



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**

商業登記號碼
Business Registration Number

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)

A. 登記冊／紀錄 Registers／Records

☐

股東登記冊
Register of Shareholders

☐

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)

☐

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

B. 備存地點 Location

(如登記冊或紀錄備存在多於一個地點，請用續頁填報 Use Continuation Sheet(s) if the Registers or Records are kept in more than 1 place)

8

☐

備存地點(註冊辦事處以外) Location (Other than 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

9

☐

轉為備存於註冊辦事處 Changed to be Kept at Registered Office

生效日期 Effective Date

日 DD 月 MM 年 YYYY

10

備註 Remarks

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

6

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／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

登記冊及紀錄的備存地點(第 2 項)

Location of Registers and Records (Section 2)

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

A. 登記冊／紀錄 Registers／Records

☐

股東登記冊
Register of Shareholders

☐

董事登記冊
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區
District

地區
Region

香港／HONG KONG

9

☐

轉為備存於註冊辦事處 Changed to be Kept at Registered Office

生效日期 Effective Date

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日 DD

月 MM

年 YYYY

10

備註 Remarks

《證券及期貨(開放式基金型公司)規則》(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。

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。

登記冊及紀錄的備存地點 (第 2B 項)

8. 如第 2A 項所選的登記冊或紀錄的備存地點為公司註冊辦事處以外的地方，請於「備存地點(註冊辦事處以外)」的空格內加上 ✓ 號，並申報其在 香港 的備存地點的詳細地址。本處不接納非香港地址及郵政信箱號碼。
9. 如第 2A 項所選的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」的空格內加上 ✓ 號。
10. 如公司將某登記冊或紀錄的不同部分備存於不同的地點，請於「備註」一欄內清楚述明備存於該地點的相關部分。例如，公司將某登記冊按時段備存於不同的地點時，須於「備註」一欄內述明備存於該地點的登記冊所涵蓋的時段，並用續頁填報其餘地點。

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.

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.

Location of Registers and Records (Section 2B)

8. If the register or record indicated in section 2A is kept at a place other than the company's registered office, please put a tick in the box of "Location (Other than the Registered Office)" and state the full address of the location in Hong Kong at which the register or record is kept. Non-Hong Kong addresses and post office box numbers are not acceptable.
9. If the location of the register or record indicated in section 2A 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 "Changed to be Kept at Registered Office".
10. Where different parts of a register or record are kept at different places, please state clearly in the "Remarks" box the specific parts of the register or record kept in the stated locations (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 the stated location in the relevant "Remarks" box) and use continuation sheet(s) to report the remaining location(s).