



公司註冊處  
Companies Registry

有限合夥基金  
地址、紀錄的保存地點及投資範圍  
的更改通知

Notification of Change in  
Address, Location of Records and  
Investment Scope of  
Limited Partnership Fund

表格  
Form **LPF4A**

編號 Number

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註 Note

1 有限合夥基金名稱 Name of the Limited Partnership Fund

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請只填報有更改的項目 Please complete item(s) with change(s) only

2 註冊辦事處地址的更改 Change in Address of Registered Office

新註冊辦事處地址 New Address of Registered Office

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

生效日期  
Effective Date

室／樓／座等  
Flat / Floor / Block etc.

--

大廈  
Building

--

街道／屋苑／地段／村等  
Street / Estate / Lot /  
Village etc.

--

區  
District

--

地區  
Region

香港 / HONG KONG
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日 DD 月 MM 年 YYYY

提交人資料 Presentor's Reference

姓名／名稱 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

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### 3 主要營業地點的更改 Change in Principal Place of Business

#### 新主要營業地點 New Principal Place of Business

室／樓／座等  
Flat／Floor／Block etc.

--

大廈  
Building

--

街道／屋苑／地段／村等  
Street／Estate／Lot／Village  
etc.

--

區／市／省／州／郵遞區號等  
District／City／Province／  
State／Postal Code etc.

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國家／地區  
Country／Region

--

生效日期  
Effective Date

日 DD	月 MM	年 YYYY

### 4 電郵地址 Email Address

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生效日期  
Effective Date

日 DD	月 MM	年 YYYY

### 5 香港聯絡電話號碼 Hong Kong Contact Telephone Number

+852	
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生效日期  
Effective Date

日 DD	月 MM	年 YYYY

### 6 投資範圍的更改 Change in Investment Scope

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生效日期  
Effective Date

日 DD	月 MM	年 YYYY

**7 紀錄的保存地點的更改 Change of Place in which Records are Kept**

(如涉及多於一個地點，請用續頁填報 Use Continuation Sheet if more than one place is involved)

**A. 有關紀錄 Record(s) Involved**

請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)

☐

經審計的基金的財務報表

Audited Financial Statements of the Fund

☐

合夥人紀錄冊

Register of Partners

☐

客戶文件、紀錄及檔案

Documents, Records and Files of Customers

☐

交易文件及紀錄

Documents and Records of Transactions

☐

每名合夥人的控權人

Controller of Each Partner

**B. 新的保存紀錄地點 New Place for Keeping Records**

請在適用的空格內加上 ✓ 號並填上生效日期 Please tick the relevant box(es) and fill in the effective date

☐

轉為保存於註冊辦事處

Changed to be Kept at the Registered Office

☐

註冊辦事處以外的保存地點

Place other than the Registered Office

室／樓／座等

Flat／Floor／Block etc.

大廈

Building

街道／屋苑／地段／村等

Street／Estate／Lot／Village etc.

區

District

地區

Region

生效日期 Effective Date

日 DD

月 MM

年 YYYY

**9 備註 Remarks**

本通知書所包括的續頁數目

Number of Continuation Sheet(s) included in this Notification

**6 簽署 Signed :**

姓名 Name :

身分 Capacity :

(如適用 if applicable)

普通合夥人  
General Partner

日期 Date :

日 DD / 月 MM / 年 YYYY

編號 Number

7 紀錄的保存地點的更改 Change of Place in which Records are kept

8 A. 有關紀錄 Record(s) Involved

請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)

☐

經審計的基金的財務報表  
Audited Financial Statements of the Fund

☐

合夥人紀錄冊  
Register of Partners

☐

客戶文件、紀錄及檔案  
Documents, Records and Files of Customers

☐

交易文件及紀錄  
Documents and Records of Transactions

☐

每名合夥人的控權人  
Controller of Each Partner

B. 新的保存紀錄地點 New Place for Keeping Records

請在適用的空格內加上 ✓ 號並填上生效日期 Please tick the relevant box(es) and fill in the effective date

☐

轉為保存於註冊辦事處  
Changed to be Kept at the Registered Office

☐

註冊辦事處以外的保存地點  
Place other than the Registered Office

室／樓／座等  
Flat／Floor／Block etc.

大廈  
Building

街道／屋苑／地段／村等  
Street／Estate／Lot／Village etc.

區  
District

地區  
Region

香港／HONG KONG

生效日期 Effective Date

日 DD

月 MM

年 YYYY

9 備註 Remarks

《有限合夥基金條例》(第 637 章)

第 25 及 31 條規定交付的

有限合夥基金地址、紀錄的保存地點及投資範圍的更改通知

填表須知 — 表格 LPF4A

附註

引言

1. 有限合夥基金(「基金」)的註冊辦事處地址、主要營業地點、投資範圍，或根據《有限合夥基金條例》(「該條例」)第 29 條提述的紀錄的保存地點如有任何更改，基金的普通合夥人必須在更改發生後的 15 日內，將有關更改的通知以本表格送交公司註冊處處長(「處長」)存檔。
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。以手寫方式填寫的表格或不會被公司註冊處接納。
3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。
4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格須視為未曾按該條例規定交付處長。

費用

5. 本表格必須連同正確的費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《有限合夥基金註冊後須向公司註冊處交付文件的責任》資料小冊子。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

簽署

6. 本表格必須由基金的普通合夥人簽署。公司註冊處不接納未簽妥的表格。
  - (a) 如該普通合夥人是自然人，本表格必須由該人簽署，並填上該人的全名。
  - (b) 如該普通合夥人是根據《公司條例》(第 622 章)或《舊有公司條例》成立為法團的私人股份有限公司，本表格必須由該公司的一名董事或公司秘書簽署，並填上簽署人的全名及身分。
  - (c) 如該普通合夥人是註冊非香港公司，本表格必須由該公司的一名董事、公司秘書、經理或獲授權代表(《公司條例》第 774(1)條所界定者)簽署，並填上簽署人的全名及身分。
  - (d) 如該普通合夥人屬經遷冊公司的私人股份有限公司，本表格必須由該公司的一名董事或公司秘書簽署，並填上簽署人的全名及身分。
  - (e) 如該普通合夥人是根據《有限責任合夥條例》(第 37 章)註冊的有限責任合夥，或具有法人資格的非香港有限責任合夥，本表格必須由該有限責任合夥的一名普通合夥人簽署，並填上簽署人的全名及身分。
  - (f) 如該普通合夥人是另一有限合夥基金或不具有法人資格的非香港有限責任合夥，本表格必須由根據該條例第 23 條獲委任為該基金的獲授權代表簽署。
    - (i) 如該獲授權代表是自然人，則由該人簽署，並填上該人的全名及身分。
    - (ii) 如該獲授權代表是公司，則由該公司的一名董事或公司秘書簽署，並填上簽署人的全名及身分。
    - (iii) 如該獲授權代表是註冊非香港公司，則由該公司的一名董事、公司秘書、經理或獲授權代表(《公司條例》第 774(1)條所界定者)簽署，並填上簽署人的全名及身分。

## 紀錄的保存地點的更改 (第 7 項)

7. 基金的普通合夥人或投資經理須在基金的註冊辦事處或處長已獲悉的香港任何其他地方，保存以下紀錄—
  - (a) 基金的財務報表，而該報表是由根據該條例第 21 條委任的核數師審計的；
  - (b) 合夥人紀錄冊；
  - (c) 就基金的客戶(包括基金的有限責任合夥人)而言，《打擊洗錢及恐怖分子資金籌集條例》(第 615 章)附表 2 第 20(1)(b)條描述的文件、紀錄及檔案；
  - (d) 基金進行的每項交易的文件及紀錄；及
  - (e) 基金的每名合夥人的控權人。
8. 如僅因有關基金的註冊辦事處地址更改，而有基金紀錄的保存地點的更改，基金的普通合夥人無須就紀錄的保存地點的更改交付更改通知。
9. 如有關紀錄的不同部分保存於不同的地點，請於「備註」一欄內清楚述明保存於該地點的相關部分。例如，某紀錄按時段保存於不同的地點時，須於「備註」一欄內述明保存於該地點的紀錄所涵蓋的時段，並用續頁填報其餘地點。

# **NOTIFICATION OF CHANGE IN ADDRESS, LOCATION OF RECORDS AND INVESTMENT SCOPE OF LIMITED PARTNERSHIP FUND**

**For the purposes of sections 25 and 31 of Limited Partnership Fund Ordinance (Cap. 637)**

## **Notes for Completion of Form LPF4A**

### **Introduction**

1. Where there is a change in the address of the registered office, principal place of business, investment scope of the limited partnership fund (the fund) or the place in which the records referred to in section 29 of the Limited Partnership Fund Ordinance (the Ordinance) are kept, the general partner in the fund must file a notification of the change in this form with the Registrar of Companies (the Registrar) within 15 days after the change occurs.
2. Please fill in all particulars and complete all items consistently in either Chinese or English. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may 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.
4. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form is taken as not having been delivered to the Registrar as required by the Ordinance.

### **Fee**

5. This form must be delivered with the correct fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlet on 'Filing Obligations of a Limited Partnership Fund after registration' for the fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

### **Signature**

6. This form must be signed by the general partner of the fund. A form which is not properly signed will be rejected by the Companies Registry.
  - (a) If the general partner is a natural person, this form must be signed by that person with the full name of that person stated.
  - (b) If the general partner is a private company limited by shares incorporated under the Companies Ordinance (Cap. 622) or a former Companies Ordinance, this form must be signed by a director or company secretary of the company with the full name and capacity of the signatory stated.
  - (c) If the general partner is a registered non-Hong Kong company, this form must be signed by a director, company secretary, manager, or authorized representative (as defined by section 774(1) of the Companies Ordinance) of the company with the full name and capacity of the signatory stated.
  - (d) If the general partner is a private company limited by shares that is a re-domiciled company, this form must be signed by a director or company secretary of the company with the full name and capacity of the signatory stated.
  - (e) If the general partner is a limited partnership registered under the Limited Partnerships Ordinance (Cap. 37) or a non-Hong Kong limited partnership with a legal personality, this form must be signed by a general partner in the limited partnership with the full name and capacity of the signatory stated.
  - (f) If the general partner is another limited partnership fund or a non-Hong Kong limited partnership without a legal personality, this form must be signed by the authorized representative appointed under section 23 of the Ordinance.
    - (i) If the authorized representative is a natural person, this form must be signed by that person with the full name and capacity of that person stated.
    - (ii) If the authorized representative is a company, this form must be signed by a director or company secretary of the company with the full name and capacity of the signatory stated.
    - (iii) If the authorized representative is a registered non-Hong Kong company, this form must be signed by a director, company secretary, manager, or authorized representative (as defined by section 774(1) of the Companies Ordinance) of the company with the full name and capacity of the signatory stated.

### **Change of Place in which Records are kept (Section 7)**

7. The general partner in the fund or the investment manager of the fund must keep the following records at the registered office of the fund or any other place in Hong Kong made known to the Registrar—
  - (a) the financial statements of the fund audited by the auditor appointed under section 21 of the Ordinance;
  - (b) a register of partners;
  - (c) in relation to a customer of the fund (including a limited partner in the fund)—the documents, records and files described in section 20(1)(b) of Schedule 2 to the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615);
  - (d) documents and records of each transaction carried out by the fund; and
  - (e) the controller of each of the partners in the fund.
8. If there is a change of the place in which records are kept only because of the change of the address of the fund's registered office, the general partner in the fund need not file a notification of change of the place in this form.
9. Where different parts of the record are kept at different places, please state clearly in the "Remarks" box the specific parts of the record kept in the stated place (e.g. in the case where a record covering different periods is kept at different places, state the period covered by the specific part of the record that is kept at the stated place in the relevant "Remarks" box) and use continuation sheet(s) to report the remaining place(s).