



Companies Registry
公司註冊處

Notification of Change of Address of a Non-Hong Kong Company 非香港公司更改地址通知書

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

Form
表格 **N9**

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 New Principal Place of Business in Hong Kong 在香港的新主要營業地點

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

**(a) New Address of the Principal Place of Business in Hong Kong
在香港的主要營業地點的新地址**

Effective Date 生效日期

| | | |
|--|--|--|
| | | |
|--|--|--|

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 6) **(b) New E-mail Address 新電郵地址**

Effective Date 生效日期

| | | |
|--|--|--|
| | | |
|--|--|--|

DD 日 MM 月 YYYY 年

(Note 註 3) **Presenter’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:

Specification No. 2/2007 (Dec. 2007)
指明編號 2/2007 (2007 年 12 月)

For Official Use 請勿填寫本欄

3 New Offices in Place of Incorporation 在成立為法團所在的地方的新辦事處

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

(a) New Address of the Registered Office (or its equivalent) in Place of Incorporation

在成立為法團所在的地方的註冊辦事處(或等同於註冊辦事處的地方)的新地址

| | |
|--|------------|
| | Country 國家 |
|--|------------|

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

Effective Date 生效日期

| | | |
|--|--|--|
| | | |
|--|--|--|

DD 日 MM 月 YYYY 年

(b) New Address of the Principal Place of Business in Place of Incorporation

在成立為法團所在的地方的主要營業地點的新地址

| | |
|--|------------|
| | Country 國家 |
|--|------------|

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

Effective Date 生效日期

| | | |
|--|--|--|
| | | |
|--|--|--|

DD 日 MM 月 YYYY 年

(Note 註 6)

(c) New E-mail Address 新電郵地址

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|--|
| |
|--|

Effective Date 生效日期

| | | |
|--|--|--|
| | | |
|--|--|--|

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

**NOTIFICATION OF CHANGE OF ADDRESS
OF A NON-HONG KONG COMPANY
Required by Companies Ordinance (Cap. 32)
Section 335(1)(d)**

Notes for Completion of Form N9

Introduction

1. Every non-Hong Kong company must notify the Registrar of Companies of any change in the address of its principal place of business in Hong Kong, or of its registered office (or its equivalent) or of its principal place of business in the place of its incorporation. 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.

**New Principal Place of Business in Hong Kong and New Offices in Place of Incorporation
(Sections 2 and 3)**

6. Please supply or update the e-mail address of the company, 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)(d) 條規定提交的
非香港公司更改地址通知書

填表須知 — 表格 N9

附註

引言

1. 每間非香港公司在香港的主要營業地點的地址、在其成立為法團所在的地方的註冊辦事處(或等同於註冊辦事處的地方)或主要營業地點的地址如有任何更改，必須用本表格通知公司註冊處處長，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。

在香港的新主要營業地點及在成立為法團所在的地方的新辦事處 (第 2 及 3 項)

6. 請提供或更新公司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。