



登記冊備存地點通知書

Notification of Location of Registers

公司註冊處
Companies Registry

(公司條例第 74A(3)、88(3)、89(3)、
95(3)、119A(2) 及 158A(2)條)
(Companies Ordinance ss. 74A(3), 88(3), 89(3),
95(3), 119A(2) & 158A(2))

表格
Form **R2**

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

(註 Note 5) **2 登記冊或其他文件的備存地點 Location of Registers or Other documents**

請在有關空格內加 ✓ 號 Please tick the relevant box(es)

登記冊／其他文件 Registers／Other documents	備存地點 Location	生效日期 Effective Date (日 DD / 月 MM / 年 YYYY)
<input type="checkbox"/> 成員登記冊 Register of Members		
<input type="checkbox"/> 董事及秘書登記冊 Register of Directors & Secretaries		
<input type="checkbox"/> 債權證持有人登記冊 Register of Debenture Holders		
<input type="checkbox"/> 押記登記冊 Register of Charges		
<input type="checkbox"/> 會議紀錄簿 Minute Books		
<input type="checkbox"/> 設定押記的文書副本 Copies of Instruments Creating Charges		

(註 Note 6)

簽署 Signed :

姓名 Name : _____
董事 Director / 秘書 Secretary *

日期 Date : _____
日 DD / 月 MM / 年 YYYY

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

(註 Note 3)

提交人的資料 Presentor's Reference

請勿填寫本欄 For Official Use

姓名 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵地址 E-mail Address:

檔號 Reference:

公司條例(香港法例第 32 章)
第 74A(3)、88(3)、89(3)、95(3)、119A(2) 及 158A(2)條規定提交的
登記冊備存地點通知書

填表須知 — 表格 R2

附註

引言

1. 在香港成立為法團的公司，必須通知公司註冊處處長各種登記冊、會議紀錄簿或設定押記的文書副本的備存地點，及於更改備存地點的日期起計 14 日內通知處長有關的更改。本表格是用以發出這些通知。請注意：除債權證持有人登記冊外，若有關登記冊及會議紀錄簿等文件乃一直備存於公司的註冊辦事處，則毋須發出這些通知。
2. 請劃一以中文 或 英文填報各項所需資料。如以中文填報，請用繁體字。公司註冊處不接納手寫的表格。
3. 請填報提交人的資料。除非有特別事項需要公司註冊處注意，否則毋須另加附函。

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，並會退回提交人。

登記冊或其他文件的備存地點 (第 2 項)

5. 請填報各有關紀錄在 香港 的備存地點的詳細地址。海外地址及郵政信箱號碼恕不接受。

債權證持有人登記冊 (第 2 項)

6. 公司如發行一系列不可藉交付而轉讓的債權證或債權股證，均須備存該等債權證或債權股證持有人的登記冊。無論該登記冊是否備存於公司的註冊辦事處，公司亦必須通知處長該登記冊的備存地點，以及該地點的任何更改。

NOTIFICATION OF LOCATION OF REGISTERS
Required by Companies Ordinance (Cap. 32)
Sections 74A(3), 88(3), 89(3), 95(3), 119A(2) & 158A(2)

Notes for Completion of Form R2

Introduction

1. Every company incorporated in Hong Kong must notify the Registrar of Companies of the location of the various Registers, minute books or copies of Instruments creating charges and any change in that location within 14 days of the change. This form should be used for these notifications. Please note that such notification need not be sent if the various registers (with the exception of the Register of Debenture Holders) and minute books etc. are at all times being kept at the registered office of the company.
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 Presenter's Reference. Unless the presenter 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.

Location of Registers or Other documents (Section 2)

5. Please state the full address(es) at which the respective records are kept in ***Hong Kong***. An overseas address and post office box number are not acceptable.

Register of Debenture Holders (Section 2)

6. Every company which issues a series of debentures or debenture stock not transferable by delivery shall keep a register of the holders of such debentures or debenture stock. The company must also notify the Registrar of the location of such Register and any change in that location ***regardless of whether the Register is or is not kept at the registered office of the company.***