



Companies Registry  
公司註冊處

# Notification of Change of Authorized Representative of a Non-Hong Kong Company

非香港公司

授權代表更改通知書

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

Form  
表格 **N8**

**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 Details of Change 更改詳情**

**A. Particulars of Authorized Representative Resigning or Ceasing to Act**

辭職或離任授權代表的資料

(Use Continuation Sheet A if more than 1 authorized representative is involved 如涉及超過一名授權代表，請用續頁 A 填報)

Name of Individual 個人的姓名

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

(Note 註 6)

**Identification 身份證明**

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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 Firm of Solicitors, Solicitor Corporation or Firm or Corporation of Certified Public Accountants (Practising)**

律師或執業會計師商號或法團的英文及中文名稱

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(Note 註 7)

**Date of Resignation or Cessation 辭職或離任日期**

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DD 日 MM 月 YYYY 年

(Note 註 3)

**Presentor's Reference 提交人的資料**

**For Official Use 請勿填寫本欄**

Name 姓名:

Address 地址:

Tel 電話:

Fax 傳真:

E-mail Address 電郵地址:

Reference 檔號:

**2 Details of Change 更改詳情** (cont'd 續上頁)

(Note 註 8)

**B. Particulars of Authorized Representative Appointed 獲委任的授權代表的資料****I. Individual Appointed as Authorized Representative 以個人身份獲委任的授權代表**

(Use Continuation Sheet B if more than 1 authorized representative is appointed 如委任超過一名授權代表，請用續頁 B 填報)

Name in English 英文姓名		
	Surname 姓氏	Other Names 名字

Name in Chinese 中文姓名	
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Hong Kong Address 香港地址	
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('Care of' addresses and post office box numbers are not acceptable 「轉交」地址及郵政信箱號碼恕不接受)

(Note 註 9)

E-mail Address 電郵地址	
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(Note 註 10)

**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**

DD 日	MM 月	YYYY 年

**II. Authorized Representative Other Than Individual 以非個人身份擔任授權代表**

(Use Continuation Sheet B if more than 1 authorized representative is appointed 如委任超過一名授權代表，請用續頁 B 填報)

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

Nature of the Firm or Corporation 商號或法團的性質	<input type="checkbox"/>	A firm of solicitors or a solicitor corporation 律師商號或法團	<input type="checkbox"/>	A firm or corporation of certified public accountants (practising) 執業會計師商號或法團
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Name in English 英文名稱	
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Name in Chinese 中文名稱	
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(Note 註 11)

Hong Kong Address 香港地址	
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('Care of' addresses and post office box numbers are not acceptable 「轉交」地址及郵政信箱號碼恕不接受)

(Note 註 9)

E-mail Address 電郵地址	
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**Date of Appointment 委任日期**

DD 日	MM 月	YYYY 年

## 2 Details of Change 更改詳情 (cont'd 續上頁)

## C. Change of Particulars of Authorized Representative 更改授權代表的資料

## I. Change of Particulars of Individual Authorized Representative 更改屬個人身份的授權代表的資料

(Use Continuation Sheet C if more than 1 authorized representative is involved 如涉及超過一名授權代表，請用續頁 C 填報)

## (a) Identity of the Authorized Representative whose Particulars have Changed

更改資料的授權代表

Please state the relevant particulars currently registered with the Companies Registry

請填報現時在公司註冊處登記的有關資料

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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(Note 註 12)

Identification

身份證明

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HK Identity Card Number 香港身份證號碼

Overseas Passport Number 海外護照號碼

(Note 註 13)

## (b) Details of Change of Particulars of Individual Authorized Representative

屬個人身份的授權代表的資料更改詳情

Please complete item(s) with change(s) only 只需申報有更改的項目

Effective Date 生效日期

## (i) Name in English 英文姓名

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Surname 姓氏

Other Names 名字

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DD 日

MM 月

YYYY 年

## (ii) Name in Chinese 中文姓名

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DD 日

MM 月

YYYY 年

## (iii) Hong Kong Address 香港地址

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('Care of' addresses and post office box numbers are not acceptable)

('轉交' 地址及郵政信箱號碼恕不接受)

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DD 日

MM 月

YYYY 年

(Note 註 14)

## (iv) E-mail Address 電郵地址

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DD 日

MM 月

YYYY 年

## (v) Hong Kong Identity Card Number

香港身份證號碼

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DD 日

MM 月

YYYY 年

## (vi) Overseas Passport 海外護照

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Issuing Country 簽發國家

Number 號碼

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DD 日

MM 月

YYYY 年

**2 Details of Change 更改詳情** (cont'd 續上頁)

**II. Change of Particulars of Firm of Solicitors, Solicitor Corporation or Firm or Corporation of Certified Public Accountants (Practising) Appointed as Authorized Representative**

更改屬律師或執業會計師商號或法團的授權代表的資料

(Use Continuation Sheet D if more than 1 authorized representative is involved 如涉及超過一名授權代表，請用續頁 D 填報)

**(a) Identity of the Authorized Representative whose Particulars have Changed**  
更改資料的授權代表

*Please state the relevant particulars currently registered with the Companies Registry*  
請填報現時在公司註冊處登記的有關資料

Name in English  
英文名稱

Name in Chinese  
中文名稱

(Note 註 13)

**(b) Details of Change of the Authorized Representative's Particulars**  
授權代表的資料更改詳情

Please complete item(s) with change(s) only 只需申報有更改的項目

Effective Date 生效日期

**(i) Name in English and Chinese 英文及中文名稱**

DD 日	MM 月	YYYY 年

**(ii) Hong Kong Address 香港地址**

(\*Care of addresses and post office box numbers are not acceptable)  
(\*「轉交」地址及郵政信箱號碼恕不接受)

DD 日	MM 月	YYYY 年

(Note 註 14)

**(iii) E-mail Address 電郵地址**

DD 日	MM 月	YYYY 年

This Notification includes \_\_\_\_\_ Continuation Sheet(s) A, \_\_\_\_\_ Continuation Sheet(s) B, \_\_\_\_\_ Continuation Sheet(s) C and \_\_\_\_\_ Continuation Sheet(s) D.

本通知書包括 \_\_\_\_\_ 張續頁 A、\_\_\_\_\_ 張續頁 B、\_\_\_\_\_ 張續頁 C 及 \_\_\_\_\_ 張續頁 D。

Signed 簽署 :

Name 姓名 :

Date 日期 :

Director / Secretary / Manager /  
Authorized Representative\*  
董事 / 秘書 / 經理 / 授權代表\*

DD 日 / MM 月 / YYYY 年

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

Form  
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Company Number 公司編號

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**Particulars of Authorized Representative Resigning or Ceasing to Act (Section 2A)**  
**辭職或離任授權代表的資料 (第 2A 項)**

**1 Name of Individual 個人的姓名**

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

(Note 註 6)

**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 Firm of Solicitors, Solicitor Corporation or Firm or Corporation of Certified Public Accountants (Practising)**

律師或執業會計師商號或法團的英文及中文名稱

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(Note 註 7)

**Date of Resignation or Cessation 辭職或離任日期**

DD 日	MM 月	YYYY 年

**2 Name of Individual 個人的姓名**

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

(Note 註 6)

**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 Firm of Solicitors, Solicitor Corporation or Firm or Corporation of Certified Public Accountants (Practising)**

律師或執業會計師商號或法團的英文及中文名稱

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(Note 註 7)

**Date of Resignation or Cessation 辭職或離任日期**

DD 日	MM 月	YYYY 年

Form  
表格 N8

Company Number 公司編號

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(Note 註 8) **Particulars of Authorized Representative Appointed (Section 2B)**  
**獲委任的授權代表的資料(第 2B 項)****I. Individual Appointed as Authorized Representative 以個人身份獲委任的授權代表**

Name in English 英文姓名		
	Surname 姓氏	Other Names 名字

Name in Chinese 中文姓名	
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Hong Kong Address 香港地址	
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('Care of' addresses and post office box numbers are not acceptable 「轉交」地址及郵政信箱號碼恕不接受)

(Note 註 9) E-mail Address  
電郵地址(Note 註 10) 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

**II. Authorized Representative Other Than Individual 以非個人身份擔任授權代表**

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

Nature of the Firm or Corporation 商號或法團的性質	<input type="checkbox"/>	A firm of solicitors or a solicitor corporation 律師商號或法團	<input type="checkbox"/>	A firm or corporation of certified public accountants (practising) 執業會計師商號或法團
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Name in English 英文名稱	
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Name in Chinese 中文名稱	
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(Note 註 11) Hong Kong Address  
香港地址

('Care of' addresses and post office box numbers are not acceptable 「轉交」地址及郵政信箱號碼恕不接受)

(Note 註 9) E-mail Address  
電郵地址

Date of Appointment 委任日期			
	DD 日	MM 月	YYYY 年

Form  
表格 **N8**

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**Details of Change of Particulars of Individual Authorized Representative (Section 2CI)**  
**屬個人身份的授權代表的資料更改詳情 (第 2CI 項)****(a) Identity of the Authorized Representative whose Particulars have Changed**  
**更改資料的授權代表***Please state the relevant particulars currently registered with the Companies Registry*  
*請填報現時在公司註冊處登記的有關資料*

Name in English 英文姓名		
	Surname 姓氏	Other Names 名字

Name in Chinese 中文姓名	
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(Note 註 12)

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

(Note 註 13)

**(b) Details of Change of Particulars of Individual Authorized Representative**  
**屬個人身份的授權代表的資料更改詳情***Please complete item(s) with change(s) only 只需申報有更改的項目*

Effective Date 生效日期

**(i) Name in English 英文姓名**

Surname 姓氏	Other Names 名字

DD 日	MM 月	YYYY 年

**(ii) Name in Chinese 中文姓名**

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DD 日	MM 月	YYYY 年

**(iii) Hong Kong Address 香港地址**

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(‘Care of’ addresses and post office box numbers are not acceptable)  
(「轉交」地址及郵政信箱號碼恕不接受)

DD 日	MM 月	YYYY 年

(Note 註 14)

**(iv) E-mail Address 電郵地址**

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DD 日	MM 月	YYYY 年

**(v) Hong Kong Identity Card Number  
香港身份證號碼**

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DD 日	MM 月	YYYY 年

**(vi) Overseas Passport 海外護照**

Issuing Country 簽發國家	Number 號碼

DD 日	MM 月	YYYY 年

Form  
表格 **N8**

Company Number 公司編號

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**Details of Change of Particulars of Firm of Solicitors, Solicitor Corporation or Firm or Corporation of Certified Public Accountants (Practising) Appointed as Authorized Representative (Section 2CII)**

**屬律師或執業會計師商號或法團的授權代表的資料更改詳情 (第 2CII 項)**

**(a) Identity of the Authorized Representative whose Particulars have Changed**  
更改資料的授權代表

*Please state the relevant particulars currently registered with the Companies Registry*  
*請填報現時在公司註冊處登記的有關資料*

Name in English  
英文名稱

Name in Chinese  
中文名稱

(Note 註 13) **(b) Details of Change of the Authorized Representative's Particulars**  
授權代表的資料更改詳情

*Please complete item(s) with change(s) only 只需申報有更改的項目*

Effective Date 生效日期

(i) Name in English and Chinese 英文及中文名稱

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DD 日 MM 月 YYYY 年

(ii) Hong Kong Address 香港地址

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DD 日 MM 月 YYYY 年

*(‘Care of’ addresses and post office box numbers are not acceptable)*  
*(「轉交」地址及郵政信箱號碼恕不接受)*

(Note 註 14) (iii) E-mail Address 電郵地址

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DD 日 MM 月 YYYY 年

**NOTIFICATION OF CHANGE OF AUTHORIZED REPRESENTATIVE  
OF A NON-HONG KONG COMPANY**

**Required by Companies Ordinance (Cap. 32)**

**Section 335(1)(b) & (c)**

**Notes for Completion of Form N8**

**Introduction**

1. Every non-Hong Kong company must notify the Registrar of Companies of any new appointment as the Hong Kong authorized representative of the company or of any person ceasing to hold such a post, or of any changes to the personal particulars of the Hong Kong authorized representative. This form should be used for these purposes and should be submitted within 1 month after each change.
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.

**Particulars of Authorized Representative Resigning or Ceasing to Act (Section 2A)**

6. If an individual authorized representative 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.
7. For a deceased authorized representative, the date of death should be given as the date of cessation.

### **Particulars of Authorized Representative Appointed (Section 2B)**

8. An authorized representative may be a natural person, a firm of solicitors, a solicitor corporation, a firm of certified public accountants (practising) or a corporate practice within the meaning of section 2 of the Professional Accountants Ordinance (Cap. 50) but may not be any other form of body corporate or firm.
9. Please supply the e-mail address of the authorized representative, 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 this form.
10. The Hong Kong Identity Card number, or in the absence of which, the number and issuing country of the passport of an individual authorized representative should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'NIL' in the boxes provided.
11. If the authorized representative is a firm of solicitors, a solicitor corporation or a firm or corporation of certified public accountants (practising), its business address in Hong Kong should be given.

### **Identity of the Authorized Representative whose Particulars have Changed (Section 2CI(a))**

12. If an individual authorized representative 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.

### **Details of Change of the Authorized Representative's Particulars (Sections 2CI(b) and 2CII(b))**

13. Please state only the new particulars of the authorized representative in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.
14. Please supply or update the e-mail address of the authorized representative, 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 this form.

《公司條例》(香港法例第 32 章)  
第 335(1)(b) & (c) 條規定提交的  
非香港公司授權代表更改通知書

填表須知 — 表格 N8

附註

引言

1. 每間非香港公司必須用本表格通知公司註冊處處長有關其香港授權代表的委任、資料更改及辭職或離任，並須在每項變更發生後 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。

辭職或離任授權代表的資料 (第 2A 項)

6. 請申報辭職或離任的個人授權代表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. 如屬個人身份的授權代表去世，請申報其去世日期，作為離任日期。

獲委任的授權代表的資料 (第 2B 項)

8. 該名授權代表可以由個人、律師商號、律師法團、執業會計師商號或《專業會計師條例》(第 50 章) 第 2 條所指的執業法團擔任，但不可以由任何其他法人團體或商號擔任。
9. 請提供授權代表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，亦請以本表格通知公司註冊處。
10. 如獲委任的授權代表屬個人，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」。
11. 如獲委任的授權代表屬律師商號、律師法團、執業會計師商號或法團，請申報其在香港的營業地址。

更改資料的授權代表 (第 2CI(a) 項)

12. 請申報屬個人身份的授權代表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」。

授權代表的資料更改詳情 (第 2CI(b) 及 2CII(b) 項)

13. 請在適當的空格內申報授權代表的 新資料，並在相關的空格內填上生效日期。沒有變更的資料無需填報。
14. 請提供或更新授權代表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，亦請以本表格通知公司註冊處。