



公司註冊處
Companies Registry

註冊非香港公司的註冊申請書
Application for Registration as
Registered Non-Hong Kong Company

表格
Form **NN1**

註 Note

8 1 公司名稱 Company Name

--

9 2 成立為法團所在地方 Place of Incorporation

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3 在香港的主要營業地點 Principal Place of Business in Hong Kong

(a) 在香港設立營業地點的日期

Date of Establishment of the Place of Business in Hong Kong

日 DD	月 MM	年 YYYY

(b) 在香港的主要營業地點的地址 Address of the Principal Place of Business in Hong Kong

(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

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

提交人資料 Presentor's Reference

中文姓名／名稱

Name in Chinese

--

英文姓名／名稱

Name in English

--

地址

Address

--

電話 Tel

--

傳真 Fax

--

電郵 Email

--

檔號 Reference

--

請勿填寫本欄 For Official Use



10 3 在香港的主要營業地點 **Principal Place of Business in Hong Kong** (續上頁 cont'd)

(c) 電郵地址 Email Address		
(d) 香港聯絡電話號碼 Hong Kong Contact Telephone Number	+852	

4 在成立為法團所在地方的辦事處 Offices in the Place of Incorporation

- (a) 在成立為法團所在地方的註冊辦事處 (或等同於註冊辦事處的地點) 的地址
Address of the Registered Office (or its equivalent) in the place of incorporation
(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

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

- (b) 在成立為法團所在地方的主要營業地點 (如有的話) 的地址
Address of the Principal Place of Business (if any) in the place of Incorporation
(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

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

10 (c) 電郵地址 **Email Address**



11 5 在香港的獲授權代表 Authorized Representative in Hong Kong

A. 獲授權代表(自然人) Authorized Representative (Natural Person)

(如超過一名獲授權代表屬自然人，請用續頁 A 填報 Use Continuation Sheet A if more than 1 authorized representative is a natural person)

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

香港地址 Hong Kong Address

(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

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

電郵地址
Email Address

身分識別 Identification

(a) 香港身分證部分號碼
Partial Number of Hong Kong Identity Card

(b) 護照 簽發國家／地區
Passport Issuing Country/Region

部分號碼
Partial Number

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY

(須在
PI-NN1 頁
填報完整
身分識別號碼
Provide full
identification
number in
PI-NN1 sheet)



11 5 在香港的獲授權代表 **Authorized Representative in Hong Kong** (續上頁 cont'd)

B. 獲授權代表(非自然人) Authorized Representative (Other than Natural Person)

(如超過一名獲授權代表屬非自然人，請用續頁B填報 Use Continuation Sheet B if more than 1 authorized representative is not a natural person)

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

☐ 律師行或律師法團
A firm of solicitors or
a solicitor corporation

☐ 會計師事務所或執業法團
A CPA firm or a corporate practice

中文名稱
Name in Chinese

英文名稱
Name in English

14 香港地址 **Hong Kong Address**

(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

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

12 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



6 公司秘書 Company Secretary

A. 公司秘書(自然人) Company Secretary (Natural Person)

(如超過一名公司秘書屬自然人，請用續頁 C 填報 Use Continuation Sheet C if more than 1 company secretary is a natural person)

15

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

16

通訊地址 Correspondence Address

(本處不接納郵政信箱號碼 Post office box numbers are not acceptable)

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

17

電郵地址
Email Address

18

身分識別 Identification

(須在
PI-NN1 頁
填報完整
身分識別號碼
Provide full
identification
number in
PI-NN1 sheet)

(a) 香港身分證部分號碼
Partial Number of Hong Kong Identity Card

*

*

*

*

(b) 護照 簽發國家／地區
Passport Issuing Country/Region

部分號碼
Partial Number

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY



6 公司秘書 Company Secretary

19

B. 公司秘書(法人團體) Company Secretary (Body Corporate)

(如超過一名公司秘書屬法人團體，請用續頁 D 填報 Use Continuation Sheet D if more than 1 company secretary is a body corporate)

中文名稱
Name in Chinese

英文名稱
Name in English

20

地址 Address

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

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

17

電郵地址
Email Address

21

商業登記號碼 Business Registration Number

(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment

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



7 董事 Director

A. 董事(自然人) Director (Natural Person)

(如超過兩名董事屬自然人，請用續頁 E 填報 Use Continuation Sheet E if more than 2 directors are natural persons)

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

22	1	身分 Capacity	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 候補董事 Alternate Director	代替 Alternate to

15	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	

23	通訊地址 Correspondence Address			
	(本處不接納郵政信箱號碼 Post Office box numbers are not acceptable)			
	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			
17	電郵地址 Email Address			

18	身分識別 Identification				
	(a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card		*	*	*
	(b) 護照 Passport	簽發國家／地區 Issuing Country/Region			
		部分號碼 Partial Number			

委任日期 Date of Appointment			
	日 DD	月 MM	年 YYYY



表格 NN1

7 董事 Director (續上頁 cont'd)

A. 董事(自然人) Director (Natural Person)

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

22	2 身分 Capacity	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 候補董事 Alternate Director	代替 Alternate to

15	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	

23 (須在 PI-NN1 頁 填報董事 通常住址 Provide director's usual residential address in PI-NN1 sheet)	通訊地址 Correspondence Address (本處不接納郵政信箱號碼 Post Office box numbers are not acceptable)			
	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			

17	電郵地址 Email Address	
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18 (須在 PI-NN1 頁 填報完整 身分識別號碼 Provide full identification number in PI-NN1 sheet)	身分識別 Identification					
	(a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card		*	*	*	(*)
	(b) 護照 Passport	簽發國家／地區 Issuing Country/Region				
		部分號碼 Partial Number				

委任日期 Date of Appointment			
	日 DD	月 MM	年 YYYY



7 董事 Director (續上頁 cont'd)

B. 董事(法人團體) Director (Body Corporate)

(如超過一名董事屬法人團體，請用續頁 F 填報 Use Continuation Sheet F if more than 1 director is a body corporate)

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

22

身分

Capacity

☐

董事

Director

☐

候補董事

Alternate Director

代替 Alternate to

中文名稱

Name in Chinese

英文名稱

Name in English

24

地址 Address

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

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

17

電郵地址

Email Address

21

商業登記號碼 Business Registration Number

(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment

--	--	--

日 DD

月 MM

年 YYYY



表格
Form **NN1**

- 25 8 隨本表格交付的公司的憲章、法規或章程大綱(包括章程細則(如有的話))或對公司的組織作出規定的其他文書的名稱
Name of the Charter, Statutes, Memorandum (including Articles, if any) or any other Instruments Defining the Constitution of the Company Delivered with this Form

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- 26 9 隨本表格交付的每份指明證明書的名稱
27 Name of each of the Specified Certificate Delivered with this Form
28

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10 帳目 Accounts (請填報 A 或 B 項 Please complete Section A or B as appropriate)

- 29 A. 根據《公司(非香港公司及本條例第 16 部適用的其他公司)規例》(第 622J 章)第 4(1)(c)或(d)條隨本表格交付的帳目

Accounts delivered with this form under section 4(1)(c) or (d) of the Companies (Non-Hong Kong Companies and Other Companies to which Part 16 of Ordinance Applies) Regulation (Cap. 622J)

該等帳目所涵蓋的會計期 Period Covered by the Accounts

			至 To			
日 DD	月 MM	年 YYYY		日 DD	月 MM	年 YYYY

- 30 B. 沒有根據《公司(非香港公司及本條例第 16 部適用的其他公司)規例》第 4(1)(c)或(d)條交付帳目的陳述書

Statement of no accounts delivered under section 4(1)(c) or (d) of the Companies (Non-Hong Kong Companies and Other Companies to which Part 16 of Ordinance Applies) Regulation

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

- ☐ 公司的成立為法團所在地方的法律或在其註冊為公司所在的任何其他司法管轄區的法律，以及該司法管轄區的任何證券交易所或類似的監管機構的規章，均沒有規定公司須發表帳目或須將其帳目的文本交付任何人，而公眾人士有權在該人的辦事處查閱該帳目。

The company is neither required by the law of the place of its incorporation, the law of any other jurisdiction where the company is registered as a company, nor the rules of any stock exchange or similar regulatory bodies in that jurisdiction to publish its accounts or to deliver copies of its accounts to any person in whose office they may be inspected as of right by members of the public.

- ☐ 公司成立為法團的日期是在根據《公司條例》(第 622 章)第 776(4)條交付申請的日期前的 18 個月內，及公司須發表的帳目並未擬備。

The company has been incorporated for less than 18 months prior to the date of delivery of the application under section 776(4) of the Companies Ordinance (Cap. 622) and the accounts that the company is required to publish have not been made up.

本表格包括下列續頁 / PI-NN1 頁 This Form includes the following Continuation Sheet(s) / PI-NN1 Sheet(s)

續頁 Continuation Sheet(s)	A	B	C	D	E	F
頁數 Number of pages						

PI-NN1 (不會供公眾查閱 NOT for Public Inspection)

頁數 Number of pages

7 簽署 Signed :
姓名 Name :

日期 Date : 日 DD / 月 MM / 年 YYYY

董事 / 公司秘書 / 經理 / 獲授權代表*
Director / Company Secretary / Manager /
Authorized Representative*

*請刪去不適用者 Delete whichever does not apply



11

在香港的獲授權代表(自然人)詳情(第 5A 項)

Details of Authorized Representative (Natural Person) in Hong Kong (Section 5A)

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

香港地址 Hong Kong Address

(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

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

12

電郵地址
Email Address

13

身分識別 Identification

(須在
PI-NN1 頁
填報完整
身分識別號碼
Provide full
identification
number in
PI-NN1 sheet)

(a) 香港身分證部分號碼
Partial Number of Hong Kong Identity Card

<input type="text"/>	*	*	*	(*
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(b) 護照
Passport

簽發國家／地區
Issuing Country/Region

部分號碼
Partial Number

委任日期 Date of Appointment

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

日 DD

月 MM

年 YYYY



11 在香港的獲授權代表(非自然人)詳情(第 5B 項)

Details of Authorized Representative (Other than Natural Person) in Hong Kong (Section 5B)

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

☐

律師行或律師法團
A firm of solicitors or
a solicitor corporation

☐

會計師事務所或執業法團
A CPA firm or a corporate practice

中文名稱
Name in Chinese

英文名稱
Name in English

14 香港地址 Hong Kong Address

(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

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

12 電郵地址
Email Address

委任日期 Date of Appointment

--	--	--

日 DD

月 MM

年 YYYY



公司秘書(自然人)詳情(第 6A 項)

Details of Company Secretary (Natural Person) (Section 6A)

15	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	

16	通訊地址 Correspondence Address (本處不接納郵政信箱號碼 Post office box numbers are not acceptable)			
	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			

17	電郵地址 Email Address	
----	-----------------------	--

18	身分識別 Identification					
	(a) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card		*	*	*	(*)
	(b) 護照 Passport	簽發國家／地區 Issuing Country/Region				
		部分號碼 Partial Number				

委任日期 Date of Appointment			
	日 DD	月 MM	年 YYYY



19

公司秘書(法人團體)詳情(第 6B 項)

Details of Company Secretary (Body Corporate) (Section 6B)

中文名稱
Name in Chinese

英文名稱
Name in English

20

地址 Address

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

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

17

電郵地址

Email Address

21

商業登記號碼 Business Registration Number

(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment

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



董事(自然人)詳情(第 7A 項)

Details of Director (Natural Person) (Section 7A)

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

22

身分

Capacity

☐

董事

Director

☐

候補董事

Alternate Director

代替 Alternate to

15

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

23

通訊地址 Correspondence Address

(本處不接納郵政信箱號碼 Post Office box numbers are not acceptable)

(須在
PI-NN1 頁
填報董事
通常住址
Provide
director's usual
residential
address in
PI-NN1 sheet)

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

17

電郵地址

Email Address

18

身分識別 Identification

(a) 香港身分證部分號碼

Partial Number of Hong Kong Identity Card

*

*

*

(*)

(b) 護照

Passport

簽發國家／地區

Issuing Country/Region

部分號碼

Partial Number

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY



董事(法人團體)詳情(第 7B 項)
Details of Director (Body Corporate) (Section 7B)

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

22

身分
Capacity

☐

董事
Director

☐

候補董事
Alternate Director

代替 Alternate to

中文名稱
Name in Chinese

英文名稱
Name in English

24

地址 Address

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

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

17

電郵地址
Email Address

21

商業登記號碼 Business Registration Number

(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY



PI-NN1

公司名稱 Company Name

獲授權代表／公司秘書／董事(自然人) – 受保護資料 Authorized Representative／Company Secretary／Director (Natural Person) – Protected Information

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公眾紀錄不會顯示此頁
This page will not be shown on the public record

- 請於本頁申報獲授權代表／公司秘書的香港身分證或護照的完整號碼。
The full number of Hong Kong Identity Card or passport of the authorized representative / company secretary should be reported on this page.
- 請於本頁申報董事的香港身分證或護照的完整號碼及通常住址。
The full number of Hong Kong Identity Card or passport and usual residential address of the director should be reported on this page.

(每一頁 PI-NN1 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN1 頁填報。)

Each PI-NN1 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN1 sheet(s).)

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

身分 Capacity ☐ 獲授權代表 Authorized Representative ☐ 公司秘書 Company Secretary ☐ 董事 Director ☐ 候補董事 Alternate Director

15

中文姓名 Name in Chinese

英文姓名 Name in English

姓氏 Surname

名字 Other Names

32

身分識別 Identification

(a) 香港身分證(完整號碼) Hong Kong Identity Card (Full Number) ()

(b) 護照 Passport

簽發國家／地區 Issuing Country／Region

完整號碼 Full Number

33

董事／候補董事的通常住址 Usual Residential Address of Director／Alternate Director

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

(交付表格 NN1 時，請將所有 PI-NN1 頁置於最後。)

Please place all PI-NN1 sheets at the end when delivering the Form NN1.)



**《公司條例》(第 622 章)
第 776(4)條規定交付的**

註冊非香港公司的註冊申請書

填表須知 — 表格 NN1

附註

引言

1. 非香港公司在(i)香港設立營業地點後或(ii)根據《公司條例》第 820F 條作出的有關撤銷令生效後的 1 個月內，須以本表格向公司註冊處處長(「處長」)申請註冊為「註冊非香港公司」。
2. 根據《商業登記條例》(第 310 章) 第 5B(1) 及 5D(2) 條的規定，提出註冊非香港公司的申請人須把「致商業登記署通知書」(IRBR2)連同本表格一併交付；如有關公司仍未按《商業登記條例》登記其業務，申請人須在交付本表格時繳付訂明的商業登記費及徵費，否則公司註冊處不會接納其申請。
3. 請劃一以中文或英文填報各項所需資料。如以中文填報，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。公司註冊處會以電郵或傳真方式通知提交人親身領取「非香港公司註冊證明書」及「商業登記證」(如有的話)。如提交人委託他人代領，需簽署授權書。
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《公司條例》中有關條文的規定交付處長。

費用

6. 本表格必須連同正確的費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子及《商業登記費及徵費收費表》。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

簽署

7. 本表格必須由一名董事、公司秘書、經理或獲授權代表簽署，公司註冊處不接納未簽妥的表格。

公司名稱 (第 1 項)

8. (a) 請在此項填報非香港公司在其成立為法團所在地地方註冊所用的一個或多於一個名稱(「本土名稱」)。成立為法團所在地方的涵義，請參閱本表格附註 9。如該本土名稱中，既無以拉丁字母的字組成的名稱亦無中文字名稱，則須填報其中一個本土名稱的經核證英文譯名或中文譯名(或兼備有兩者)。該經核證譯名是指非香港公司的公司註冊證明書(或等同於公司註冊證明書的文件)的有關部分的經核證譯本上所示的譯名。核證譯本的方式應依循《公司條例》第 4 條的規定。
- (b) 如本土名稱中只有一個或多於一個以拉丁字母的字組成的名稱，非香港公司可在此項填報其擬註冊的一個經核證中文譯名。如本土名稱中只有一個或多於一個中文字名稱，非香港公司可在此項填報其擬註冊的一個經核證英文譯名。該本土名稱的經核證英文或中文譯名是指非香港公司的公司註冊證明書(或等同於公司註冊證明書的文件)的有關部分的核證譯本上所示的譯名。核證譯本的方式應依循《公司條例》第 4 條的規定。
- (c) 請參閱《公司條例》第 16 部第 4 分部對註冊非香港公司在香港經營業務時採用的名稱的規管，及公司註冊處發出的《註冊非香港公司的法團名稱註冊指引》有關註冊法團名稱所須注意的事項。

(d) 公司註冊證明書(或等同於公司註冊證明書的文件)是指根據有關非香港公司成立為法團所在地方的法律發出的，核證有關非香港公司根據該地的法律註冊為公司的證明書(或同等的證明書)。

成立為法團所在地方 (第 2 項)

9. 非香港公司的成立為法團所在地方具有《公司條例》第 774(1)條所給予的涵義，是指：
- (a) 除(b)項另有規定外，如非香港公司是在香港以外的司法管轄區成立為法團的，並根據該管轄區的法律註冊為公司 — 該管轄區；
- (b) 如非香港公司在它成立為法團後的任何時間 —
- (i) 曾將其本籍遷往在香港以外的司法管轄區；及
- (ii) 根據該管轄區的法律註冊為公司，
- 則該公司現時根據其法律而如此註冊的司法管轄區。

在香港的主要營業地點及在成立為法團所在地方的辦事處 (第 3(c)、3(d)及 4(c)項)

10. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電話號碼其後有任何更改，請以表格 NN9 通知公司註冊處。

在香港的獲授權代表 (第 5 項)

11. 凡在香港註冊的非香港公司，均須有至少一名在香港的獲授權代表，代公司接受任何須向該公司送達的法律程序文件或通知的送達。該名獲授權代表應由居於香港的自然人、《法律執業者條例》(第 159 章)第 2(1)條界定的律師法團、《會計及財務匯報局條例》(第 588 章)第 2(1)條所界定的執業法團、律師行，或《會計及財務匯報局條例》(第 588 章)第 2(1)條所界定的會計師事務所擔任。
12. 請提供獲授權代表的電郵地址(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 NN8C 通知公司註冊處。
13. (a) 只須填報獲授權代表的香港身分證的 部分號碼。如該人並非香港身分證持有人，請提供其所持護照的 部分號碼 及簽發國家／地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。
- 「部分號碼」指 —
- (i) 如組成身分識別號碼的字母或數目字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或
- (ii) 如組成身分識別號碼的字母或數目字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

例子：

香港身分證號碼

完整號碼 (包括括號內的數字或字母)	部分號碼 (即所有英文字母及首三個數字)
A123456(7)	A 1 2 3 * * * (*)
AA123456(7)	A A 1 2 3 * * * (*)

護照號碼

完整號碼 (包括標點符號及標記符號)	部分號碼
ABCD1234567	ABCD12
ABCD12345678	ABCD12
ABCD123456789	ABCD123
ABC-123-4	ABC1
#A1234567H(*)	A1234

(b) 請勿在有關空格內填報完整的身分識別號碼，格內所填報的資料會供公眾查閱。

(c) 請另外於 **PI-NN1** 頁內填報獲授權代表完整的香港身分證號碼或護照號碼。**PI-NN1** 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 **PI-NN1** 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 **PI-NN1** 頁填報。

(d) 如獲授權代表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」，亦無需提交 **PI-NN1** 頁。

14. 如獲授權代表屬律師行、律師法團、會計師事務所或執業法團，請填報其在香港的營業地址。本處不接納非香港地址、「轉交」地址及郵政信箱號碼。

公司秘書及董事 (第 6 及 7 項)

15. 屬自然人的公司秘書或董事的姓名，必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

16. 請填報屬自然人的公司秘書的 通訊地址。如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納郵政信箱號碼。

17. 請提供公司秘書或董事的電郵地址(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 **NN7** 通知公司註冊處。

18. (a) 請填報屬自然人的公司秘書或董事的香港身分證的 部分號碼。如該人並非香港身分證持有人，請提供其所持護照的 部分號碼 及簽發國家／地區。有關填報身分識別的 部分號碼 的詳情及例子，請參閱附註 13。

(b) 請勿在有關空格內填報公司秘書或董事完整的身分識別號碼，格內所填報的資料會供公眾查閱。

(c) 請另外於 **PI-NN1** 頁內填報公司秘書或董事完整的香港身分證號碼或護照號碼。**PI-NN1** 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 **PI-NN1** 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 **PI-NN1** 頁填報。

(d) 如公司秘書並非香港身分證持有人，亦沒有任何護照，請在有關的空格內填上「無」，亦無需提交 **PI-NN1** 頁。

如董事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」。

19. 如某商號的所有合夥人均屬非香港公司的聯名公司秘書，請在供公司秘書(法人團體)填報的空格內(第 **6B** 項)填報商號名稱及其主要辦事處的地址。

20. 如公司秘書屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納「轉交」地址。

21. 如在香港註冊的法人團體公司秘書及董事，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。公司註冊處在 2023 年 12 月 27 日或之後向成立／註冊的公司所發出的「公司註冊證明書」或「非香港公司註冊證明書」，以及公司註冊處向經遷冊公司所發出的「遷冊證明書」，亦已採用商業登記號碼作為證明書上的編號。

22. 請述明董事的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。

23. 請填報屬自然人的董事的通訊地址。如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納郵政信箱號碼。

請另外於 PI-NN1 頁內填報董事的通常住址。PI-NN1 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN1 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN1 頁填報。

24. 如董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納「轉交」地址。

隨本表格交付的公司的憲章、法規或章程大綱(包括章程細則(如有的話))或對公司的組織作出規定的其他文書的名稱 (第 8 項)

25. 請填寫文書的名稱，該文書的正本或經核證副本必須連同本表格一併交付。如交付經核證副本，核證方式應依循《公司條例》第 775 條的規定。如該文書既非採用中文，亦非採用英文，則只須交付該文書的經核證中文或英文譯本。核證譯本的方式應依循《公司條例》第 4 條的規定。

隨本表格交付的每份指明證明書的名稱 (第 9 項)

26. 以下每份文件均為非香港公司的指明證明書：

(a) 如非香港公司是在香港以外的司法管轄區成立為法團的 — 根據該管轄區的法律發出的公司註冊證明書(或同等的證明書)；

(b) 如非香港公司在它成立為法團後的任何時間 —

(i) 曾將其本籍遷往在香港以外的司法管轄區；及

(ii) 根據該管轄區的法律註冊為公司，

則根據該管轄區的法律發出的、核證該非香港公司根據該管轄區的法律註冊為公司的證明書或其他文件。

27. (a) 如非香港公司根據其成立為法團的地方的法律，發出公司註冊證明書並非慣常做法；或

(b) 如非香港公司根據其本籍遷往的地方的法律，發出證明書，核證公司根據該地方的法律註冊為公司，並非慣常做法，

則公司須向處長交付它成立為法團或遷移的其他證據，該等證據須屬處長認為充分者。

28. 請填寫文件的名稱，該文件的正本或經核證副本必須連同本表格一併交付。如交付經核證副本，核證方式應依循《公司條例》第 775 條的規定。如該文件既非採用中文，亦非採用英文，則除該文件外，亦須連同該文件的經核證中文或英文譯本一併交付。核證譯本的方式應依循《公司條例》第 4 條的規定。

帳目 (第 10 項)

29. 請填寫帳目所涵蓋的會計期，帳目的正本或經核證副本必須連同本表格一併交付。如交付經核證副本，核證方式應依循《公司條例》第 775 條的規定。如帳目既非採用中文，亦非採用英文，則只須交付該帳目的經核證中文或英文譯本。核證譯本的方式應依循《公司條例》第 4 條的規定。

30. 如公司在本表格第 10B 項作出其中一項陳述，則無須交付帳目。

獲授權代表／公司秘書／董事(自然人) – 受保護資料 (PI-NN1)

- 31.** 在 PI-NN1 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-NN1 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN1 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN1 頁填報。

- 32.** 請填報獲授權代表、公司秘書或董事的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。如該董事沒持有香港身分證或任何護照，請在有關的空格內填上「無」。如該獲授權代表或公司秘書沒持有香港身分證或任何護照，則無需提交 PI-NN1 頁。
- 33.** 請填報董事或候補董事的通常住址，如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納「轉交」地址及郵政信箱號碼。獲授權代表及公司秘書無需填報其通常住址。

APPLICATION FOR REGISTRATION AS REGISTERED NON-HONG KONG COMPANY

For the purposes of section 776(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN1

Introduction

1. A non-Hong Kong company should use this form for applying to the Registrar of Companies (the Registrar) for registration as a registered non-Hong Kong company within 1 month after (i) the establishment of a place of business in Hong Kong or (ii) the revocation order made under section 820F of the Companies Ordinance takes effect.
2. According to sections 5B(1) and 5D(2) of the Business Registration Ordinance (Cap. 310), **an applicant for registration as a registered non-Hong Kong company must deliver a Notice to Business Registration Office (IRBR2) together with this form.** If the non-Hong Kong company has not yet registered its business under the Business Registration Ordinance, the prescribed business registration fee and levy must be paid on delivery of this form. Otherwise, the application will be rejected by the Companies Registry.
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. **The Companies Registry will notify the presenter by email or fax to collect the Certificate of Registration of Non-Hong Kong Company and the Business Registration Certificate (if any) in person. A written authorization will be required if the presenter sends a representative to collect the certificates.**
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 Companies Ordinance.

Fee

6. This form must be delivered with the correct fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlets on 'Price Guide to Main Services' and the 'Business Registration Fee and Levy Table' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

Signature

7. This form must be signed by a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Company Name (Section 1)

8. (a) Please state the name(s) by which the non-Hong Kong company is registered in its place of incorporation (the domestic name). For the meaning of place of incorporation, please see note 9 of this form. If none of its domestic names is in characters of the Latin alphabet or in Chinese, please state a certified translation of one of those names in English or Chinese or both as shown in the certified translation of the relevant part of the non-Hong Kong company's certificate of incorporation (or its equivalent). The translation should be certified in accordance with section 4 of the Companies Ordinance.
- (b) If the non-Hong Kong company has one or more than one domestic names and the names are only in characters of the Latin alphabet, the non-Hong Kong company may state in this section a certified translation of any one of the domestic names in Chinese which it intends to register as an additional corporate name in Hong Kong. If the non-Hong Kong company has one or more than one domestic names and the names are only in Chinese, the non-Hong Kong company may state in this section a certified translation of any one of the domestic names in English which it intends to register as an additional corporate name in Hong Kong. A certified translation of the domestic name in English or Chinese should be shown in the certified translation of the relevant part of the non-Hong Kong company's certificate of incorporation (or its equivalent). The translation should be certified in accordance with section 4 of the Companies Ordinance.

- (c) Please note the provisions in Division 4 of Part 16 of the Companies Ordinance that regulate the names used by registered non-Hong Kong companies to carry on business in Hong Kong and the 'Guideline on Registration of Corporate Names for Registered Non-Hong Kong Companies' issued by the Companies Registry for the points to note in registration of corporate names for registered non-Hong Kong companies.
- (d) Certificate of incorporation (or its equivalent) of the non-Hong Kong company herein refers to the certificate (or its equivalent) issued under the law of the non-Hong Kong company's place of incorporation certifying that the company is registered as a company under the law of that place.

Place of Incorporation (Section 2)

9. Place of Incorporation of the non-Hong Kong company has the meaning given by section 774(1) of the Companies Ordinance and means:
- (a) Subject to (b), the jurisdiction outside Hong Kong in which a non-Hong Kong company is incorporated and under the law of which it is registered as a company;
- (b) If at any time after the incorporation of a non-Hong Kong company, the non-Hong Kong company —
- (i) has transferred its domicile to a jurisdiction outside Hong Kong; and
 - (ii) is registered as a company under the law of that jurisdiction,
- the jurisdiction under the law of which the non-Hong Kong company is currently so registered.

Principal Place of Business in Hong Kong and Offices in the Place of Incorporation (Sections 3(c), 3(d) and 4(c))

10. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, please notify the Companies Registry by completing Form NN9.

Authorized Representative in Hong Kong (Section 5)

11. A non-Hong Kong company registered in Hong Kong must have at least one authorized representative in Hong Kong to accept on the company's behalf service of any process or notice required to be served on the company. An authorized representative should be a natural person resident in Hong Kong, a solicitor corporation as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159), a corporate practice as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588), a firm of solicitors, or a CPA firm as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588).
12. Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN8C.
13. (a) Only the **partial number** of the Hong Kong Identity Card of the authorized representative or, in the absence of a Hong Kong Identity Card, the **partial number** and issuing country/region of the passport of the authorized representative is required. Please provide the partial number according to the description of "Partial number" below:

Partial number means —

- (i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or
- (ii) if the identification number comprises a sequence of an odd number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the part that begins with the first character in the sequence and ends with the character that falls on the middle of the sequence.

e.g.

Hong Kong Identity Card Number

Full Number (including the digit or alphabet in brackets)	Partial Number (i.e. all the alphabets and the first three digits)
A123456(7)	A123 * * * (*)
AA123456(7)	AA123 * * * (*)

Passport Number

Full Number (including punctuation marks and symbols)	Partial Number
ABCD1234567	ABCD12
ABCD12345678	ABCD12
ABCD123456789	ABCD123
ABC-123-4	ABC1
#A1234567H(*)	A1234

(b) Please **DO NOT** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.

(c) Please report the full Hong Kong Identity Card number or passport number of the authorized representative separately on a PI-NN1 sheet. PI-NN1 sheet and the information reported therein are withheld from public inspection.

Each PI-NN1 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN1 sheet(s).

(d) If the authorized representative holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN1 sheet.

14. If the authorized representative is a firm of solicitors, a solicitor corporation, a CPA firm or a corporate practice, its business address in Hong Kong should be given. Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable.

Company Secretary or Director (Sections 6 and 7)

15. The name of the company secretary or director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

16. Please provide the **correspondence address** of the company secretary who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. Post office box numbers are not acceptable.

17. Please provide the email address of the company secretary or 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 NN7.

18. (a) Please provide the **partial number** of the Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the **partial number** and issuing country / region of the passport of the company secretary or director who is a natural person. Please refer to Note 13 on the details and examples of **partial number**.

(b) Please **DO NOT** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.

(c) Please report the full Hong Kong Identity Card number or passport number of the company secretary or director separately on a PI-NN1 sheet. PI-NN1 sheet and the information reported therein are withheld from public inspection.

Each PI-NN1 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN1 sheet(s).

(d) If the company secretary holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN1 sheet.

If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

19. If all the partners in a firm are joint company secretaries of the non-Hong Kong company, please state the name of the firm and the address of its principal office in the boxes provided for Company Secretary (Body Corporate) (Section 6B).

20. If the company secretary is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country / Region'. 'Care of' addresses are not acceptable.

21. If the company secretary or director is a body corporate registered in Hong Kong, 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. The business registration number is also adopted as the “No.” on the “Certificate of Incorporation” or “Certificate of Registration of Non-Hong Kong Company” issued by the Companies Registry to companies incorporated/ registered on or after 27 December 2023, or the “Certificate of Re-domiciliation” issued to re-domiciled companies.
22. Please state the capacity(ies) of the director(s). In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it is the alternate.
23. Please provide the **correspondence address** of a director who is a natural person. If a non-Hong Kong address is given, please also complete the box for ‘Country/ Region’. Post office box numbers are not acceptable.

Please report the **usual residential address** of the director separately on a PI-NN1 sheet. PI-NN1 sheet and the information reported therein are withheld from public inspection.

Each PI-NN1 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN1 sheet(s).

24. If the director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for ‘Country/ Region’. ‘Care of’ addresses are not acceptable.

Name of the Charter, Statutes, Memorandum (including Articles, if any) or any other Instruments Defining the Constitution of the Company Delivered with this Form (Section 8)

25. Please state the name of the instrument and deliver the original or a certified copy of the instrument with this form. The copy should be certified in accordance with section 775 of the Companies Ordinance. If the instrument is not in English or Chinese, you need **only** deliver a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance.

Name of each of the Specified Certificate Delivered with this Form (Section 9)

26. Each of the following is a specified certificate of a non-Hong Kong company:
- (a) The certificate of incorporation (or the equivalent) issued under the law of the jurisdiction outside Hong Kong in which a non-Hong Kong company is incorporated;
 - (b) If, at any time after the incorporation of a non-Hong Kong company, the non-Hong Kong company —
 - (i) has transferred its domicile to a jurisdiction outside Hong Kong; and
 - (ii) is registered as a company under the law of that jurisdiction,the certificate or other document issued under the law of that jurisdiction certifying that the non-Hong Kong company is registered as a company under the law of that jurisdiction.

27. If it is shown to the satisfaction of the Registrar that —
- (a) it is not the practice under the law of the place where a non-Hong Kong company is incorporated to issue a certificate of incorporation; or
 - (b) it is not the practice under the law of the place where a company has transferred its domicile to issue a certificate certifying that it is registered as a company under the law of that place,
- the company must deliver to the Registrar other evidence of the incorporation or transfer that the Registrar considers sufficient.

28. Please state the name of the document(s) and deliver the original or a certified copy of the document(s) with this form. The copy should be certified in accordance with section 775 of the Companies Ordinance. If any of the document(s) is not in English or Chinese, you should deliver the document(s) **together with** a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance.

Accounts (Section 10)

29. Please state the period covered by the accounts and deliver the original or a certified copy of the accounts with this form. The copy should be certified in accordance with section 775 of the Companies Ordinance. If the accounts are not in English or Chinese, you need **only** deliver a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance.
30. If the company makes **either one** of the statements in Section 10B of this form, no accounts are required to be delivered.

Authorized Representative / Company Secretary / Director (Natural Person) – Protected Information (PI- NN1)

- 31.** Hong Kong Identity Card number or passport number and usual residential address reported on PI-NN1 sheet are protected information. PI-NN1 sheet and the information reported therein are withheld from public inspection.

Each PI-NN1 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN1 sheet(s).

- 32.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country/region of the passport of the authorized representative or company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. If the authorized representative or company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NN1 sheet.
- 33.** Please state the usual residential address of the director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses and post office box numbers are not acceptable. The authorized representative and company secretary are not required to report such information.