



公司註冊處
Companies Registry

接管人或經理人的收支摘要
Receiver or Manager's Abstract of
Receipts and Payments

(公司條例第 300A(2) 及 301(1)條)
(Companies Ordinance ss. 300A(2) & 301(1))

表格
Form **RC3**

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

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1 公司名稱 Company Name

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(已委任接管人/經理人 Receiver/Manager appointed)

2 規定提交本摘要的《公司條例》條文

The Section of the Companies Ordinance which requires the delivery of this Abstract

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

第 300A 條 Section 300A

第 301 條 Section 301

3 載有委任接管人或經理人所依據的權力的文書詳情

Particulars of Instrument containing the powers under which the Receiver or Manager is appointed

文書的描述
Description of Instrument

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文書的日期
Date of Instrument

日 DD	月 MM	年 YYYY	

(註 Notes 5 & 6) **4 本收支摘要所涵蓋的始末日期**

Period Covered by the Abstract of Receipts and Payments

日 DD	月 MM	年 YYYY	

至
To

日 DD	月 MM	年 YYYY	

(註 Note 3)

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 2/2004 (修訂) (2004 年 2 月)
Specification No. 2/2004 (Revision) (Feb. 2004)

請勿填寫本欄 For Official Use

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(註 Notes 7 & 8) **5 摘要 Abstract**

(a)	收入 Receipts	款額 Amount[†]
	<i>承前摘要 (如有的話) Brought forward from previous Abstracts (if any)</i>	
	<i>結轉下一摘要 Carried forward to next Abstract</i>	

(b)	支出 Payments	款額 Amount[†]
	<i>承前摘要 (如有的話) Brought forward from previous Abstracts (if any)</i>	
	<i>結轉下一摘要 Carried forward to next Abstract</i>	

† 請註明貨幣單位(例如：港元、美元)
Please specify the currency (e.g. HKD, USD)

本摘要包括 _____ 張續頁。

This Abstract includes _____ Continuation Sheet(s).

(註 Note 4) **簽署 Signed :**

姓名 Name : _____
 接管人/經理人/接管人兼經理人*
Receiver/Manager/Receiver & Manager *

日期 Date : _____
 日 DD / 月 MM / 年 YYYY

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

公司條例(香港法例第 32 章)
第 300A(2) 及 301(1)條規定提交的
接管人或經理人的收支摘要

填表須知 — 表格 RC3

附註

引言

1. 根據《公司條例》第 300A(2)條的規定，凡公司的全部財產或實質上全部財產的接管人或經理人，是代表以浮動押記作保證的公司任何債權證的持有人而獲委任的，該接管人或經理人須向有關人士，其中包括公司註冊處處長，送交列明其收支的摘要。

第 301(1)條規定，凡根據任何其他文書所載權力而獲委任的公司財產接管人或經理人，亦須向處長送交列明其收支的摘要。

本表格是用以提交這些摘要。

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. 本表格必須由接管人或經理人簽署。如多位接管人或經理人獲委任為聯名接管人或聯名經理人，本表格必須由所有接管人或經理人簽署；但如聯名接管人或聯名經理人獲委任為共同及各別執行職務者，則可個別簽署本表格。

收支摘要所涵蓋的始末日期 (第 4 項)

5. 根據第 300A(2)條而製備的摘要須涵蓋的期間如下：
 - (a) 首份摘要：在接管人或經理人獲委任之日起計的一段 12 個月期間；
 - (b) 隨後的摘要：隨後的每段 12 個月期間；及
 - (c) 最後一份摘要：由最近一份摘要所涵蓋的期間終結至接管人或經理人停任之日止的一段期間。

摘要須在每一段期間屆滿後 2 個月內送交處長。

6. 根據第 301(1)條而製備的摘要須涵蓋的期間如下：
 - (a) 首份摘要：在接管人或經理人獲委任之日起計的一段 6 個月期間；
 - (b) 隨後的摘要：隨後的每段 6 個月期間；及
 - (c) 最後一份摘要：由最近一份摘要所涵蓋的期間終結至接管人或經理人停任之日止的一段期間。

摘要須在每一段期間屆滿後 1 個月內送交處長。

摘要 (第 5 項)

7. 接管人或經理人應在每份摘要內列明其在有關期間內的收支。除首份摘要外，所有承轉自上一份摘要的總收入及總支出，須在第 5 項(a)部(關乎收入)及(b)部(關乎支出)分別列出。結轉至下一份摘要的總收入及總支出應等同接管人或經理人自獲委任的日期以來所收取及支付的總款額。
8. 如第 5 項的空位不足夠列出有關期間內的各項收入或支出，請用續頁填報。收入及支出須載於不同的續頁。每張續頁均須述明該頁所列出的各項收入或支出的總額。如使用續頁，請在第 5 項(a)部(關乎收入)或(b)部(關乎支出)列明每張續頁的號碼及該頁的總額。

RECEIVER OR MANAGER'S ABSTRACT OF RECEIPTS AND PAYMENTS

Required by Companies Ordinance (Cap. 32)

Sections 300A(2) & 301(1)

Notes for Completion of Form RC3

Introduction

1. Under section 300A(2) of the Companies Ordinance, if a Receiver or Manager of the whole or substantially the whole of the property of the company is appointed on behalf of the holders of any debentures of the company secured by a floating charge, the Receiver or Manager is required to send abstracts showing his receipts and payments to, inter alia, the Registrar of Companies.

Under section 301(1), abstracts showing receipts and payments should also be sent to the Registrar where a Receiver or Manager of the property of a company has been appointed under the power contained in any other instrument.

This form should be used for submitting such abstracts.

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 the Receiver or the Manager. If Joint Receivers or Managers are appointed, all Receivers or Managers should sign the form unless they are appointed to act jointly and severally.

Period Covered by the Abstract of Receipts and Payments (Section 4)

5. An abstract required by section 300A(2) should be prepared to cover the respective periods as stated below :
 - (a) First Abstract : 12 months from the date of the appointment of the Receiver or Manager;
 - (b) Subsequent Abstract : every subsequent period of 12 months; and
 - (c) Final Abstract : from the end of the period of the last preceding abstract up to the date when the Receiver or Manager ceases to act.

The abstract should be sent to the Registrar within 2 months after the expiration of each period.

6. An abstract required by section 301(1) should be prepared to cover the respective periods as stated below :
 - (a) First Abstract : 6 months from the date of the appointment of the Receiver or Manager;
 - (b) Subsequent Abstract : every subsequent period of 6 months; and
 - (c) Final Abstract : from the end of the period of the last preceding abstract up to the date when the Receiver or Manager ceases to act.

The abstract should be sent to the Registrar within 1 month after the expiration of each period.

Abstract (Section 5)

7. The Receiver or Manager should show in each abstract his receipts and payments during the period. Except for the First Abstract, the aggregate amounts of receipts and payments brought forward from the preceding abstract should be shown separately under Part (a) (for Receipts) and Part (b) (for Payments) of Section 5. The two gross totals of receipts and payments for carrying forward to the next abstract shall equal to the respective totals of amounts received and paid by the Receiver or Manager since the date of appointment.

8. Continuation sheets should be used if the space in Section 5 is insufficient for showing the receipts or payments in the period. Receipts and payments should be shown on different continuation sheets. Each continuation sheet should state the total amount of the receipts or the payments listed on the sheet. Where continuation sheets are used, please state the sheet number and the total amount of each continuation sheet in Part (a) (for Receipts) or Part (b) (for Payments) of Section 5.