



公司註冊處
Companies Registry

開放式基金型公司－
登記冊及紀錄備存地點通知書
Open-ended Fund Company –
Notice of Location of Registers
and Records

表格
Form **OFCR2**

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

2 登記冊及紀錄的備存地點 Location of Registers and Records

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

7

8

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登記冊／紀錄 Registers／Records	備存地點(註冊辦事處以外) Location (Other than the Registered Office)	轉為備存於 註冊辦事處 Changed to be Kept at Registered Office	生效日期 Effective Date (日 / 月 / 年 DD / MM / YYYY)
<input type="checkbox"/> 股東登記冊 Register of Shareholders		<input type="checkbox"/>	
<input type="checkbox"/> 董事登記冊 (非香港居民董事及非香港保 管人的法律程序文件代理人 的紀錄亦須備存於同一地方) Register of Directors (Records of Process Agent(s) of Non-resident Director(s), and of Non-Hong Kong Custodian(s) must be kept at the same location)		<input type="checkbox"/>	
<input type="checkbox"/> 股東決議的文本／股東大會 的議事程序紀錄 Copies of Resolutions of Shareholders, Minutes of Proceedings of General Meetings		<input type="checkbox"/>	

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簽署 Signed :

姓名 Name : _____ 日期 Date : _____

董事 Director

日 DD / 月 MM / 年 YYYY

4

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

《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 68(2)和(4)、98(2)和(3)以及 104(3)和(4)條規定交付的

開放式基金型公司－登記冊及紀錄備存地點通知書

填表須知 — 表格 OFCR2

附註

引言

1. 開放式基金型公司必須根據《證券及期貨(開放式基金型公司)規則》的規定，備存各類登記冊及紀錄於公司的註冊辦事處或已通知公司註冊處處長(「處長」)的另一個在香港的地方。該等登記冊及紀錄包括—

- (a) 股東登記冊(第 67 條)
- (b) 董事登記冊(第 104 條)及
- (c) 股東決議的文本及股東大會的議事程序的紀錄(第 96 條)。

此外，根據《證券及期貨(開放式基金型公司)規則》第 102(3)及 115(3)條，開放式基金型公司須將非香港居民董事及非香港保管人的法律程序文件代理人的紀錄備存於根據第 104(2)條備存公司董事登記冊的地方。

2. 開放式基金型公司須將備存登記冊或紀錄的地方，通知處長。除非該等登記冊及紀錄時刻備存在公司的註冊辦事處，公司必須在該些登記冊或紀錄首次在該些地方備存後，及在備存的地方有任何更改後的 15 日內，交付本表格予處長登記。
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。

登記冊及紀錄的備存地點 (第 2 項)

7. 請申報各項登記冊及紀錄在香港的備存地點的詳細地址。非香港地址或郵政信箱號碼恕不接受。
8. 如登記冊或紀錄的備存地點由公司註冊辦事處以外的地方轉為公司註冊辦事處，請於「轉為備存於註冊辦事處」一欄就有關的登記冊或紀錄的空格內加上✓號，而「備存地點(註冊辦事處以外)」一欄則無需填寫公司的註冊辦事處地址。
9. 如公司將某登記冊或紀錄的不同部分備存於不同的地點，須於備存地點的詳細地址後加上附註，清楚述明哪一部分的登記冊或紀錄是備存於該地址。例如，公司將某登記冊按時段備存於不同的地點時，須述明備存於每一地點的登記冊所涵蓋的時段。

OPEN-ENDED FUND COMPANY – NOTICE OF LOCATION OF REGISTERS AND RECORDS

For the purposes of rules 68(2)&(4), 98(2)&(3), and 104(3)&(4) of Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCR2

Introduction

1. An open-ended fund company is required to keep various registers and records pursuant to the requirements of the Securities and Futures (Open-ended Fund Companies) Rules at its registered office or an alternative place in Hong Kong notified to the Registrar of Companies (the Registrar). These registers and records include –
 - (a) register of shareholders (rule 67)
 - (b) register of directors (rule 104), and
 - (c) copies of resolutions of shareholders and minutes of the company of proceedings of general meetings (rule 96).

Besides, pursuant to rules 102(3) and 115(3) of the Securities and Futures (Open-ended Fund Companies) Rules, an open-ended fund company must keep records of the process agent(s) of non-resident director(s), and of non-Hong Kong custodian(s) at the place where the register of directors of the company is kept under rule 104(2).

2. An open-ended fund company must notify the Registrar of the places at which the registers and records are kept. Unless the registers and records have at all times been kept at the registered office of the company, the company must notify the Registrar in this form of the locations of the registers and records within 15 days after they are first kept at those places and of any changes in those locations.
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.

Location of Registers and Records (Section 2)

7. Please state the full address(es) of the location(s) in **Hong Kong** at which the respective registers and records are kept. Non-Hong Kong addresses or post office box numbers are not acceptable.
8. If the location of a register or record is changed from a place other than the company's registered office to the company's registered office, please put a tick in the box in the column of "Changed to be Kept at Registered Office" in respect of the register or record. There is no need to state the address of the company's registered office in the column of "Location (Other than the Registered Office)".
9. Where different parts of a register or record are kept at different places, a note should be added after each location clearly stating which part of the register or record is kept at that place (e.g. in the case where a register covering different periods is kept at different locations, state the period covered by the specific part of the register that is kept at each location).