



Companies Registry  
公司註冊處

**Notification of Cessation of Having  
a Place of Business in Hong Kong  
of a Non-Hong Kong Company  
非香港公司在香港  
不再設有營業地點通知書**

(Companies Ordinance s. 339(1))  
(《公司條例》第 339(1) 條)

**Form** N13  
**表格**

**Important Notes 重要事項**

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

**Company Number 公司編號**

F

(Note 註 5)

**1 Company Name 公司名稱**

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**2 Date of Cessation of the Company's Place of Business  
in Hong Kong**

公司在香港不再設有營業地點的日期

DD 日	MM 月	YYYY 年

Signed 簽署 :

Name 姓名 : \_\_\_\_\_  
Director / Secretary / Manager /  
Authorized Representative\*  
董事 / 秘書 / 經理 / 授權代表\*

Date 日期 : \_\_\_\_\_  
DD 日 / MM 月 / YYYY 年

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

(Note 註 3)

**Presentor's Reference 提交人的資料**

Name 姓名 :  
Address 地址 :

Tel 電話 : Fax 傳真 :

E-mail Address 電郵地址 :

Reference 檔號 :

**For Official Use 請勿填寫本欄**

**NOTIFICATION OF CESSATION OF HAVING A PLACE OF BUSINESS IN HONG KONG  
OF A NON-HONG KONG COMPANY**  
**Required by Companies Ordinance (Cap. 32)**  
**Section 339(1)**

**Notes for Completion of Form N13**

**Introduction**

1. This form should be used to notify the Registrar of Companies if a non-Hong Kong company ceases to have a place of business in Hong Kong. This form should be submitted within 7 days after the date of cessation.
2. Please fill in all particulars and complete all items consistently in either English ***OR*** Chinese. 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 a director, secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

**Company Name (Section 1)**

5. The company name should be identical to the name which appears in the Certificate of Registration issued by the Companies Registry. If another name has been adopted under section 337B of the Companies Ordinance, please state the approved name in Section 1.

**《公司條例》(香港法例第 32 章)**  
**第 339(1) 條規定提交的**  
**非香港公司在香港不再設有營業地點通知書**

**填表須知 — 表格 N13**

**附註**

**引言**

1. 每間非香港公司如在香港不再設有營業地點，必須用本表格通知公司註冊處處長，並須於公司在香港不再設有營業地點的日期後 7 日內提交。
2. 請劃一以英文 **或** 中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。
3. 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**

4. 本表格必須由一名董事、秘書、經理或授權代表簽署，公司註冊處不接納未簽妥的表格，並會退回提交人。

**公司名稱 (第 1 項)**

5. 在本表格填報的公司名稱必須與公司註冊處發出的公司註冊證明書上的公司名稱相同。如公司根據《公司條例》第 337B 條採用另一名稱，請在第 1 項填報該獲批准的名稱。