



Companies Registry
公司註冊處

Notification of Change of Secretary and Director of a Non-Hong Kong Company (Appointment / Cessation)

非香港公司秘書及董事 更改通知書(委任/離任)

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

Form
表格 **N6**

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 6) **1 Company Name 公司名稱**

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2 Details of Change 更改詳情

A. Particulars of Secretary / Director Resigning or Ceasing to Act 辭職或離任秘書 / 董事的資料

(Use Continuation Sheet A if more than 1 secretary / director is involved 如涉及超過一名秘書 / 董事，請用續頁 A 填報)

Please tick the relevant box(es) 請在適用的空格內加 ✓ 號

(Note 註 7)

Capacity 身份	<input type="checkbox"/> Secretary 秘書	<input type="checkbox"/> Director 董事	<input type="checkbox"/> Alternate Director 候補董事	Alternate to 代替
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Name of Individual Secretary / Director 個人秘書 / 董事的姓名

Surname in English 英文姓氏	Other Names in English 英文名字	Name in Chinese 中文姓名

(Note 註 8)

Identification 身份證明		
	HK Identity Card Number 香港身份證號碼	Overseas Passport Number 海外護照號碼

OR 或

English and Chinese Names of Corporate Secretary / Director

法人團體秘書 / 董事的英文及中文名稱

(Note 註 9)

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(Note 註 10)

Date of Resignation or Cessation 辭職或離任日期			
	DD 日	MM 月	YYYY 年

(Note 註 11)

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

請述明上述辭職或離任董事 / 候補董事在辭職或離任日期後，是否繼續擔任公司的候補董事 / 董事職位 No 否

<p>(Note 註 4) Presenter's Reference 提交人的資料</p> <p>Name 姓名:</p> <p>Address 地址:</p> <p>Tel 電話: Fax 傳真:</p> <p>E-mail Address 電郵地址:</p> <p>Reference 檔號:</p> <p>Specification No. 2/2007 (Dec. 2007) 指明編號 2/2007 (2007 年 12 月)</p>	<p>For Official Use 請勿填寫本欄</p>
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2 Details of Change 更改詳情 (cont'd 續上頁)

B. Particulars of Individual Secretary / Director Appointed 獲委任的個人秘書 / 董事的資料

(Use Continuation Sheet B if more than 1 individual secretary / director is appointed)

(如委任超過一名個人秘書 / 董事，請用續頁 B 填報)

Please tick the relevant box(es) 請在適用的空格內加 ✓ 號

(Note 註 12)

Capacity
身份Secretary
秘書Director
董事Alternate Director
候補董事

Alternate to 代替

Name in English
英文姓名

Surname 姓氏

Other Names 名字

Name in Chinese
中文姓名**Previous Names**
前用姓名**Alias**
別名**Residential Address**
住址

Country 國家

('Care of' addresses are not acceptable 「轉交」地址恕不接受)

(Note 註 13)

E-mail Address
電郵地址

(Note 註 14)

Identification 身份證明a Hong Kong Identity Card Number
香港身份證號碼b Overseas Passport
海外護照

Issuing Country 簽發國家

Number 號碼

Date of Appointment 委任日期

DD 日

MM 月

YYYY 年

(Note 註 15)

Please indicate whether the Director / Alternate Director whose appointment is reported above is already an existing Alternate Director / Director in the Company at the time of the above appointment

請述明董事 / 候補董事在獲得上述委任時，是否公司現任的候補董事 / 董事

Yes 是

No 否

2 Details of Change 更改詳情 (cont'd 續上頁)

C. Particulars of Corporate Secretary / Director Appointed 獲委任的法人團體秘書 / 董事的資料

(Use Continuation Sheet C if more than 1 corporate secretary / director is appointed)

(如委任超過一名法人團體秘書 / 董事，請用續頁 C 填報)

Please tick the relevant box(es) 請在適用的空格內加 ✓ 號

(Note 註 12) **Capacity 身份**

Secretary 秘書
 Director 董事
 Alternate Director 候補董事

Alternate to 代替

(Note 註 16) **Name in English 英文名稱**

(Note 註 16) **Name in Chinese 中文名稱**

(Note 註 17) **Address 地址**

Country 國家

(*Care of addresses are not acceptable 「轉交」地址恕不接受)

(Note 註 13) **E-mail Address 電郵地址**

Company Number 公司編號
(Only applicable to body corporate registered in Hong Kong)
(只適用於在香港註冊的法人團體)

Date of Appointment 委任日期

DD 日 MM 月 YYYY 年

(Note 註 15) **Please indicate whether the Director / Alternate Director whose appointment is reported above is already an existing Alternate Director / Director in the Company at the time of the above appointment** **Yes 是**

請述明董事 / 候補董事在獲得上述委任時，是否公司現任的候補董事 / 董事 **No 否**

This Notification includes _____ Continuation Sheet(s) A, _____ Continuation Sheet(s) B and _____ Continuation Sheet(s) C.

本通知書包括 _____ 張續頁 A、_____ 張續頁 B 及 _____ 張續頁 C。

Signed 簽署 : _____
Name 姓名 : _____ Date 日期 : _____
Director / Secretary / Manager /
Authorized Representative*
董事 / 秘書 / 經理 / 授權代表*

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

Form
表格 **N6**

Company Number 公司編號
F

Particulars of Secretary / Director Resigning or Ceasing to Act (Section 2A)
辭職或離任秘書 / 董事的資料 (第 2A 項)

Please tick the relevant box(es) 請在適用的空格內加 ✓ 號

(Note 註 7) **Capacity** Secretary Director Alternate Director Alternate to 代替

身份 秘書 董事 候補董事

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

Surname in English 英文姓氏	Other Names in English 英文名字	Name in Chinese 中文姓名

(Note 註 8) **Identification** 身份證明

HK Identity Card Number 香港身份證號碼	Overseas Passport Number 海外護照號碼

OR 或

English and Chinese Names of Corporate Secretary / Director
法人團體秘書 / 董事的英文及中文名稱

(Note 註 9)

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(Note 註 10) **Date of Resignation or Cessation 辭職或離任日期**

DD 日	MM 月	YYYY 年

(Note 註 11) **Please indicate whether the Director / Alternate Director resigning or ceasing to act will continue to hold office as Alternate Director / Director in the Company after the date of resignation or cessation** **Yes 是**

請述明上述辭職或離任董事 / 候補董事在辭職或離任日期後，是否繼續擔任公司的候補董事 / 董事職位 **No 否**

Form
表格 **N6**

Company Number 公司編號

F

Particulars of Individual Secretary / Director Appointed (Section 2B)**獲委任的個人秘書／董事的資料(第 2B 項)**

Please tick the relevant box(es) 請在適用的空格內加 ✓ 號

(Note 註 12)

Capacity

身份

Secretary

秘書

Director

董事

Alternate Director

候補董事

Alternate to 代替

Name in English

英文姓名

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Surname 姓氏

Other Names 名字

Name in Chinese

中文姓名

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Previous Names

前用姓名

--

Alias

別名

--

Residential Address

住址

--	--

Country 國家

('Care of' addresses are not acceptable 「轉交」地址恕不接受)

(Note 註 13)

E-mail Address

電郵地址

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(Note 註 14)

Identification 身份證明

a Hong Kong Identity Card Number

香港身份證號碼

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b Overseas Passport

海外護照

--	--

Issuing Country 簽發國家

Number 號碼

Date of Appointment 委任日期

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DD 日

MM 月

YYYY 年

(Note 註 15)

Please indicate whether the Director / Alternate Director whose appointment is reported above is already an existing Alternate Director / Director in the Company at the time of the above appointment

請述明董事／候補董事在獲得上述委任時，是否公司現任的候補董事／董事

Yes 是

No 否

Form
表格 **N6**

Company Number 公司編號

F

Particulars of Corporate Secretary / Director Appointed (Section 2C)

獲委任的法人團體秘書／董事的資料 (第 2C 項)

Please tick the relevant box(es) 請在適用的空格內加 ✓ 號

(Note 註 12) **Capacity** Secretary Director Alternate Director Alternate to 代替

身份 秘書 董事 候補董事

(Note 註 16) **Name in English**

英文名稱

(Note 註 16) **Name in Chinese**

中文名稱

(Note 註 17) **Address**

地址

Country 國家

(‘Care of’ addresses are not acceptable 「轉交」地址恕不接受)

(Note 註 13) **E-mail Address**

電郵地址

Company Number 公司編號

(Only applicable to body corporate registered in Hong Kong)
(只適用於在香港註冊的法人團體)

Date of Appointment 委任日期

DD 日 MM 月 YYYY 年

(Note 註 15) Please indicate whether the Director / Alternate Director whose appointment is reported above is already an existing Alternate Director / Director in the Company at the time of the above appointment Yes 是

請述明董事／候補董事在獲得上述委任時，是否公司現任的候補董事／董事 No 否

**NOTIFICATION OF CHANGE OF SECRETARY AND DIRECTOR
OF A NON-HONG KONG COMPANY
(APPOINTMENT / CESSATION)**

**Required by Companies Ordinance (Cap. 32)
Section 335(1)(b)**

Notes for Completion of Form N6

Introduction

1. This form should be used to notify the Registrar of Companies of the appointment of a secretary or joint secretary (secretary) or director (including an alternate director) of a non-Hong Kong company or of such persons ceasing to hold these posts. This form should be submitted within 1 month after each change.
2. To report any changes in the particulars of a secretary or director (including an alternate director) of a non-Hong Kong company, please use Form N7.
3. 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.
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 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)

6. 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.

Particulars of Secretary / Director Resigning or Ceasing to Act (Section 2A)

7. Please indicate the capacity(ies) of the person(s) resigning or 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.

8. If an individual secretary or director who has resigned or ceased to hold the post 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.
9. If the secretary which has resigned or ceased to hold the post is a firm, please state the name of the firm in the box for name of corporate secretary.
10. For a deceased secretary or director, the date of death should be given as the date of cessation.
11. 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.

Particulars of Individual Secretary / Director and Corporate Secretary / Director Appointed (Sections 2B & 2C)

12. Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.
13. Please supply the e-mail address of the secretary or director, on a voluntary basis, to facilitate electronic communication. If there are any subsequent changes in the e-mail addresses, it would be appreciated if you would notify the Companies Registry by completing Form N7.
14. The Hong Kong Identity Card number, or in the absence of which, the number and issuing country of the passport of an individual secretary or director should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'NIL' in the boxes provided.
15. Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the secretary.
16. If the appointed secretary is a firm, please state the name of the firm in the box for name of corporate secretary.
17. If the secretary or director is a body corporate, the address of its registered or principal office should be given.

《公司條例》(香港法例第 32 章)
第 335(1)(b) 條規定提交的
非香港公司秘書及董事更改通知書(委任／離任)

填表須知 — 表格 N6

附註

引言

1. 本表格是用以通知公司註冊處處長有關非香港公司的秘書或聯名秘書(以下簡稱「秘書」)或董事(包括候補董事)的委任或離任，並須在每項變更發生後 1 個月內提交。
2. 如要申報非香港公司的秘書或董事(包括候補董事)的資料更改，請使用表格 N7。
3. 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。
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)

6. 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。

辭職或離任秘書／董事的資料 (第 2A 項)

7. 請述明辭職或離任者的身份。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
8. 請申報辭職或離任的個人秘書或董事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」。
9. 如辭職或離任的秘書為一商號，請在供法人團體秘書申報名稱的空格內申報商號名稱。
10. 如秘書或董事去世，請申報其去世日期，作為離任日期。
11. 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。如申報秘書的離任，則無需填報此項。

獲委任的個人秘書／董事及法人團體秘書／董事的資料 (第 2B 及 2C 項)

12. 請述明獲委任者的身份。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
13. 請提供秘書或董事的電郵地址以方便聯絡(屬自願提供的資料)。如電郵地址其後有任何更改，請以表格 N7 通知公司註冊處。
14. 如個人獲委任為秘書或董事，請申報其香港身份證號碼。如該人並非香港身份證持有人，請申報其所持護照的號碼及簽發國家。如該人既非香港身份證持有人，亦沒有任何國家的護照，則請在有關的空格內填「無」。
15. 請述明董事或候補董事獲委任時，是否公司現任的董事或候補董事。如申報秘書的委任，則無需填報此項。
16. 如獲委任秘書為一商號，請在供法人團體秘書填報名稱的空格內申報商號名稱。
17. 如秘書或董事屬法人團體，請申報其註冊辦事處或主要辦事處的地址。