



# 出任首任董事職位同意書 Consent to Act as First Director

公司註冊處  
Companies Registry

(《公司條例》第 14A(2)(f) 及 18A 條)  
(Companies Ordinance ss. 14A(2)(f) & 18A)

表格  
Form **NC3**

填表前請參閱《填表須知》。  
Please read the Notes for Completion before completing this form.

公司編號 **Company Number**

## 1 公司名稱 **Company Name**

## (註 Note 1) 2 出任董事職位同意書 **Consent to Act as Director**

### A. 個人董事 **Individual Director**

姓名  
**Name**

本人已同意在公司成立為法團時擔任其董事，並確認本人在公司成立時已年滿 18 歲。  
**I have consented to act as a director of this company on its incorporation and confirm that I have attained the age of 18 years on the date of its incorporation.**

### B. 法人團體董事 **Corporate Director**

名稱  
**Name**

本人獲上述公司授權確認上述公司已同意在公司成立為法團時擔任其董事。  
**I, being authorised by the above named company, confirm that it has consented to act as a director of this company on its incorporation.**

(註 Note 2)

### 提示 **Advisory Note**

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。  
**All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide.**

(註 Note 1)

簽署 **Signed** : \_\_\_\_\_ 日期 **Date** : \_\_\_\_\_

日 DD / 月 MM / 年 YYYY

(註 Note 3)

### 提交人的資料 **Presenter's Reference**

姓名 **Name**:

地址 **Address**:

電話 **Tel**:

傳真 **Fax**:

電郵地址 **E-mail Address**:

檔號 **Reference**:

指明編號 2/2011 (2011 年 2 月)  
Specification No. 2/2011 (Feb. 2011)

### 請勿填寫本欄 **For Official Use**

**《公司條例》(香港法例第 32 章)**  
**第 14A(2)(I) 及 18A 條規定提交的**  
**出任首任董事職位同意書**

**填表須知 — 表格 NC3**

**附註**

1. 沒有在法團成立表格內簽署「出任董事職位同意書」的首任公司董事，必須填妥及簽署本表格，並在公司成立為法團的日期後 14 天內交付公司註冊處處長。如董事屬法人團體，本表格必須由該法人團體的董事、秘書或獲該法人團體授權的人士代為簽署。每份表格 NC3 只供一名董事使用，公司註冊處不接納未簽妥的表格，並會將表格退回提交人。
2. 所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁([www.cr.gov.hk](http://www.cr.gov.hk)) 閱覽或下載，印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。
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。
4. 請將填妥的表格親自遞交或郵寄到香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處。

**CONSENT TO ACT AS FIRST DIRECTOR**

**For the purposes of sections 14A(2)(I) and 18A of Companies Ordinance (Cap. 32)**

**Notes for Completion of Form NC3**

1. A person appointed as the first director of a company, who has not signed the Consent to Act on the incorporation form must complete and sign this form. The signed form must be delivered to the Registrar of Companies not later than 14 days after the date of incorporation of the company. If the director is a body corporate, this form must be signed by a director or secretary of the body corporate or an authorised person acting on its behalf. Each Form NC3 can be used by one director only. A form which is not properly signed will be rejected by the Companies Registry.
2. All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website ([www.cr.gov.hk](http://www.cr.gov.hk)). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.
3. Please complete the Presentor's Reference. Unless the presentor wishes to raise a specific issue for the attention of the Companies Registry, no covering letter is required.
4. The completed form can be submitted in person or by post to the Companies Registry on 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong.