



公司註冊處  
Companies Registry

# 註冊辦事處地址更改通知書 Notification of Change of Address of Registered Office

(《公司條例》第 92(3)條)  
(Companies Ordinance s. 92(3))

表格  
Form **R1**

## 重要事項 Important Notes

- 填表前請參閱《填表須知》。  
請用黑色墨水列印。
- Please read the accompanying notes before completing this form.  
Please print in black ink.

公司編號 Company Number

## 1 公司名稱 Company Name

## 2 更改詳情 Details of Change

### 在香港的註冊辦事處地址 Address of Registered Office in Hong Kong

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

生效日期 Effective Date

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日 DD 月 MM 年 YYYY

## 3 電郵地址 E-mail Address

生效日期 Effective Date

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日 DD 月 MM 年 YYYY

(註 Note 4) 簽署 Signed :

姓名 Name : \_\_\_\_\_ 日期 Date : \_\_\_\_\_  
董事 Director / 秘書 Secretary \*

(註 Note 3) \* 請刪去不適用者 Delete whichever does not apply

### 提交人的資料 Presentor'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 2/2008 (修訂) (2008 年 7 月)  
Specification No. 2/2008 (Revision) (July 2008)

### 請勿填寫本欄 For Official Use

《公司條例》(香港法例第 32 章)

第 92(3)條規定提交的

註冊辦事處地址更改通知書

填表須知 — 表格 R1

附註

引言

1. (a) 每間在香港成立為法團的公司，必須在香港設有一個註冊辦事處，而所有通訊及通知均可致予該辦事處。

- (b) 首個註冊辦事處地址

在 2008 年 7 月 11 日 前(即《2004 年公司(修訂)條例》附表 2 第 16 條生效前)已申請註冊的公司，如尚未將首個註冊辦事處的地址通知公司註冊處處長，便須在公司成立為法團的日期後 14 日內以本表格通知處長，而在此情況下，本表格將視為首個註冊辦事處地址通知書。

至於在 2008 年 7 月 11 日 後以法團成立表格(表格 NC1 或 NC1G)申請註冊的公司，則無需以本表格再申報首個註冊辦事處的地址。

- (c) 註冊辦事處地址的更改

如公司的註冊辦事處地址有任何更改，公司須於更改的日期後 14 日內以本表格通知處長。

2. 請劃一以中文 或英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或秘書簽署，公司註冊處不接納未簽妥的表格，並會將表格退回提交人。

更改詳情 (第 2 項)

5. 請申報在香港的註冊辦事處的詳細地址。非香港地址、「轉交」地址及郵政信箱號碼恕不接受。

電郵地址 (第 3 項)

6. 請提供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。

## NOTIFICATION OF CHANGE OF ADDRESS OF REGISTERED OFFICE

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

### Section 92(3)

#### Notes for Completion of Form R1

#### Introduction

1. (a) Every company incorporated in Hong Kong shall have a registered office in Hong Kong to which all communications and notices may be addressed.

- (b) First registered office

If a company has applied for registration ***before*** 11 July 2008 (i.e. before the commencement of section 16 of Schedule 2 to the Companies (Amendment) Ordinance 2004), it must, if it has not yet done so, notify the Registrar of Companies of the address of its first registered office within 14 days after the date of the incorporation of the company by this form, in which event this form will be regarded as the notification of the address of the first registered office.

A company which has applied for registration with the incorporation form (Form NC1 or NC1G) ***after*** 11 July 2008 need not report the address of its first registered office again by this form.

- (c) Changes of address of registered office

Any change of address of a company's registered office should be reported to the Registrar by this form within 14 days after the date of the change.

2. Please fill in all particulars and complete all items consistently in either Chinese ***OR*** English. 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 or the secretary. A form which is not properly signed will be rejected by the Companies Registry.

#### Details of Change (Section 2)

5. Full address of the Registered Office in Hong Kong should be given. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

#### E-mail Address (Section 3)

6. Please supply 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 address of the company, it would be appreciated if you would notify the Companies Registry by completing this form.