



公司註冊處  
Companies Registry

償付／清償債項或解除押記等的通知書  
Notification of Payment／Satisfaction of  
Debt, Release from Charge, etc.

表格  
Form **NM2**

商業登記號碼  
Business Registration Number

註 Note

1 公司名稱 Company Name

2 承按人或承押記人資料 Particulars of Mortgagee or Chargee

姓名／名稱 Name

8 9

轉換承按人或承押記人的日期  
Date of Change of Mortgagee or Chargee

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

3 解除押記的資料 Particulars of the Discharge

10

A. 設立該項押記或證明有該項押記的文書描述  
Description of the Instrument Creating or Evidencing the Charge

提交人資料 Presentor's Reference

姓名／名稱 Name:

代號 Code:

地址 Address:

電話 Tel:

傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

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### 3 解除押記的資料 Particulars of the Discharge (續上頁 cont'd)

#### B. 設立押記的日期 Date of Creation of the Charge

日 DD	月 MM	年 YYYY

#### 11 — 13 C. 解除押記的文書描述

##### Description of the Instrument Evidencing the Discharge of the Charge

(文書的經核證副本須連同本表格交付 A certified copy of the instrument must be delivered with this form)

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#### D. 解除押記的日期 Date of Discharge of the Charge

日 DD	月 MM	年 YYYY

#### E. 解除押記類別 Type of Discharge

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

- I ☐ 藉已登記押記保證的債項已全部償付或清償。  
The debt secured by the registered charge has been paid or satisfied in whole.
- II ☐ 藉已登記押記保證的債項已部分償付或清償，金額為 —  
The debt secured by the registered charge has been paid or satisfied in part to the extent of —
- | 貨幣單位 Currency | 款額 Amount |
|---------------|-----------|
|               |           |
- III ☐ 全部受已登記押記規限的財產或業務已解除押記而不再受該項押記規限。  
The whole property or undertaking subject to the registered charge has been released from the charge.
- IV ☐ 部分受已登記押記規限的財產或業務已解除押記而不再受該項押記規限。  
Part of the property or undertaking subject to the registered charge has been released from the charge.
- V ☐ 全部受已登記押記規限的財產或業務已不再構成有關公司的財產或業務的一部分。  
The whole property or undertaking subject to the registered charge has ceased to form part of the company's property or undertaking.
- VI ☐ 部分受已登記押記規限的財產或業務已不再構成有關公司的財產或業務的一部分。  
Part of the property or undertaking subject to the registered charge has ceased to form part of the company's property or undertaking.

#### 6 簽署 Signed :

姓名 Name : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

公司／承按人／承押記人\*  
(董事／公司秘書／授權代表\*)  
Company/Mortgagee/Chargee\*  
(Director/Company Secretary/  
Authorized Representative\*)

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

《公司條例》(第 622 章)  
第 345 條規定交付的

償付／清償債項或解除押記等的通知書

填表須知 — 表格 NM2

附註

引言

1. 根據《公司條例》第345條，如一

- (a) 藉已登記押記保證的債項，已全部或部分償付或清償；或
- (b) 受已登記押記規限的財產或業務的全部或任何部分—
  - (i) 已解除押記而不再受該項押記規限；或
  - (ii) 已不再構成有關公司或註冊非香港公司的財產或業務的一部分，

有關公司、註冊非香港公司、承按人或對有關押記享有權利的人，可將償付、清償、解除押記或財產或業務不再構成公司財產或業務的一部分一事，以本表格通知公司註冊處處長(「處長」)。

- 2. 請劃一以中文或英文申報各項所需資料，所選的語文必須與用以描述本表格第 3C 項所述的解除押記的文書的語文相同。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。

費用

- 5. 本表格必須連同正確的費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

簽署

- 6. 本表格可由按揭人(即有關公司)、承按人或對有關押記享有權利的人簽署—
  - (a) 如本表格是由有關公司以按揭人身分交付，表格必須由其董事或公司秘書，或為此目的獲授權的人簽署。
  - (b) 如承按人或對有關押記享有權利的人是自然人，本表格必須由承按人或對有關押記享有權利的人親自簽署，或由其為此目的授權的人簽署。
  - (c) 如承按人或對有關押記享有權利的人是法人團體，本表格必須由承按人或對有關押記享有權利的人的董事或公司秘書，或獲承按人或對有關押記享有權利的人為此目的授權的人簽署。

公司註冊處不接納未簽妥的表格。

## 商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。公司註冊處在 2023 年 12 月 27 日或之後向成立／註冊的公司所發出的「公司註冊證明書」或「非香港公司註冊證明書」，以及公司註冊處向經遷冊公司所發出的「遷冊證明書」，亦已採用商業登記號碼作為證明書上的編號。

## 承按人或承押記人資料 (第 2 項)

8. 如曾經轉換承按人或承押記人，請在有關的空格內填報現時的承按人或承押記人開始享有該項押記權利的日期。
9. 如曾經轉換承按人或承押記人，請連同本表格交付轉換承按人或承押記人的證明文件。如承按人或承押記人是自然人，該證明文件必須由承按人或承押記人親自簽署或由獲其授權的人簽署。如承按人或承押記人是法人團體，則該證明文件須由承按人或承押記人的董事、公司秘書或獲授權的人簽署。本項要求並不適用於根據香港法例的任何條例完成的按揭轉讓或押記轉讓。

## 設立該項押記或證明有該項押記的文書的描述 (第 3A 項)

10. 在本項所填報設立該項押記或證明有該項押記的文書的描述，必須與該押記在公司註冊處登記時的表格內填報的描述相同。

## 解除押記的文書描述 (第 3C 項)

11. 交付本表格時須附上證明有關償付、清償、解除押記或財產或業務不再構成公司財產或業務的一部分的文書的經核證副本。任何文書的副本，如經以下的人核證為真實副本，即屬經核證副本—
- (a) 承按人或對有關押記享有權利的人；或
- (b) 如—
- (i) 承按人或對有關押記享有權利的人是自然人，獲承按人或對該項押記享有權利的人為此目的授權的人；或
  - (ii) 承按人或對有關押記享有權利的人是法人團體—
    - (A) 獲承按人或對有關押記享有權利的人為此目的授權的人；或
    - (B) 承按人或對該項押記享有權利的人的董事或公司秘書。
12. 請注意，登記時只須交付證明解除押記的文書的經核證副本。如誤把證明解除押記的文書的正本而非經核證副本交付處長，處長不會就該文書正本在文件影像掃描過程中可能造成的任何損壞負責，亦不會就該文書正本可否安全交還提交人負責。
13. 如解除押記的文書所用的語文並非中文或英文，提交人須一併交付一份和本表格所用的語文相同的文書的經核證譯本。

**NOTIFICATION OF PAYMENT / SATISFACTION OF DEBT,  
RELEASE FROM CHARGE, ETC.**

**For the purposes of section 345 of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NM2**

**Introduction**

1. Pursuant to section 345 of the Companies Ordinance, if —
  - (a) the debt secured by a registered charge has been paid or satisfied in whole or in part; or
  - (b) the whole or any part of the property or undertaking subject to a registered charge —
    - (i) has been released from the charge; or
    - (ii) has ceased to form part of the company's or registered non-Hong Kong company's property or undertaking,

the company or registered non-Hong Kong company, or the mortgagee or person entitled to the charge, may notify the Registrar of Companies (the Registrar) of the payment, satisfaction, release or cessation in this form.
2. Please fill in all particulars and complete all items consistently in either Chinese or English **AND** in the same language used in Section 3C of this form to describe the instrument evidencing the discharge of the charge. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.
3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.
4. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

**Fee**

5. This form must be delivered with the correct fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

**Signature**

6. This form may be signed by the mortgagor (i.e. the company itself), the mortgagee or the person entitled to the charge in the following manner —
  - (a) When the form is delivered by the company as a mortgagor, the form should be signed by a director or company secretary of the company, or by a person authorized by the company for the purpose.
  - (b) If the mortgagee or the entitled person is a natural person, the form should be signed by the mortgagee or the entitled person personally, or by a person authorized by the mortgagee or the entitled person for the purpose.
  - (c) If the mortgagee or the entitled person is a body corporate, the form should be signed by a director or company secretary of the mortgagee or the entitled person, or by a person authorized by the mortgagee or the entitled person for the purpose.

A form which is not properly signed will be rejected by the Companies Registry.

### **Business Registration Number**

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. The business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry to companies incorporated/registered on or after 27 December 2023, or the "Certificate of Re-domiciliation" issued to re-domiciled companies.

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

8. If there has been a change of mortgagee or chargee, please fill in the date on which the current mortgagee or chargee became entitled to the charge in the box provided.
9. If there has been a change of mortgagee or chargee, document evidencing the change in the mortgagee or chargee must be delivered with this form. If the mortgagee or chargee is a natural person, the evidence should be signed by the mortgagee or chargee or by his or her authorized representative. If the mortgagee or chargee is a body corporate, the evidence should be signed by its director, company secretary or authorized representative. This requirement does not apply in the case of the transfer or assignment of a mortgage or charge which has been effected pursuant to an Ordinance of the Laws of Hong Kong.

### **Description of the Instrument Creating or Evidencing the Charge (Section 3A)**

10. The description of the instrument creating or evidencing the charge to be included in this Section should be the same as the description included in the form filed with the Registrar when this charge was first registered.

### **Description of the Instrument Evidencing the Discharge of the Charge (Section 3C)**

11. This form must be delivered with a certified copy of any instrument for the purpose of evidencing the payment, satisfaction, release or cessation. A copy of an instrument is a certified copy if it is certified as a true copy by —
  - (a) the mortgagee or the person entitled to the charge; or
  - (b) in the case of —
    - (i) a mortgagee or entitled person who is a natural person, a person authorized by the mortgagee or entitled person for the purpose; or
    - (ii) a mortgagee or entitled person that is a body corporate —
      - (A) a person authorized by the mortgagee or entitled person for the purpose; or
      - (B) a director or company secretary of the mortgagee or entitled person.
12. Please note that only a certified copy of evidence of discharge is required to be delivered for registration. If the original evidence of discharge is mistakenly delivered to the Registrar instead of the certified copy, the Registrar will not be responsible for any damage to the original document that may result from the document image scanning process or for the safe return of the original document to the presenter.
13. If the language of the instrument evidencing the discharge is not in Chinese or English, the presenter is required to deliver, together with the instrument, a certified translation thereof in the language used in completing this form.