SECURITIES AND FUTURES (OPEN-ENDED FUND COMPANIES) RULES (Chapter 571AQ)

In exercise of the power conferred on me under rule 21 of the Securities and Futures (Open-ended Fund Companies) Rules (Chapter 571AQ) ('the OFC Rules') and section 32 of the Interpretation and General Clauses Ordinance (Chapter 1), I hereby specify the form mentioned in the first column of Schedule 1 hereto for use with effect from the commencement of the Securities and Futures (Amendment) Ordinance 2016 for the purposes of the section of the Securities and Futures Ordinance (Chapter 571) ('the Ordinance') mentioned in the second column of Schedule 1; and specify the forms mentioned in the first column of Schedule 2 hereto for use with effect from the commencement of the OFC Rules for the purposes of the rules of the OFC Rules mentioned opposite to the respective entries of the forms in the second column of Schedule 2.

The forms specified are hereby published for information.

SCHEDULE 1

Form		Section Number of the Ordinance
Form Number	Name of Form	
OFCNC1 (SFC)	Open-ended Fund Company—Incorporation Form	112C(1)(a)

SCHEDULE 2

Form		Rule Number(s) of the OFC Rules
Form Number	Name of Form	
OFCA1	Open-ended Fund Company—Notice of Removal of Auditor	140(4)
OFCA2	Open-ended Fund Company—Notice of Resignation of Auditor	138(3)
OFCD1 (SFC)	Open-ended Fund Company—Notice of Appointment of Director	106(1)
OFCD2	Open-ended Fund Company—Notice of Cessation of Appointment of Director	107(1)
OFCD3	Open-ended Fund Company—Notice of Change in Particulars of Director	107(1)
OFCD4	Open-ended Fund Company—Notice of Resignation of Director (by Resigning Director)	107(2)
OFCIN1	Open-ended Fund Company—Notice of Alteration of Instrument of Incorporation	15
OFCNC2 (SFC)	Open-ended Fund Company—Notice of Change of Company Name	9(4)
OFCPA1	Open-ended Fund Company—Notice of Change in Particulars of Process Agent (Director)	102(6)
OFCR1	Open-ended Fund Company—Notice of Change of Address of Registered Office	20(1)
OFCR2	Open-ended Fund Company—Notice of Location of Registers and Records	68(2) & (4), 98(2) & (3) & 104(3) & (4)

Form		Rule Number(s) of the OFC Rules
Form Number	Name of Form	
OFCRC1	Open-ended Fund Company—Notice of Appointment of Receiver or Manager or Mortgagee Entering into Possession of Property	174(1) & (3)
OFCRC2	Open-ended Fund Company—Notice of Cessation of Appointment of Receiver or Manager or Mortgagee Going out of Possession of Property	175(1) & (2)
OFCRC3	Open-ended Fund Company—Notice of Change in Particulars of Receiver, Manager or Mortgagee in Possession of Property	175(3)
OFCRC4	Open-ended Fund Company—Statement of Affairs	172
OFCRC5	Open-ended Fund Company—Receiver or Manager's Abstract of Receipts and Payments	172
OFCRC6	Notice to Open-ended Fund Company of Appointment of Receiver or Manager	172
OFCW1	Open-ended Fund Company—Certificate of Solvency	177 & 188
OFCW2	Open-ended Fund Company—Statement of Voluntary Winding Up under Special Procedure in Case of Inability to Continue Business	177 & 188
OFCW3	Open-ended Fund Company—Notice of Appointment of Liquidator or Provisional Liquidator	177 & 188
OFCW4	Open-ended Fund Company—Notice of Change in Particulars of Liquidator or Provisional Liquidator	177 & 188
OFCW5	Open-ended Fund Company—Notice of Cessation to Act as Liquidator or Provisional Liquidator	177 & 188

20 July 2018 Ada L. L. CHUNG *Registrar of Companies*

公司註冊處
Companies Registry

開放式基金型公司–
法團成立表格
Open-ended Fund Company – Incorporation Form

表格 Form **OFCNC1 (SFC)**

註 Note

❶ **重要事項 Important Note**

此表格須經由證券及期貨事務監察委員會交付公司註冊處。
This form should be delivered to the Securities and Futures Commission for sending to the Companies Registry.

❽ **1 擬成立公司的名稱 Name of the Proposed Company**

擬成立公司的英文名稱 English Name of the Proposed Company

擬成立公司的中文名稱 Chinese Name of the Proposed Company

❾ **2 擬成立公司的註冊辦事處地址 Address of the Proposed Company's Registered Office**

(本處不接納非香港地址、「轉交」地址或郵政信箱號碼 Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable)

單位／樓層／座數 Flat／Floor／Block

大廈 Building

街道名稱／區 Name of Street／District

地區 Region: 香港／HONG KONG

❿ **3 電郵地址 Email Address**

❹ **提交人資料 Presentor's Reference**

姓名 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

表格 Form OFCNC1(SFC)

4 首任董事 First Directors

(如委任超過兩名董事，請用續頁 A 填報 Use Continuation Sheet A if more than 2 directors are appointed)

1 **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

12 **住址 Residential Address**

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region

13 **身分證明 Identification**

(a) **香港身分證號碼** Hong Kong Identity Card Number ( )

(b) **護照** Passport

簽發國家／地區 Issuing Country／Region

號碼 Number

14 **電郵地址 Email Address**

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

本人同意在公司成立為法團後擔任其董事，並確認本人已年滿 18 歲。
I consent to be a director of the company after its incorporation and confirm that I have attained the age of 18 years.

簽署 Signed :

表格 Form OFCNC1(SFC)

4 首任董事 First Directors (續上頁 cont'd)

(如委任超過兩名董事，請用續頁 A 填報 Use Continuation Sheet A if more than 2 directors are appointed)

2 **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

12 **住址 Residential Address**

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region

13 **身分證明 Identification**

(a) 香港身分證號碼 Hong Kong Identity Card Number ( )

(b) 護照 Passport

簽發國家／地區 Issuing Country／Region

號碼 Number

14 **電郵地址 Email Address**

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

本人同意在公司成立為法團後擔任其董事，並確認本人已年滿 18 歲。
I consent to be a director of the company after its incorporation and confirm that I have attained the age of 18 years.

簽署 Signed : _____

表格 Form OFCNC1(SFC)

5 首任董事的法律程序文件代理人 Process Agent(s) of First Director(s)

(只有通常住址在香港以外地方的董事才須要法律程序文件代理人。如超過一名法律程序文件代理人獲委任，請用續頁 B 填報
A process agent is only required for a director whose usual residential address is outside Hong Kong. Use Continuation Sheet B if more than one process agent is appointed)

A 法律程序文件代理人的詳情 Details of Process Agent

中文姓名／名稱
Name in Chinese

英文姓名／名稱
Name in English

16 **地址**
Address

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區 Name of Street／District

香港／HONG KONG

地區 Region

17 **B 委任上述法律程序文件代理人的董事的姓名**
Name(s) of Director(s) who has／have appointed the above Process Agent

表格 Form OFCNC1(SFC)

❼ **6 董事陳述書 Statement of Director**

本人現核證 I certify that：

(a) 本人為擬成立公司的首任董事並獲其他首任董事授權簽署本表格。
I am a first director of the proposed company and am authorized by the other first director(s) to sign this incorporation form.

(b) 所有首任董事已根據《證券及期貨(開放式基金型公司)規則》第 13(1)(b) 條簽署公司的法團成立文書，並確認連同本表格交付的公司法團成立文書的文本的內容，與由所有首任董事簽署的該等法團成立文書的內容相同。
The company's instrument of incorporation has been signed by all the first directors of the company pursuant to rule 13(1)(b) of the Securities and Futures (Open-ended Fund Companies) Rules. The contents of the copy of the company's instrument of incorporation delivered together with this form are the same as those of the instrument of incorporation signed by all the first directors.

(c) 本表格所載的資料、陳述及詳情均屬準確，並與公司的法團成立文書內的資料、陳述及詳情相符。
The information, statements and particulars contained in this form are accurate and consistent with those contained in the company's instrument of incorporation.

(d) 公司已遵守《證券及期貨條例》第 IVA 部及《證券及期貨(開放式基金型公司)規則》中就有關開放式基金型公司成立為法團的所有規定。
All the requirements of Part IVA of the Securities and Futures Ordinance and the Securities and Futures (Open-ended Fund Companies) Rules in respect of the incorporation of an open-ended fund company have been complied with.

本表格包括下列續頁 This Form includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	**A**	**B**
頁數 Number of pages		

❼ 簽署 Signed:

姓名 Name：_____ 日期 Date：_____
首任董事 First Director **日 DD / 月 MM / 年 YYYY**

表格
Form **OFCNC1(SFC)**

續頁 A Continuation Sheet A

首任董事詳情 (第 4 項) Details of First Directors (Section 4)

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

⓬ **住址**
Residential Address

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region

⓭ **身分證明 Identification**

(a) **香港身分證號碼**
Hong Kong Identity Card Number

( )

(b) **護照**
Passport

簽發國家／地區
Issuing Country／Region

號碼
Number

⓮ **電郵地址**
Email Address

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

本人同意在公司成立為法團後擔任其董事，並確認本人已年滿 18 歲。
I consent to be a director of the company after its incorporation and confirm that I have attained the age of 18 years.

簽署 Signed :

表格
Form **OFCNC1(SFC)**

續頁 B Continuation Sheet B

首任董事的法律程序文件代理人的詳情(第 5 項)
Details of Process Agent(s) of First Director(s) (Section 5)

A 法律程序文件代理人的詳情 Details of Process Agent

中文姓名／名稱
Name in Chinese

英文姓名／名稱
Name in English

16 地址
Address

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區 Name of Street／District

香港／HONG KONG

地區 Region

17 **B 委任上述法律程序文件代理人的董事的姓名**
Name(s) of Director(s) who has／have appointed the above Process Agent

《證券及期貨條例》(香港法例第 571 章)
第 112C(1)(a)條規定交付的

開放式基金型公司—法團成立表格

填表須知 — 表格 OFCNC1(SFC)

附註

引言

1. 本表格是用以申請成立一間具法團地位的開放式基金型公司。本表格須連同公司的法團成立文書的文本及正確的費用，***經由證券及期貨事務監察委員會***(「證監會」)交付公司註冊處處長(「處長」)登記。證監會會將有關文件及費用送交公司註冊處。

2. 根據《商業登記條例》(香港法例第 310 章) 第 5A(1) 及 5D(2) 條的規定，**提出成立開放式基金型公司的申請人須把「致商業登記署通知書」(IRBR3)和訂明的商業登記費及徵費連同本表格一併交付**，否則公司註冊處不會接納其申請。

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。公司註冊處會以傳真方式通知提交人親身領取開放式基金型公司的「公司註冊證明書」及「商業登記證」。如提交人委託他人代領，需簽署授權書。

5. 你可郵寄或親身交付本表格到證監會位於***香港皇后大道中 2 號長江集團中心 30 樓***的郵件室。如以郵寄方式交付表格而證監會並沒有收到該表格的話，則該表格不會視作曾為遵從《證券及期貨條例》第 112C(1)(a)條及《證券及期貨(開放式基金型公司)規則》(「該規則」)中有關條文的規定而作出交付。

費用

6. 本表格必須連同正確的費用經由證監會交付公司註冊處，否則公司註冊處不會接納登記。有關所需費用的詳情，請參閱公司註冊處《開放式基金型公司—向公司註冊處交付文件登記》資料小冊子及《商業登記費及徵費收費表》。***請以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」***。

簽署

7. 本表格必須由一名名列本表格內的首任董事簽署並***核證第 6 項「董事陳述書」內的各項陳述***。公司註冊處不接納未簽妥的表格。

擬成立公司的名稱 (第 1 項)

8. 在本項填報的開放式基金型公司的公司名稱須與公司法團成立文書內所述的公司名稱相同。

擬成立公司的註冊辦事處地址 (第 2 項)

9. 請在本項填報詳細地址。非香港地址、「轉交」地址或郵政信箱號碼概不接納。於本項填報的地址須自開放式基金型公司成立為法團的日期起，作為其註冊辦事處地址，直至公司根據該規則第 20(1)條向處長交付有關該地址的更改通知書(表格 OFCR1)為止。

電郵地址 (第 3 項)

10. 請提供開放式基金型公司的電郵地址(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 OFCR1 通知公司註冊處。

首任董事 (第 4 項)

11. (a) 請在本項填報開放式基金型公司的首任董事的詳情。

(b) 每間開放式基金型公司必須有最少兩名董事，法人團體***不得***獲委任為公司董事。

12. 請填報董事的***通常住址***。如屬非香港地址，請同時填報「國家／地區」一欄，並在第 5 項提供其法律程序文件代理人的資料。「轉交」地址或郵政信箱號碼概不接納。

13. 請填報董事的香港身分證號碼。如該人並非香港身分證持有人，請填報其所持護照的號碼及簽發國家／地區。如該人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」。

14. 請提供董事的電郵地址(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 OFCD3 通知公司註冊處。

15. 每一名董事均須作出陳述，同意在開放式基金型公司成立為法團後擔任其董事。董事必須在本表格的「出任董事職位同意書」上簽署。

首任董事的法律程序文件代理人 (第 5 項)

16. 請填報法律程序文件代理人在***香港***的地址—

(a) 如法律程序文件代理人是個人，請註明該人的通常住址。

(b) 如法律程序文件代理人是公司，請註明該公司的註冊辦事處地址。

(c) 如法律程序文件代理人是律師行或執業會計師事務所，請註明該合夥的主要營業地點。

本處不接納「轉交」地址或郵政信箱號碼。

17. 請註明委任法律程序文件代理人的董事姓名。

OPEN-ENDED FUND COMPANY – INCORPORATON FORM

For the purposes of section 112C(1)(a) of
Securities and Futures Ordinance (Cap. 571)

Notes for Completion of Form OFCNC1(SFC)

Introduction

1. This form is used for applying for incorporation of an open-ended fund company. This form should be delivered, together with a copy of the company's instrument of incorporation and the correct fees, to the Registrar of Companies (the Registrar) for registration ***through the Securities and Futures Commission*** (the Commission). The Commission will send the relevant documents and fees to the Companies Registry.

2. According to sections 5A(1) and 5D(2) of the Business Registration Ordinance (Cap. 310), **an applicant for incorporation of an open-ended fund company must deliver a Notice to Business Registration Office (IRBR3) and the prescribed business registration fee and levy together with 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 Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required. The Companies Registry will notify the presentor by fax to collect the Certificate of Incorporation and Business Registration Certificate for the open-ended fund company in person. A written authorization will be required if the presentor sends a representative to collect the certificates.

5. This form can be delivered to the Commission by post or in person to the mailroom of the Commission on ***30/F, Cheung Kong Center, 2 Queen's Road Central, Hong Kong***. If the form is delivered by post but the Commission has not received it, the form will not be regarded as having been delivered in satisfaction of section 112C(1)(a) of the Securities and Futures Ordinance and the relevant provision of the Securities and Futures (Open-ended Fund Companies) Rules (the Rules).

Fee

6. This form must be delivered with the correct fees to the Companies Registry through the Commission. A form which is not delivered with the correct fees will be rejected by the Companies Registry for registration. Please refer to the Companies Registry's information pamphlet on 'Open-ended Fund Company - Delivery of Documents to the Companies Registry for Registration' and the 'Business Registration Fee and Levy Table' for the correct fees payable. ***The fees should be paid by cheque which should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'***.

Signature

7. One of the first directors named in this form must sign this form and ***certify the statements made in the Statement of Director in Section 6***. A form which is not properly signed will be rejected by the Companies Registry.

Name of the Proposed Company (Section 1)

8. The company name(s) of the open-ended fund company stated in this Section should be identical to the name(s) stated in the instrument of incorporation of the company.

Address of the Proposed Company's Registered Office (Section 2)

9. The full address must be stated in this Section. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable. The address given in this Section shall be the address of the registered office of the open-ended fund company with effect from the date of its incorporation until a notice of change in respect of the address in Form OFCR1 is delivered to the Registrar under rule 20(1) of the Rules.

Email Address (Section 3)

10. Please provide the email address of the open-ended fund company, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form OFCR1.

First Directors (Section 4)

11. (a) The details of the first directors of the open-ended fund company must be reported in this Section.

(b) Every open-ended fund company must have at least two directors. A body corporate must ***not*** be appointed a director of the company.

12. Please provide the ***usual residential address*** of each director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region' and provide details of the director's process agent in Section 5. 'Care of' addresses or post office box numbers are not acceptable.

13. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country／region of the passport of a director should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

14. Please provide the email address of each 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 OFCD3.

15. Every director shall make a statement that he or she has consented to be a director of the open-ended fund company after the incorporation of the company. A director must sign the 'Consent to Act as Director' in this form.

Process Agent(s) of First Director(s) (Section 5)

16. Please provide the address of the process agent in ***Hong Kong***—

(a) If the process agent is an individual, his／her usual residential address should be given.

(b) If the process agent is a company, the address of the company's registered office should be given.

(c) If the process agent is a firm of solicitors or certified public accountants (practising), the principal place of business of the partnership should be given.

'Care of' addresses or post office box numbers are not acceptable.

17. Please state the name(s) of the director(s) for whom the process agent is appointed.

公司註冊處
Companies Registry

開放式基金型公司–
免任核數師通知書
Open-ended Fund Company –
Notice of Removal of Auditor

表格 Form **OFCA1**

公司編號 Company Number

OF

註 Note

1 公司名稱 **Company Name**

2 被免任核數師的資料 **Particulars of Auditor being Removed**

姓名／名稱 **Name**

地址 **Address**

3 免任上述核數師的決議日期
Date of Resolution Removing the above Auditor

日 DD | 月 MM | 年 YYYY

4 免任日期
Date of Removal

日 DD | 月 MM | 年 YYYY

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

董事 Director 日 DD / 月 MM / 年 YYYY

3 提交人資料 **Presentor's Reference**

姓名 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**

《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 140(4) 條規定交付的

開放式基金型公司 – 免任核數師通知書

填表須知 — 表格 OFCA1

附註

引言

1. 儘管開放式基金型公司與其核數師之間有任何協議，或公司的法團成立文書有任何規定，公司仍可藉在股東大會上通過普通決議，免除該核數師的職位。如免任的普通決議獲通過，公司須在自該決議獲通過的日期起計的15日內，以本表格將述明該免任一事的通知，交付公司註冊處處長(「處長」)登記。

2. 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。

3. 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。

4. 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

5. 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。

OPEN-ENDED FUND COMPANY – NOTICE OF REMOVAL OF AUDITOR

For the purposes of rule 140(4) of
Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCA1

Introduction

1. An open-ended fund company may by an ordinary resolution passed at a general meeting remove a person from the office of auditor despite anything in any agreement between the company and the person or anything in the company's instrument of incorporation. If an ordinary resolution for the removal is passed, the company must, within 15 days beginning on the date on which it is passed, deliver to the Registrar of Companies (the Registrar) for registration, a notice of the removal in this form.

2. 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.

3. 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.

4. 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

5. This form must be signed by a director. A form which is not properly signed will be rejected by the Companies Registry.

公司註冊處
Companies Registry

開放式基金型公司–
核數師辭職通知書
Open-ended Fund Company –
Notice of Resignation of Auditor

表格 Form **OFCA2**

公司編號 Company Number

OF

註 Note

1 公司名稱 **Company Name**

2 上述公司已收到核數師根據《證券及期貨(開放式基金型公司)規則》(「該規則」)第 138(1) 條發出的書面通知，辭去上述公司核數師的職位。該通知並附有根據該規則第 144 條有關辭任核數師規定須給予上述公司的陳述。

This company has received from the auditor a notice of resignation in writing that is given in accordance with rule 138(1) of the Securities and Futures (Open-ended Fund Companies) Rules ("the Rules"). The notice is accompanied by a statement required to be given by the resigning auditor to the company under rule 144 of the Rules.

A. 公司收到核數師辭職通知的日期
Date of Receipt of Notice of Resignation

日 DD / 月 MM / 年 YYYY

B. 辭任核數師的資料 **Particulars of Resigning Auditor**

姓名／名稱 **Name**

地址 **Address**

辭任的生效日期
Effective Date of Resignation

日 DD / 月 MM / 年 YYYY

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

董事 Director 日 DD / 月 MM / 年 YYYY

3 提交人資料 **Presentor's Reference**

姓名 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

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《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 138(3) 條規定交付的

開放式基金型公司 – 核數師辭職通知書

填表須知 — 表格 OFCA2

附註

引言

1. 任何人可藉向開放式基金型公司發出書面通知，辭去該公司核數師的職位，該通知須隨附《證券及期貨(開放式基金型公司)規則》(「該規則」)第 144 條規定須給予的情況陳述。公司須在自收到該規則第 138 (1) 條所指的辭職通知的日期起計的 15 日內，以本表格將述明該事實的通知，交付公司註冊處處長(「處長」)登記。

2. 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。

3. 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。

4. 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

5. 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。

OPEN-ENDED FUND COMPANY – NOTICE OF RESIGNATION OF AUDITOR

For the purposes of rule 138(3) of
Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCA2

Introduction

1. A person may resign from the office of auditor of an open-ended fund company by giving the company a notice in writing that is accompanied by a statement of circumstances required under rule 144 of the Securities and Futures (Open-ended Fund Companies) Rules. Within 15 days beginning on the date on which a company receives a notice of resignation under rule 138(1), the company must deliver to the Registrar of Companies (the Registrar) for registration, a notice in this form of that fact.

2. 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.

3. 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.

4. 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

5. This form must be signed by a director. A form which is not properly signed will be rejected by the Companies Registry.

公司註冊處
Companies Registry

開放式基金型公司 – 委任董事通知書
Open-ended Fund Company – Notice of Appointment of Director

表格 Form **OFCD1 (SFC)**

重要事項 Important Note

此表格須經由證券及期貨事務監察委員會交付公司註冊處。
This form should be delivered to the Securities and Futures Commission for sending to the Companies Registry.

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

2 委任董事 Appointment of Director

(如委任超過一名董事，請用續頁 A 填報 Use Continuation Sheet A if more than 1 director is appointed)

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	

❼ **住址 Residential Address**

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region

❹ **提交人資料 Presentor's Reference**

姓名 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

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表格 Form **OFCD1(SFC)**

公司編號 Company Number

OF

2 委任董事 Appointment of Director (續上頁 cont'd)

8 **身分證明 Identification**

(a) **香港身分證號碼** Hong Kong Identity Card Number

( )

(b) **護照** Passport

簽發國家／地區 Issuing Country／Region

號碼 Number

9 **電郵地址 Email Address**

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

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

本人同意擔任公司的董事，並確認本人已年滿 18 歲。
I consent to act as director of this company and confirm that I have attained the age of 18 years.

簽署 Signed : _____

表格 Form **OFCD1(SFC)**

公司編號 Company Number

OF

3 董事的法律程序文件代理人的詳情 Details of Process Agent of Director

(只有通常住址在香港以外地方的董事才須要法律程序文件代理人。如超過一名法律程序文件代理人獲委任，請用續頁 B 填報
A process agent is only required for a director whose usual residential address is outside Hong Kong. Use Continuation Sheet B if more than one process agent is appointed)

A.法律程序文件代理人的詳情 Details of Process Agent

中文姓名／名稱
Name in Chinese

英文姓名／名稱
Name in English

11

地址
Address

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區 Name of Street／District

香港／HONG KONG

地區 Region

B.委任上述法律程序文件代理人的董事的姓名
Name(s) of Director(s) who has／have Appointed the above Process Agent

12

本表格包括下列續頁 This Form includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B
頁數 Number of pages		

6 **簽署** Signed :

姓名 Name : _____ **日期** Date : _____

董事 Director

日 DD / **月** MM / **年** YYYY

續頁 A Continuation Sheet A

表格 Form **OFCD1(SFC)**

公司編號 Company Number

OF

委任董事(第 2 項)
Appointment of Director (Section 2)

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

7 住址
Residential Address

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region

8 身分證明 Identification

(a) 香港身分證號碼
Hong Kong Identity Card Number

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

號碼 Number

9 電郵地址
Email Address

委任日期 Date of Appointment

日 DD | 月 MM | 年 YYYY

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

本人同意擔任公司的董事，並確認本人已年滿 18 歲。
I consent to act as director of this company and confirm that I have attained the age of 18 years.

簽署 Signed : _____

續頁 B Continuation Sheet B

表格 Form **OFCD1(SFC)**

公司編號 Company Number

OF

董事的法律程序文件代理人的詳情(第 3 項)
Details of Process Agent of Director (Section 3)

A. 法律程序文件代理人的詳情 Details of Process Agent

中文姓名／名稱
Name in Chinese

英文姓名／名稱
Name in English

11 地址
Address

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區 Name of Street／District

香港／HONG KONG

地區 Region

12 B. 委任上述法律程序文件代理人的董事的姓名
Name(s) of Director(s) who has／have Appointed the above Process Agent

《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 106(1)條規定交付的

開放式基金型公司－委任董事通知書

填表須知 — 表格 OFCD1(SFC)

附註

引言

1. (a) 本表格是用以通知公司註冊處處長(「處長」)有關開放式基金型公司的董事的委任。除非證券及期貨事務監察委員會(「證監會」)已就董事的委任給予核准，否則有關公司不得根據《證券及期貨(開放式基金型公司)規則》(「該規則」)第101條或第103條委任該董事。公司須根據該規則第106(1)條，在董事獲委任後的15日內將本表格交付處長登記。***本表格須經由證監會***交付處長登記，證監會會將表格送交處長。

(b) 每間開放式基金型公司必須有最少兩名董事。法人團體***不得***獲委任為公司的董事。

2. 請使用適當的表格申報下列更改—

更改事項	表格
開放式基金型公司董事的停任	表格 OFCD2
開放式基金型公司董事詳情的更改	表格 OFCD3

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. 你可郵寄或親身交付本表格到證監會位於***香港皇后大道中 2 號長江集團中心 30 樓***的郵件室。如以郵寄方式交付表格而證監會並沒有收到該表格的話，則該表格不會視作曾為遵從該規則中有關條文的規定而作出交付。

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。

委任董事 (第 2 項)

7. 請申報董事的***通常住址***。如屬非香港地址，請同時申報「國家／地區」一欄，並在第3項提供其法律程序文件代理人的資料。本處不接納「轉交」地址或郵政信箱號碼。

8. 請申報董事的香港身分證號碼。如該人並非香港身分證持有人，請申報其所持護照的號碼及簽發國家／地區。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填上「無」。

9. 請提供董事的電郵地址(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 OFCD3 通知公司註冊處。

10. 每名獲委任的董事均須在本表格的「出任董事職位同意書」上簽署。

董事的法律程序文件代理人的詳情 (第 3 項)

11. 請填報法律程序文件代理人在***香港***的地址 —

(a) 如法律程序文件代理人是個人，請註明該人的通常住址。

(b) 如法律程序文件代理人是公司，請註明該公司的註冊辦事處地址。

(c) 如法律程序文件代理人是合夥，請註明該合夥的主要營業地點。

本處不接納「轉交」地址或郵政信箱號碼。

12. 請註明委任法律程序文件代理人的董事姓名。

OPEN-ENDED FUND COMPANY – NOTICE OF APPOINTMENT OF DIRECTOR

For the purposes of rule 106(1) of

Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCD1(SFC)

Introduction

1. (a) This form should be used to notify the Registrar of Companies (the Registrar) of the appointment of a director of an open-ended fund company. An appointment as a director under rule 101 or 103 of the Securities and Futures (Open-ended Fund Companies) Rules (the Rules) must not be made unless the Securities and Futures Commission (the Commission) has given its approval to the appointment. This form should be delivered to the Registrar for registration within 15 days after the appointment pursuant to rule 106(1) of the Rules. ***This form should be delivered to the Registrar through the Commission***. The Commission will send the form to the Registrar.

(b) Every open-ended fund company must have at least two directors. A body corporate must ***not*** be appointed as a director of the company.

2. Please use the appropriate form to report the following changes —

Type of change	Form
Cessation of appointment of director of an open-ended fund company	Form OFCD2
Changes in particulars of director of an open-ended fund company	Form OFCD3

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 to the Commission by post or in person to the mailroom of the Commission on ***30/F, Cheung Kong Center, 2 Queen's Road Central, Hong Kong***. If the form is delivered by post but the Commission has not received it, the form will not be regarded as having been delivered in satisfaction of the relevant provision of the 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.

Appointment of Director (Section 2)

7. Please provide the ***usual residential address*** of the director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region' and provide details of the director's process agent in Section 3. 'Care of' addresses or post office box numbers are not acceptable.

8. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country／region of the passport of the director should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

9. Please provide the email address of the 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 OFCD3.

10. Every newly appointed director must sign the 'Consent to Act as Director' in this form.

Details of Process Agent of Director (Section 3)

11. Please provide the address of the process agent in ***Hong Kong*** —

(a) If the process agent is an individual, his／her usual residential address should be given.

(b) If the process agent is a company, the address of the company's registered office should be given.

(c) If the process agent is a partnership, the principal place of business of the partnership should be given.

'Care of' addresses or post office box numbers are not acceptable.

12. Please state the name(s) of the director(s) for whom the process agent is appointed.

公司註冊處
Companies Registry

開放式基金型公司 – 停任董事通知書
Open-ended Fund Company – Notice of Cessation of Appointment of Director

表格 Form **OFCD2**

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

2 董事的停任 Cessation to Act as Director

(如超過一名董事停任，請用續頁 A 填報 Use Continuation Sheet A if more than 1 director ceased to act)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文姓名 Name in Chinese

英文姓名 Name in English

姓氏 Surname

名字 Other Names

❼ **身分證明 Identification**

( )

香港身分證號碼 Hong Kong Identity Card Number

護照號碼 Passport Number

B. 停任詳情 Details of Cessation

停任原因 Reason for Cessation

☐ **辭職** Resignation ☐ **免任** Removal ☐ **其他** Others

❽ **停任日期 Date of Cessation**

日 DD **月** MM **年** YYYY

❹ **提交人資料 Presentor's Reference**

姓名 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

表格 Form **OFCD2**

公司編號 Company Number

OF

3 董事的法律程序文件代理人的停任 Cessation of Process Agent of Director

(如超過一名法律程序文件代理人停任，請用續頁 B 填報　Use Continuation Sheet B if more than 1 process agent ceased to act)

A. 現時在公司註冊處登記的資料 Particulars Currently Registered with the Companies Registry

10 中文姓名／名稱 Name in Chinese

英文姓名／名稱 Name in English

11 委任上述法律程序文件代理人的董事的姓名 Name(s) of Director(s) who has / have appointed the above Process Agent

12 B. 停任日期 Date of Cessation

日 DD	月 MM	年 YYYY

本表格包括下列續頁 This Form includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B
頁數 Number of pages		

6 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

董事 Director　　日 DD / 月 MM / 年 YYYY

續頁 A Continuation Sheet A

表格 Form **OFCD2**

公司編號 Company Number

OF

董事的停任(第 2 項)
Cessation to Act as Director (Section 2)

1 A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文姓名 Name in Chinese

英文姓名 Name in English
姓氏 Surname

名字 Other Names

7 身分證明 Identification

( )

香港身分證號碼 Hong Kong Identity Card Number

護照號碼 Passport Number

B. 停任詳情 Details of Cessation

停任原因 Reason for Cessation

☐ 辭職 Resignation ☐ 免任 Removal ☐ 其他 Others

8 停任日期 Date of Cessation

日 DD 月 MM 年 YYYY

2 A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文姓名 Name in Chinese

英文姓名 Name in English
姓氏 Surname

名字 Other Names

7 身分證明 Identification

( )

香港身分證號碼 Hong Kong Identity Card Number

護照號碼 Passport Number

B. 停任詳情 Details of Cessation

停任原因 Reason for Cessation

☐ 辭職 Resignation ☐ 免任 Removal ☐ 其他 Others

8 停任日期 Date of Cessation

日 DD 月 MM 年 YYYY

續頁 B Continuation Sheet B

表格 Form **OFCD2**

公司編號 Company Number

OF

董事的法律程序文件代理人的停任(第 3 項)
Cessation of Process Agent of Director (Section 3)

1 A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

10 中文姓名／名稱 Name in Chinese

英文姓名／名稱 Name in English

11 委任上述法律程序文件代理人的董事的姓名 Name(s) of Director(s) who has / have appointed the above Process Agent

B. 停任詳情 Details of Cessation

12 停任日期 Date of Cessation

日 DD | 月 MM | 年 YYYY

2 A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

10 中文姓名／名稱 Name in Chinese

英文姓名／名稱 Name in English

11 委任上述法律程序文件代理人的董事的姓名 Name(s) of Director(s) who has / have appointed the above Process Agent

B. 停任詳情 Details of Cessation

12 停任日期 Date of Cessation

日 DD | 月 MM | 年 YYYY

《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 107(1) 條規定交付的

開放式基金型公司－停任董事通知書

填表須知 — 表格 OFCD2

附註

引言

1. 本表格是用以通知公司註冊處處長(「處長」)有關開放式基金型公司的董事的停任。公司須在董事停任後的 15 日內將本表格交付處長登記。

2. 請使用適當的表格申報下列更改－

更改事項	表格
開放式基金型公司董事的委任	表格 OFCD1(SFC)
開放式基金型公司董事詳情的更改	表格 OFCD3

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。

董事的停任 (第 2 項)

7. 請填報停任的董事已在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格內填上「無」。

8. 如董事去世，請申報其去世日期，作為停任日期。

9. 如停任的董事為非香港居民董事，請於第三項申報其法律程序文件代理人的停任。

董事的法律程序文件代理人的停任 (第 3 項)

10. 如停任的法律程序文件代理人為個人，請申報其個人姓名。如停任的法律程序文件代理人為某公司或某合夥，請申報公司名稱/合夥名稱。

11. 請註明委任該停任法律程序文件代理人的董事姓名。

12. 如法律程序文件代理人去世，請申報其去世日期，作為停任日期。

OPEN-ENDED FUND COMPANY – NOTICE OF CESSATION OF APPOINTMENT OF DIRECTOR

For the purposes of rule 107(1) of

Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCD2

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of a director of an open-ended fund company ceasing to hold office. This form should be delivered to the Registrar for registration within 15 days after the cessation.

2. Please use the appropriate form to report the following changes —

Type of change	Form
Appointment of director of an open-ended fund company	Form OFCD1(SFC)
Changes in particulars of director of an open-ended fund company	Form OFCD3

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.

Cessation to Act as Director (Section 2)

7. If the director has ceased to hold office and has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.

8. For a deceased director, the date of death should be given as the date of cessation.

9. If the director who has ceased to hold office is a non-resident director, please report in Section 3 the cessation of appointment of his/her process agent.

Cessation of Process Agent of Director (Section 3)

10. If the process agent who is an individual has ceased to be the Director's process agent, his or her name must be specified. If the process agent who is a company or a partnership has ceased to be the Director's process agent, the company name / the partnership's name must be specified.

11. Please state the name(s) of the director(s) appointing the process agent whose appointment has ceased.

12. For a deceased process agent, the date of death should be given as the date of cessation.

公司註冊處
Companies Registry

開放式基金型公司–
更改董事詳情通知書
Open-ended Fund Company –
Notice of Change in Particulars of Director

表格 Form **OFCD3**

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

2 董事詳情更改 Change in Particulars of Director

(如涉及超過一名董事，請用續頁填報 Use Continuation Sheet if more than one director is involved)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏 Surname

名字 Other Names

❼ **身分證明**
Identification

( )

香港身分證號碼 Hong Kong Identity Card Number

護照號碼 Passport Number

❽ **B. 更改詳情 Details of Change(s)**

請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 中文姓名 Name in Chinese

生效日期 Effective Date

日 DD 月 MM 年 YYYY

(b) 英文姓名 Name in English

姓氏 Surname

名字 Other Names

日 DD 月 MM 年 YYYY

❹ **提交人資料 Presentor's Reference**

姓名 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

表格 Form **OFCD3**

公司編號 Company Number

OF

2 董事詳情更改 Change in Particulars of Director (續上頁 cont'd)

B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

9 **(c) 別名 Alias**

中文 Chinese

英文 English

日 DD 月 MM 年 YYYY

10 **(d) 住址 Residential Address**

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region

日 DD 月 MM 年 YYYY

11 **(e) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

(f) 香港身分證號碼 Hong Kong Identity Card Number

( )

日 DD 月 MM 年 YYYY

(g) 護照 Passport

簽發國家／地區 Issuing Country／Region

號碼 Number

日 DD 月 MM 年 YYYY

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

續頁 Continuation Sheet

表格 Form **OFCD3**

公司編號 Company Number

OF

董事詳情更改 (第 2 項) Change in Particulars of Director (Section 2)

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文姓名 Name in Chinese

英文姓名 Name in English　姓氏 Surname

名字 Other Names

7 身分證明 Identification　香港身分證號碼 Hong Kong Identity Card Number　護照號碼 Passport Number

B. 更改詳情 Details of Change(s)

8 *請只填報有更改的項目 Please complete item(s) with change(s) only*

生效日期 Effective Date (日 DD 月 MM 年 YYYY)

(a) 中文姓名 Name in Chinese

(b) 英文姓名 Name in English

姓氏 Surname

名字 Other Names

9 (c) 別名 Alias

中文 Chinese

英文 English

(d) 住址 Residential Address

10 單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region

11 (e) 電郵地址 Email Address

(f) 香港身分證號碼 Hong Kong Identity Card Number

(g) 護照 Passport

簽發國家／地區 Issuing Country／Region

號碼 Number

《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 107(1) 條規定交付的

開放式基金型公司－更改董事詳情通知書

填表須知 — 表格 OFCD3

附註

引言

1. 本表格是用以通知公司註冊處處長(「處長」)有關開放式基金型公司的董事的詳情更改。如公司的董事登記冊所載的詳情有任何更改，該公司須在有關詳情更改後的 15 日內，將更改的通知以本表格交付處長登記。

2. 請使用適當的表格申報下列更改－

更改事項	表格
開放式基金型公司董事的委任	表格 OFCD1(SFC)
開放式基金型公司董事的停任	表格 OFCD2

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。

現時在公司註冊處登記的詳情 (第 2A 項)

7. 請填報董事已在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格內填上「無」。

董事詳情更改 (第 2B 項)

8. 請在適當的空格內申報董事的***新詳情***，並在相關的空格內註明生效日期。沒有更改的詳情無需填報。

9. 如申報董事的新增別名，請在空格內將該董事現有的所有別名(包括已在公司註冊處登記的別名)一併填報，以便正確更新紀錄。

10. 請申報董事的***通常住址***。如屬非香港地址，請同時申報「國家／地區」一欄，並使用表格 OFCD1(SFC)申報董事的法律程序文件代理人的資料(如還未向本處申報該董事的法律程序文件代理人的資料)。本處不接納「轉交」地址或郵政信箱號碼。

11. 請提供或更新董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，亦請以本表格通知公司註冊處。

OPEN-ENDED FUND COMPANY – NOTICE OF CHANGE IN PARTICULARS OF DIRECTOR

For the purposes of rule 107(1) of

Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCD3

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the director of an open-ended fund company as contained in the company's register of directors. This form should be delivered to the Registrar for registration within 15 days after the change in the particulars.

2. Please use the appropriate form to report the following changes —

Type of change	Form
Appointment of director of an open-ended fund company	Form OFCD1(SFC)
Cessation of appointment of director of an open-ended fund company	Form OFCD2

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.

Particulars Currently Registered with the Companies Registry (Section 2A)

7. If the director has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.

Details of Change(s) (Section 2B)

8. Please state only the ***new particulars*** of the director in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.

9. To report the addition of an alias, please also state all the other aliases (including the alias which has been registered with the Companies Registry) of the director in the box provided to facilitate correct updating of the record.

10. Please provide the ***usual residential address*** of the director. If a non-Hong Kong address of a director is given, please also complete the box for 'Country／Region ' and use the Form OFCD1(SFC) to report the details of the director's process agent (if the details of the director's process agent have not been reported to this Registry before). 'Care of' addresses or post office box numbers are not acceptable.

11. Please provide or update the email address of the director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.

公司註冊處
Companies Registry

開放式基金型公司 – 董事辭職通知書
(由辭職董事交付)
Open-ended Fund Company – Notice of Resignation of Director (by Resigning Director)

表格 Form **OFCD4**

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

2 董事的辭職 Resignation of Director

A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏 Surname

名字 Other Names

❻ 身分證明
Identification

香港身分證號碼 Hong Kong Identity Card Number ( )

護照號碼 Passport Number

B. 辭職日期 Date of Resignation

日 DD 月 MM 年 YYYY

❺ 簽署 Signed :

姓名 Name :

辭職的董事 Resigning Director

日期 Date :

日 DD / 月 MM / 年 YYYY

❸ **提交人資料 Presentor's Reference**

姓名 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

《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 107(2) 條規定交付的

開放式基金型公司－董事辭職通知書(由辭職董事交付)

填表須知 — 表格 OFCD4

附註

引言

1. 辭職的開放式基金型公司董事如有合理理由相信公司將不會就其辭職一事以表格 OFCD2 通知公司註冊處處長(「處長」),須自行將辭職一事,以本表格通知處長。

2. 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。

3. 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。

4. 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

5. 本表格必須由辭職的董事簽署,公司註冊處不接納未簽妥的表格。

現時在公司註冊處登記的詳情 (第 2A 項)

6. 請填報辭職的董事已在公司註冊處登記的香港身分證號碼或護照號碼,以方便本處識別身分。如該項資料未曾在本處登記,請在有關的空格內填「無」。

7. 如辭職的董事並非香港居民,公司須使用表格 OFCD2 申報其法律程序文件代理人的停任。

OPEN-ENDED FUND COMPANY –
NOTICE OF RESIGNATION OF DIRECTOR (BY RESIGNING DIRECTOR)

For the purposes of rule 107(2) of
Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCD4

Introduction

1. A resigning director of an open-ended fund company should use this form to notify the Registrar of Companies (the Registrar) of his or her resignation if there are reasonable grounds for believing that the company will not deliver a notice of the resignation in the specified form, Form OFCD2, to the Registrar for registration.

2. 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.

3. 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.

4. 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

5. This form must be signed by the resigning director. A form which is not properly signed will be rejected by the Companies Registry.

Particulars Currently Registered with the Companies Registry (Section 2A)

6. If the resigning director has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.

7. If the resigning director is a non-resident director, the Company should use Form OFCD2 to report the cessation of his/her process agent.

公司註冊處
Companies Registry

開放式基金型公司–
法團成立文書修改通知書
Open-ended Fund Company –
Notice of Alteration of
Instrument of Incorporation

表格 Form **OFCIN1**

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

2 法團成立文書的修改 Alteration of Instrument of Incorporation

A. 修改通知 Notice of Alteration

上述公司已藉以下方式修改其法團成立文書–
The above company has altered its instrument of incorporation in the following manner –

❹ **提交人資料 Presentor's Reference**

姓名 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

表格 Form **OFCIN1**

公司編號 Company Number

OF

2 法團成立文書的修改 Alteration of Instrument of Incorporation (續上頁 cont'd)

B. 修改的生效日期
Date on which the Alteration Takes Effect

日 DD	月 MM	年 YYYY

❼ **C. 隨本表格交付的文件**
Document(s) Delivered with this Form
請在適用的空格內加上 ✓ 號 Please tick the relevant box

☐ **經修改的法團成立文書的經核證文本**
A certified copy of the instrument of incorporation as altered

☐ **原訟法庭命令的正式文本及經該命令修改的法團成立文書的文本**
An office copy of the court order and a copy of the instrument of incorporation as altered by the order

❻ **簽署** Signed :

姓名 Name : _____ **日期** Date : _____

董事 Director — 日 DD / 月 MM / 年 YYYY

《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 15 條規定交付的

開放式基金型公司－法團成立文書修改通知書

填表須知 — 表格 OFCIN1

附註

引言

1. 開放式基金型公司在符合《證券及期貨(開放式基金型公司)規則》(「該規則」)第14條的規定下，可修改其法團成立文書。在修改的生效日期後的15日內，公司須將關於該項修改的通知，以本表格交付公司註冊處處長(「處長」)登記。

2. 如開放式基金型公司的法團成立文書的任何條文或任何條文的效力，被原訟法庭命令修改，該公司須在該項修改生效的日期後的15日內，將關於該項修改的通知，以本表格交付處長登記。

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。

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該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。

法團成立文書的修改 (第 2 項)

7. (a) 公司在交付本表格時，須連同該公司經修改的法團成立文書的文本一併交付，該文本須由該公司的一名董事核證為正確。

(b) 如公司的法團成立文書被原訟法庭命令修改，公司在交付本表格時，須隨附有關命令的正式文本，及經該命令修改的法團成立文書的文本。如有關公司已根據《證券及期貨條例》(第571章)的另一條文將有關命令的正式文本交付處長，則無須再次交付有關命令。

OPEN-ENDED FUND COMPANY –
NOTICE OF ALTERATION OF INSTRUMENT OF INCORPORATION

For the purposes of rule 15 of
Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCIN1

Introduction

1. Subject to rule 14 of the Securities and Futures (Open-ended Fund Companies) Rules (the Rules), an open-ended fund company may alter its instrument of incorporation. The company must deliver to the Registrar of Companies (the Registrar) for registration a notice of the alteration in this form within 15 days after the date on which the alteration takes effect.

2. If any provision of, or the effect of any provision of, an open-ended fund company's instrument of incorporation is altered by an order of the Court, the company must, within 15 days after the date on which the alteration takes effect, deliver to the Registrar for registration a notice of the alteration in this form.

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 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.

Alteration of Instrument of Incorporation (Section 2)

7. (a) This form should be delivered with a copy of the company's instrument of incorporation as altered which is certified by a director of the company as correct.

(b) If the company's instrument of incorporation is altered by an order of the Court, this form must be accompanied by an office copy of the order and a copy of the instrument of incorporation as altered by the order. If the company has already delivered an office copy of the order to the Registrar under another provision of the Securities and Futures Ordinance (Cap. 571), the company does not need to deliver an office copy of the order again.

公司註冊處
Companies Registry

開放式基金型公司–
更改公司名稱通知書
Open-ended Fund Company –
Notice of Change of Company Name

表格 Form **OFCNC2 (SFC)**

註 Note

1 重要事項 Important Note

此表格須經由證券及期貨事務監察委員會交付公司註冊處。
This form should be delivered to the Securities and Futures Commission for sending to the Companies Registry.

公司編號 Company Number

OF

7 **1 現有公司英文名稱 Existing English Company Name**

現有公司中文名稱 Existing Chinese Company Name

8 **2 擬用的公司英文名稱 Proposed English Company Name**

擬用的公司中文名稱 Proposed Chinese Company Name

6 **簽署** Signed :

姓名 Name : _____ **日期** Date : _____
董事 Director **日** DD / **月** MM / **年** YYYY

3 **提交人資料 Presentor's Reference**

姓名 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

《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 9(4)條規定交付的

開放式基金型公司 ─更改公司名稱通知書

填表須知 — 表格 OFCNC2(SFC)

附註

引言

1. 根據《證券及期貨(開放式基金型公司)規則》(「該規則」)第 9(1)條，除非證券及期貨事務監察委員會(「證監會」)已核准開放式基金型公司更改名稱，否則公司不得更改其名稱。公司須在獲發證監會核准通知的日期後的 15 日內，按該規則第 9(4)條以本表格將有關更改公司名稱的通知，並連同正確的費用，***經由證監會***交付公司註冊處處長登記。證監會會將表格及費用送交公司註冊處。

2. 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。

3. 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。公司註冊處會以傳真方式通知提交人親身領取開放式基金型公司的「公司更改名稱證明書」。如提交人委託他人代領，需簽署授權書。

4. 你可郵寄或親身交付本表格到證監會位於***香港皇后大道中 2 號長江集團中心 30 樓***的郵件室。如以郵寄方式交付表格而證監會並沒有收到該表格的話，則該表格不會視作曾為遵從該規則中有關條文的規定而作出交付。

費用

5. 本表格必須連同正確的費用經由證監會交付公司註冊處，否則公司註冊處不會接納登記。有關所需費用的詳情，請參閱公司註冊處《開放式基金型公司 — 向公司註冊處交付文件登記》資料小冊子。***請以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」***。

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。

現有公司名稱 (第 1 項)

7. 如公司具有英文及中文名稱，請在有關空格內填報這些名稱。如公司沒有英文或中文名稱，請在有關空格內填上「無」。

擬用的公司名稱 (第 2 項)

8. 公司如欲保留現有的英文或中文名稱，***必須***在有關空格內填上現有名稱。如公司在更改名稱後沒有英文或中文名稱，請在有關空格內填上「無」。

OPEN-ENDED FUND COMPANY – NOTICE OF CHANGE OF COMPANY NAME

For the purposes of rule 9(4) of
Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCNC2(SFC)

Introduction

1. Under rule 9(1) of the Securities and Futures (Open-ended Fund Companies) Rules (the Rules), an open-ended fund company must not change its name unless the Securities and Futures Commission (the Commission) has approved the change. Within 15 days after the date on which the company is given notice of the Commission's approval, the company must, pursuant to rule 9(4) of the Rules, deliver a notice of the change of name of the company in this form together with the correct fees to the Registrar of Companies for registration ***through the Commission***. The Commission will send the form and the fees to the Companies Registry.

2. 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.

3. 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. The Companies Registry will notify the presentor by fax to collect the Certificate of Change of Name of the open-ended fund company in person. A written authorization will be required if the presentor sends a representative to collect the certificate.

4. This form can be delivered to the Commission by post or in person to the mailroom of the Commission on ***30/F, Cheung Kong Center, 2 Queen's Road Central, Hong Kong***. If the form is delivered by post but the Commission has not received it, the form will not be regarded as having been delivered in satisfaction of the relevant provision of the Rules.

Fee

5. This form must be delivered with the correct fees to the Companies Registry through the Commission. A form which is not delivered with the correct fees will be rejected by the Companies Registry for registration. Please refer to the Companies Registry's information pamphlet on 'Open-ended Fund Company - Delivery of Documents to the Companies Registry for Registration' for the correct fees payable. ***The fees should be paid by cheque which should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'***.

Signature

6. This form must be signed by a director. A form which is not properly signed will be rejected by the Companies Registry.

Existing Company Name(s) (Section 1)

7. If the company has an English and a Chinese name, please state the names in the appropriate boxes. If the company does not have any English or Chinese name, please insert 'NIL' in the appropriate box.

Proposed Company Name(s) (Section 2)

8. If the company wishes to retain its existing English or Chinese name, such name ***must*** be stated in the appropriate box. If the company does not have any English or Chinese name after change of name, please insert 'NIL' in the appropriate box.

公司註冊處
Companies Registry

開放式基金型公司–
更改法律程序文件代理人
詳情通知書(董事)
Open-ended Fund Company – Notice of Change in Particulars of Process Agent (Director)

表格 Form **OFCPA1**

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

2 董事的法律程序文件代理人詳情更改
Change in Particulars of Process Agent of Director
(如涉及超過一名法律程序文件代理人，請用續頁填報 Use Continuation Sheet if more than one process agent is involved)

A. 有關法律程序文件代理人現時在公司註冊處登記的詳情
Particulars of the related Process Agent Currently Registered with the Companies Registry

中文姓名／名稱
Name in Chinese

英文姓名／名稱
Name in English

❽ **委任上述法律程序文件代理人的董事的姓名**
Name(s) of Director(s) who has／have appointed the above Process Agent

❺ **提交人資料 Presentor's Reference**

姓名 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

表格 Form **OFCPA1**

公司編號 Company Number

OF

2 董事的法律程序文件代理人詳情更改 (續上頁) Change in Particulars of Process Agent of Director (cont'd)

❾ **B. 更改詳情 Details of Change(s)**

請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 中文姓名／名稱 Name in Chinese

生效日期 Effective Date

日 DD 月 MM 年 YYYY

(b) 英文姓名／名稱 Name in English

日 DD 月 MM 年 YYYY

❿ **(c) 地址 Address**

日 DD 月 MM 年 YYYY

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區 Name of Street／District

香港／HONG KONG

地區 Region

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

❼ **簽署** Signed :

姓名 Name : _____ **日期** Date : _____

董事 Director

日 DD / 月 MM / 年 YYYY

續頁 Continuation Sheet

表格 Form **OFCPA1**

公司編號 Company Number

OF

董事的法律程序文件代理人詳情更改(第 2 項)
Change in Particulars of Process Agent of Director (Section 2)

A. 有關法律程序文件代理人現時在公司註冊處登記的詳情
Particulars of the related Process Agent Currently Registered with the Companies Registry

中文姓名／名稱
Name in Chinese

英文姓名／名稱
Name in English

8 委任上述法律程序文件代理人的董事的姓名
Name(s) of Director(s) who has／have appointed the above Process Agent

9 **B. 更改詳情 Details of Change(s)**
請只填報有更改的項目 Please complete item(s) with change(s) only

生效日期
Effective Date

(a) 中文姓名／名稱 Name in Chinese

日 DD 月 MM 年 YYYY

(b) 英文姓名／名稱 Name in English

日 DD 月 MM 年 YYYY

10 **(c) 地址 Address**

日 DD 月 MM 年 YYYY

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區 Name of Street／District

香港／HONG KONG

地區 Region

《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 102(6)條規定交付的

開放式基金型公司 – 更改法律程序文件代理人詳情通知書(董事)

填表須知 — 表格 OFCPA1

附註

引言

1. 本表格是用以通知公司註冊處處長(「處長」)有關開放式基金型公司的董事的法律程序文件代理人的詳情更改。如有關詳情有任何更改，該公司須在該項更改後的15日內，將更改的通知以本表格交付處長登記。

2. 根據《證券及期貨(開放式基金型公司)規則》(「該規則」)第102(1)條，開放式基金型公司的非香港居民董事須有一名法律程序文件代理人。法律程序文件代理人可以是
(a) 通常住址在香港的個人;
(b) 一間公司，或
(c) 一間律師行或執業會計師事務所。

3. 請使用適當的表格申報下列更改—

更改事項	表格
開放式基金型公司董事的法律程序文件代理人的委任	表格 OFCD1(SFC)
開放式基金型公司董事的法律程序文件代理人的停任	表格 OFCD2

4. 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。

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該規則中有關條文的規定而交付處長。

簽署

7. 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。

董事的法律程序文件代理人詳情更改(第 2 項)

8. 請註明委任法律程序文件代理人的董事姓名。

9. 請在適當的空格內申報法律程序文件代理人的***新詳情***，並在相關的空格內註明生效日期。沒有更改的詳情無需填報。

10. 請填報法律程序文件代理人在***香港***的地址 —

(a) 如法律程序文件代理人是個人，請註明該人的通常住址。

(b) 如法律程序文件代理人是公司，請註明該公司的註冊辦事處地址。

(c) 如法律程序文件代理人是合夥，請註明該合夥的主要營業地點。

本處不接納「轉交」地址或郵政信箱號碼。

OPEN-ENDED FUND COMPANY –
NOTICE OF CHANGE IN PARTICULARS OF PROCESS AGENT (DIRECTOR)

For the purposes of rule 102(6) of

Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCPA1

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of a director's process agent of an open-ended fund company. This form should be delivered to the Registrar for registration within 15 days after the change in the particulars.

2. Pursuant to rule 102(1) of the Securities and Futures (Open-ended Fund Companies) Rules (the Rules), a non-resident director of an open-ended fund company must have a process agent. A process agent can either be –
(a) an individual whose usual residential address is in Hong Kong;
(b) a company, or
(c) a firm of solicitors or certified public accountants (practising).

3. Please use the appropriate form to report the following changes —

Type of change	Form
Appointment of process agent of a director of an open-ended fund company	Form OFCD1(SFC)
Cessation of appointment of process agent of a director of an open-ended fund company	Form OFCD2

4. 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.

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 Rules.

Signature

7. This form must be signed by a director. A form which is not properly signed will be rejected by the Companies Registry.

Change in Particulars of Process Agent of Director (Section 2)

8. Please state the name(s) of the director(s) for whom the process agent is appointed.

9. Please state only the ***new particulars*** of the process agent in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.

10. Please provide the address of the process agent in ***Hong Kong*** —

(a) If the process agent is an individual, his/her usual residential address should be given.

(b) If the process agent is a company, the address of the company's registered office should be given.

(c) If the process agent is a partnership, the principal place of business of the partnership should be given.

'Care of' addresses or post office box numbers are not acceptable.

公司註冊處
Companies Registry

開放式基金型公司–
註冊辦事處地址更改通知書
Open-ended Fund Company – Notice of Change of Address of Registered Office

表格 Form **OFCR1**

公司編號 Company Number

OF

註 Note

1 公司名稱 **Company Name**

2 更改詳情 **Details of Change**

只需申報有更改的項目 Please complete item(s) with change(s) only

(a) 新註冊辦事處地址 **New Address of Registered Office**

(本處不接納非香港地址、「轉交」地址或郵政信箱號碼
Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable)

單位／樓層／座數 Flat／Floor／Block

大廈 Building

街道名稱／區 Name of Street／District

地區 Region 香港／HONG KONG

生效日期 **Effective Date**

日 DD / 月 MM / 年 YYYY

❻ **(b)** 新電郵地址 **New Email Address**

生效日期 **Effective Date**

日 DD / 月 MM / 年 YYYY

❺ 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

董事 Director 日 DD / 月 MM / 年 YYYY

❸ **提交人資料 Presentor's Reference**

姓名 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

《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 20(1) 條規定交付的

開放式基金型公司－註冊辦事處地址更改通知書

填表須知 — 表格 OFCR1

附註

引言

1. 每間開放式基金型公司，必須在香港設有一個註冊辦事處，讓所有通訊及通知均可致予該辦事處。如公司的註冊辦事處地址有所更改，公司須於更改後的15日內，以本表格交付公司註冊處處長(「處長」)登記。

2. 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。

3. 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。

4. 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

5. 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。

新電郵地址 (第 2(b)項)

6. 請提供或更新公司的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，亦請以本表格通知公司註冊處。

OPEN-ENDED FUND COMPANY – NOTICE OF CHANGE OF ADDRESS OF REGISTERED OFFICE

For the purposes of rule 20(1) of
Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCR1

Introduction

1. Every open-ended fund company must have a registered office in Hong Kong to which all communications and notices may be addressed. If the address of a company's registered office is changed, the company must, within 15 days after the change, deliver to the Registrar of Companies (the Registrar) for registration, a notice of the change in this form.

2. 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.

3. 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.

4. 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

5. This form must be signed by a director. A form which is not properly signed will be rejected by the Companies Registry.

New Email Address (Section 2(b))

6. Please provide or update the email address of the company, if any, to facilitate electronic communication. If there are any subsequent changes in the email address of the company, please notify the Companies Registry by completing this form.

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**

公司編號 Company Number

OF

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)

登記冊／紀錄 Registers／Records	備存地點(註冊辦事處以外) Location (Other than the Registered Office)	轉為備存於註冊辦事處 Changed to be Kept at Registered Office	生效日期 Effective Date (日 / 月 / 年 DD / MM / YYYY)
☐ 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		☐	

簽署 Signed：

姓名 Name： _____ **日期 Date：** _____

董事 Director **日 DD / 月 MM / 年 YYYY**

提交人資料 Presentor's Reference

姓名 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

《證券及期貨(開放式基金型公司)規則》(香港法例第 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。

登記冊及紀錄的備存地點 (第 2 項)

7. 請申報各項登記冊及紀錄在***香港***的備存地點的詳細地址。非香港地址或郵政信箱號碼恕不接受。

8. 如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」一欄就有關的登記冊或紀錄的空格內加上✓號，而「備存地點(註冊辦事處以外)」一欄則無需填寫公司的註冊辦事處地址。

9. 如公司將某登記冊或紀錄的不同部分備存於不同的地點，須於備存地點的詳細地址後加上附註，清楚述明哪一部分的登記冊或紀錄是備存於該地址。例如，公司將某登記冊按時段備存於不同的地點時，須述明備存於每一地點的登記冊所涵蓋的時段。

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.

Location of Registers and Records (Section 2)

7. Please state the full address(es) of the location(s) in ***Hong Kong*** at which the respective registers and records are kept. Non-Hong Kong addresses or post office box numbers are not acceptable.

8. If the location of a register or record 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 in the column of "Changed to be Kept at Registered Office" in respect of the register or record. There is no need to state the address of the company's registered office in the column of "Location (Other than the Registered Office)".

9. Where different parts of a register or record are kept at different places, a note should be added after each location clearly stating which part of the register or record is kept at that place (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 each location).

公司註冊處
Companies Registry

開放式基金型公司–
委任接管人或經理人或
承按人行使財產管有權通知書
Open-ended Fund Company –
Notice of Appointment of Receiver or Manager or Mortgagee Entering into Possession of Property

表格 Form **OFCRC1**

公司編號 Company Number

OF

1 公司名稱 Company Name

(有接管人／經理人獲委任 Receiver／Manager appointed)*

2 委任接管人或經理人 Appointment of Receiver or Manager

A. 委任方式 Mode of Appointment

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

❼ ☐ **根據法院命令委任 Appointment by a Court Order**

法院案件編號 Court Action Number

命令日期 Date of Order 日 DD 月 MM 年 YYYY

☐ **根據任何文書委任 Appointment under an Instrument**

文書描述 Description of Instrument

設立日期 Date of Creation 日 DD 月 MM 年 YYYY

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

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

❸ **提交人資料 Presentor's Reference**

姓名 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

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表格 Form **OFCRC1**

公司編號 Company Number
OF

2 委任接管人或經理人 Appointment of Receiver or Manager (續上頁 cont'd)

C. 接管人或經理人的詳情 Particulars of Receiver or Manager

(如委任超過兩名接管人／經理人，請用續頁填報 Use Continuation Sheet if more than 2 receivers／managers are appointed)

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

身分 Capacity
☐ 接管人 Receiver ☐ 經理人 Manager ☐ 接管人兼經理人 Receiver and Manager

類別 Status
☐ 單獨 Sole ☐ 共同 Joint ☐ 共同及各別 Joint and Several

1 中文姓名 Name in Chinese

英文姓名 Name in English
姓氏 Surname
名字 Other Names

8 **地址 Address**
單位／樓層／區數 Flat／Floor／Block
大廈／屋苑 Building／Estate
街道名稱／區／市 Name of Street／District／City
國家／地區 Country／Region

9 **電郵地址 Email Address**

10 **身分證明 Identification**
(a) 香港身分證號碼 Hong Kong Identity Card Number ( )
(b) 護照簽發國家／地區 Passport Issuing Country／Region
護照號碼 Passport Number

2 中文姓名 Name in Chinese

英文姓名 Name in English
姓氏 Surname
名字 Other Names

8 **地址 Address**
單位／樓層／區數 Flat／Floor／Block
大廈／屋苑 Building／Estate
街道名稱／區／市 Name of Street／District／City
國家／地區 Country／Region

9 **電郵地址 Email Address**

10 **身分證明 Identification**
(a) 香港身分證號碼 Hong Kong Identity Card Number ( )
(b) 護照簽發國家／地區 Passport Issuing Country／Region
護照號碼 Passport Number

表格 Form **OFCRC1**

公司編號 Company Number

OF

D. 該項委任所涉及的財產的描述
Description of the Property over which the Appointment is Made
(如財產是有關房地產，請填報財產的地址 If the property is related to landed property, please state the address of the property)

表格 Form **OFCRC1**

公司編號 Company Number
OF

3 承按人行使財產管有權 Mortgagee Entering into Possession of Property

A. 承按人資料 Particulars of Mortgagee

承按人的名稱 (法人團體) Name of Mortgagee (Body Corporate)

或 OR

承按人的姓名 (自然人) Name of Mortgagee (Natural Person)

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏 Surname

名字 Other Names

11 **身分證明 Identification**

(a) **香港身分證號碼** Hong Kong Identity Card Number ( )

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

護照號碼 Passport Number

12 **轉換承按人的日期**
Date of Change of Mortgagee

日 DD **月** MM **年** YYYY

13 **承按人地址 Address of Mortgagee**

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region

14 **承按人電郵地址 Email Address of Mortgagee**

B. 行使財產管有權的日期
Date of Entering into Possession of Property

日 DD **月** MM **年** YYYY

表格 Form **OFCRC1**

公司編號 Company Number
OF

C. 承按人行使管有權的財產的描述
Description of Property Entered into Possession by the Mortgagee
(如財產是有關房地產，請填報財產的地址 If the property is related to landed property, please state the address of the property)

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

5 **簽署** Signed :

姓名 Name : _____ **日期** Date : _____
日 DD / **月** MM / **年** YYYY

(董事／公司秘書／授權代表*)
委任人* ／
本表格第 3A 項所述的承按人*

(Director／Company Secretary／Authorized Representative *)
Appointor * ／
Mortgagee named in Section 3A of this Form *

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

指明編號 OFC-1/2018 (2018 年 7 月) Specification No. OFC-1/2018 (July 2018)

表格
Form **OFCRC1**

續頁 Continuation Sheet

公司編號 Company Number

OF

接管人或經理人的詳情 (第 2C 項)
Particulars of Receiver or Manager (Section 2C)

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

身分 Capacity
☐ **接管人** Receiver ☐ **經理人** Manager ☐ **接管人兼經理人** Receiver and Manager

類別 Status
☐ **單獨** Sole ☐ **共同** Joint ☐ **共同及各別** Joint and Several

1

中文姓名 Name in Chinese

英文姓名 Name in English
姓氏 Surname
名字 Other Names

8 **地址 Address**
單位／樓層／座數 Flat／Floor／Block
大廈／屋苑 Building／Estate
街道名稱／區／市 Name of Street／District／City
國家／地區 Country／Region

9 **電郵地址 Email Address**

10 **身分證明 Identification**
(a) **香港身分證號碼** Hong Kong Identity Card Number ( )
(b) **護照簽發國家／地區** Passport Issuing Country／Region
護照號碼 Passport Number

2

中文姓名 Name in Chinese

英文姓名 Name in English
姓氏 Surname
名字 Other Names

8 **地址 Address**
單位／樓層／座數 Flat／Floor／Block
大廈／屋苑 Building／Estate
街道名稱／區／市 Name of Street／District／City
國家／地區 Country／Region

9 **電郵地址 Email Address**

10 **身分證明 Identification**
(a) **香港身分證號碼** Hong Kong Identity Card Number ( )
(b) **護照簽發國家／地區** Passport Issuing Country／Region
護照號碼 Passport Number

《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 174(1) 及 174(3)條規定交付的

開放式基金型公司 —
委任接管人或經理人或承按人行使財產管有權通知書

填表須知 — 表格 OFCRC1

附註

引言

1. (a) 如任何人取得委任開放式基金型公司財產的接管人或經理人的命令，或如任何人根據任何文書所載的權力委任上述接管人或經理人，該人須在該項命令或根據該權力作出委任(視情況所需而定)的日期後的7日內，將一份包含關於該事實的陳述的通知，以本表格交付公司註冊處處長(「處長」)登記。

(b) 如任何人以承按人身分，就開放式基金型公司財產行使管有權，該人須在開始行使管有權的日期後的7日內，將一份包含關於該事實的陳述的通知，以本表格交付處長登記。

2. 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。

3. 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。

4. 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

5. (a) 如本表格是用以申報接管人或經理人的委任，則表格必須由承按人或獲得第2A項所述的法院命令的人士(統稱為委任人) 簽署。

(b) 如本表格是用以申報承按人行使財產管有權，則表格必須由第3A項所述的承按人簽署。

如委任人或承按人屬法人團體，本表格必須由其一名董事、公司秘書或授權代表簽署。如委任人或承按人屬自然人，則本表格必須由委任人或承按人親自簽署，或由其授權代表簽署。

公司註冊處不接納未簽妥的表格。

費用

6. 本表格必須連同註冊費用港幣 40 元一併交付，否則公司註冊處不會接納。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。

委任接管人或經理人的方式 (第 2A 項)

7. 如接管人或經理人是由法院命令所委任，請述明該項法院命令的有關資料。提交人無須將該法院命令交付本處。

接管人或經理人的詳情 (第 2C 項)

8. 請申報接管人或經理人的詳細地址，本處不接納「轉交」地址或郵政信箱號碼。

9. 請提供接管人或經理人的電郵地址(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 OFCRC3 通知公司註冊處。

10. 接管人或經理人須填報其香港身分證號碼。如該人並非香港身分證持有人，請填報其所持護照的號碼及簽發國家／地區。如該人並非香港身分證持有人，亦沒有任何國家／地區的護照，則請在有關的空格內填報「無」。

行使財產管有權的承按人資料 (第 3A 項)

11. 屬自然人的承按人須申報其香港身分證號碼。如該人並非香港身分證持有人，請申報其所持護照的號碼及簽發國家／地區。如該人並非香港身分證持有人，亦沒有任何國家／地區的護照，則請在有關的空格內填報「無」。

12. 如曾經轉換承按人，請在有關的空格內填報現時的承按人開始享有該項按揭權利的日期。

13. 請申報承按人的詳細地址，本處不接納「轉交」地址或郵政信箱號碼。如承按人屬法人團體，請註明其註冊辦事處或主要辦事處的地址。

14. 請提供承按人的電郵地址(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 OFCRC3 通知公司註冊處。

OPEN-ENDED FUND COMPANY –
NOTICE OF APPOINTMENT OF RECEIVER OR MANAGER OR MORTGAGEE ENTERING INTO POSSESSION OF PROPERTY

For the purposes of rules 174(1) and 174(3) of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCRC1

Introduction

1. (a) If a person obtains an order for the appointment of a receiver or manager of the property of an open-ended fund company, or appoints such a receiver or manager under the powers contained in an instrument, the person must, within 7 days after the date of the order or of the appointment under those powers (as the case requires), deliver to the Registrar of Companies (the Registrar) for registration, a notice including a statement of that fact in this form.

(b) If a person enters into possession of the property of an open-ended fund company, as mortgagee, the person must, within 7 days after the date of entering into possession, deliver to the Registrar for registration, a notice including a statement of that fact in this form.

2. 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.

3. 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.

4. 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

5. (a) If this form is to give notice of appointment of receiver or manager, it must be signed by the mortgagee or the person who obtained the court order stated in Section 2A of this form (collectively referred to as the appointor).

(b) If this form is to give notice of mortgagee entering into possession of property, it must be signed by the mortgagee named in Section 3A of this form.

If the appointor or mortgagee is a body corporate, this form must be signed by a director, company secretary or an authorized representative. If the appointor or mortgagee is a natural person, this form must be signed by the appointor or mortgagee personally or by his or her authorized representative.

A form which is not properly signed will be rejected by the Companies Registry.

Fee

6. This form must be delivered with the registration fee of HK$40. A form which is not delivered with the correct fee will be rejected by the Companies Registry. 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.

Mode of Appointment of Receiver or Manager (Section 2A)

7. If the receiver or manager is appointed by a court order, please state the particulars of the court order. Presentors need not deliver a copy of the court order to the Companies Registry.

Particulars of Receiver or Manager (Section 2C)

8. Please provide the full address of the receiver or manager. 'Care of' addresses or post office box numbers are not acceptable.

9. Please provide the email address of the receiver or manager, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form OFCRC3.

10. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country／region of the passport of the receiver or manager should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

Particulars of Mortgagee Entering into Possession of Property (Section 3A)

11. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country／region of the passport of the mortgagee who is a natural person should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

12. If there has been a change of mortgagee, please fill in the date on which the current mortgagee became entitled to the mortgage in the box provided.

13. Please provide the full address of the mortgagee. 'Care of' addresses or post office box numbers are not acceptable. If the mortgagee is a body corporate, please provide the address of the registered or principal office.

14. Please supply the email address of the mortgagee, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form OFCRC3.

公司註冊處
Companies Registry

開放式基金型公司–
停任接管人或經理人或
承按人不再管有財產通知書
Open-ended Fund Company –
Notice of Cessation of Appointment of Receiver or Manager or Mortgagee Going out of Possession of Property

表格 Form **OFCRC2**

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

2 停任接管人或經理人 Cessation of Appointment of Receiver or Manager

A. 停任接管人或經理人的姓名 Name of Receiver or Manager Ceasing to Act

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏 Surname

名字 Other Names

B. 委任為接管人或經理人的日期
Date of Appointment as Receiver or Manager

日 DD 月 MM 年 YYYY

C. 上述人士已停任下列文書或法院命令所涵蓋財產的接管人或經理人
The person named above ceased to act as receiver or manager of the properties covered by the instrument／court order specified below

文書描述／法院案件編號
Description of Instrument or Court Action Number

文書設立日期／法院命令日期
Date of Creation of Instrument or Date of Court Order

日 DD 月 MM 年 YYYY

D. 停任日期
Date of Ceasing to Act

日 DD 月 MM 年 YYYY

❸ **提交人資料 Presentor's Reference**

姓名 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

表格 Form **OFCRC2**

公司編號 Company Number
OF

3 承按人不再管有財產 Mortgagee Going out of Possession of Property

A. 承按人的名稱 Name of Mortgagee

B. 行使財產管有權的日期
Date of Entering into Possession of Property

日 DD | 月 MM | 年 YYYY

C. 不再管有財產的日期
Date of Going out of Possession of Property

日 DD | 月 MM | 年 YYYY

D. 承按人不再管有的財產的描述
Description of Property in respect of which the Mortgagee has Gone out of Possession

(如財產是有關房地產，請填報財產的地址 If the property is related to landed property, please state the address of the property)
(如空位不足，請用續頁填報 Use Continuation Sheet if the space is insufficient)

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

5 簽署 Signed :

姓名 Name : _____ **日期** Date : _____

停任接管人或經理人的人士* / **或** / **(董事／公司秘書／授權代表*)** / **本表格第 3A 項所述的承按人***

日 DD / 月 MM / 年 YYYY

Receiver or Manager ceasing to act * / **OR** / (Director／Company Secretary／Authorized Representative *) / Mortgagee named in Section 3A of this Form *

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

指明編號 OFC-1/2018 (2018 年 7 月) Specification No. OFC-1/2018 (July 2018)

表格
Form **OFCRC2**

續頁 Continuation Sheet

公司編號 Company Number

OF

承按人不再管有的財產的描述（第 3D 項）
Description of Property in respect of which the Mortgagee has Gone out of Possession (Section 3D)

(如財產是有關房地產，請填報財產的地址 If the property is related to landed property, please state the address of the property)

《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 175(1) 及 175(2) 條規定交付的

開放式基金型公司 —
停任接管人或經理人或承按人不再管有財產通知書

填表須知 — 表格 OFCRC2

附註

引言

1. (a) 如任何人經法院命令或根據任何文書所載的權力獲委任為開放式基金型公司財產的接管人或經理人，該人須在停任接管人或經理人的日期後的 7 日內，將一份包含關於停任一事的陳述的通知，以本表格交付公司註冊處處長(「處長」)登記。

(b) 如任何人以承按人身分，不再管有開放式基金型公司財產，該人須在不再管有該財產後的 7 日內，將關於該事實的陳述，以本表格交付處長登記。

2. 請劃一以中文或英文申報各項所需資料。此外，所選用的語文***必須***與有關的表格 OFCRC1 所用的語文相同。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。

3. 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。

4. 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

5. (a) 如本表格是用以申報接管人或經理人的停任，則表格必須由第 2A 項所述的停任接管人或經理人的人士親自簽署。

(b) 如本表格是用以申報承按人不再管有財產，則表格必須由第 3A 項所述的承按人簽署。如承按人屬法人團體，本表格必須由其一名董事、公司秘書或授權代表簽署。如承按人屬自然人，則本表格必須由承按人親自簽署，或由其授權代表簽署。

公司註冊處不接納未簽妥的表格。

OPEN-ENDED FUND COMPANY –
NOTICE OF CESSATION OF APPOINTMENT OF RECEIVER OR MANAGER OR MORTGAGEE GOING OUT OF POSSESSION OF PROPERTY

For the purposes of rules 175(1) and 175(2) of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCRC2

Introduction

1. (a) A person appointed by a court order or under the powers contained in an instrument as the receiver or manager of the property of an open-ended fund company must, within 7 days after the date of his / her ceasing to act as receiver or manager, deliver to the Registrar of Companies (Registrar) for registration, a notice including a statement of the cessation in this form.

(b) If a person, in the capacity of a mortgagee, goes out of possession of the property of an open-ended fund company, the person must, within 7 days after going out of possession of the property, deliver to the Registrar for registration a notice including a statement of that fact in this form.

2. Please fill in all particulars and complete all items consistently in either Chinese or English ***AND*** in the same language used in the related Form OFCRC1. 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.

3. 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.

4. 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

5. (a) If this form is to give notice of cessation of appointment of receiver or manager, it must be signed by the person named in Section 2A of this form who ceased to act as receiver or manager personally.

(b) If this form is to give notice of mortgagee going out possession of property, it must be signed by the mortgagee named in Section 3A of this form. If the mortgagee is a body corporate, this form must be signed by a director, company secretary or an authorized representative. If the mortgagee is a natural person, this form must be signed by the mortgagee personally or by his or her authorized representative.

A form which is not properly signed will be rejected by the Companies Registry.

公司註冊處
Companies Registry

開放式基金型公司–
更改接管人、經理人或
管有財產的承按人的詳情通知書
Open-ended Fund Company –
Notice of Change in Particulars of Receiver, Manager or Mortgagee in Possession of Property

表格 Form **OFCRC3**

公司編號 Company Number

OF

註 Note

1 公司名稱 **Company Name**

2 接管人或經理人／管有財產的承按人詳情更改
Change in Particulars of Receiver or Manager／Mortgagee in Possession of Property

A. 現時在公司註冊處登記的詳情
Particulars Currently Registered with the Companies Registry

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

身分 Capacity

☐ 接管人或經理人 Receiver or Manager

☐ 管有財產的承按人 Mortgagee in Possession of Property

承按人（法人團體）Mortgagee (Body Corporate)

名稱 Name

或 OR

接管人或經理人／承按人(自然人)
Receiver or Manager／Mortgagee (Natural Person)

中文姓名 Name in Chinese

英文姓名 Name in English

姓氏 Surname

名字 Other Names

6 身分證明 Identification

( )

香港身分證號碼 Hong Kong Identity Card Number

護照號碼 Passport Number

3 提交人資料 Presentor's Reference

姓名 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

表格 Form **OFCRC3**

公司編號 Company Number
OF

2 接管人或經理人／管有財產的承按人詳情更改 (續上頁)
Change in Particulars of Receiver or Manager／Mortgagee in Possession of Property (cont'd)

7 B. 更改詳情 Details of Change(s)
請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 承按人的名稱(法人團體)
Name of Mortgagee (Body Corporate)

生效日期
Effective Date
日 DD 月 MM 年 YYYY

(b) 接管人或經理人／承按人的中文姓名(自然人)
Name in Chinese of Receiver or Manager／Mortgagee (Natural Person)

日 DD 月 MM 年 YYYY

(c) 接管人或經理人／承按人的英文姓名(自然人)
Name in English of Receiver or Manager／Mortgagee (Natural Person)

姓氏 Surname

日 DD 月 MM 年 YYYY

名字 Other Names

8 (d) 地址 Address

日 DD 月 MM 年 YYYY

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region

9 (e) 電郵地址 Email Address

日 DD 月 MM 年 YYYY

(f) 香港身分證號碼
Hong Kong Identity Card Number

( )

日 DD 月 MM 年 YYYY

(g) 護照
Passport

日 DD 月 MM 年 YYYY

簽發國家／地區 Issuing Country／Region

號碼 Number

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

(h) 類別
Status

☐ **單獨** Sole ☐ **共同** Joint ☐ **共同及各別** Joint and Several

日 DD 月 MM 年 YYYY

5 簽署 Signed :

姓名 Name : _____ **日期** Date : _____
日 DD / 月 MM / 年 YYYY

(董事／公司秘書／授權代表*)
本表格第 2A 項所述的人士或公司
(Director／Company Secretary／Authorized Representative *)
Person or Company named in Section 2A of this Form

**請註明以何種身份簽署 Please indicate in which capacity you are signing this form*

指明編號 OFC-1/2018 (2018 年 7 月) Specification No. OFC-1/2018 (July 2018)

《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)
第 175(3) 條規定交付的

開放式基金型公司 —
更改接管人、經理人或管有財產的承按人的詳情通知書

填表須知 — 表格 OFCRC3

附註

引言

1. 如開放式基金型公司財產的接管人、經理人或行使管有權的承按人曾就其委任或行使管有權通知公司註冊處處長(「處長」),而該人的詳情有所更改,該人須在該項更改的日期後的 15 日內,將一份包含關於該項更改的陳述的通知,以本表格交付處長登記。

2. 請劃一以中文或英文申報各項所需資料。此外,所選用的語文***必須***與有關的表格 OFCRC1 所用的語文相同。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。

3. 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。

4. 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

5. 本表格必須由本表格第 2A 項所述的接管人、經理人、管有財產的承按人(或由承按人的授權代表)親自簽署。如承按人屬法人團體,則本表格必須由其一名董事、公司秘書或授權代表簽署。公司註冊處不接納未簽妥的表格。

接管人或經理人／管有財產的承按人詳情更改 (第 2 項)

6. 請填報屬自然人的接管人、經理人或承按人已在公司註冊處登記的香港身分證號碼或護照號碼,以方便本處識別身分。如該項資料未曾在本處登記,請在有關的空格內填報「無」。

7. 請在適當的空格內申報接管人、經理人或承按人的***新詳情***,並在相關的空格內註明生效日期。沒有更改的詳情無需填報。

8. 請申報接管人、經理人或承按人的詳細地址,本處不接納「轉交」地址或郵政信箱號碼。如承按人屬法人團體,請註明其註冊辦事處或主要辦事處的地址。

9. 請提供或更新接管人、經理人或承按人的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改,亦請以本表格通知公司註冊處。

OPEN-ENDED FUND COMPANY –
NOTICE OF CHANGE IN PARTICULARS OF RECEIVER, MANAGER OR MORTGAGEE IN POSSESSION OF PROPERTY

For the purposes of rule 175(3) of
the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCRC3

Introduction

1. If a receiver or manager of the property of an open-ended fund company or a mortgagee who has entered into possession of the property of an open-ended fund company has delivered a notice of appointment or entering into possession of property to the Registrar of Companies (the Registrar) for registration, the receiver, manager or mortgagee must, within 15 days after the date of any change in his／her／its particulars, deliver to the Registrar for registration, a notice including a statement of that change in this form.

2. Please fill in all particulars and complete all items consistently in either Chinese or English ***AND*** in the same language used in the related Form OFCRC1. 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.

3. 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.

4. 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

5. This form must be signed by the receiver, manager or mortgagee (or by his or her authorized representative) named in Section 2A of this form personally. If the mortgagee is a body corporate, this form must be signed by a director, company secretary or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Change in Particulars of Receiver or Manager ／ Mortgagee in Possession of Property (Section 2)

6. If the receiver, manager or mortgagee, who is a natural person, has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purpose. If no such particulars have been registered, please state 'Nil' in the boxes provided.

7. Please state only the ***new particulars*** of the receiver, manager or mortgagee in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.

8. Please provide the full address of the receiver, manager or mortgagee. 'Care of' addresses or post office box numbers are not acceptable. If the mortgagee is a body corporate, please supply the address of the registered or principal office.

9. Please provide or update the email address of the receiver, manager or mortgagee, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.

公司註冊處
Companies Registry

開放式基金型公司–
資產負債狀況說明書

表格 **OFCRC4**

公司編號

OF

公司名稱

本人／我們* 是上述開放式基金型公司的董事，現按照《公司(清盤及雜項條文)條例》(第 32 章)第 300B(2)條和《證券及期貨(開放式基金型公司)規則》(第 571AQ 章)第 172 條呈交一份在第二頁及第三頁作出的說明書及隨附並標明

為 _____

_____ 的各份列表。本人／我們* 並確認說明書及各份列表的內容真確。

❻ 姓名 : _____ 簽署 : _____ 日期 : _____

董事 日 / 月 / 年

❻ 姓名 : _____ 簽署 : _____ 日期 : _____

董事 日 / 月 / 年

**請刪去不適用者*

❹ 提交人資料

姓名:

地址:

電話: 傳真:

電郵:

檔號:

請勿填寫本欄 For Official Use

公司編號

表格 **OFCRC4**

OF

資產負債狀況說明書
列明按估計可變現價值計算的資產及按預期所列等級的債務

資產負債狀況說明書的日期
(即接管人的委任日期)

日	月	年

有關列表		詳情	款額 $
列表編號	如列表內沒有任何記項，請填「無」		
		資產	
A		(1) 沒有特定質押的資產	
B		(2) 有特定質押的資產的估計盈餘	
		(3) 資產總額(即第 (1) 及 (2) 項的總額)	
		負債	
C		(4) 優先債權人	
D		(5) 以浮動押記作保證的債權證持有人	
E		(6) 無抵押債權人	
		(7) 負債總額(即第 (4) 至 (6) 項的總額)	
		(8) 關於債權人的估計 盈餘／短缺 * (即第 (3) 項的資產總額減去第 (7) 項的負債總額)	
		已發行及已催繳的資本	
		(9) 全部繳付股款而發行的優先股	
		(10) 部分繳付股款而發行的優先股	
		(11) 全部繳付股款及被催繳的優先股股本總額 (即第 (9) 及 (10) 項的總額)	

**請刪去不適用者*

指明編號 OFC-1/2018 (2018 年 7 月)

公司編號

表格 **OFCRC4**

OF

有關列表		詳情	款額
列表編號	如列表內沒有任何記項，請填「無」		$
已發行及已催繳的資本(續)			
		(12) 全部繳付股款而發行的普通股	
		(13) 部分繳付股款而發行的普通股	
		(14) 全部繳付股款及被催繳的普通股股本總額 (即第(12) 及 (13) 項的總額)	
		(15) 任何其他類別的已發行股份或股本:- (請提供詳情) _____ _____ _____ _____ _____	
		(16) 第 (11) 、(14) 及 (15) 項的總額	
F		(17) 關於股東的估計 盈餘／短缺 * (即第 (8) 項減去第 (16) 項，及如列表 F 所示)	

附註

1 以上數字必須根據下述附註 (a) 及 (b) 提供:-

請在有關空格內加 ✓ 號

(a) ☐ 沒有可被催繳的未繳款資本。

☐ 可被催繳的未繳款資本是$ _____，估計將產生款額$ _____，該款額 有／沒有 * 作為使債權證持有人受惠而作的押記。

(b) 估計數字會受接管費用及受資產變現前交易的任何盈餘或短缺的影響而有所變更 。

2 請隨附上述有記項的列表。

**請刪去不適用者*

指明編號 OFC-1/2018 (2018 年 7 月)

公司編號

表格 **OFCRC4**

OF

列表 A –
沒有特定質押的資產

如某項資產的細節繁多，請以另外的附表填報。

	資產的詳細說明及性質	詳情如隨附的列表 A 附表所示	帳面值 $	估計可得 $
7	銀行現金：- _____			
	_____			
	_____			
	手頭現金			
	有價證券			
	應收票據	I		
	業務上債務人	II		
	貸款及墊款			
	未繳的催繳股款	III		
8	商品存貨：- _____			
	_____			
	_____			
	_____			
8	在製品：- _____			
	_____			
	_____			
	_____			
	土地及建築物			
	工業裝置及機械			
	家具、裝備及用具等			
	專利、商標等			
	有價證券以外的投資			
8	其他資產：- _____			
	_____			
	_____			
	_____			
	須於第二頁「資產」下的第 (1) 項列出的總額			

表格 **OFCRC4**

公司編號

OF

列表 A 附表 I –
可供作資產的匯票、承付票等
(共_____頁)

❾

編號	匯票或承付票承兌人姓名／名稱	地址	匯票或承付票的款額 $	到期日期	估計可得 $	就匯票或承付票的支付而作為抵押品持有的任何財產的詳情
附表 I 總額						

表格 **OFCRC4**

公司編號

OF

列表 A 附表 II –
業務上債務人
(共_____頁)

❾ ❿

編號	姓名／名稱	地址	債項款額 $	載有有關詳情的分類帳或其他紀錄的檔號	估計可得 $	任何就債項而持有的抵押品的詳情
附表 II 總額						

表格 **OFCRC4**

公司編號

OF

列表 A 附表 III –
未繳的催繳股款
(共_____頁)

❾

編號	股份登記冊內編號	股東姓名／名稱	地址	所持股份數目	每股未繳款股份的催繳股款款額 $	欠款總額 $	估計可得 $
附表 III 總額							

公司編號

表格 **OFCRC4**

OF

列表 B –
有特定質押的資產及債權有十足或部分抵押的債權人
(不包括以浮動押記作保證的債權證持有人)
(共_____頁)

有抵押債權人的姓名／名稱須在用作保證其申索的資產所相對的位置列明及加以編號，並盡可能按筆劃數目順序排列。

有特定質押為抵押品的資產的詳情	編號	債權人姓名／名稱	地址	作出抵押日期	抵押品的估值 (i) $	債項款額 (ii) $	訂約承擔債項日期	代價	淨負債額轉至列表 E 為無抵押債項 (ii) - (i) $	估計可從抵押品取得的盈餘 (i) - (ii) $
第 (i)／(ii) 欄的總額										
結轉至列表 E 為無抵押債項的總淨負債額										
須於第二頁 '資產' 下的第 (2) 項列出的有特定質押的資產的總估計盈餘										

公司編號

表格 **OFCRC4**

OF

列表 C –
獲償付差餉、稅項、薪金、工資及其他款項的優先債權人
(共_____頁)

❾

編號	債權人 姓名／名稱	地址	申索性質	申索 應累算 到期的 期間	到期 日期	申索款額 (i) $	須全數 支付的 優先債項 款額 (ii) $	餘額轉至 列表 E 為非優先 債付的 債項 (i) - (ii) $
須於第二頁‘負債’下的第（4）項列出的優先債項的總額								
結轉至列表 E 為非優先債付債項的總負債餘額								

表格 **OFCRC4**

公司編號

OF

列表 D –
以浮動押記作保證的債權證持有人
(共_____頁)

❾

編號	持有人 姓名／名稱	地址	款額 $	作抵押的資產的 描述
須於第二頁‘負債’下的第 (5) 項列出的總額				

公司編號

表格 **OFCRC4**

OF

列表 E –
無抵押債權人

詳情	詳情如隨附的列表／附表所示	債項款額 $
有抵押債權人的無抵押的申索 (結轉自列表 B)	列表 B	
優先債權人的非優先債項的申索 (結轉自列表 C)	列表 C	
業務上債權人	列表 E 附表 _____	
應付票據	列表 E 附表 _____	
雜項債權人	列表 E 附表 _____	
未清付開支	列表 E 附表 _____	
或有債項	列表 E 附表 _____	
其他債項:- (請述明性質) _____	列表 E 附表 _____	
_____	列表 E 附表 _____	
_____	列表 E 附表 _____	
_____	列表 E 附表 _____	
須於第二頁‘負債’下的第 (6) 項列出的總額		

表格 **OFCRC4**

公司編號

OF

列表 E 附表 _____ –
無抵押債權人
(共_____頁)

❾–⓬

編號	姓名／名稱	地址	債項款額 $	訂約承擔債項日期	代價
須於列表 E 列出的附表總額					

公司編號

表格 **OFCRC4**

OF

列表 F –
短缺或盈餘帳
(列表 F 第一頁)

本帳目所涵蓋的期間，必須在接管人獲委任前不少於三年的日期開始，如該開放式基金型公司在整段有關期間未曾成立為法團，則由該公司組成的日期開始，但如接管人同意其他日期則除外。

	詳情如隨附的列表 F 附表所示	$
導致短缺(或導致盈餘減少)的項目		
(1) 資產負債表(副本隨附於後)所列明的資本及負債於 _____ 年 _____ 月 _____日超逾資產的數額(如有的話)	**附表 _____**	
(2) 由 _____ 年 _____ 月 _____日至說明書日期的期間內所宣布派發的股息及紅利淨額	**附表 _____**	
(3) 由 _____ 年 _____ 月 _____日至說明書日期的期間內(於扣除列表 F 第二頁附註所列明的項目後)的營業虧損淨額	**附表 _____**	
(4) 同一段期間的非營業虧損或已在簿冊內作出提撥的虧損	**附表 _____**	
(5) 為編製說明書而已作出提撥、現已沖銷的估計虧損	**附表 _____**	
(6) 其他導致短缺或導致盈餘減少的項目：-		
_____	**附表 _____**	
_____	**附表 _____**	
第 (1) 至 (6) 項的總額		
導致短缺減少(或導致盈餘)的項目		
(7) 資產負債表(副本隨附於後)所列明的資產於 _____ 年 _____ 月 _____ 日超逾資本及負債的數額(如有的話)	**附表 _____**	
(8) 由 _____ 年 _____ 月 _____日至說明書日期的期間內(於扣除列表 F 第二頁附註所列明的項目後)的營業利潤淨額	**附表 _____**	
(9) 同一段期間營業利潤以外的利潤及收入	**附表 _____**	
(10)其他導致短缺減少或導致盈餘的項目：-		
_____	**附表 _____**	
_____	**附表 _____**	
第 (7) 至 (10) 項的總額		
短缺／盈餘 * ，如第三頁第 (17) 項所示		

**請刪去不適用者*

表格 **OFCRC4**

公司編號

OF

列表 F –
短缺或盈餘帳
(列表 F 第二頁)

關於營業利潤及虧損淨額的附註

在計算本帳目(即列表 F 第一頁)的第 (3) 項營業虧損淨額或第 (8) 項營業利潤淨額時，已被計入的項目的詳情：-

	$
固定資產折舊、更新或減值準備金 **香港利得稅** **債權證及其他定期貸款的利息** **公司向董事支付而法律規定須在帳目內披露的款項** **特殊或非經常開支：-（請述明詳情）** _____ _____ _____ _____ _____	
特殊或非經常收入：-（請述明詳情） _____ _____ _____ _____ _____	
上述項目的淨額	

根據《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)第 172 條和《公司(清盤及雜項條文)條例》(香港法例第 32 章)第 300A(1)(b) 及 300B 條規定交付的

開放式基金型公司 — 資產負債狀況說明書

填表須知 — 表格 OFCRC4

附註

引言

1. 如開放式基金型公司接獲接管人根據《公司(清盤及雜項條文)條例》第 300A(1)(a)條送交的委任通知書(表格 OFCRC6),須於接獲通知書後 14 日內按第 300B 條的規定,擬備及向該接管人呈交一份關於開放式基金型公司在接管人獲委任之日的資產負債狀況說明書。本表格是用以製備這份說明書。

2. 該接管人在接獲該份說明書後 2 個月內,須向公司註冊處處長(「處長」)送交以下文件—
(a) 該說明書的副本及接管人認為適合就該說明書作出的任何評論;及
(b) 該說明書的撮要及接管人就該說明書所作評論(如有的話)的撮要。

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《公司(清盤及雜項條文)條例》中有關條文的規定而交付處長。

簽署

6. 本表格必須由一名或多於一名在接管人獲委任之日身為開放式基金型公司董事的人簽署。公司註冊處不接納未簽妥的表格。

列表及附表

7. 請指明有關銀行的名稱及地址,並請述明開放式基金型公司在每間銀行的所有帳戶號碼及每個帳戶的結餘。

8. 請述明每項資產的性質。

9. 請把姓名／名稱按中文筆劃數目或英文字母順序排列及加以編號。

10. (a) 如開放式基金型公司(「該公司」)的一名債務人同時亦是該公司的債權人，但該債務人欠該公司的款額大於該公司欠該債務人的款額，則列表 **A** 附表 **II** 適用。該債務人欠該公司的淨款額應在「債項款額」一欄內填報。該債務人欠該公司的總額及對銷帳的結存額應在第 **4** 欄內以下列形式列出—

	$
欠公司	
減：向公司的申索	( )

(b) 如開放式基金型公司(「該公司」)的一名債權人同時亦是該公司的債務人，但該公司欠該債權人的款額大於該債權人欠該公司的款額，則列表 **E** 的附表適用。該公司欠該債權人的淨款額應在「債項款額」一欄內填報。該公司欠該債權人的總額及對銷帳的結存額應在第 **4** 欄內以下列形式列出—

	$
申索總額	
減：欠公司	( )

11. 如債權人持有任何匯票及承付票，請在該債權人的地址正下方填明匯票及承付票的詳情。

12. 如列表內包涵或有負債，請在「代價」一欄內述明該項負債的性質。

公司註冊處
Companies Registry

Open-ended Fund Company – Statement of Affairs

Form **OFCRC4**

Company Number

OF

Note

Company Name

I／We *, being the director／directors * of the above-named open-ended fund company, hereby confirm that the contents of the statement made on pages 2 and 3 and the several lists hereto annexed marked _____ and submitted in accordance with section 300B(2) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cp. 32) and rule 172 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ) are true.

6

Name : _____ Director Signed : _____ Date : _____ DD / MM / YYYY

6

Name : _____ Director Signed : _____ Date : _____ DD / MM / YYYY

* *Delete whichever does not apply*

4

Presentor's Reference	**For Official Use**
Name: Address: Tel: Fax: Email: Reference:	

Form **OFCRC4**

Company Number

OF

Statement of Affairs
showing assets at the estimated realizable values and liabilities expected to rank

Date of Statement of Affairs
(being the Date of Appointment of the Receiver)

DD	MM	YYYY

Related List		Particulars	Amount
List No.	Type 'NIL' if no entries in the List		$
		ASSETS	
A		(1) Assets not specifically pledged	
B		(2) Estimated surplus from assets specifically pledged	
		(3) Total Assets (i.e. total of items (1) and (2))	
		LIABILITIES	
C		(4) Preferential creditors	
D		(5) Debenture holders secured by a floating charge	
E		(6) Unsecured creditors	
		(7) Total Liabilities (i.e. total of items (4) to (6))	
		(8) Estimated Surplus／Deficiency * as regards Creditors (i.e. total assets as in item (3) less total liabilities as in item (7))	
		ISSUED AND CALLED UP CAPITAL	
		(9) Preference shares issued as fully paid	
		(10) Preference shares issued as partially paid	
		(11) Total of preference share capital fully paid and called up (i.e. total of items (9) and (10))	

** Delete whichever does not apply*

Specification No. OFC-1/2018 (July 2018)

Company Number

Form **OFCRC4**

OF

Related List		Particulars	Amount
List No.	Type 'NIL' if no entries in the List		$
ISSUED AND CALLED UP CAPITAL (continued)			
		(12) Ordinary shares issued as fully paid	
		(13) Ordinary shares issued as partially paid	
		(14) Total for ordinary share capital fully paid and called up (i.e. total of items (12) and (13))	
		(15) Any other types of shares or capital issued :- (Please state particulars)	
		(16) Total of items (11), (14) and (15)	
F		(17) Estimated Surplus／Deficiency * as regards Shareholders (i.e. item (8) less item (16), and as per List F)	

NOTES

1 **The above figures must be provided in accordance with the following notes (a) and (b) :-**

Please tick the relevant box

(a) ☐ **There is no unpaid capital liable to be called up.**

☐ **The amount of unpaid capital liable to be called up is $ _____ estimated to produce $ _____ which is／is not * charged in favour of debenture holders.**

(b) **The estimates are subject to costs of the receivership and to any surplus or deficiency on trading pending realization of the assets.**

2 **Please attach the above Lists with entries.**

** Delete whichever does not apply*

Specification No. OFC-1/2018 (July 2018)

Form **OFCRC4**

Company Number
OF

List A - Assets not specifically pledged

Where particulars of the assets are numerous, they should be stated in separate schedules.

Full statement and nature of assets	Details as per Schedule (annexed) to List A	Book value $	Estimated to produce $
7 **Cash at bank :-** _____			
_____			
_____			
_____			
_____			
Cash in hand			
Marketable securities			
Bills receivable	I		
Trade debtors	II		
Loans and advances			
Unpaid calls	III		
8 **Stock in trade :-** _____			
_____			
_____			
_____			
8 **Work in progress :-** _____			
_____			
_____			
_____			
Land and buildings			
Plant and machinery			
Furniture, fittings, utensils, etc.			
Patents, trade marks, etc.			
Investments other than marketable securities			
8 **Other assets :-** _____			
_____			
_____			
_____			
Total to be shown in item (1) under 'ASSETS' on Page 2			

Form **OFCRC4**

Company Number
OF

Schedule I to List A -
Bills of exchange, promissory notes, etc., available as assets
(consisting of _____ pages)

9

No.	Name of acceptor of bill or note	Address	Amount of bill or note $	Date when due	Estimated to produce $	Particulars of any property held as security for payment of bill or note
Schedule I Total						

Form **OFCRC4**

Company Number
OF

Schedule II to List A -
Trade debtors
(consisting of _____ pages)

9 10

No.	Name	Address	Amount of debt $	Reference in ledger or other record where particulars are to be found	Estimated to produce $	Particulars of any securities held for debt
Schedule II Total						

Form **OFCRC4**

Company Number
OF

Schedule III to List A - Unpaid calls
(consisting of _____ pages)

9

No.	No. in share register	Name of shareholder	Address	No. of shares held	Amount of call per share unpaid $	Total amount due $	Estimated to produce $
Schedule III Total							

Form **OFCRC4**

Company Number
OF

List B -
Assets specifically pledged and creditors fully or partly secured
(not including debenture holders secured by a floating charge)
(consisting of _____ pages)

The names of the secured creditors are to be shown against the assets on which their claims are secured, numbered consecutively, and arranged in alphabetical order as far as possible.

Particulars of assets specifically pledged as security	No.	Name of creditor	Address	Date when security given	Estimated value of security (i) $	Amount of debt (ii) $	Date when contracted	Consideration	Balance of debt carried to List E as unsecured debt (ii) - (i) $	Estimated surplus from security (i) - (ii) $
Total of columns (i) / (ii)										
Total of balance of debt to be carried to List E as unsecured debt										
Total of estimated surplus from assets specifically pledged, to be shown in item (2) under 'ASSETS' on Page 2										

Form **OFCRC4**

Company Number
OF

List C -
Preferential creditors for rates, taxes, salaries, wages and otherwise
(consisting of _____ pages)

9

No.	Name of creditor	Address	Nature of claim	Period during which claim accrued due	Date when due	Amount of claim (i) $	Amount payable in full as preferential debts (ii) $	Balance not preferential carried to List E (i) - (ii) $
Total of preferential debts, to be shown in item (4) under 'LIABILITIES' on Page 2								
Total of balance not preferential, to be carried to List E								

Form **OFCRC4**

Company Number
OF

List D -
Debenture holders secured by a floating charge
(consisting of _____ pages)

9

No.	Name of holder	Address	Amount $	Description of assets over which security extends
Total to be shown in item (5) under 'LIABILITIES' on Page 2				

Form **OFCRC4**

Company Number

OF

List E -
Unsecured creditors

Particulars	Details as per Schedule / List (annexed)	Amount of debt $
Unsecured balance of claims of secured creditors (brought forward from List B)	**List B**	
Balance of claims of preferential creditors (brought forward from List C)	**List C**	
Trade creditors	**Schedule _____ to List E**	
Bills payable	**Schedule _____ to List E**	
Sundry creditors	**Schedule _____ to List E**	
Outstanding expenses	**Schedule _____ to List E**	
Contingent liabilities	**Schedule _____ to List E**	
Other liabilities :- (Please state nature)		
_____	**Schedule _____ to List E**	
_____	**Schedule _____ to List E**	
_____	**Schedule _____ to List E**	
_____	**Schedule _____ to List E**	
Total to be shown in item (6) under 'LIABILITIES' on Page 2		

Form **OFCRC4**

Company Number
OF

Schedule _____ to List E - Unsecured creditors
(consisting of _____ pages)

9 – 12

No.	Name	Address	Amount of debt $	Date when contracted	Consideration
Schedule total to be shown in List E					

Form **OFCRC4**

Company Number

OF

List F -
Deficiency or surplus account
(page 1 of List F)

The period covered by this account must commence on a date not less than three years before the appointment of the receiver or, if the open-ended fund company has not been incorporated for the whole of that period, the date of formation of the company, unless the receiver otherwise agrees.

	Details as per Schedule (annexed) to List F	$
Items contributing to deficiency (or reducing surplus)		
(1) Excess (if any) of capital and liabilities over assets on the _____ day of _____ as shown by the balance sheet (copy annexed)	**Schedule _____**	
(2) Net dividends and bonuses declared during the period from the _____ _____ day of _____ to the date of the statement	**Schedule _____**	
(3) Net trading losses (after charging items shown in the note on page 2 of List F) for the period from the _____ day of _____ _____ to the date of the statement	**Schedule _____**	
(4) Losses other than trading losses or for which provision has been made in the books during the same period	**Schedule _____**	
(5) Estimated losses now written off for which provision has been made for the purpose of preparing the statement	**Schedule _____**	
(6) Other items contributing to deficiency or reducing surplus :-		
_____	**Schedule _____**	
_____	**Schedule _____**	
Total of items (1) to (6)		
Items reducing deficiency (or contributing to surplus)		
(7) Excess (if any) of assets over capital and liabilities on the _____ day of _____ as shown by the balance sheet (copy annexed)	**Schedule _____**	
(8) Net trading profits (after charging items shown in the note on page 2 of List F) for the period from the _____ day of _____ _____ to the date of the statement	**Schedule _____**	
(9) Profits and income other than trading profits during the same period	**Schedule _____**	
(10) Other items reducing deficiency or contributing to surplus :-		
_____	**Schedule _____**	
_____	**Schedule _____**	
Total of items (7) to (10)		
Deficiency／Surplus * as shown in item (17) on Page 3		

** Delete whichever does not apply*

Form **OFCRC4**

Company Number

OF

List F -
Deficiency or surplus account
(page 2 of List F)

Note as to net trading profits and losses

Particulars of the items which have been included in arriving at the amount of net trading losses or profits shown under items (3) and (8) respectively in this account (i.e. page 1 of List F) are:-

	$
Provisions for depreciation, renewals or diminution in value of fixed assets	
Charges for Hong Kong profits tax	
Interest on debentures and other fixed loans	
Payments to directors made by the company and required by law to be disclosed in the accounts	
Exceptional or non-recurring expenditure :- (Please provide details)	
Exceptional or non-recurring receipts :- (Please provide details)	
Net total of the above items	

OPEN-ENDED FUND COMPANY – STATEMENT OF AFFAIRS

For the purposes of sections 300A(1)(b) & 300B of Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and rule 172 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCRC4

Introduction

1. Where an open-ended fund company receives a notice of appointment of receiver (Form OFCRC6) under section 300A(1)(a) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance, there shall within 14 days after the receipt of the notice, be made out and submitted to the receiver in accordance with section 300B a statement of affairs of the open-ended fund company as at the date of the receiver's appointment. This form should be used for making such a statement.

2. Within 2 months after receipt of the statement of affairs, the receiver shall send to the Registrar of Companies (the Registrar) the following —
(a) a copy of the statement and of any comments he sees fit to make thereon; and
(b) a summary of the statement and of his comments (if any) thereon.

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 Companies (Winding Up and Miscellaneous Provisions) Ordinance.

Signature

6. This form must be signed by one or more of the persons who are at the date of the receiver's appointment the directors of the open-ended fund company. A form which is not properly signed will be rejected by the Companies Registry.

Lists and Schedules

7. Please specify the names and addresses of the banks. For each bank, please state the account numbers and respective balances of all accounts in respect of the open-ended fund company.

8. Please state the nature of the asset under each item.

9. Please arrange the names in alphabetical order or according to the number of strokes of Chinese characters and number them consecutively.

10. (a) If a debtor to the open-ended fund company is also a creditor, but the amount owed by the debtor to the company is greater than the amount that the company owes the debtor, Schedule II to List A should be used. The net amount due to the company by the debtor should be inserted in the column under the heading 'Amount of debt'. The gross amount due to the company and the amount of the contra account should be shown in the fourth column in the format of —

	$
Due to company	
Less : Claim against company	( )

(b) If a creditor of the open-ended fund company is also a debtor, but the amount owed by the company to the creditor is greater than the amount that the creditor owes the company, the Schedule to List E should be used. The net amount due to the creditor by the company should be inserted in the column under the heading 'Amount of debt'. The gross amount due to the creditor and the amount of the contra account should be shown in the fourth column in the format of —

	$
Total amount of claim	
Less : Due to company	( )

11. Please insert the particulars of any bills of exchange and promissory notes held by a creditor immediately below the address of such creditor.

12. For contingent liabilities included in the list, please state the nature of the liabilities in the column under the heading 'Consideration'.

公司註冊處
Companies Registry

開放式基金型公司–
接管人或經理人的收支摘要
Open-ended Fund Company – Receiver or Manager's Abstract of Receipts and Payments

表格 Form **OFCRC5**

公司編號 Company Number

OF

1 公司名稱 Company Name

(已委任接管人／經理人 Receiver／Manager appointed)

2 規定交付本摘要的《公司(清盤及雜項條文)條例》(第 32 章) 條文和《證券及期貨(開放式基金型公司)規則》(第 571AQ 章)第 172 條
The Section of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and rule 172 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ) which Requires the Delivery of this Abstract

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

☐ **第 300A 條 Section 300A** ☐ **第 301 條 Section 301**

3 載有委任接管人或經理人所依據的權力的文書詳情
Particulars of Instrument Containing the Powers under which the Receiver or Manager is Appointed

文書的描述
Description of Instrument

文書的日期
Date of Instrument

日 DD 月 MM 年 YYYY

❻ ❼ **4 本收支摘要所涵蓋的始末日期**
Period Covered by the Abstract of Receipts and Payments

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

❸ **提交人資料 Presentor's Reference**
姓名 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

表格 Form **OFCRC5**

公司編號 Company Number
OF

8 9 **5 摘要 Abstract**

(如空位不足，請用續頁申報 Use Continuation Sheet if the space is insufficient)

(a)

收入 Receipts	款額 Amount†
承前摘要(如有的話) Brought forward from previous Abstracts (if any)	
結轉下一摘要 Carried forward to next Abstract	

(b)

支出 Payments	款額 Amount†
承前摘要(如有的話) Brought forward from previous Abstracts (if any)	
結轉下一摘要 Carried forward to next Abstract	

† 請註明貨幣單位(例如：港元、美元)
Please specify the currency (e.g. HKD, USD)

本摘要包括的續頁數目
Number of Continuation Sheet(s) included in this Abstract

5 **簽署** Signed：

姓名 Name：_____ **日期** Date：_____

接管人／經理人／接管人兼經理人* Receiver／Manager／Receiver & Manager *

日 DD / 月 MM / 年 YYYY

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

指明編號 OFC-1/2018 (2018 年 7 月) Specification No. OFC-1/2018 (July 2018)

表格
Form **OFCRC5**

續頁 Continuation Sheet

公司編號 Company Number

OF

續頁第 _____ 張

Sheet Number _____

❾ **摘要(第 5 項) Abstract (Section 5)**

收入／支出 * Receipts／Payments *	**款額 Amount†**
本頁總額 Total for this page	

† **請註明貨幣單位(例如：港元、美元)**
Please specify the currency (e.g. HKD, USD)

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

根據《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)第 172 條和《公司(清盤及雜項條文)條例》(香港法例第 32 章)第 300A(2) 及 301(1)條規定交付的

開放式基金型公司 — 接管人或經理人的收支摘要

填表須知 — 表格 OFCRC5

附註

引言

1. 根據《公司(清盤及雜項條文)條例》(「該條例」)第300A(2)條的規定，凡開放式基金型公司的全部財產或實質上全部財產的接管人或經理人，是代表以浮動押記作保證的公司任何債權證的持有人而獲委任的，該接管人或經理人須向有關人士，其中包括公司註冊處處長(「處長」)，送交列明其收支的摘要。

該條例第301(1)條規定，凡根據任何其他文書所載權力而獲委任的開放式基金型公司財產接管人或經理人，亦須向處長送交列明其收支的摘要。

本表格是用以交付這些摘要。

2. 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。

3. 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。

4. 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(清盤及雜項條文)條例》中有關條文的規定而交付處長。

簽署

5. 本表格必須由接管人或經理人簽署。如多位接管人或經理人獲委任為聯名接管人或聯名經理人，本表格必須由所有接管人或經理人簽署；但如聯名接管人或聯名經理人獲委任為共同及各別執行職務者，則可個別簽署本表格。公司註冊處不接納未簽妥的表格。

收支摘要所涵蓋的始末日期(第 4 項)

6. 根據該條例第 300A(2)條而製備的摘要須涵蓋的期間如下 —

(a)	首份摘要：	在接管人或經理人獲委任之日起計的一段 12 個月期間；
(b)	隨後的摘要：	隨後的每段 12 個月期間；及
(c)	最後一份摘要：	由最近一份摘要所涵蓋的期間終結至接管人或經理人停任之日止的一段期間。

摘要須在每一段期間屆滿後 2 個月內送交處長。

7. 根據該條例第 301(1)條而製備的摘要須涵蓋的期間如下 —

(a)	首份摘要：	在接管人或經理人獲委任之日起計的一段 6 個月期間；
(b)	隨後的摘要：	隨後的每段 6 個月期間；及
(c)	最後一份摘要：	由最近一份摘要所涵蓋的期間終結至接管人或經理人停任之日止的一段期間。

摘要須在每一段期間屆滿後 1 個月內送交處長。

摘要(第 5 項)

8. 接管人或經理人應在每份摘要內列明其在有關期間內的收支。除首份摘要外，所有承轉自上一份摘要的總收入及總支出，須在第 5 項(a)部(關乎收入)及(b)部(關乎支出)分別列出。結轉至下一份摘要的總收入及總支出應等同接管人或經理人自獲委任的日期以來所收取及支付的總款額。

9. 如第 5 項的空位不足夠列出有關期間內的各項收入或支出，請用續頁填報。收入及支出須載於不同的續頁。每張續頁均須述明該頁所列出的各項收入或支出的總額。如使用續頁，請在第 5 項(a)部(關乎收入)或(b)部(關乎支出)列明每張續頁的號碼及該頁的總額。

OPEN-ENDED FUND COMPANY –
RECEIVER OR MANAGER'S ABSTRACT OF RECEIPTS AND PAYMENTS

For the purposes of sections 300A(2) and 301(1) of
Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and
rule 172 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCRC5

Introduction

1. Under section 300A(2) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (the Ordinance), if a receiver or manager of the whole or substantially the whole of the property of the open-ended fund company is appointed on behalf of the holders of any debentures of the company secured by a floating charge, the receiver or manager is required to send abstracts showing his receipts and payments to, inter alia, the Registrar of Companies (the Registrar).

Under section 301(1) of the Ordinance, abstracts showing receipts and payments should also be sent to the Registrar where a receiver or manager of the property of an open-ended fund company has been appointed under the power contained in any other instrument.

This form should be used for delivering such abstracts.

2. 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.

3. 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.

4. 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 (Winding Up and Miscellaneous Provisions) Ordinance.

Signature

5. This form must be signed by the receiver or the manager. If joint receivers or managers are appointed, all receivers or managers should sign the form unless they are appointed to act jointly and severally. A form which is not properly signed will be rejected by the Companies Registry.

Period Covered by the Abstract of Receipts and Payments (Section 4)

6. An abstract required by section 300A(2) of the Ordinance should be prepared to cover the respective periods as stated below —

(a)	First Abstract :	12 months from the date of the appointment of the receiver or manager;
(b)	Subsequent Abstract :	every subsequent period of 12 months; and
(c)	Final Abstract :	from the end of the period of the last preceding abstract up to the date when the receiver or manager ceases to act.

The abstract should be sent to the Registrar within 2 months after the expiration of each period.

7. An abstract required by section 301(1) of the Ordinance should be prepared to cover the respective periods as stated below —

(a)	First Abstract :	6 months from the date of the appointment of the receiver or manager;
(b)	Subsequent Abstract :	every subsequent period of 6 months; and
(c)	Final Abstract :	from the end of the period of the last preceding abstract up to the date when the receiver or manager ceases to act.

The abstract should be sent to the Registrar within 1 month after the expiration of each period.

Abstract (Section 5)

8. The receiver or manager should show in each abstract his receipts and payments during the period. Except for the First Abstract, the aggregate amounts of receipts and payments brought forward from the preceding abstract should be shown separately under Part (a) (for Receipts) and Part (b) (for Payments) of Section 5. The two gross totals of receipts and payments for carrying forward to the next abstract shall equal to the respective totals of amounts received and paid by the receiver or manager since the date of appointment.

9. Continuation sheets should be used if the space in Section 5 is insufficient for showing the receipts or payments in the period. Receipts and payments should be shown on different continuation sheets. Each continuation sheet should state the total amount of the receipts or the payments listed on the sheet. Where continuation sheets are used, please state the sheet number and the total amount of each continuation sheet in Part (a) (for Receipts) or Part (b) (for Payments) of Section 5.

公 司 註 冊 處

表格 **OFCRC6**

向開放式基金型公司發出的委任接管人或經理人的通知書

公 司 編 號

OF

致：

（公司名稱）

1 委任詳情

(請在適當空格內加上 ✓ 號)

1 **姓名**

姓氏　　名字

地址

身分　☐ 接管人　☐ 經理人　☐ 接管人兼經理人

2 **姓名**

姓氏　　名字

地址

身分　☐ 接管人　☐ 經理人　☐ 接管人兼經理人

向開放式基金型公司發出的委任接管人或經理人的通知書

公司編號

OF

❷ **2 通知書** *(請在適當空格內加上 ✓ 號)*

本人／我們 * 現發出通知：

☐ **根據** (一) _____ **就** (二) _____

_____ **事宜所作出的命令**

(命令的日期為 _____ **年** _____ **月** _____ **日)，本人／我們 * 獲委任為上述公司的以下財產的 聯名 * 接管人／經理人／接管人兼經理人 * :** (三)

_____

_____ 。

☐ **根據一份日期為** _____ **年** _____ **月** _____ **日的** (四) _____

_____

所載的權力，本人／我們* 於 _____ **年** _____ **月** _____ **日，獲委任為上述公司的以下財產的 聯名 * 接管人／經理人／接管人兼經理人 * :** (五)

_____

_____ 。

❸

簽署	:	**簽署**	:
姓名	: _____ **接管人／經理人／接管人兼經理人 ***	**姓名**	: _____ **接管人／經理人／接管人兼經理人 ***
日期	: _____	**日期**	: _____

* *請刪去不適用者*

指明編號 OFC-1/2018 (2018 年 7 月)

根據《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)第 172 條和
《公司(清盤及雜項條文)條例》(香港法例第 32 章)
第 300A(1)(a)條規定的

向開放式基金型公司發出的委任接管人或經理人的通知書

填表須知 — 表格 OFCRC6

附註

1. 根據《公司(清盤及雜項條文)條例》(「該條例」)第 300A(1)(a)條的規定，凡開放式基金型公司的全部財產或實質上全部財產的接管人或經理人，是代表以浮動押記作保證的開放式基金型公司任何債權證的持有人而獲委任的，該接管人或經理人須將其本人獲委任一事通知該公司。

該條例第 300A(3)條規定，凡根據任何其他文書所載權力而獲委任的開放式基金型公司財產接管人或經理人，亦須將其本人獲委任一事通知該開放式基金型公司。

本表格是用以發出這通知。

2. 請在適當的空位內述明以下資料—
(一) 作出命令的法院的名稱；
(二) 訴訟的簡稱；
(三) 從該項命令簡述該項委任所涉及的財產；
(四) 作出該項委任所根據的文書的詳細描述；及
(五) 該項委任所涉及的財產的簡述。

3. 本表格必須由接管人或經理人簽署。如多位接管人或經理人獲委任為聯名接管人或聯名經理人，本表格便須由全部接管人或經理人簽署。

Companies Registry

Form **OFCRC6**

Notice to Open-ended Fund Company of Appointment of Receiver or Manager

Company Number

OF

Note

To :

(Company Name)

1 Particulars of Appointment
(Please tick the appropriate box)

1 **Name**

Surname Other names

Address

Capacity ☐ **Receiver** ☐ **Manager** ☐ **Receiver and Manager**

2 **Name**

Surname Other names

Address

Capacity ☐ **Receiver** ☐ **Manager** ☐ **Receiver and Manager**

Notice to Open-ended Fund Company of Appointment of Receiver or Manager

Company Number

OF

2 **2 Notice** *(Please tick the appropriate box)*

I／We * hereby give notice that :

☐ **Under an order of the** [a] _____

dated _____ **in the matter of** [b] _____

_____

I was／we were * appointed joint * receiver／manager／receiver and manager *

of [c] _____

_____

of the property of the above-named company.

☐ **On the** _____ **day of** _____ **I was／we were ***

appointed joint * receiver／manager／receiver and manager * of [d] _____

_____

of the property of the above-named company under the powers contained in [e] _____

_____

_____ **dated** _____.

3

Signed	:		Signed	:	
Name	:	_____ Receiver／Manager／ Receiver & Manager *	Name	:	_____ Receiver／Manager／ Receiver & Manager *
Date	:	_____	Date	:	_____

** Delete whichever does not apply*

Specification No. OFC-1/2018 (July 2018)

NOTICE TO OPEN-ENDED COMPANY OF APPOINTMENT OF RECEIVER OR MANAGER

For the purposes of section 300A(1)(a) of Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and rule 172 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCRC6

1. Under section 300A(1)(a) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (the Ordinance), if a receiver or manager of the whole or substantially the whole of the property of the open-ended fund company is appointed on behalf of the holders of any debentures of the open-ended fund company secured by a floating charge, the receiver or manager shall notify the open-ended fund company of his appointment.

Under section 300A(3) of the Ordinance, the receiver or manager of the property of an open-ended fund company shall also notify the open-ended fund company of his appointment where the receiver or manager has been appointed under the power contained in any other instrument.

This form should be used for such notification.

2. Please state the following in the appropriate space —

(a) the name of Court making the order;
(b) short title of action;
(c) short recital from the Order of the property over which the appointment is made;
(d) short description of the property over which the appointment is made; and
(e) full description of the instrument under which the appointment is made.

3. The form must be signed by the receiver or the manager. If joint receivers or managers are appointed, all receivers or managers must sign the form.

公司註冊處
Companies Registry

開放式基金型公司–
有償債能力證明書
Open-ended Fund Company –
Certificate of Solvency

表格 Form **OFCW1**

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

2 本證明書是關於—

This Certificate relates to —

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

☐ **上述開放式基金型公司**
the above Open-ended Fund Company

☐ **上述開放式基金型公司的子基金**
a sub-fund of the above Open-ended Fund Company

子基金名稱 Name of the sub-fund

④ **提交人資料 Presentor's Reference**

姓名 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

表格 Form **OFCW1**

公司編號 Company Number
OF

3 證明書 Certificate

我們現證明—
We hereby certify that —

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

(a) 按照《公司(清盤及雜項條文)條例》(第 32 章)第 233(1) 條和《證券及期貨(開放式基金型公司)規則》(第 571AQ 章)第 177 條及 188 條，我們已對上述開放式基金型公司／上述子基金* 的事務作出全面查訊，從而得出結論，認為開放式基金型公司／該子基金* 將能夠在自動清盤開始之時起計不超過 12 個月的一段期間內，悉數償付其債項。

In accordance with section 233(1) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and rules 177 and 188 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ), we have made a full inquiry into the affairs of the above open-ended fund company／the above sub-fund* , and that, having so done, we have formed the opinion that the open-ended fund company／the sub-fund* will be able to pay its debts in full within a period not exceeding 12 months from the commencement of the winding up.

(b) 附表一載有上述開放式基金型公司／該子基金* 在本證明書發出前在切實可行範圍內最近期的資產負債表。
Schedule 1 is the Statement of Assets and Liabilities of the above open-ended fund company／the sub-fund* as at the latest practicable date before the issuing of this Certificate.

6

姓名 Name : _____ **董事** Director　**簽署** Signed : _____　**日期** Date : _____ **日** DD / **月** MM / **年** YYYY

姓名 Name : _____ **董事** Director　**簽署** Signed : _____　**日期** Date : _____ **日** DD / **月** MM / **年** YYYY

姓名 Name : _____ **董事** Director　**簽署** Signed : _____　**日期** Date : _____ **日** DD / **月** MM / **年** YYYY

姓名 Name : _____ **董事** Director　**簽署** Signed : _____　**日期** Date : _____ **日** DD / **月** MM / **年** YYYY

姓名 Name : _____ **董事** Director　**簽署** Signed : _____　**日期** Date : _____ **日** DD / **月** MM / **年** YYYY

表格
Form **OFCW1**

附表一 Schedule 1

公司編號 Company Number

OF

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

開放式基金型公司／子基金* 截至右列日期的資產負債表
Statement of Assets and Liabilities of the open-ended fund company／the sub-fund* as at

日 DD	**月** MM	**年** YYYY

(a)	**資產 Assets**	**款額 Amount †**
	總額 Total	

(b)	**負債 Liabilities**	**款額 Amount †**
	總額 Total	

† **請註明貨幣單位(例如：港元、美元)**
Please specify the currency (e.g. HKD, USD)

根據《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)第 177 及 188 條和《公司(清盤及雜項條文)條例》(香港法例第 32 章)第 233(1)條規定交付的

開放式基金型公司 — 有償債能力證明書

填表須知 — 表格 OFCW1

附註

引言

1. 凡有建議將一間開放式基金型公司／該公司的一個子基金自動清盤，開放式基金型公司的董事或(如該公司有多於兩名董事)過半數的董事可在董事會議上發出一份有償債能力證明書，證明開放式基金型公司／該子基金有償債能力。本表格是用以發出該證明書。在符合《公司(清盤及雜項條文)條例》第 233(1A)條的情況下，每名董事可在董事會議以外的其他場合分別發出證明書。

2. 本證明書除非符合以下條件，否則無效—

(a) 本證明書是在緊接開放式基金型公司／該公司的子基金通過清盤特別決議的日期前的 5 個星期內發出，或是在該日期但先於該決議通過之時發出；及

(b) 本證明書並不遲於該特別決議交付公司註冊處處長(「處長」)的日期交付處長登記。

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《公司(清盤及雜項條文)條例》中有關條文的規定而交付處長。

簽署

6. 本表格必須由公司的董事簽署。所填報的董事姓名***必須***與公司註冊處的紀錄相同。公司註冊處不接納未簽妥的表格。

OPEN-ENDED FUND COMPANY – CERTIFICATE OF SOLVENCY

**For the purposes of section 233(1) of
Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and
rules 177 and 188 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)**

Notes for Completion of Form OFCW1

Introduction

1. When it is proposed to place an open-ended fund company／a sub-fund of the open-ended fund company in voluntary winding up, the directors of the open-ended fund company or, in the case of the open-ended fund company having more than two directors, the majority of the directors may, at a meeting of the directors, issue a Certificate of Solvency certifying that the open-ended fund company／the sub-fund is solvent. This form should be used for issuing such Certificate. Provided that section 233(1A) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance is complied with, the directors may each issue separate Certificates of Solvency other than at a meeting of the directors.

2. The Certificate of Solvency shall have no effect unless —

(a) it is issued within the 5 weeks immediately preceding the date of the passing of the special resolution for winding up the open-ended fund company／sub-fund of the open-ended fund company or on that date but before the passing of the resolution; and

(b) the Certificate is delivered to the Registrar of Companies (the Registrar) for registration not later than the date of delivery of the special resolution to the Registrar.

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 Companies (Winding Up and Miscellaneous Provisions) Ordinance.

Signature

6. This form must be signed by the directors of the open-ended fund company. Please note that the names of the directors given under this Section ***must be*** identical to the names kept in the Companies Registry's record. A form which is not properly signed will be rejected by the Companies Registry.

公司註冊處
Companies Registry

開放式基金型公司–
因無能力繼續業務而依循特別程序
自動清盤的陳述書
Open-ended Fund Company –
Statement of Voluntary Winding Up
under Special Procedure
in Case of Inability to Continue Business

表格 Form **OFCW2**

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

2 本陳述書是關於— This Statement relates to—

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

☐ **上述開放式基金型公司 the above Open-ended Fund Company**

☐ **上述開放式基金型公司的子基金 a sub-fund of the above Open-ended Fund Company**

子基金名稱 Name of the sub-fund

❻ **提交人資料 Presentor's Reference**	**請勿填寫本欄 For Official Use**
姓名 Name: **地址** Address: **電話** Tel: **傳真** Fax: **電郵** Email: **檔號** Reference:	

表格
Form **OFCW2**

公司編號 Company Number

OF

3 清盤陳述書 Winding-Up Statement

本人現按照《公司(清盤及雜項條文)條例》(第 32 章) 第 228A(1B)條和《證券及期貨(開放式基金型公司)規則》(第 571AQ 章)第 177 條及 188 條核證上述開放式基金型公司的過半數董事／全體董事* —

In accordance with section 228A(1B) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and rules 177 and 188 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ), I hereby certify that a majority of the directors／all the directors* of the above open-ended fund company —

A. 已通過以下董事局的決議 —
have passed the following resolution of the board of directors —

(i) 上述開放式基金型公司／上述子基金*因為其負債，以致不能繼續其業務；
the above open-ended fund company／the above sub-fund* cannot by reason of its liabilities continue its business;

(ii) 基於下列第 4A 及 4B 項所述的理由，按公司董事的意見，有需要將開放式基金型公司／子基金*清盤，而因為根據《公司(清盤及雜項條文)條例》(第 32 章)的另一條文開始清盤並非合理地切實可行，故此應根據《公司(清盤及雜項條文)條例》(第 32 章)第 228A 條和《證券及期貨(開放式基金型公司)規則》(第 571AQ 章)第 177 條及 188 條開始清盤；及
due to the reason(s) stated in Sections 4A and 4B below, the directors consider it necessary that the open-ended fund company／the sub-fund* be wound up and that the winding up should be commenced under section 228A of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and rules 177 and 188 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ) because it is not reasonably practicable for the winding up to be commenced under another section of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32); and

(iii) 將會召集開放式基金型公司／子基金* 會議及其債權人會議，而會議日期定於在向公司註冊處處長交付本清盤陳述書後的 28 日內。
meetings of the open-ended fund company／the sub-fund * and of its creditors will be summoned for a date not later than 28 days after the delivery of this winding-up statement to the Registrar of Companies.

B. 已召集開放式基金型公司／該子基金*會議，而會議定於下列日期及時間舉行 —
have summoned a meeting of the open-ended fund company／the sub-fund * for the date and time stated below —

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

			:	☐ 上午 a.m. ☐ 下午 p.m.
日 DD	**月 MM**	**年 YYYY**	**時 Hour 分 Minute**	

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

表格 Form **OFCW2**

公司編號 Company Number

OF

3 清盤陳述書 Winding-Up Statement (續上頁) (cont'd)

❸ ❹ **C. 已委任臨時清盤人，而該項委任將會在清盤開始時生效 —**
have appointed provisional liquidator(s) and the appointment will take effect from the commencement of the winding up —

臨時清盤人的資料
Particulars of Provisional Liquidator
(如委任超過一名臨時清盤人，請用續頁填報 Use Continuation Sheet if more than 1 provisional liquidator is appointed)

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

類別
Status

☐ **唯一** Sole ☐ **共同** Joint ☐ **共同及各別** Joint & Several

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏 Surname

名字 Other Names

地址
Address

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region
(本處不接納郵政信箱號碼 Post office box numbers are not acceptable)

本清盤陳述書包括的續頁數目
Number of Continuation Sheet(s) included in this Winding-Up Statement

表格 Form **OFCW2**

公司編號 Company Number

OF

8 **4 支持本清盤陳述書第 3A(ii)項所提及的意見的理由**
Reason(s) in Support of the Consideration Mentioned in Section 3A(ii) of this Winding-Up Statement

A. 支持認為有需要將開放式基金型公司／子基金* 清盤的理由
Reason(s) in support of the consideration that it is necessary that the open-ended fund company／the sub-fund * be wound up

B. 支持認為開放式基金型公司／該子基金* 根據《公司(清盤及雜項條文)條例》(第 32 章)的另一條文開始清盤並非合理地切實可行，故此應根據《公司(清盤及雜項條文)條例》(第 32 章)第 228A 條和《證券及期貨(開放式基金型公司)規則》(第 571AQ 章)第 177 條及 188 條開始清盤的理由
Reason(s) in support of the consideration that the winding up of the open-ended fund company／the sub-fund* should be commenced under section 228A of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and rules 177 and 188 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ) because it is not reasonably practicable for the winding up to be commenced under another section of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32)

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

9 10 **簽署** Signed :

姓名 Name : _____ **日期** Date : _____

董事 Director　　**日** DD / **月** MM / **年** YYYY

表格
Form **OFCW2**

續頁 Continuation Sheet

公司編號 Company Number

OF

臨時清盤人的資料 (第 3C 項)
Particulars of Provisional Liquidator (Section 3C)

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

類別
Status

☐ **共同** Joint

☐ **共同及各別** Joint & Several

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏 Surname

名字 Other Names

地址
Address

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region

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

根據《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章) 第 177 及 188 條和《公司(清盤及雜項條文)條例》(香港法例第 32 章)第 228A(1B)條規定交付的

開放式基金型公司 —
因無能力繼續業務而依循特別程序自動清盤的陳述書

填表須知 — 表格 OFCW2

附註

引言

1. 開放式基金型公司的全體董事或(如該公司有多於兩名董事)過半數的董事在採取下述行動後，可以本表格向公司註冊處處長(「處長」)交付清盤陳述書—

(a) 通過董事局的決議，議決—
  (i) 開放式基金型公司／開放式基金型的一個子基金因為其負債，以致不能繼續其業務；
  (ii) 按該等董事的意見，有需要將開放式基金型公司／該子基金清盤，而因為根據《公司(清盤及雜項條文)條例》(「該條例」)的另一條文開始清盤並非合理地切實可行，故此應根據該條例第228A條和《證券及期貨(開放式基金型公司)規則》(「該規則」)第177條及188條開始清盤；及
  (iii) 將會召集公司／該子基金會議及其債權人會議，而會議日期定於在向處長交付清盤陳述書後的28日內；
(b) 安排召集開放式基金型公司／該子基金會議，而會議日期定於在向處長交付清盤陳述書後的 28 日內；及
(c) 委任一人為開放式基金型公司／該子基金清盤的臨時清盤人，而該項委任在清盤開始時生效。

2. 本清盤陳述書除非是在它作出的日期後 7 日內交付處長登記，否則就該條例而言並無效力。

3. 在不局限該條例第 262A 條的原則下，任何人不得根據該條例第 228A 條(1)(c)款獲委任為臨時清盤人，亦不得以如此獲委任的臨時清盤人的身分行事，除非該人已用書面同意該項委任及該人是一名律師，或是一名《專業會計師條例》(第 50 章)所指的會計師。

4. 獲委任的臨時清盤人必須在開放式基金型公司／該子基金清盤開始後的 15 日內，將一份具指明格式的關於他獲委任的通知書(表格 OFCW3)交付處長登記。

5. 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。

6. 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。

7. 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該條例中有關條文的規定而交付處長。

支持本清盤陳述書第 3A(ii)項所提及的意見的理由(第 4 項)

8. 本清盤陳述書必須指明有何理由支持該等董事認為有需要將該開放式基金型公司／該子基金清盤，及有何理由支持他們認為因為公司／該子基金根據該條例的另一條文開始清盤並非合理地切實可行，故此應根據該條例第 228A 條和該規則第 177 條及 188 條開始清盤的意見。

簽署

9. 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。

10. 如開放式基金型公司的某董事簽署本清盤陳述書，但並無合理的理由而—

(a) 得出開放式基金型公司／該子基金因其負債而不能繼續其業務的意見；
(b) 認為基於開放式基金型公司／該子基金根據該條例的另一條文開始清盤並非合理地切實可行，故應根據該條例第228A條和該規則第177條及188條開始清盤；或
(c) 核證本清盤陳述書第3項提述的任何事宜，

該名董事可被處罰款及監禁。

OPEN-ENDED FUND COMPANY –
STATEMENT OF VOLUNTARY WINDING UP
UNDER SPECIAL PROCEDURE
IN CASE OF INABILITY TO CONTINUE BUSINESS

For the purposes of section 228A(1B) of
Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and
rules 177 and 188 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCW2

Introduction

1. All the directors of an open-ended fund company or, in the case of an open-ended fund company having more than two directors, the majority of the directors may, after having –

(a) passed a resolution of the board of directors to the effect that –

(i) the open-ended fund company／a sub-fund of the open-ended fund company cannot by reason of its liabilities continue its business;
(ii) they consider it necessary that the open-ended fund company／the sub-fund be wound up and that the winding up should be commenced under section 228A of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (the Ordinance) and rules 177 and 188 of the Securities and Futures (Open-ended Fund Companies) Rules (the Rules) because it is not reasonably practicable for it to be commenced under another section of the Ordinance; and
(iii) meetings of the open-ended fund company／the sub-fund and of its creditors will be summoned for a date not later than 28 days after the delivery of a winding-up statement to the Registrar of Companies (the Registrar);

(b) caused a meeting of the open-ended fund company／the sub-fund to be summoned for a date not later than 28 days after the delivery of a winding-up statement to the Registrar; and
(c) appointed a person as the provisional liquidator in the winding up of the open-ended fund company／the sub-fund with effect from the commencement of the winding up,

deliver a winding-up statement in this form to the Registrar.

2. This winding-up statement shall have no effect for the purposes of the Ordinance unless it is delivered to the Registrar for registration within 7 days after the date on which it is made.

3. Without limiting section 262A of the Ordinance, no person may be appointed as, or act as, a provisional liquidator under subsection (1)(c) of section 228A of the Ordinance unless that person has consented in writing to the appointment and that person is a solicitor, or a certified public accountant under the Professional Accountants Ordinance (Cap. 50).

4. The provisional liquidator must, within 15 days after the commencement of the winding up of the open-ended fund company／the sub-fund, deliver to the Registrar for registration a notice of his appointment in the specified form (Form OFCW3).

5. 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.

6. 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.

7. 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 Ordinance.

Reason(s) in Support of the Consideration Mentioned in Section 3A(ii) of this Winding-Up Statement (Section 4)

8. The reasons in support of the directors' consideration that it is necessary that the open-ended fund company／the sub-fund be wound up and that the winding up should be commenced under section 228A of the Ordinance and rules 177 and 188 of the Rules because it is not reasonably practicable for it to be commenced under another section of the Ordinance must be specified.

Signature

9. This form must be signed by a director. A form which is not properly signed will be rejected by the Companies Registry.

10. A director of the open-ended fund company who signs this winding-up statement without having reasonable grounds –

(a) for the opinion that the open-ended fund company／the sub-fund cannot by reason of its liabilities continue its business;
(b) to consider that the winding up of the open-ended fund company／the sub-fund should be commenced under section 228A of the Ordinance and rules 177 and 188 of the Rules because it is not reasonably practicable for it to be commenced under another section of the Ordinance; or
(c) for certifying any of the matters referred to in Section 3 of this winding-up statement,

shall be liable to a fine and imprisonment.

公司註冊處
Companies Registry

開放式基金型公司–
委任清盤人或臨時清盤人通知書
Open-ended Fund Company –
Notice of Appointment of
Liquidator or Provisional Liquidator

表格 Form **OFCW3**

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

(**清盤在進行中** In Liquidation)*

2 本通知書是關於—

This Notice relates to —

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

☐ **上述開放式基金型公司**
the above Open-ended Fund Company

☐ **上述開放式基金型公司的子基金**
a sub-fund of the above Open-ended Fund Company

子基金名稱 Name of the sub-fund

(**清盤在進行中** In Liquidation)

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

❹ **提交人資料 Presentor's Reference**	**請勿填寫本欄 For Official Use**
姓名 Name: **地址** Address: **電話** Tel: **傳真** Fax: **電郵** Email : **檔號** Reference:	

表格 Form **OFCW3**

公司編號 Company Number

OF

3 清盤方式 Mode of Winding Up

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

☐ **由法院作出清盤 Winding Up by Court**

☐ **股東自動清盤 Shareholders' Voluntary Winding Up**

☐ **債權人自動清盤 Creditors' Voluntary Winding Up**

☐ **其他清盤方式（請註明）Others (Please specify)**

表格 Form **OFCW3**

公司編號 Company Number
OF

4 委任詳情 Details of Appointment(s)

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

1 身分 Capacity
☐ 清盤人 Liquidator ☐ 臨時清盤人 Provisional Liquidator

類別 Status
☐ 唯一 Sole ☐ 共同 Joint ☐ 共同及各別 Joint & Several

委任方式 Mode of Appointment
☐ 公司決議 Resolution of Company ☐ 債權人決議 Resolution of Creditors ☐ 董事決議 Resolution of Directors ☐ 法院命令 Court Order ☐ 破產管理署署長委任 by the Official Receiver

中文姓名 Name in Chinese

英文姓名 Name in English
姓氏 Surname

名字 Other Names

地址 Address
單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region
(本處不接納郵政信箱號碼 Post office box numbers are not acceptable)

7 電郵地址 Email Address

8 身分證明 Identification

(a) 香港身分證號碼 Hong Kong Identity Card Number
( )

(b) 護照 Passport

簽發國家／地區 Issuing Country／Region

號碼 Number

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

指明編號 OFC-1/2018 (2018 年 7 月) Specification No. OFC-1/2018 (July 2018)

表格 Form **OFCW3**

公司編號 Company Number
OF

4 委任詳情 Details of Appointment(s) (續上頁 cont'd)

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

2 身分 Capacity ☐ 清盤人 Liquidator ☐ 臨時清盤人 Provisional Liquidator

類別 Status ☐ 唯一 Sole ☐ 共同 Joint ☐ 共同及各別 Joint & Several

委任方式 Mode of Appointment ☐ 公司決議 Resolution of Company ☐ 債權人決議 Resolution of Creditors ☐ 董事決議 Resolution of Directors ☐ 法院命令 Court Order ☐ 破產管理署署長委任 by the Official Receiver

中文姓名 Name in Chinese

英文姓名 Name in English
姓氏 Surname
名字 Other Names

地址 Address
單位／樓層／座數 Flat／Floor／Block
大廈／屋苑 Building／Estate
街道名稱／區／市 Name of Street／District／City
國家／地區 Country／Region
(本處不接納郵政信箱號碼 Post office box numbers are not acceptable)

7 電郵地址 Email Address

8 身分證明 Identification

(a) **香港身分證號碼** Hong Kong Identity Card Number ( )

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

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

6

簽署 Signed :
姓名 Name :
清盤人／臨時清盤人* Liquidator／Provisional Liquidator *

簽署 Signed :
姓名 Name :
清盤人／臨時清盤人* Liquidator／Provisional Liquidator *

日期 Date : 日 DD / 月 MM / 年 YYYY

日期 Date : 日 DD / 月 MM / 年 YYYY

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

指明編號 OFC-1/2018 (2018 年 7 月) Specification No. OFC-1/2018 (July 2018)

根據《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)第 177 及 188 條和
《公司(清盤及雜項條文)條例》(香港法例第 32 章)
第 195(a)、228A(10) 及 253(1)(b)條規定交付的

開放式基金型公司 — 委任清盤人或臨時清盤人通知書

填表須知 — 表格 OFCW3

附註

引言

1. 本表格是用以通知公司註冊處處長(「處長」)有關開放式基金型公司／該公司的子基金清盤人或臨時清盤人的委任。根據《公司(清盤及雜項條文)條例》第 228A 條，獲委任的臨時清盤人須在公司／該公司的子基金清盤開始後的 15 日內交付本表格；在自動清盤案中獲委任的清盤人則須在委任日期後的 15 日內交付本表格；獲法院委任的清盤人或臨時清盤人亦須盡快以本表格通知處長。

2. 如委任超過兩名清盤人或臨時清盤人，請使用另一份表格 OFCW3。如申報其詳情的更改，請使用表格 OFCW4。如申報有關清盤人或臨時清盤人的停任，請使用表格 OFCW5。

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《公司(清盤及雜項條文)條例》中有關條文的規定而交付處長。

簽署

6. 本表格必須由***每一位***獲委任的清盤人或臨時清盤人簽署，公司註冊處不接納未簽妥的表格。

委任詳情 (第 4 項)

7. 請提供清盤人或臨時清盤人的電郵地址(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 OFCW4 通知公司註冊處。

8. 請申報清盤人或臨時清盤人的香港身分證號碼。如該人並非香港身分證持有人，請申報其所持護照的號碼及簽發國家／地區。如該人並非香港身分證持有人，亦沒有任何國家／地區的護照，則請在有關的空格內填上「無」。

OPEN-ENDED FUND COMPANY –

NOTICE OF APPOINTMENT OF LIQUIDATOR OR PROVISIONAL LIQUIDATOR

For the purposes of sections 195(a), 228A(10) and 253(1)(b) of Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and rules 177 and 188 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCW3

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of the appointment of the liquidator or provisional liquidator of an open-ended fund company／sub-fund of the company. A provisional liquidator appointed under section 228A of the Companies (Winding Up and Miscellaneous Provisions) Ordinance should deliver this form within 15 days after the commencement of the winding up of the company／sub-fund of the company. A liquidator appointed in a voluntary winding up should deliver this form within 15 days after the date of appointment. A liquidator or provisional liquidator appointed by the court should give notice of the appointment to the Registrar in this form as soon as possible.

2. If more than two liquidators or provisional liquidators are appointed, please use a separate Form OFCW3. To report any changes in their particulars, please use Form OFCW4. To report that a liquidator or provisional liquidator has ceased to act, please use Form OFCW5.

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 Companies (Winding Up and Miscellaneous Provisions) Ordinance.

Signature

6. This form must be signed by ***each*** of the newly appointed liquidators or provisional liquidators. A form which is not properly signed will be rejected by the Companies Registry.

Details of Appointment(s) (Section 4)

7. Please provide the email address of the liquidator or provisional liquidator, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form OFCW4.

8. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country／region of the passport of the liquidator or provisional liquidator should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

公司註冊處
Companies Registry

開放式基金型公司–
更改清盤人或臨時清盤人詳情通知書
Open-ended Fund Company –
Notice of Change in Particulars of Liquidator or Provisional Liquidator

表格 Form **OFCW4**

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

(**清盤在進行中** In Liquidation)*

2 本通知書是關於—

This Notice relates to —

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

☐ **上述開放式基金型公司**
the above Open-ended Fund Company

☐ **上述開放式基金型公司的子基金**
a sub-fund of the above Open-ended Fund Company

子基金名稱 Name of the sub-fund

(**清盤在進行中** In Liquidation)

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

❹ **提交人資料 Presentor's Reference**	**請勿填寫本欄 For Official Use**
姓名 Name: **地址** Address: **電話** Tel: **傳真** Fax: **電郵** Email: **檔號** Reference:	

表格 Form **OFCW4**

公司編號 Company Number
OF

3 清盤人或臨時清盤人詳情的更改
Change in Particulars of Liquidator or Provisional Liquidator

(如涉及超過一名清盤人，請用續頁填報 Use Continuation Sheet if more than 1 liquidator is involved)

A. 現時在公司註冊處登記的詳情
Particulars Currently Registered with the Companies Registry

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

7 身分證明
Identification

( )

香港身分證號碼
Hong Kong Identity Card Number

護照號碼
Passport Number

8 B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

生效日期 Effective Date

(a) 中文姓名 Name in Chinese

日 DD 月 MM 年 YYYY

(b) 英文姓名 Name in English

姓氏 Surname

名字 Other Names

日 DD 月 MM 年 YYYY

(c) 地址 Address

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region

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

日 DD 月 MM 年 YYYY

9 (d) 電郵地址 Email Address

日 DD 月 MM 年 YYYY

指明編號 OFC-1/2018 (2018 年 7 月) Specification No. OFC-1/2018 (July 2018)

表格 Form **OFCW4**

公司編號 Company Number

OF

3 清盤人或臨時清盤人詳情的更改 (續上頁)
Change in Particulars of Liquidator or Provisional Liquidator (cont'd)
(如涉及超過一名清盤人，請用續頁填報 Use Continuation Sheet if more than 1 liquidator is involved)

8 B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

生效日期 Effective Date

(e) 香港身分證號碼
Hong Kong
Identity Card Number

( )

日 DD 月 MM 年 YYYY

(f) 護照 Passport

簽發國家／地區 Issuing Country／Region

日 DD 月 MM 年 YYYY

號碼 Number

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

(g) 類別
Status

☐ **唯一** Sole ☐ **共同** Joint ☐ **共同及各別** Joint & Several

日 DD 月 MM 年 YYYY

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 : _____

清盤人／臨時清盤人*
Liquidator／Provisional Liquidator *

日 DD / 月 MM / 年 YYYY

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

指明編號 OFC-1/2018 (2018 年 7 月) Specification No. OFC-1/2018 (July 2018)

表格 Form **OFCW4**

續頁 Continuation Sheet

公司編號 Company Number

OF

清盤人或臨時清盤人詳情的更改(第 3 項)
Change in Particulars of Liquidator or Provisional Liquidator (Section 3)

A. 現時在公司註冊處登記的詳情
Particulars Currently Registered with the Companies Registry

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏 Surname

名字 Other Names

7 **身分證明**
Identification

香港身分證號碼 Hong Kong Identity Card Number ( )

護照號碼 Passport Number

8 **B. 更改詳情 Details of Change(s)**

請只填報有更改的項目 Please complete item(s) with change(s) only

生效日期 Effective Date — **日** DD **月** MM **年** YYYY

(a) 中文姓名
Name in Chinese

(b) 英文姓名
Name in English

姓氏 Surname

名字 Other Names

(c) 地址
Address

單位／樓層／座數 Flat／Floor／Block

大廈／屋苑 Building／Estate

街道名稱／區／市 Name of Street／District／City

國家／地區 Country／Region

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

9 **(d) 電郵地址**
Email Address

(e) 香港身分證號碼
Hong Kong Identity Card Number ( )

(f) 護照 Passport

簽發國家／地區 Issuing Country／Region

號碼 Number

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

(g) 類別
Status

☐ **唯一** Sole ☐ **共同** Joint ☐ **共同及各別** Joint & Several

根據《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)第 177 及 188 條和
《公司(清盤及雜項條文)條例》(香港法例第 32 章)
第 228A(12) 及 253(3)條規定交付的

開放式基金型公司 — 更改清盤人或臨時清盤人詳情通知書

填表須知 — 表格 OFCW4

附註

引言

1. 開放式基金型公司／該公司的子基金的清盤人或臨時清盤人須以本表格通知公司註冊處處長(「處長」) 其詳情的更改。本表格須在每項更改的日期後的15 日內交付處長登記。

2. 如申報清盤人或臨時清盤人的委任，請使用表格 OFCW3。如申報清盤人或臨時清盤人的停任，請使用表格 OFCW5。

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《公司(清盤及雜項條文) 條例》中有關條文的規定而交付處長。

簽署

6. 本表格必須由清盤人或臨時清盤人簽署，公司註冊處不接納未簽妥的表格。

現時在公司註冊處登記的詳情 (第 3A 項)

7. 請填報清盤人或臨時清盤人已在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格內填上「無」。

更改詳情 (第 3B 項)

8. 請在適當的空格內申報清盤人或臨時清盤人的***新詳情***，並在相關的空格內註明生效日期。沒有更改的詳情無需填報。

9. 請提供或更新清盤人或臨時清盤人的電郵地址(如有的話) 以方便聯絡。如電郵地址其後有任何更改，亦請以本表格通知公司註冊處。

OPEN-ENDED FUND COMPANY –
NOTICE OF CHANGE IN PARTICULARS OF
LIQUIDATOR OR PROVISIONAL LIQUIDATOR

For the purposes of sections 228A(12) and 253(3) of
Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and
rules 177 and 188 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCW4

Introduction

1. The liquidator or provisional liquidator of an open-ended fund company／sub-fund of the company should notify the Registrar of Companies (the Registrar) in this form of the change in his or her particulars. This form should be delivered to the Registrar for registration within 15 days after the date of each change.

2. To report the appointment of liquidator or provisional liquidator, please use Form OFCW3. To report that the liquidator or provisional liquidator has ceased to act, please use Form OFCW5.

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 Companies (Winding Up and Miscellaneous Provisions) Ordinance.

Signature

6. This form must be signed by the liquidator or provisional liquidator. A form which is not properly signed will be rejected by the Companies Registry.

Particulars Currently Registered with the Companies Registry (Section 3A)

7. If the liquidator or provisional liquidator has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.

Details of Change(s) (Section 3B)

8. Please state only the ***new particulars*** of the liquidator or provisional liquidator in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.

9. Please provide or update the email address of the liquidator or provisional liquidator, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.

公司註冊處
Companies Registry

開放式基金型公司–
清盤人或臨時清盤人停任通知書
Open-ended Fund Company –
Notice of Cessation to Act as
Liquidator or Provisional Liquidator

表格 Form **OFCW5**

公司編號 Company Number

OF

註 Note

1 公司名稱 Company Name

(清盤在進行中 In Liquidation)*

2 本通知書是關於 —
This Notice relates to —
請在適用的空格內加上 ✓ 號 Please tick the relevant box

☐ **上述開放式基金型公司**
the above Open-ended Fund Company

☐ **上述開放式基金型公司的子基金**
a sub-fund of the above Open-ended Fund Company

子基金名稱 Name of the sub-fund

(清盤在進行中 In Liquidation)

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

❹ **提交人資料 Presentor's Reference**
姓名 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

表格 Form **OFCW5**

公司編號 Company Number
OF

3 停任詳情 Details of Ceasing to Act

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

身分 Capacity

☐ 清盤人 Liquidator ☐ 臨時清盤人 Provisional Liquidator

中文姓名 Name in Chinese

英文姓名 Name in English

姓氏 Surname

名字 Other Names

7 **身分證明 Identification**

香港身分證號碼 Hong Kong Identity Card Number ( )

護照號碼 Passport Number

停任日期 Date of Ceasing to Act

日 DD 月 MM 年 YYYY

6 **簽署** Signed :

姓名 Name : _____ **日期** Date : _____

清盤人／臨時清盤人* Liquidator／Provisional Liquidator *

日 DD / 月 MM / 年 YYYY

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

根據《證券及期貨(開放式基金型公司)規則》(香港法例第 571AQ 章)第 177 及 188 條和《公司(清盤及雜項條文)條例》(香港法例第 32 章)第 228A(11)(b) 及 253(2)(b)條規定交付的

開放式基金型公司 — 清盤人或臨時清盤人停任通知書

填表須知 — 表格 OFCW5

附註

引言

1. 開放式基金型公司／該公司的子基金的清盤人或臨時清盤人須在其停任後以本表格通知公司註冊處處長(「處長」)。本表格須在停任日期後的 15 日內交付處長登記。如多於一名清盤人或臨時清盤人停任，每名停任者須個別以本表格通知處長。

2. 如申報清盤人或臨時清盤人的委任，請使用表格 OFCW3。如申報其詳情的更改，請使用表格 OFCW4。

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《公司(清盤及雜項條文)條例》中有關條文的規定而交付處長。

簽署

6. 本表格必須由停任的清盤人或臨時清盤人簽署，公司註冊處不接納未簽妥的表格。

停任詳情 (第 3 項)

7. 請填報停任的清盤人或臨時清盤人已在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格內填上「無」。

OPEN-ENDED FUND COMPANY –

NOTICE OF CESSATION TO ACT AS LIQUIDATOR OR PROVISIONAL LIQUIDATOR

For the purposes of sections 228A(11)(b) and 253(2)(b) of Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) and rules 177 and 188 of the Securities and Futures (Open-ended Fund Companies) Rules (Cap. 571AQ)

Notes for Completion of Form OFCW5

Introduction

1. The liquidator or provisional liquidator of an open-ended fund company／sub-fund of the company should notify the Registrar of Companies (the Registrar) in this form of his or her ceasing to hold these posts. This form should be delivered to the Registrar for registration within 15 days after the date of the cessation. If more than one liquidator or provisional liquidator has ceased to hold the post, separate forms should be used to notify the Registrar.

2. To report the appointment of liquidator or provisional liquidator, please use Form OFCW3. To report any changes in the particulars of the liquidator or provisional liquidator, please use Form OFCW4.

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 Companies (Winding Up and Miscellaneous Provisions) Ordinance.

Signature

6. This form must be signed by the liquidator or provisional liquidator who is ceasing to act. A form which is not properly signed will be rejected by the Companies Registry.

Details of Ceasing to Act (Section 3)

7. If the liquidator or provisional liquidator who has ceased to hold the post has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.