

致： 公司註冊處處長

To: Registrar of Companies

申請退還查冊服務費 Application for Refund of Search Service Fees (REFPS)

申請人資料 (附註 1) Particulars of the Applicant (Note 1)		
申請人姓名 / 名稱 (請用正楷填寫) : Name of Applicant (Please complete in block letters) :		
地址 : Address :		
聯絡電話號碼 : Contact Telephone No. :	申請人的檔案編號 (如有的話) : Applicant's reference, if any :	
申請退款詳情 Details of the Application for Refund		
收據日期及編號 : Date & No. of Receipt :	日期 : Date :	收據編號 (附註 2) : Receipt No. (Note 2):
請在下列 I、II 或 III 項的適當地方加上✓號及填報資料 (請參看註釋及附註 3) : Please tick and complete Part I, II or III as appropriate (Please see Remarks and Note 3) :		
<input type="checkbox"/> I. 訂購編號 : Order No. : _____	申請退還款額 : Amount to be Refunded : 港幣 HK\$	申請退款原因 Reason for the Application for Refund :
<input type="checkbox"/> II. 訂購單編號 : Order Form No. : _____	申請退還款額 : Amount to be Refunded : 港幣 HK\$	申請退款原因 Reason for the Application for Refund :
<input type="checkbox"/> III. 訂購單編號 : Order Form No. : _____	項目編號 : Item No. :	申請退還款額 : Amount to be Refunded :
	()	港幣 HK\$
	()	港幣 HK\$
	()	港幣 HK\$
	Total:	港幣 HK\$
		註釋 Remarks: I. 適用於退還沒有訂購單的訂購款項。 Applicable to refund of orders without an Order Form. II. 適用於退還整張訂購單的款項。 Applicable to refund of the whole Order Form. III. 適用於退還訂購單內個別項目的款項。 Applicable to refund of individual order item(s) in the Order Form.
確認聲明 Confirmation		申請人簽署 Signature of Applicant
現確認本人/我們有權取得上述退款。本人/我們就獲得公司註冊處退還繳款，同意彌償香港特別行政區政府因退還上述費用而引致的任何損失。I/We confirm that I am/we are entitled to the refund. I/We, in consideration of the above refund made to me/us by the Companies Registry, agree to keep the Government of the Hong Kong Special Administrative Region indemnified against all liability whatsoever which may arise in respect of the said refund.		
		請蓋公司印章 (如適用的話) : Please affix company chop (if applicable)
		日期 : Date:

請填妥退款申請表格，連同有關資料副本(如有的話)交回香港金鐘道 66 號金鐘道政府合署 14 樓收款櫃檯。

Please return the completed application form together with copies of the relevant information, if any, to the Shroff Counters on the 14th Floor of Queensway Government Offices, 66 Queensway, Hong Kong.

請參看背頁附註 Please see Notes overleaf.

- 附註：
1. 你所提供的個人資料只用於處理申請退款的事宜上。支票只付款予申請人，並寄往申請人填報的地址。
 2. 每份申請表只可申請一張收據的退款。
 3. 請夾附有關資料，以便審核退款申請。

- Note :
1. The personal data provided will only be used for processing the application for refund. Cheque will be made payable to the applicant only and sent by post to the address of the applicant provided.
 2. One application form can only be used for the refund of one receipt.
 3. Please attach the relevant information to facilitate the processing of the refund application.