



公司註冊處
Companies Registry

秘書及董事辭職通知書 Notification of Resignation of Secretary and Director

(公司條例第 157D(2)條但書)
(Companies Ordinance s. 157D(2) Proviso)

表格
Form **D4**

重要事項 Important Notes

- 填表前請參閱《填表須知》。
請用黑色墨水列印。
- Please read the accompanying notes before completing this form.
Please print in black ink.

公司編號 Company Number

1 公司名稱 Company Name

2 辭職秘書／董事的資料 Particulars of the Resigning Secretary／Director

請在有關空格內加 ✓ 號 Please tick the relevant box(es)

(註 Note 5)

身份 Capacity 秘書 Secretary 董事 Director 候補董事 Alternate Director

代替 Alternate to

個人秘書／董事的姓名 Name of Individual Secretary／Director

<input type="text"/>	<input type="text"/>	<input type="text"/>
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中文姓名 Name in Chinese

英文姓氏 Surname in English

英文名字 Other Names in English

(註 Note 6)

身份證明
Identification

<input type="text"/>	<input type="text"/>
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香港身份證號碼 HK Identity Card Number

海外護照號碼 Overseas Passport Number

或 OR

(註 Note 7)

法人團體秘書／董事的中文及英文名稱

Chinese and English Names of Corporate Secretary／Director

辭職日期
Date of Resignation

<input type="text"/>	<input type="text"/>	<input type="text"/>
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日 DD

月 MM

年 YYYY

(註 Note 8)

請述明上述離任董事／候補董事在離任日期後，是否繼續擔任公司的
候補董事／董事職位

是 Yes

Please indicate whether the Director／Alternate Director ceasing to act will
continue to hold office as Alternate Director／Director in the Company after the
date of cessation

否 No

(註 Note 3)

提交人的資料 Presentor's Reference

請勿填寫本欄 For Official Use

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵地址 E-mail Address:

檔號 Reference:

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(註 Note 9) **3 辭職通知 Notice of Resignation**

請在有關空格內加 ✓ 號 Please tick the relevant box

- 按照上述公司的章程細則或本人與該公司訂立的協議的規定，本人須向該公司發出辭職通知；本人亦已按照有關的規定發出該辭職通知。
I am required by the articles of the above-named Company or by an agreement made with the Company to give notice of resignation to the Company and I have given such notice of resignation in accordance with the relevant requirement.
- 按照上述公司的章程細則或本人與該公司訂立的協議的規定，本人須向該公司發出辭職通知。本人並未按照有關規定發出通知，但已藉郵遞方式將辭職通知書送交公司的註冊辦事處，或將該通知書留交該辦事處。
I am required by the articles of the above-named Company or by an agreement made with the Company to give notice of resignation to the Company. I have not given the notice of resignation in accordance with the requirement but have sent the notice of resignation by post to, or by leaving it at, the registered office of the Company.
- 按照上述公司的章程細則或本人與該公司訂立的任何協議，本人不須向該公司發出辭職通知。
I am not required by the articles of the above-named Company or by any agreement made with the Company to give notice of resignation to the Company.

簽署 Signed :

姓名 Name : _____
辭職的秘書／董事 *
Resigning Secretary / Director *

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 32 章)
第 157D(2)條但書規定提交的
秘書及董事辭職通知書

填表須知 — 表格 D4

附註

引言

1. (a) 辭職的秘書或董事(包括候補董事但不包括備任董事)如有合理的理由相信公司不會就其辭職一事以表格 D2A 通知公司註冊處處長，須自行以本表格通知處長。

(b) 辭職的備任董事如有合理的理由相信公司不會就其辭職一事以表格 D5 通知公司註冊處處長，須自行以表格 D8 通知處長。
2. 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。公司註冊處不接納手寫的表格。
3. 請填報提交人的資料。除非有特別事項需要公司註冊處注意，否則毋須另加附函。

簽署

4. 本表格必須由辭職的秘書或董事簽署，公司註冊處不接納未簽妥的表格，並會退回提交人。

辭職秘書／董事的資料 (第 2 項)

5. 請述明辭職者的身份。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
6. 請填報辭職的個人秘書或董事已在公司註冊處登記的香港身份證號碼或海外護照號碼，以方便本處識別身份。如該項資料未曾在本處登記，請在有關的空格內填「無」。
7. 如辭職秘書為一商號，請在供法人團體秘書填報名稱的空格內填上商號名稱。
8. 請述明董事或候補董事在離任後，是否仍然擔任其他董事(包括候補董事)職位。如申報秘書離任，則毋須填報此項。

辭職通知 (第 3 項)

9. 如公司的秘書或董事須按公司的章程細則或其與公司所訂立的任何協議的規定發出辭職通知，則除非該人已按《公司條例》第 157D(3)(a)條發出通知，否則辭職不具效力。

NOTIFICATION OF RESIGNATION OF SECRETARY AND DIRECTOR

Required by Companies Ordinance (Cap. 32)

Section 157D(2) Proviso

Notes for Completion of Form D4

Introduction

1. (a) The resigning Secretary or Director (including an Alternate Director but excluding a Reserve Director) should use this form to notify the Registrar of Companies of his or her or its resignation if there are reasonable grounds for believing that the company will not give such notification to the Registrar by a Form D2A.

(b) The resigning Reserve Director should use Form D8 to notify the Registrar of Companies of his or her resignation if there are reasonable grounds for believing that the company will not give such notification to the Registrar by a Form D5.
2. Please fill in all particulars and complete all items consistently in either Chinese **OR** English. In the case of Chinese, traditional Chinese characters should be used. Please note that handwritten forms will 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.

Signature

4. This form must be signed by the resigning Secretary or Director. A form which is not properly signed will be rejected by the Companies Registry.

Particulars of the Resigning Secretary/Director (Section 2)

5. 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.
6. If the resigning individual Secretary or Director has registered the particulars in respect of his or her Hong Kong Identity Card number or overseas 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.
7. If the Secretary which has resigned is a firm, please state the name of the firm in the box for name of Corporate Secretary.
8. 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 Secretary.

Notice of Resignation (Section 3)

9. Please note that where notice of resignation of the Secretary or Director is required to be given by the articles of the company or by any agreement with the company, the resignation shall have no effect unless such notice has been given in accordance with section 157D(3)(a) of the Companies Ordinance.