



公司註冊處
COMPANIES REGISTRY

怎樣購買指明表格

How to Purchase Specified Forms



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類別 Category	表格編號 Form Number	表格名稱 / 產品名稱 Name of Form / Product	單位(港元) Unit Price HK\$
唯讀光碟 CD-ROM	-	全套指明表格(光碟載有全套以中文 MS Word 2000 格式製備的指明表格及以可輸入資料的 Adobe pdf 格式製備的一些較常提交的指明表格。) A full set of specified forms (The CD-ROM contains a full set of specified forms prepared in MS Chinese Word 2000 format. Some commonly filed specified forms are also prepared in Adobe fillable pdf format.)	30
周年申報表/帳目 Annual Return/Accounts	AC1	附屬公司資料陳述書 Statement of Particulars of Subsidiaries	4
	AC2	持有非附屬公司股份的資料陳述書 Statement of Particulars of Shareholdings in Non-Subsidiary Companies	4
	AC3	修訂帳目或報告的陳述書 Statement of Revision of Accounts or Reports	4
	AR1	周年申報表 Annual Return	7
	AR2	周年申報表 - 資料並無改變的證明書 (有股本的非私人公司) Annual Return - Certificate of No Change (Company having a share capital and not being a private company)	4
	AR3	周年申報表 - 資料並無改變的證明書 (有股本的私人公司) Annual Return - Certificate of No Change (Private Company having a share capital)	4
核數師 Auditor	A1	免任核數師通知書 Notification of Removal of Auditor	4
更改公司名稱 Change of Company Name	NC2	更改公司名稱通知書 Notification of Change of Company Name	4
	NC4	法院命令禁制公司使用名稱通知書 Notification of Court Order Restraining Company from Use of Name	4
撤銷註冊 Deregistration	DR1	不營運私人公司撤銷註冊申請書 Application for Deregistration of a Defunct Private Company	4
董事及秘書 Director & Secretary	D2A	秘書及董事更改通知書 (委任/離任) Notification of Change of Secretary and Director (Appointment/Cessation)	7
	D2B	秘書及董事資料更改通知書 Notification of Change of Particulars of Secretary and Director	4
	D4	秘書及董事辭職通知書 Notification of Resignation of Secretary and Director	4
	D5	備任董事通知書 (提名/離任) Notification of Reserve Director (Nomination/Cessation)	4
	D6	備任董事接受提名同意書 Acceptance of Nomination as Reserve Director	4
	D7	備任董事資料更改通知書 Notification of Change of Particulars of Reserve Director	4
	D8	備任董事辭職通知書 Notification of Resignation of Reserve Director	4
	本地公司註冊 Incorporation of Local Companies	NC1	法團成立表格 (股份有限公司) (此表格必須連同 IRBR1 一併提交) Incorporation Form (Company Limited by Shares) (This form must be submitted with IRBR1)
NC1G		法團成立表格 (股份有限公司以外的公司) (此表格必須連同 IRBR1 一併提交) Incorporation Form (Company Not Limited by Shares) (This form must be submitted with IRBR1)	7
NC3		出任首任董事職位同意書 Consent to Act as First Director	4
審查 Inspection	IN1	委任審查員通知書 Notification of Appointment of Inspector	4
	IN2	審查員提交最後報告通知書 Notification of Submission of Final Report of Inspector	4
註冊辦事處或登記冊備存地點 Location of Registered Office & Registers	R1	註冊辦事處地址更改通知書 Notification of Change of Address of Registered Office	4
	R2	登記冊備存地點通知書 Notification of Location of Registers	4
按揭及押記* Mortgage & Charges*	M1	按揭或押記詳情 Mortgage or Charge Details	4
	M2	清償或財產解除押記備忘錄 Memorandum of Satisfaction or Release of Property from Charge	4
	M3	承按人行使財產管有權通知書 Notification of Mortgagee Entering into Possession of Property	4
	M4	承按人不再管有財產通知書 Notification of Mortgagee Going out of Possession of Property	4
	M5	委任接管人或經理人通知書 Notification of Appointment of Receiver or Manager	4
	M6	停任接管人或經理人通知書 Notification of Receiver or Manager Ceasing To Act	4
	M7	接管人、經理人或管有財產的承按人資料更改通知書 Notification of Change of Particulars of Receiver, Manager or Mortgagee in Possession of Property	4
非香港公司* Non-Hong Kong Companies*	N1	在香港註冊的非香港公司詳情(此表格必須連同 IRBR2 一併提交) Particulars of a Non-Hong Kong Company Registered in Hong Kong (This form must be submitted with IRBR2)	7
	N2	非香港公司終止授權代表的登記 Termination of Registration of Authorized Representative of a Non-Hong Kong Company	4
	N3	非香港公司周年申報表 Annual Return of a Non-Hong Kong Company	7
	N4	非香港公司周年申報表-資料並無改變的證明書 Annual Return of a Non-Hong Kong Company - Certificate of No Change	4

* 所有關於按揭及押記的表格亦適用於非香港公司

All forms in relation to Mortgages & Charges are also applicable to non-Hong Kong Companies

類別 Category	表格編號 Form Number	表格名稱 Name of Form	單價(港元) Unit Price HK\$	
非香港公司* Non-Hong Kong Companies* (續 Cont'd)	N5	非香港公司修改憲章、規程等的通知書 Notification of Alteration in the Charter, Statutes etc. of a Non-Hong Kong Company	4	
	N6	非香港公司秘書及董事更改通知書(委任/離任) Notification of Change of Secretary and Director of a Non-Hong Kong Company (Appointment / Cessation)	4	
	N7	非香港公司秘書及董事資料更改通知書 Notification of Change of Particulars of Secretary and Director of a Non-Hong Kong Company	4	
	N8	非香港公司授權代表更改通知書 Notification of Change of Authorized Representative of a Non-Hong Kong Company	7	
	N9	非香港公司更改地址通知書 Notification of Change of Address of a Non-Hong Kong Company	4	
	N10	非香港公司更改法人名稱通知書 Notification of Change in the Corporate Name of a Non-Hong Kong Company	4	
	N11	非香港公司開始清盤及清盤人詳情通知書 Notification of Commencement of Liquidation and Particulars of Liquidator of a Non-Hong Kong Company	4	
	N12	非香港公司獲批准在香港經營業務所採用的名稱的陳述書 Statement of Approved Name for Carrying on Business in Hong Kong by a Non-Hong Kong Company	4	
	N13	非香港公司在香港不再設有營業地點通知書 Notification of Cessation of Having a Place of Business in Hong Kong of a Non-Hong Kong Company	4	
	N14	非香港公司解散通知書 Notification of Dissolution of a Non-Hong Kong Company	4	
	N15	非香港公司修訂帳目的陳述書 Statement of Revision of Accounts of a Non-Hong Kong Company	4	
	接管 Receivership	RC1	向公司發出的委任接管人或經理人的通知書 Notice to Company of Appointment of Receiver or Manager	4
		RC2	資產負債狀況說明書 Statement of Affairs	7
		RC3	接管人或經理人的收支摘要 Receiver or Manager's Abstract of Receipts and Payments	4
	重組 Reconstruction	RE1	致持異議的股東的通知(公司全面收購少數股東的股份的權利) Notice to Dissenting Shareholders (Right of Company to Buy Out Minority Shareholders)	4
RE2		致持異議的股東的通知(少數股東獲公司全面收購股份的權利) Notice to Dissenting Shareholders (Right of Minority Shareholders to be Bought Out by Company)	4	
重新註冊 Re-registration	U1	重新註冊為有限公司申請書 Application for Re-registration as a Limited Company	4	
股本 Share Capital	SC1	股份分配申報表 Return of Allotments	4	
	SC2	公司購買本身股份申報表 Return by a Company Purchasing its Own Shares	4	
	SC3	向法院申請取消特別決議通知書(關於從資本中撥款贖回或購買股份) Notification of Application to the Court for the Cancellation of a Special Resolution (Regarding Redemption or Purchase of Shares out of Capital)	4	
	SC4	名義股本增加通知書 Notification of Increase in Nominal Share Capital	4	
	SC5	與股份分配有關的合約細則申報表 Return of Particulars of a Contract Relating to Share Allotment	4	
	SC6	須付股份佣金的陳述書 Statement of Payable Share Commission	4	
	SC7	資助收購股份陳述書 Statement of Financial Assistance for the Acquisition of Shares	4	
	SC8	資助收購股份陳述書(由控股公司的過半數董事作出) Statement of Financial Assistance for the Acquisition of Shares (By a Majority of Directors of a Holding Company)	4	
	SC9	向法院申請取消特別決議通知書(關於為收購股份而給予資助) Notification of Application to the Court for the Cancellation of a Special Resolution (Regarding Financial Assistance for the Acquisition of Shares)	4	
	SC10	從資本中撥款贖回或購買股份的陳述書 Statement of Redemption or Purchase of Shares out of Capital	4	
	SC11	更改股本結構通知書 Notification of Change of Share Capital Structure	4	
	SC12	遵從減少股本規定的陳述書 Statement of Compliance on Reduction of Share Capital	4	
股票 Share Certificates	S1	發出新股票申請書 Application for the Issue of a New Share Certificate	4	
	S2	有關擬發出新股票的公告(報章公告) Notice of Intention to Issue New Share Certificate (Newspaper Notice)	4	
	S3	有關擬發出新股票的公告(憲報公告) Notice of Intention to Issue New Share Certificate (Gazette Notice)	4	
	S4	有關取消原有股票及發出新股票的公告 Notice of Cancellation of Original Share Certificate and Issue of New Certificate	4	
清盤 Winding up	W1	有償能力證明書 Certificate of Solvency	4	
	W2	因無能力繼續業務而自動清盤的陳述書 Statement of Voluntary Winding Up in Case of Inability to Continue Business	4	
	W3	委任清盤人或臨時清盤人通知書 Notification of Appointment of Liquidator or Provisional Liquidator	4	
	W4	清盤人或臨時清盤人資料更改通知書 Notification of Change of Particulars of Liquidator or Provisional Liquidator	4	
	W5	清盤人或臨時清盤人離任通知書 Notification of Liquidator or Provisional Liquidator Ceasing to Act	4	
	W6	免除清盤人職務證明書 Certificate of Release of Liquidator	4	

* 所有關於按揭及押記的表格亦適用於非香港公司
All forms in relation to Mortgages & Charges are also applicable to non-Hong Kong Companies

所有指明表格以中文 MS Word 2000 及 Adobe pdf 格式製備。一些較常提交的指明表格亦以可輸入資料的 Adobe pdf 格式製備。

All specified forms are prepared in MS Chinese Word 2000 and Adobe pdf formats. Some commonly filed specified forms are also prepared in Adobe fillable pdf format.

在公司註冊處網站下載指明表格

To download specified forms from the Companies Registry's website

附錄所列的指明表格可從公司註冊處網站(www.cr.gov.hk)免費下載。

The specified forms in the Appendix can be downloaded free of charge from the Companies Registry's website (www.cr.gov.hk).

在公司註冊處購買指明表格

To purchase specified forms at the Companies Registry

所有指明表格亦以唯讀光碟(全套)或印文本的形式在公司註冊處發售。

All specified forms are also available for sale at the Companies Registry in the form of CD-ROMs (whole set) or hard copies.

請依循下列步驟：

Please follow the following steps -

- 1 到金鐘道政府合署 14 樓的詢問處索取申請表格。
Obtain an application form from the Information Counter at the 14th floor of the Queensway Government Offices.
- 2 填寫申請表格。
Fill in the application form.
- 3 將填妥的申請表格連同費用交往 12 號收款櫃檯。客戶可以現金或「易辦事」繳付所需費用。
Present the completed application form and fee at Shroff Counter No.12. Customers can use cash or EPS to pay the required fee.
- 4 在 12 號收款櫃檯領取收據及指明表格或唯讀光碟。
Collect your receipt and specified form(s) or CD-ROM(s) at Shroff Counter No. 12.

註 Notes

- ❖ 售出的表格或唯讀光碟恕不退換。
Forms or CD-ROMs once purchased are not returnable.
- ❖ 提交文件前，請參閱《向公司註冊處提交文件須知》及《主要服務收費表》資料小冊子。
Before you present documents, please refer to the information pamphlets "Information on Presenting Documents to the Companies Registry" and "Price Guide to Main Services".
- ❖ 你可於公司註冊處網站(www.cr.gov.hk)下載資料小冊子。
You can download information pamphlets at www.cr.gov.hk.
- ❖ 如有查詢，請致電(852) 2867 2600。
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