



公司註冊處  
Companies Registry

開放式基金型公司 –  
停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 Cessation of Appointment  
of Director and Process Agent of  
Non-resident Director

表格  
Form **OFCD2**

商業登記號碼  
Business Registration Number

註 Note

1 公司名稱 Company Name

2 董事的停任 Cessation to Act as Director

(如超過一名董事停任，請用續頁 A 填報 Use Continuation Sheet A if more than 1 director ceased to act)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文姓名  
Name in Chinese

英文姓名  
Name in English

姓氏  
Surname

名字  
Other Names

身分識別  
Identification

香港身分證號碼  
Hong Kong Identity Card Number

護照號碼  
Passport Number

B. 停任詳情 Details of Cessation

停任原因  
Reason for Cessation

辭職  
Resignation

免任  
Removal

其他  
Others

停任日期  
Date of Cessation

日 DD

月 MM

年 YYYY

4 提交人資料 Presenter'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 非香港居民董事的法律程序文件代理人的停任**  
**Cessation of Process Agent of Non-resident Director**

(如超過一名法律程序文件代理人停任，請用續頁 B 填報 Use Continuation Sheet B if more than 1 process agent ceased to act)

**A. 現時在公司註冊處登記的資料**  
**Particulars Currently Registered with the Companies Registry**

11

中文姓名／名稱  
Name in Chinese

--

英文姓名／名稱  
Name in English

--

12

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

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13

**B. 停任日期**  
**Date of Cessation**

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日 DD

月 MM

年 YYYY

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		

6

簽署 Signed :

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

## 董事的停任(第 2 項)

### Cessation to Act as Director (Section 2)

#### 1 A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文姓名  
Name in Chinese

英文姓名  
Name in English

姓氏  
Surname

名字  
Other Names

身分識別  
Identification

 (  ) 

香港身分證號碼  
Hong Kong Identity Card Number

護照號碼  
Passport Number

#### B. 停任詳情 Details of Cessation

停任原因  
Reason for Cessation

☐

辭職  
Resignation

☐

免任  
Removal

☐

其他  
Others

停任日期  
Date of Cessation

  

日 DD

月 MM

年 YYYY

#### 2 A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文姓名  
Name in Chinese

英文姓名  
Name in English

姓氏  
Surname

名字  
Other Names

身分識別  
Identification

 (  ) 

香港身分證號碼  
Hong Kong Identity Card Number

護照號碼  
Passport Number

#### B. 停任詳情 Details of Cessation

停任原因  
Reason for Cessation

☐

辭職  
Resignation

☐

免任  
Removal

☐

其他  
Others

停任日期  
Date of Cessation

  

日 DD

月 MM

年 YYYY



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

1 A. 現時在公司註冊處登記的資料 Particulars Currently Registered with the Companies Registry

11

中文姓名／名稱  
Name in Chinese

英文姓名／名稱  
Name in English

12

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

13

B. 停任日期  
Date of Cessation

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

2 A. 現時在公司註冊處登記的資料 Particulars Currently Registered with the Companies Registry

11

中文姓名／名稱  
Name in Chinese

英文姓名／名稱  
Name in English

12

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

13

B. 停任日期  
Date of Cessation

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



**《證券及期貨(開放式基金型公司)規則》(第 571AQ 章)  
第 102(6) 及 107(1) 條規定交付的**

**開放式基金型公司－停任董事及  
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 OFCD2**

**附註**

**引言**

1. 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停任，或非香港居民董事的法律程序文件代理人的停任。公司須在有關停任後的 15 日內將本表格交付處長登記。
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委任	表格 OFCD1(SFC)
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，則該表格不會視作曾為遵從《證券及期貨(開放式基金型公司)規則》中有關條文的規定而交付處長。

**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。

**董事的停任 (第 2 項)**

8. 請填報停任的董事已在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格內填上「無」。
9. 如董事去世，請申報其去世日期，作為停任日期。
10. 如停任的董事為非香港居民董事，請於第三項申報其法律程序文件代理人的停任。

**非香港居民董事的法律程序文件代理人的停任 (第 3 項)**

11. 如停任的法律程序文件代理人為個人，請申報其個人姓名。如停任的法律程序文件代理人為某公司或某合夥，請申報公司名稱／合夥名稱。
12. 請註明委任該停任法律程序文件代理人的董事姓名。
13. 如法律程序文件代理人去世，請申報其去世日期，作為停任日期。

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

**For the purposes of rules 102(6) and 107(1) of  
Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)**

**Notes for Completion of Form OFCD2**

**Introduction**

1. This form should be used to notify the Registrar of Companies (the Registrar) of a director or process agent of a non-resident director of an open-ended fund company ceasing to hold office. This form should be delivered to the Registrar for registration within 15 days after the cessation.
2. Please use the appropriate form to report the following changes —

Type of change	Form
Appointment of director and process agent of non-resident director of an open-ended fund company	Form OFCD1(SFC)
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 Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.
5. 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 will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Securities and Futures (Open-ended Fund Companies) 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.

**Cessation to Act as Director (Section 2)**

8. If the director has ceased to hold office and has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.
9. For a deceased director, the date of death should be given as the date of cessation.
10. If the director who has ceased to hold office is a non-resident director, please report in Section 3 the cessation of appointment of his/her process agent.

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

11. If the process agent who is an individual has ceased to be the Director's process agent, his or her name must be specified. If the process agent who is a company or a partnership has ceased to be the Director's process agent, the company name / the partnership's name must be specified.
12. Please state the name(s) of the director(s) appointing the process agent whose appointment has ceased.
13. For a deceased process agent, the date of death should be given as the date of cessation.