

**Application for Administrative Restoration of a Non-Hong Kong Company**  
**Section 799 of the Companies Ordinance (Cap 622)**

**Business Registration Number**

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**Company Name (“The Company”)**

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**Name of Applicant (“The Applicant”)** *(Please state full name)*

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**Correspondence Address**

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**Telephone Number**

**Fax Number**

**E-mail Address**

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The Applicant confirms the following –

(a) The Applicant is –

*Please tick the relevant box*

☐

a director of the Company;

☐

a member of the Company;

(b) The Company had at the time of the application, and at any time within the period of 6 months before its name was struck off the Companies Register, a place of business in Hong Kong; and

(c) All documents relating to the Company that are necessary to bring up to date the Company's records have been delivered to the Registrar of Companies. The documents are listed in the checklist at Appendix I (Non-HK).

(d) The Applicant <sup>(Note 1)</sup> –

*Please tick the relevant box*

☐

is the sole member of the Company.

☐

is authorized by all existing members of the Company to make this application.  
Certified copies of their written authorizations are attached.

Signed:

Name:

Date:

Applicant named in this Form <sup>(Note 2)</sup>

DD/MM/YYYY

Note:

- (1) *If the Applicant is not the sole member of the Company and none or only some but not all of the existing members have authorized the application, the Applicant shall submit a statement giving the circumstances leading to and the reasons for the Applicant making the application and his not being able to obtain authorizations of all the existing members. The Applicant shall also submit certified copies of the written authorizations of those members who have authorized the application.*
- (2) *This form must be signed by the Applicant and submitted with the application fee. If the Applicant is a body corporate, this form must be signed by a Director, Company Secretary or an Authorized Person of the body corporate. If the Applicant is an individual, this form must be signed by the Applicant personally.*

**Checklist for Application for Administrative Restoration of a Non-Hong Kong Company under section 799 of the Companies Ordinance (Cap. 622)**

**Note:** (1) *Incomplete checklist will be returned to the applicant for completion before the application is processed.*

(2) *The Registrar of Companies may require such other documents as the Registrar may consider necessary for the purpose of processing the application.*

	<b>Types of Document delivered / Fee Submitted for Administrative Restoration</b>	<b>Documents delivered (✓)</b>	<b>Documents not available (✓)</b>	<b>If document is not available, please provide reasons.</b>
1.	Standard form for Application for Administrative Restoration of a non-Hong Kong company			
2.	Application fee of HK\$2,700 (non-refundable)			
3.	(a) Where the Applicant is not the sole member of the Company but is authorized by all the existing members to make the application: copies of the written authorizations of all the existing members of the Company, duly certified by the Applicant or a solicitor practising in Hong Kong.			
	(b) Where the Applicant is not the sole member and none or only some but not all of the existing members have authorized the application: (i) the Applicant's statement giving the circumstances leading to and the reasons for the Applicant making the application and his not being able to obtain authorizations of all the existing members; and (ii) copies of the written authorizations of those members who have authorized the application, certified to be true by the Applicant or a solicitor practicing in Hong Kong.			

	Types of Document delivered / Fee Submitted for Administrative Restoration		Documents delivered (✓)	Documents not available (✓)	If document is not available, please provide reasons.
4.	Documents that are necessary to bring the Company's records kept by the Registrar of Companies up to date:				
	(i)	<p>All outstanding Annual Return(s) (Form NN3) with certified true copy (copies) of accounts (as appropriate) together with payment of the annual registration fee(s).</p> <p><i>Please specify below the years of Annual Return(s) and accounts delivered-</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			
	(ii)	Return of Change in the Charter, Statutes or Memorandum etc. of Registered Non-Hong Kong Company (Form NN5)			<i>In case there had not been any change before or after the striking off of the non-Hong Kong company, please state so.</i>
	(iii)	Return of Change of Company Secretary and Director of Registered Non-Hong Kong Company (Appointment/ Cessation) (Form NN6)			<i>In case there had not been any change before or after the striking off of the non-Hong Kong company, please state so.</i>
	(iv)	Return of Change in Particulars of Company Secretary and Director of Registered Non-Hong Kong Company (Form NN7)			<i>In case there had not been any change before or after the striking off of the non-Hong Kong company, please state so.</i>

	Types of Document delivered / Fee Submitted for Administrative Restoration		Documents delivered (✓)	Documents not available (✓)	If document is not available, please provide reasons.
	(v)	Return of Change of Authorized Representative of Registered Non-Hong Kong Company (Appointment/ Cessation) (Form NN8)			<i>In case there had not been any change before or after the striking off of the non-Hong Kong company, please state so.</i>
	(vi)	Return of Change in Particulars of Authorized Representative of Registered Non-Hong Kong Company (Form NN8C)			<i>In case there had not been any change before or after the striking off of the non-Hong Kong company, please state so.</i>
	(vii)	Return of Change of Address of Registered Non-Hong Kong Company (Form NN9)			<i>In case there had not been any change before or after the striking off of the non-Hong Kong company, please state so.</i>
	(viii)	Any other documents that are necessary to bring the Company's records kept by the Registrar of Companies up to date. <i>Please specify below the type(s) of document(s) delivered.</i>  _____ _____ _____ _____ _____ _____			