



公司註冊處
Companies Registry

出任首任董事職位同意書 Consent to Act as First Director

表格 **NNC3**
Form

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 出任董事職位同意書 Consent to Act as Director

A. 董事為自然人 Natural Person as Director

姓名
Name

本人已同意在公司成立為法團時擔任其董事，並確認本人在公司成立時已年滿 18 歲。
I have consented to act as a director of this company on its incorporation and confirm that I have attained the age of 18 years on the date of its incorporation.

B. 董事為法人團體 Body Corporate as Director

名稱
Name

本人獲上述法人團體授權確認上述法人團體已同意在公司成立為法團時擔任其董事。
I, being authorized by the above body corporate, confirm that the body corporate has consented to act as a director of this company on its incorporation.

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提示 Advisory Note

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。
All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide.

簽署 Signed: _____ 日期 Date: _____
日 DD / 月 MM / 年 YYYY

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:

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**《公司條例》(第 622 章)
第 74 條規定交付的**

出任首任董事職位同意書

填表須知 — 表格 NNC3

附註

1. 沒有在法團成立表格內簽署「出任董事職位同意書」的首任公司董事，必須填妥及簽署本表格，並在公司成立為法團後的 15 日內，將簽妥的表格交付公司註冊處處長(「處長」)登記。如董事屬法人團體，本表格必須由該法人團體的董事、公司秘書或獲該法人團體授權的人士代為簽署，請同時提供該簽署人的全名。每份表格 NNC3 只供一名董事使用，公司註冊處不接納未簽妥的表格。
2. 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 日或之後向成立的公司所發出的「公司註冊證明書」亦已採用商業登記號碼作為證明書上的編號。
3. 所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁(www.cr.gov.hk)閱覽或下載，印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。
4. 如以中文申報本表格內的資料，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《公司條例》中有關條文的規定而交付處長。

CONSENT TO ACT AS FIRST DIRECTOR

For the purposes of section 74 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NNC3

- 1.** A person appointed as the first director of a company, who has not signed the Consent to Act on the incorporation form, must complete and sign this form. The signed form must be delivered to the Registrar of Companies (the Registrar) for registration not later than 15 days after the date of incorporation of the company. If the director is a body corporate, this form must be signed by a director or the company secretary of the body corporate or an authorized person acting on its behalf. Please also provide the full name of the signatory who signs on behalf of the body corporate. Each Form NNC3 can be used by one director only. A form which is not properly signed will be rejected by the Companies Registry.
- 2.** 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. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the “No.” on the “Certificate of Incorporation” issued by the Companies Registry.
- 3.** All directors of the company are advised to read ‘A Guide on Directors’ Duties’ published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry’s website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.
- 4.** 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 Companies Ordinance.