



Companies Registry
公司註冊處

**Notification of Alteration
in the Charter, Statutes etc.
of a Non-Hong Kong Company**
非香港公司

修改憲章、規程等的通知書

(Companies Ordinance s. 335(1)(a))
(《公司條例》第 335(1)(a) 條)

Form
表格 **N5**

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

2 Name of Instrument Defining the Constitution of the Company which has been Altered
經修改的有關界定公司組織的文書名稱

Please tick the relevant box(es) to indicate which instrument has been altered
請在適用的空格內加 ✓ 號以標示該份文書已經修改

- Charter 憲章**
- Statutes 規程**
- Memorandum of Association 章程大綱**
- Articles of Association 章程細則**
- By-Laws 附例**
- Others (Please specify) 其他 (請註明)**

3 Effective Date of Change 生效日期

DD 日	MM 月	YYYY 年

(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

(Note 註 6) **4 Details of the Alteration 修改詳情**

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

**NOTIFICATION OF ALTERATION IN THE CHARTER, STATUTES ETC.
OF A NON-HONG KONG COMPANY**
Required by Companies Ordinance (Cap. 32)
Section 335(1)(a)

Notes for Completion of Form N5

Introduction

1. This form should be used to notify the Registrar of Companies of any alteration in the charter, statutes, memorandum (including articles, if any) of a non-Hong Kong company or any other instrument defining the constitution of the non-Hong Kong company. This form should be submitted within 1 month after the date of the alteration.
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.

Details of the Alteration (Section 4)

6. Please set out the details of the alteration in the space provided. A separate sheet can be used if the space provided is insufficient. Alternatively, you may attach the document which contains the particulars of the alteration to this form.

《公司條例》(香港法例第 32 章)
第 335(1)(a) 條規定提交的
非香港公司修改憲章、規程等的通知書

填表須知 — 表格 N5

附註

引言

1. 本表格是用以通知公司註冊處處長非香港公司修改其憲章、規程、章程大綱(包括章程細則(如有的話))或任何其他界定公司組織的文書，並須在修改日期後 1 個月內提交。
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。

修改詳情 (第 4 項)

6. 請在空格申報修改的詳情。如空位不足，可另紙提供。公司亦可把載有有關修改的文件夾附於本表格。