



公司註冊處  
Companies Registry

開放式基金型公司 –  
委任董事及非香港居民董事的  
法律程序文件代理人的通知書  
Open-ended Fund Company –  
Notice of Appointment of Director and  
Process Agent of Non-resident Director

表格  
Form **OFCD1**  
(SFC)

商業登記號碼  
Business Registration Number

**重要事項 Important Note**

此表格須經由證券及期貨事務監察委員會交付公司註冊處。

This form should be delivered to the Securities and Futures Commission for sending to the Companies Registry.

註 Note

**1 公司名稱 Company Name**

**2 委任董事 Appointment of Director**

(如委任超過一名董事，請用續頁 A 填報 Use Continuation Sheet A if more than 1 director is appointed)

中文姓名  
Name in Chinese

英文姓名  
Name in English

姓氏  
Surname

名字  
Other Names

前用姓名  
Previous Names

中文  
Chinese

英文  
English

別名  
Alias

中文  
Chinese

英文  
English

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**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**



**2 委任董事 Appointment of Director** (續上頁 cont'd)

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通常住址  
Usual Residential Address

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.

國家／地區  
Country/Region

  
  
  
  


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身分識別 Identification

(a) 香港身分證號碼

Hong Kong Identity Card Number

 (  )

(b) 護照

Passport

簽發國家／地區  
Issuing Country/Region

號碼  
Number

  


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電郵地址  
Email Address

委任日期

Date of Appointment

日 DD

月 MM

年 YYYY

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出任董事職位同意書 **Consent to Act as Director**

本人同意擔任公司的董事，並確認本人已年滿 18 歲。

I consent to act as director of this company and confirm that I have attained the age of 18 years.

簽署 Signed : \_\_\_\_\_



### 3 非香港居民董事的法律程序文件代理人的詳情 Details of Process Agent of Non-resident Director

(只有通常住址在香港以外地方的董事才須要法律程序文件代理人。如超過一名法律程序文件代理人獲委任，請用續頁 B 填報  
A process agent is only required for a director whose usual residential address is outside Hong Kong. Use Continuation Sheet B if more than 1 process agent is appointed)

#### A. 法律程序文件代理人的詳情 Details of Process Agent

中文姓名／名稱  
Name in Chinese

英文姓名／名稱  
Name in English

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地址  
Address

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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#### B. 委任上述法律程序文件代理人的董事的姓名 Name(s) of Director(s) who has/have Appointed the above Process Agent

本表格包括下列續頁 This Form includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B
頁數 Number of pages		

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簽署 Signed :

姓名 Name : \_\_\_\_\_ 日期 Date : \_\_\_\_\_  
董事 Director 日 DD / 月 MM / 年 YYYY



**委任董事(第 2 項) Appointment of Director (Section 2)**

中文姓名 Name in Chinese	<input type="text"/>		
英文姓名 Name in English	姓氏 Surname	<input type="text"/>	
	名字 Other Names	<input type="text"/>	
前用姓名 Previous Names	中文 Chinese	<input type="text"/>	
	英文 English	<input type="text"/>	
別名 Alias	中文 Chinese	<input type="text"/>	
	英文 English	<input type="text"/>	
8 通常住址 Usual Residential Address	室／樓／座等 Flat/Floor/Block etc.	<input type="text"/>	
	大廈 Building	<input type="text"/>	
	街道／屋苑／地段／村等 Street/Estate/Lot/Village etc.	<input type="text"/>	
	區／市／省／州／郵遞區號等 District/City/Province/State/Postal Code etc.	<input type="text"/>	
	國家／地區 Country/Region	<input type="text"/>	

**9 身分識別 Identification**

(a) 香港身分證號碼 Hong Kong Identity Card Number	<input type="text"/>	( <input type="text"/> )
(b) 護照 Passport	簽發國家／地區 Issuing Country/Region	<input type="text"/>
	號碼 Number	<input type="text"/>

**10 電郵地址  
Email Address**

**委任日期  
Date of Appointment**

<input type="text"/>	<input type="text"/>	<input type="text"/>
日 DD	月 MM	年 YYYY

**11 出任董事職位同意書 Consent to Act as Director**

本人同意擔任公司的董事，並確認本人已年滿 18 歲。  
I consent to act as director of this company and confirm that I have attained the age of 18 years.

簽署

Signed : \_\_\_\_\_



非香港居民董事的法律程序文件代理人的詳情(第 3 項)  
**Details of Process Agent of Non-resident Director (Section 3)**

A. 法律程序文件代理人的詳情 **Details of Process Agent**

中文姓名／名稱  
Name in Chinese

英文姓名／名稱  
Name in English

12

地址 室／樓／座等  
Address 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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B. 委任上述法律程序文件代理人的董事的姓名  
**Name(s) of Director(s) who has/have Appointed the above Process Agent**



**《證券及期貨(開放式基金型公司)規則》(第 571AQ 章)  
第 106(1)條規定交付的**

**開放式基金型公司－委任董事及  
非香港居民董事的法律程序文件代理人的通知書**

**填表須知 — 表格 OFCD1(SFC)**

**附註**

**引言**

1. (a) 本表格是用以通知公司註冊處處長(「處長」)有關開放式基金型公司的董事的委任。除非證券及期貨事務監察委員會(「證監會」)已就董事的委任給予核准，否則有關公司不得根據《證券及期貨(開放式基金型公司)規則》(「該規則」)第101條或第103條委任該董事。公司須根據該規則第106(1)條，在董事獲委任後的15日內將本表格交付處長登記。本表格須經由證監會交付處長登記，證監會會將表格送交處長。
  - (b) 每間開放式基金型公司必須有最少兩名董事。法人團體不得獲委任為公司的董事。
  - (c) 本表格亦可用以通知處長有關開放式基金型公司的非香港居民董事的法律程序文件代理人的委任。
2. 請使用適當的表格申報下列更改—

更改事項	表格
開放式基金型公司董事及非香港居民董事的法律程序文件代理人的停任	表格 OFCD2
開放式基金型公司董事詳情的更改	表格 OFCD3
開放式基金型公司非香港居民董事的法律程序文件代理人詳情的更改	表格 OFCPA1

3. 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。
4. 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。
5. 你可郵寄或親身交付本表格到「香港鯉魚涌華蘭路 18 號港島東中心 54 樓證券及期貨事務監察委員會」。如以郵寄方式交付表格而證監會並沒有收到該表格的話，則該表格不會視作曾為遵從該規則中有關條文的規定而作出交付。

**簽署**

6. 本表格必須由一名董事簽署。公司註冊處不接納未簽妥的表格。

**商業登記號碼**

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。

**委任董事 (第 2 項)**

8. 請申報董事的通常住址。如屬非香港地址，請同時申報「國家／地區」一欄，並在第 3 項提供其法律程序文件代理人的資料。本處不接納「轉交」地址及郵政信箱號碼。

9. 請申報董事的香港身分證號碼。如該人並非香港身分證持有人，請申報其所持護照的號碼及簽發國家／地區。如該人並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」。
10. 請提供董事的電郵地址(如有的話) 以方便聯絡。如電郵地址其後有任何更改，請以表格 OFCD3 通知公司註冊處。
11. 每名獲委任的董事均須在本表格的「出任董事職位同意書」上簽署。

**非香港居民董事的法律程序文件代理人的詳情 (第 3 項)**

12. 請填報法律程序文件代理人在香港的地址 —
- (a) 如法律程序文件代理人是個人，請註明該人的通常住址。
- (b) 如法律程序文件代理人是公司，請註明該公司的註冊辦事處地址。
- (c) 如法律程序文件代理人是合夥，請註明該合夥的主要營業地點。
- 本處不接納「轉交」地址及郵政信箱號碼。
13. 請註明委任法律程序文件代理人的董事姓名。

**OPEN-ENDED FUND COMPANY – NOTICE OF APPOINTMENT OF DIRECTOR  
AND PROCESS AGENT OF NON-RESIDENT DIRECTOR**

**For the purposes of rule 106(1) of  
Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)**

**Notes for Completion of Form OFCD1(SFC)**

**Introduction**

1. (a) This form should be used to notify the Registrar of Companies (the Registrar) of the appointment of a director of an open-ended fund company. An appointment as a director under rule 101 or 103 of the Securities and Futures (Open-ended Fund Companies) Rules (the Rules) must not be made unless the Securities and Futures Commission (the Commission) has given its approval to the appointment. This form should be delivered to the Registrar for registration within 15 days after the appointment pursuant to rule 106(1) of the Rules. **This form should be delivered to the Registrar through the Commission.** The Commission will send the form to the Registrar.
  - (b) Every open-ended fund company must have at least two directors. A body corporate must **not** be appointed as a director of the company.
  - (c) This form can also be used to notify the Registrar of the appointment of process agent of a non-resident director of an open-ended fund company.
2. Please use the appropriate form to report the following changes —

Type of change	Form
Cessation of appointment of director and process agent of non-resident director of an open-ended fund company	Form OFCD2
Changes in particulars of director of an open-ended fund company	Form OFCD3
Changes in particulars of process agent of non-resident director of an open-ended fund company	Form OFCPA1

3. 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.
4. 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.
5. This form can be delivered to the Commission by post or in person to "**The Securities and Futures Commission, 54/F, One Island East, 18 Westlands Road, Quarry Bay, Hong Kong**". If the form is delivered by post but the Commission has not received it, the form will not be regarded as having been delivered in satisfaction of the relevant provision of the Rules.

**Signature**

6. This form must be signed by a director. A form which is not properly signed will be rejected by the Companies Registry.

**Business Registration Number**

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required.

**Appointment of Director (Section 2)**

8. Please provide the **usual residential address** of the director. If a non-Hong Kong address is given, please also complete the box for 'Country / Region' and provide details of the director's process agent in Section 3. 'Care of' addresses and post office box numbers are not acceptable.



9. The Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the number and issuing country / region of the passport of the director should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
10. Please provide the email address of the director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form OFCD3.
11. Every newly appointed director must sign the 'Consent to Act as Director' in this form.

**Details of Process Agent of Non-resident Director (Section 3)**

12. Please provide the address of the process agent in **Hong Kong** —
  - (a) If the process agent is an individual, his / her usual residential address should be given.
  - (b) If the process agent is a company, the address of the company's registered office should be given.
  - (c) If the process agent is a partnership, the principal place of business of the partnership should be given.

'Care of' addresses and post office box numbers are not acceptable.
13. Please state the name(s) of the director(s) for whom the process agent is appointed.