



公司註冊處
Companies Registry

開放式基金型公司－
更改法律程序文件代理人
詳情通知書(董事)
**Open-ended Fund Company –
Notice of Change in Particulars of
Process Agent (Director)**

表格 **OFCPA1**
Form

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

2 董事的法律程序文件代理人詳情更改

Change in Particulars of Process Agent of Director

(如涉及超過一名法律程序文件代理人，請用續頁填報 Use Continuation Sheet if more than one process agent is involved)

A. 有關法律程序文件代理人現時在公司註冊處登記的詳情

Particulars of the related Process Agent Currently Registered with the Companies Registry

中文姓名／名稱
Name in Chinese

英文姓名／名稱
Name in English

8

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

5

提交人資料 Presentor's Reference

姓名 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 董事的法律程序文件代理人詳情更改 (續上頁)
Change in Particulars of Process Agent of Director (cont'd)

9 B. 更改詳情 Details of Change(s)
請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 中文姓名／名稱 Name in Chinese

生效日期
Effective Date

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日 DD 月 MM 年 YYYY

(b) 英文姓名／名稱 Name in English

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日 DD 月 MM 年 YYYY

10 (c) 地址 Address

單位／樓層／座數 Flat/Floor/Block

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日 DD 月 MM 年 YYYY

大廈／屋苑 Building/Estate

街道名稱／區 Name of Street/District

香港 / HONG KONG

地區 Region

本通知書包括的續頁數目
Number of Continuation Sheet(s) included in this Notice

7 簽署 Signed :

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

董事的法律程序文件代理人詳情更改(第 2 項)
Change in Particulars of Process Agent of Director (Section 2)

A. 有關法律程序文件代理人現時在公司註冊處登記的詳情
Particulars of the related Process Agent Currently Registered with the Companies Registry

中文姓名／名稱
Name in Chinese

英文姓名／名稱
Name in English

8 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

9 **B. 更改詳情 Details of Change(s)**
請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 中文姓名／名稱 Name in Chinese

生效日期
Effective Date

日 DD	月 MM	年 YYYY

(b) 英文姓名／名稱 Name in English

日 DD	月 MM	年 YYYY

10 (c) 地址 Address

單位／樓層／座數 Flat/Floor/Block

日 DD	月 MM	年 YYYY

大廈／屋苑 Building/Estate

街道名稱／區 Name of Street/District

香港 / HONG KONG

地區 Region

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

開放式基金型公司－更改法律程序文件代理人詳情通知書(董事)

填表須知 — 表格 OFCPA1

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法律程序文件代理人的詳情更改。如有關詳情有任何更改，該公司須在該項更改後的 15 日內，將更改的通知以本表格交付處長登記。
2. 根據《證券及期貨(開放式基金型公司)規則》(「該規則」)第 102(1)條，開放式基金型公司的非香港居民董事須有一名法律程序文件代理人。法律程序文件代理人可以是
 - (a) 通常住址在香港的個人；
 - (b) 一間公司，或
 - (c) 一間律師行或執業會計師事務所。
3. 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的法律程序文件代理人的停任	表格 OFCD2

4. 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。
5. 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。
6. 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該規則中有關條文的規定而交付處長。

簽署

7. 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。

董事的法律程序文件代理人詳情更改(第 2 項)

8. 請註明委任法律程序文件代理人的董事姓名。
9. 請在適當的空格內申報法律程序文件代理人的 **新詳情**，並在相關的空格內註明生效日期。沒有更改的詳情無需填報。
10. 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」地址或郵政信箱號碼。

**OPEN-ENDED FUND COMPANY –
NOTICE OF CHANGE IN PARTICULARS OF PROCESS AGENT (DIRECTOR)**

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

Notes for Completion of Form OFCPA1

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of a director's process agent of an open-ended fund company. This form should be delivered to the Registrar for registration within 15 days after the change in the particulars.
2. Pursuant to rule 102(1) of the Securities and Futures (Open-ended Fund Companies) Rules (the Rules), a non-resident director of an open-ended fund company must have a process agent. A process agent can either be –
 - (a) an individual whose usual residential address is in Hong Kong;
 - (b) a company, or
 - (c) a firm of solicitors or certified public accountants (practising).
3. Please use the appropriate form to report the following changes —

Type of change	Form
Appointment of process agent of a director of an open-ended fund company	Form OFCD1(SFC)
Cessation of appointment of process agent of a director of an open-ended fund company	Form OFCD2

4. 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.
5. 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.
6. 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 Rules.

Signature

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

Change in Particulars of Process Agent of Director (Section 2)

8. Please state the name(s) of the director(s) for whom the process agent is appointed.
9. Please state only the **new particulars** of the process agent in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.
10. 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 or post office box numbers are not acceptable.