directors (Body Corporate) (Section 8B)

董事(法人團體) Director (Body Corporate)

中文名稱
Name in Chinese

英文名稱
Name in English

24 地址
Address

國家/地區
Country/Region

(本處不接納「轉文」地址或郵政信箱號碼 'Care of addresses or post office box numbers are not acceptable')

22 電郵地址
Email Address

公司編號 Company Number

(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

25 提示 Advisory Note

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。
All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide.

26 出任董事職位同意書 Consent to Act as Director

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

本人獲上述法人團體授權確認上述法人團體同意在公司成立為法團時擔任其董事。
I, being authorized by the above body corporate, confirm that the body corporate consents to be a director of this company on its incorporation.

簽署 Signed :

 法人團體的董事/公司秘書/獲授權人士*
 Director/Company Secretary/Authorized Person of the Body Corporate*

出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。
The Consent to Act as Director will be delivered for registration not later than 15 days after the date of incorporation of the company.

*請刪去不適用者 Delete whichever does not apply

**《公司條例》(香港法例第 622 章)
第 67(1)(b)條規定交付的**

**法團成立表格
(股份有限公司)**

填表須知 — 表格 NNC1

附註

引言

1. 本表格是用以向公司註冊處處長(「處長」)申請成立一間具法團地位的股份有限公司，並**必須連同公司的章程細則的文本一併交付**。
2. 根據《商業登記條例》(香港法例第 310 章)第 5A(1) 及 5D(2) 條的規定，**提出成立法團的申請人須把「致商業登記署通知書」(IRBR1)和訂明的商業登記費及徵費連同本表格一併交付**，否則公司註冊處不會接納其申請。
3. 請劃一以中文或英文填報各項所需資料。如以中文填報，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。
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。公司註冊處會以傳真方式通知提交人親身領取「公司註冊證書」及「商業登記證」。如提交人委託他人代領，需簽署授權書。
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，則該表格不會視作會為遵從《公司條例》中有關條文的規定而交付處長。

費用

6. 本表格必須連同正確的註冊費用一併交付，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》資料小冊子及《商業登記費及徵費收費表》。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

7. 本表格必須由一名名列本表格內的創辦成員簽署，**並核證第 9 項「創辦成員陳述書」內的各項陳述**。如創辦成員屬法人團體，本表格必須由該法人團體的董事、公司秘書或獲該法人團體授權的人士簽署。公司註冊處不接納未簽妥的表格。

建議採用的公司名稱 (第 1 項)

8. (a) 公司名稱可用英文或中文註冊。公司亦可同時註冊一個英文名稱和一個中文名稱。有關擬訂公司名稱須注意的事項，請參閱《香港公司名稱註冊指引》。
(b) 在本項填報的建議採用的公司名稱，必須與《公司條例》第 81 條所規定的公司章程細則的**名稱條款**所述的**公司名稱**相同。如建議採用的公司名稱有任何錯誤，公司註冊處可拒絕該註冊成立公司的申請，而所繳交的存放文件費用亦不會獲得退還。

公司類別 (第 2 項)

9. 如公司的章程細則限制成員轉讓股份的權利、將成員最高人數限於 50 人及禁止邀請公眾人士認購該公司的任何股份或債權證；而公司亦不屬擔保有限公司，該公司即屬「私人公司」。如公司既不屬私人公司亦不屬擔保有限公司，則公司即屬「公眾公司」。如有需要，請就選擇合適的公司類別尋求獨立的法律意見。

公司在香港的註冊辦事處的建議地址 (第 3 項)

10. 請在本項填報公司在香港的註冊辦事處的建議地址的詳細地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。建議的地址須自公司成立為法團的日期起，作為其註冊辦事處地址，直至公司根據《公司條例》第 658(3)條向處長交付有關該地址的更改通知書(表格 NR1)為止。

電郵地址 (第 4 項)

11. 請提供公司的電郵地址(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 NR1 通知公司註冊處。

公司組成時的股本及最初的股份持有情況 (第 5 項)

12. 股份有限公司必須填報其組成時的股本及最初的股份持有情況。以下例子只供參考。

例： 甲乙丙有限公司建議在組成時發行 10,000 股普通股，而創辦成員將會認購的股本總額為 20,000 元，將會繳付或視為已繳付的款額為 10,000 元。

股份的類別 (如普通股/優先股等) Class of Shares (e.g. Ordinary / Preference etc.)	建議發行的 股份總數 Total Number of Shares Proposed to be Issued	貨幣 Currency	創辦成員認購的 股本總額 Total Amount of Share Capital to be Subscribed by Founder Members (a)	建議發行的股份的 將要繳付或視為 已繳付的總款額 Total Amount to be Paid Up or to be Regarded as Paid Up on the Shares Proposed to be Issued (b)	建議發行的股份的 尚未繳付或視為 尚未繳付的總款額 Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares Proposed to be Issued (a) – (b)
普通股	10,000	港元	20,000	10,000	10,000
總值 Total	10,000	港元	20,000	10,000	10,000

股份所附帶的權利的詳情 (第 5A 項)

13. 如公司的股本分為不同類別的股份，請就每一類股份述明該類別股份—

- (a) 所附帶的表決權的詳情，包括只在某些情況下產生的權利；
- (b) 所附帶的、在分派股息時參與該項分派的權利的詳情；
- (c) 所附帶的、在分派股本時(包括清盤時進行的分派)參與該項分派的權利的詳情；及
- (d) 是否屬可贖回股份。

創辦成員 (第 6 項)

14. 請填報每名創辦成員的資料、公司建議在其組成時向該成員發行的股份數目，及該成員將會在該公司組成時認購的股本總額。

首任公司秘書及董事 (第 7 及 8 項)

15. (a) 公司的首任公司秘書及董事的詳情，必須在本表格第 7 及 8 項填報。
- (b) 每間在香港成立為法團的私人公司必須有一名公司秘書及最少一名屬自然人的董事，公司秘書職位不得同時由公司的唯一董事兼任。只有一名董事的私人公司不得委任一個以該董事為唯一董事的法人團體作為公司秘書。
- (c) 每間在香港成立為法團的公眾公司必須有一名公司秘書及最少兩名董事，公司秘書職位可由其中一名董事兼任。法人團體不得出任公眾公司的董事。

首任公司秘書 (第 7A 及 7B 項)

16. 如公司秘書屬自然人，必須通常居於香港，但只須填報其在香港的通訊地址。本處不接納非香港地址或郵政信箱號碼。
17. 請提供公司秘書的電郵地址(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 ND2B 通知公司註冊處。
18. 請填報屬自然人的公司秘書的香港身分證號碼。如該人並非香港身分證持有人，請填報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填上「無」。
19. 如公司秘書屬法人團體，請註明其在香港的註冊辦事處或主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。
20. 如某商號的所有合夥人為公司的聯名秘書，請在供公司秘書(法人團體)填報的空格內(第 7B 項)填報商號名稱及其在香港的主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

首任董事 (第 8A 及 8B 項)

21. 請填報屬自然人的董事的通常住址。如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
22. 請提供董事的電郵地址(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 ND2B 通知公司註冊處。
23. 請填報屬自然人的董事的香港身分證號碼。如該人並非香港身分證持有人，請填報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填上「無」。
24. 如董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
25. 所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。公司應該該指引發給董事參考。該指引可於公司註冊處網頁(www.cr.gov.hk) 閱覽或下載，印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。
26. 每一名董事均須作出陳述，同意在公司成立為法團時擔任其董事。董事可以在本表格的「出任董事職位同意書」上簽署，或在公司成立為法團的日期後 15 日內向處長交付已填妥及簽署的表格 NNC3 — 「出任首任董事職位同意書」。如董事屬法人團體，同意書必須由該法人團體的董事、公司秘書或獲該法人團體授權的人士簽署。