



公司註冊處  
Companies Registry

註冊辦事處地址更改通知書  
Notice of Change of Address of  
Registered Office

表格  
Form **NR1**

商業登記號碼  
Business Registration Number

註 Note

1 公司名稱 Company Name

2 更改詳情 Details of Change

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

(a) 在香港的新註冊辦事處地址 New Address of Registered Office in Hong Kong

(本處不接納非香港地址、「轉交」地址及郵政信箱號碼 Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable)

室／樓／座等  
Flat/Floor/Block etc.

大廈  
Building

街道／屋苑／地段／村等  
Street/Estate/Lot/Village etc.

區  
District

地區  
Region

香港 / HONG KONG

生效日期 Effective Date

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

7 (b) 新電郵地址(如適用)

New Email Address (if applicable)

生效日期 Effective Date

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

7 (c) 新香港聯絡電話號碼(如適用)

New Hong Kong Contact Telephone Number  
(if applicable)

+852	<input type="text"/>
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生效日期 Effective Date

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

5 簽署 Signed :

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

董事 Director / 公司秘書 Company Secretary \*

日 DD / 月 MM / 年 YYYY

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

3 提交人資料 Presentor's Reference

姓名／名稱 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》(第 622 章)  
第 658(3) 條規定交付的**

**註冊辦事處地址更改通知書**

**填表須知 — 表格 NR1**

**附註**

**引言**

1. 每間在香港成立為法團的公司，必須在香港設有一個註冊辦事處，讓所有通訊及通知均可致予該辦事處。如公司的註冊辦事處地址有所更改，公司須於更改後的**15**日內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。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或公司秘書簽署。公司註冊處不接納未簽妥的表格。

**商業登記號碼**

6. 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。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

**新電郵地址及新聯絡電話號碼 (第 2(b)及 2(c)項)**

7. 請提供或更新公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電話號碼其後有任何更改，亦請以本表格通知公司註冊處。

## **NOTICE OF CHANGE OF ADDRESS OF REGISTERED OFFICE**

**For the purposes of section 658(3) of Companies Ordinance (Cap. 622)**

### **Notes for Completion of Form NR1**

#### **Introduction**

1. Every company incorporated in Hong Kong must have a registered office in Hong Kong to which all communications and notices may be addressed. If the address of a company's registered office is changed, the company must deliver to the Registrar of Companies (the Registrar) a notice of change in this form within 15 days after the change.
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 or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

#### **Business Registration Number**

6. 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. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

#### **New Email Address and New Contact Telephone Number (Sections 2(b) and 2(c))**

7. Please provide or update the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, please also use this form to notify the Companies Registry.