



公司註冊處  
Companies Registry

# 備任董事接受提名同意書 Acceptance of Nomination as Reserve Director

(《公司條例》第 158(5A) 條)  
(Companies Ordinance s. 158(5A))

表格  
Form **D6**

## 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 接受提名同意書 Acceptance of Nomination

本人  
I,

(請申報全名 Please state full name)

接受提名為上述公司的備任董事，生效日期為  
accept the nomination as the above company's reserve director with effect from

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日 DD

月 MM

年 YYYY

，並確認本人已年滿 18 歲。  
, and confirm that I have attained the age of 18 years.

(註 Note 6)

### 提示 Advisory Note

所有公司董事均應閱讀公司註冊處編製的《有關董事責任的非法定指引》的最新版本，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 the latest version of the 'Non-Statutory Guidelines on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guidelines.

(註 Note 5)

簽署 Signed : \_\_\_\_\_

日期 Date : \_\_\_\_\_

日 DD / 月 MM / 年 YYYY

(註 Note 4)

提交人的資料 **Presenter'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:

**《公司條例》(香港法例第 32 章)**  
**第 158(5A) 條規定提交的**  
**備任董事接受提名同意書**

**填表須知 — 表格 D6**

**附註**

**引言**

1. 在香港成立為法團的私人公司，如只有一名成員，而該成員同時亦是公司的唯一董事(法人團體除外)，則不論該公司的章程細則有否規定，公司可在大會上提名一位年滿 18 歲的人士為該公司的備任董事，一旦唯一董事去世，即可代替其處理職務。
2. 公司提交表格 D5 申報提名備任董事時，必須連同本表格一併提交。
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。公司註冊處不接納手寫的表格。
4. 請提供提交人的資料。除非有特別事項需要公司註冊處注意，否則無需另加附函。

**簽署**

5. 本表格必須由新獲提名的備任董事簽署，公司註冊處不接納未簽妥的表格，並會將表格退回提交人。如提交已簽署表格的副本，該副本必須由一名董事、經理或秘書證明為真實副本。

**公司註冊處發出的《有關董事責任的非法定指引》**

6. 所有公司董事均應閱讀公司註冊處編製的《有關董事責任的非法定指引》的最新版本，並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事(包括新董事)參考。該指引的最新版本可以從公司註冊處網站([www.cr.gov.hk](http://www.cr.gov.hk)) 下載，或在香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。

**ACCEPTANCE OF NOMINATION AS RESERVE DIRECTOR**  
**Required by Companies Ordinance (Cap. 32)**  
**Section 158(5A)**

**Notes for Completion of Form D6**

**Introduction**

1. Where a private company incorporated in Hong Kong has only one member and that member is also the sole director (other than a body corporate) of the company, the company may in general meeting, notwithstanding anything in its articles, nominate a person who has attained the age of 18 years as a reserve director of the company to act in the place of the sole director in the event of his or her death.
2. This form must be attached to a Form D5 reporting the nomination of new reserve director.
3. 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.
4. 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**

5. This form must be signed by the newly nominated reserve director. A form which is not properly signed will be rejected by the Companies Registry. If a copy of the signed form is submitted, it should be certified by a director, manager or the secretary as being a true copy.

**'Non-statutory Guidelines on Directors' Duties' issued by the Companies Registry**

6. All directors of the company are advised to read the latest version of the 'Non-statutory Guidelines on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guidelines. Companies should give copies of the Guidelines to their directors, including new directors, for information and reference. The latest version of the Guidelines is available for downloading from the Companies Registry's website ([www.cr.gov.hk](http://www.cr.gov.hk)) or at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.