COMPANIES ORDINANCE (Chapter 622)

It is hereby notified that the following forms as specified by me under section 23 of the Companies Ordinance (Chapter 622) ('the Ordinance') are revised for use under the Ordinance with effect from 24 October 2022.

The revised forms are hereby published for information.

| **Form** | | **Relevant Section(s) of the Ordinance** |
|---|---|---|
| Form Number | Name of Form | |
| NAMA4 | Notice of Appointment of Directors of Amalgamated Company | 684(1)(d) |
| NAR1 | Annual Return | 662 |
| ND2A | Notice of Change of Company Secretary and Director (Appointment／Cessation) | 645(1) and (4), 652(1) and (2) |
| ND2B | Notice of Change in Particulars of Company Secretary and Director | 645(4) and 652(2) |
| ND4 | Notice of Resignation of Company Secretary and Director | 464(3) and 477(3) |
| ND5 | Notice of Change of Reserve Director (Nomination／Cessation) | 645(2), (3) and (4) |
| ND7 | Notice of Change in Particulars of Reserve Director | 645(4) |
| ND8 | Notice of Resignation of Reserve Director | 464(3) and (6) |
| NDR1 | Application for Deregistration of Private Company or Company Limited by Guarantee | 750 |
| NM3 | Notice of Mortgagee Entering into Possession of Property | 349(1) |
| NM5 | Notice of Appointment of Receiver or Manager | 348(1) |
| NM7 | Notice of Change in Particulars of Receiver, Manager or Mortgagee in Possession of Property | 350(4) |
| NNC1 | Incorporation Form (Company Limited by Shares) | 67(1)(b) |
| NNC1G | Incorporation Form (Company Not Limited by Shares) | 67(1)(b) |
| NNC5 | Application for Registration of Eligible Company | 807(2) |

| Form | | Relevant Section(s) of the Ordinance |
|---|---|---|
| Form Number | Name of Form | |
| NN1 | Application for Registration as Registered Non-Hong Kong Company | 776(4) |
| NN2 | Notification of Termination of Authorization of Authorized Representative of Registered Non-Hong Kong Company | 787 |
| NN3 | Annual Return of Registered Non-Hong Kong Company | 788 |
| NN6 | Return of Change of Company Secretary and Director of Registered Non-Hong Kong Company (Appointment／Cessation) | 791(1) and (2)(b) |
| NN7 | Return of Change in Particulars of Company Secretary and Director of Registered Non-Hong Kong Company | 791(1) and (2)(c) |
| NN8 | Return of Change of Authorized Representative of Registered Non-Hong Kong Company (Appointment／Cessation) | 791(1) and (2)(b) |
| NN8C | Return of Change in Particulars of Authorized Representative of Registered Non-Hong Kong Company | 791(1) and (2)(c) |
| NN11 | Notice of Commencement of Liquidation and Appointment ／ Cessation and Change in Particulars of Liquidator／Provisional Liquidator of Registered Non-Hong Kong Company | 793 |

*24 June 2022* Kitty TSUI *Registrar of Companies*

公司註冊處
Companies Registry

# 委任合併後的公司的董事通知書
# Notice of Appointment of Directors of Amalgamated Company

表格 Form **NAMA4**

公司編號 Company Number

註 Note

**1 公司名稱 Company Name**

**2 委任董事 (法人團體) Appointment of Director (Body Corporate)**

*(如委任超過一個法人團體為董事，請用續頁 A 填報 Use Continuation Sheet A if more than 1 body corporate is appointed as director)*
*請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)*

6 **身分 Capacity** ☐ **董事** Director ☐ **候補董事** Alternate Director **代替** Alternate to

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

7 **地址 Address**

**國家／地區** Country／Region

8 **電郵地址 Email Address**

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

9 **提示 Advisory Note**

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

9 **出任董事職位同意書 Consent to Act as Director** **請刪去不適用者 Delete whichever does not apply*

**本人謹代表上述公司確認，上述公司同意擔任公司的董事／候補董事*。**
**I, acting on behalf of the above named company, confirm that the above company consents to act as director／alternate director* of this company.**

**簽署** Signed : _____

**董事(法人團體)的董事／公司秘書／獲授權人士***
Director／Company Secretary／Authorized Person of the Director (Body Corporate)*

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 **NAMA4**

**公司編號 Company Number**

## 3 委任董事（自然人）Appointment of Director (Natural Person)

*(如委任超過一名自然人為董事，請用續頁 B 填報 Use Continuation Sheet B if more than 1 natural person is appointed as director)*

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

10 **身分 Capacity**

☐ **董事** Director ☐ **候補董事** Alternate Director

**代替** Alternate to

11 **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 **通訊地址 Correspondence Address**

*(須在 PI-NAMA4 頁填報董事通常住址 Provide director's usual residential address in PI-NAMA4 sheet)*

**國家／地區** Country／Region

13 **電郵地址 Email Address**

14 **身分識別 Identification**

*(須在 PI-NAMA4 頁填報完整身分識別號碼 Provide full identification number in PI-NAMA4 sheet)*

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼** **Partial Number**

15 **提示 Advisory Note**

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

15 **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／候補董事*，並確認本人已年滿 18 歲。**
**I consent to act as director／alternate director* of this company and confirm that I have attained the age of 18 years.**

**簽署** Signed : _____

**本通知書包括下列續頁／PI-NAMA4 頁 This Notice includes the following Continuation Sheet(s)／PI-NAMA4 Sheet(s)**

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

| **PI-NAMA4 (不會供公眾查閱 NOT for Public Inspection)** | |
|---|---|
| **頁數 Number of pages** | |

5 簽署 Signed : _____ 日期 Date : _____

**董事** Director／**公司秘書** Company Secretary * **日** DD / **月** MM / **年** YYYY

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

表格
Form **NAMA4**

**續頁 A Continuation Sheet A**

**公司編號 Company Number**

## 委任董事 (法人團體) (第 2 項)
## Appointment of Director (Body Corporate) (Section 2)

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

6 **身分 Capacity**

☐ **董事** Director ☐ **候補董事** Alternate Director

**代替** Alternate to

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

7 **地址**
**Address**

**國家／地區**
Country／Region

8 **電郵地址**
**Email Address**

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

9

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

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

**本人謹代表上述公司確認，上述公司同意擔任公司的董事／候補董事*。**
**I, acting on behalf of the above named company, confirm that the above company consents to act as director／alternate director* of this company.**

**簽署** Signed : _____

**董事(法人團體)的董事／公司秘書／獲授權人士***
Director／Company Secretary／Authorized Person of the Director (Body Corporate)*

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

表格 Form **NAMA4**

**續頁 B Continuation Sheet B**

**公司編號 Company Number**

## 委任董事 (自然人) (第 3 項)
## Appointment of Director (Natural person) (Section 3)

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

10 **身分 Capacity** ☐ **董事** Director ☐ **候補董事** Alternate Director — **代替** Alternate to

11 **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 **通訊地址 Correspondence Address** (*須在 PI-NAMA4 頁填報董事通常住址 Provide director's usual residential address in PI-NAMA4 sheet*)

**國家／地區** Country／Region

13 **電郵地址 Email Address**

14 **身分識別 Identification** (*須在 PI-NAMA4 頁填報完整身分識別號碼 Provide full identification number in PI-NAMA4 sheet*)

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

(b) **護照** Passport — **簽發國家／地區** Issuing Country／Region; **部分號碼** Partial Number

15 **提示 Advisory Note**

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

15 **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／候補董事*，並確認本人已年滿 18 歲。**
**I consent to act as director／alternate director* of this company and confirm that I have attained the age of 18 years.**

**簽署** Signed : _____

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

# PI-NAMA4

公司編號 Company Number

## 委任合併後的公司的董事（自然人）– 受保護資料
## Appointment of Director of Amalgamated Company (Natural Person) – Protected Information

16

X

**公 眾 紀 錄 不 會 顯 示 此 頁**
**This page will not be shown on the public record**

**公司須於本頁申報獲委任董事的香港身分證或護照的完整號碼及通常住址。**
**The full number of Hong Kong Identity Card or passport and usual residential address of the appointed director should be reported on this page.**

*(每一頁 PI-NAMA4 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NAMA4 頁填報。*
*Each PI-NAMA4 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NAMA4 sheet(s).)*

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

**身分 Capacity** ☐ **董事** Director ☐ **候補董事** Alternate Director

**中文姓名 Name in Chinese**

11

**英文姓名 Name in English**
**姓氏** Surname
**名字** Other Names

17 **身分識別 Identification**

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

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

18 **通常住址 Usual Residential Address**

**國家／地區** Country／Region

**請 勿 覆 蓋 此 頁 內 的 條 碼**
**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 NAMA4 時，請將所有 PI-NAMA4 頁置於最後。***
***Please place all PI-NAMA4 sheets at the end when delivering the Form NAMA4.)***

**《公司條例》(香港法例第 622 章)**
**第 684(1)(d) 條規定交付的**

**委任合併後的公司的董事通知書**

**填表須知 — 表格 NAMA4**

**附註**

**引言**

**1.** 為使根據《公司條例》第13部第3分部屬同一集團的公司的合併有效，無論該合併屬縱向合併或橫向合併，每間合併的公司須在合併建議獲批准後的15日內，將以下文件交付公司註冊處處長(「處長」)登記—

(a) 獲批准的合併建議(表格NAMA1)；
(b) 第683(1)條規定的每項證明書(表格NAMA2)；
(c) 每間合併的公司的董事發出的證明書(表格NAMA3)，述明該合併已—
(i) 按照《公司條例》第13部第3分部獲批准；及
(ii) 按照該合併的公司的章程細則獲批准。

合併後的公司並須將以下文件交付處長登記—

(d) 關於委任合併後的公司的董事的通知(本表格)；
(e) 合併後的公司的董事或擬委任為該公司的董事的人發出的證明書，述明假若合併後的公司的債權人的申索相對該公司資產價值的比例，高於某合併的公司的債權人的申索相對該公司資產價值的比例，沒有債權人會因此事實而受到損害(表格NAMA5)。

在上述(a)至(e)的文件登記後，處長會在切實可行範圍內，盡快發出合併證明書，指明一個日期為有關合併的生效日期。

**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《公司條例》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或公司秘書簽署。公司註冊處不接納未簽妥的表格。

**委任董事 (法人團體) (第 2 項)**

**6.** 請述明獲委任者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。

**7.** 請註明董事的註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

**8.** 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 ND2B 通知公司註冊處。

**9.** 每名獲委任的董事或候補董事均須在本表格的「出任董事職位同意書」上簽署。

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁 (www.cr.gov.hk) 閱覽或下載，印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。

**委任董事 (自然人) (第 3 項)**

**10.** 請述明獲委任者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。

**11.** 屬自然人的獲委任者的姓名，必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

**12.** 請申報董事的***通訊地址***。如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納郵政信箱號碼。

請另外於 PI-NAMA4 頁內填報董事的***通常住址***。PI-NAMA4 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NAMA4 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NAMA4 頁填報。

**13.** 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 ND2B 通知公司註冊處。

**14.** (a) 請填報董事的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

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

(c) 請另外於 PI-NAMA4 頁內填報董事完整的香港身分證號碼或護照號碼。PI-NAMA4 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NAMA4 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NAMA4 頁填報。

(d) 如董事並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」。

**15.** 每名獲委任的董事或候補董事均須在本表格的「出任董事職位同意書」上簽署。

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁 (www.cr.gov.hk) 閱覽或下載，印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。

**委任合併後的公司的董事（自然人）- 受保護資料 (PI-NAMA4)**

**16.** 在 PI-NAMA4 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-NAMA4 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NAMA4 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NAMA4 頁填報。

**17.** 請填報獲委任的董事的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。如該獲委任者沒持有香港身分證或任何護照，則請在有關的空格內填上「無」。

**18.** 請填報獲委任的董事或候補董事的通常住址，如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

**NOTICE OF APPOINTMENT OF DIRECTORS OF AMALGAMATED COMPANY**

**For the purposes of section 684(1)(d) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NAMA4**

**Introduction**

**1.** For the purposes of effecting an amalgamation of companies within a group, whether by vertical amalgamation or horizontal amalgamation, under Division 3 of Part 13 of the Companies Ordinance, each and every amalgamating company must deliver the following documents to the Registrar of Companies (the Registrar) for registration within 15 days after the approval of the amalgamation proposal —

(a) the amalgamation proposal that has been approved (Form NAMA1);
(b) every certificate required by section 683(1) (Form NAMA2);
(c) a certificate issued by the directors of each amalgamating company (Form NAMA3), stating that the amalgamation has been approved in accordance with —
    (i) Division 3 of Part 13 of the Companies Ordinance; and
    (ii) the articles of the amalgamating company.

The amalgamated company must also deliver the following documents to the Registrar for registration —

(d) a notice of appointment of the directors of the amalgamated company (this Form);
(e) a certificate issued by the directors, or the proposed directors, of the amalgamated company stating that where the proportion of the claims of the amalgamated company's creditors in relation to the value of that company's assets is greater than the proportion of the claims of an amalgamating company's creditors in relation to the value of that company's assets, no creditor will be prejudiced by that fact (Form NAMA5).

As soon as practicable after the documents (a) to (e) above are registered, the Registrar will issue a certificate of amalgamation, specifying a date as the effective date of the amalgamation.

**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 Ordinance.

**Signature**

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

**Appointment of Director (Body Corporate) (Section 2)**

**6.** Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.

**7.** The address of registered or principal office of the director should be given. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. 'Care of' addresses or post office box numbers are not acceptable.

**8.** 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 ND2B.

**9.** Every newly appointed director or alternate director must sign the 'Consent to Act as Director' in this form.

All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

**Appointment of Director (Natural Person) (Section 3)**

**10.** Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.

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

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

Please report the ***usual residential address*** of the director separately on a PI-NAMA4 sheet. PI-NAMA4 sheet and the information reported therein are withheld from public inspection.

Each PI-NAMA4 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NAMA4 sheet(s).

**13.** 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 ND2B.

**14.** (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of the director according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | ( A) 1 2 3 * * * (*) |
| AA123456(7) | A A 1 2 3 * * * (*) |

**Passport Number**

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

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

(c) Please report the full Hong Kong Identity Card number or passport number of the director separately on a PI-NAMA4 sheet. PI-NAMA4 sheet and the information reported therein are withheld from public inspection.

Each PI-NAMA4 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NAMA4 sheet(s).

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

**15.** Every newly appointed director or alternate director must sign the 'Consent to Act as Director' in this form.

All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

**Appointment of Director of Amalgamated Company (Natural Person) - Protected Information (PI- NAMA4)**

**16.** Hong Kong Identity Card number or passport number and usual residential address reported on PI-NAMA4 sheet are protected information. PI-NAMA4 sheet and the information reported therein are withheld from public inspection.

Each PI-NAMA4 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NAMA4 sheet(s).

**17.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country／region of the passport of the appointed director. If the appointee(s) hold(s) neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

**18.** Please state the usual residential address of the appointed director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. 'Care of' addresses or post office box numbers are not acceptable.

公司註冊處
Companies Registry

# 周年申報表
# Annual Return

表格 Form **NAR1**

公司編號 Company Number

註 Note

1 公司名稱 Company Name

7 2 商業名稱(如有的話) Business Name (If any)

3 公司類別 Type of Company

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

☐ 私人公司 Private company ☐ 公眾公司 Public company ☐ 擔保有限公司 Company limited by guarantee

8 4 本申報表的結算日期
Date to which this Return is Made Up

日 DD 月 MM 年 YYYY

*(如屬私人公司，本申報表應列載截至公司成立為法團的周年日期的資料。*
*如屬公眾公司，申報表的結算日期應為該公司的會計參照期結束後的 6 個月屆滿之日。*
*如屬擔保有限公司，申報表的結算日期應為該公司的會計參照期結束後的 9 個月屆滿之日。*

*For a private company, the information in this return should be made up to the anniversary of the date of its incorporation.*
*For a public company, the return should be made up to the date that is 6 months after the end of its accounting reference period.*
*For a company limited by guarantee, the return should be made up to the date that is 9 months after the end of its accounting reference period.)*

9 5 隨本表格交付的財務報表所涵蓋的會計期
Period Covered by Financial Statements Delivered with this Form

*(私人公司無需填報此項 A private company need not complete this section)*

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

10 6 註冊辦事處地址 Address of Registered Office

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 **NAR1**

**公司編號 Company Number**

11 **7 電郵地址 Email Address**

**8 按揭及押記 Mortgages and Charges**

**截至本申報表的結算日期，所有根據《公司條例》須向公司註冊處處長登記的，或若於 1912 年 1 月 1 日後設定便須如此登記的按揭及押記的負債總額**
Total amount of the indebtedness as at the date to which this return is made up in respect of all mortgages and charges which are required to be registered with the Registrar of Companies pursuant to the Companies Ordinance or would have been required to be so registered if created after 1 January 1912

**9 無股本公司的成員人數 Number of Member(s) of a Company Not Having a Share Capital**
*(有股本的公司無需填報此項 Company having a share capital need not complete this section)*

**截至本申報表的結算日期的成員人數**
**Number of Member(s) as at the Date to which this Return is Made Up**

12 **10 股本 Share Capital**
*(無股本的公司無需填報此項 Company not having a share capital need not complete this section)*

| **截至本申報表的結算日期** As at the Date to which this Return is Made Up | | | | |
|---|---|---|---|---|
| **股份的類別 (如普通股／優先股等)** Class of Shares (e.g. Ordinary／Preference etc.) | **貨幣單位** Currency | **已發行股份** Issued Shares | | |
| | | **總數** Total Number | **總款額** Total Amount | **已繳或視作已繳的總款額** Total Amount Paid up or Regarded as Paid up |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| **總數** Total | | | | |



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格
Form **NAR1**

公司編號 Company Number

## 11 公司秘書 Company Secretary

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

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

13 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

14 香港通訊地址 Hong Kong Correspondence Address

地區 Region: 香港／HONG KONG

15 電郵地址 Email Address

16 身分識別 Identification

(a) 香港身分證**部分號碼** **Partial Number** of Hong Kong Identity Card: [ ][ ] [ ][ ][ ][*][*][*](*)

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

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

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

17 中文名稱 Name in Chinese

英文名稱 Name in English

18 香港地址 Hong Kong Address

地區 Region: 香港／HONG KONG

15 電郵地址 Email Address

公司編號 Company Number



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表格
Form **NAR1**

**公司編號 Company Number**

## 12 董事 Directors

### A. 董事 (自然人) Director (Natural Person)

*(如超過一名董事屬自然人，請用續頁 B 填報 Use Continuation Sheet B if more than 1 director is a natural person)*

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

19 **身分 Capacity**

☐ **董事** Director ☐ **候補董事** Alternate Director

**代替** Alternate to

20 **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

21 **通訊地址 Correspondence Address**

**國家／地區** Country／Region

22 **電郵地址 Email Address**

23 **身分識別 Identification**

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

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | ( | * ) |

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼** **Partial Number**

表格
Form **NAR1**

**公司編號 Company Number**

## 12 董事 Directors (續上頁 cont'd)

### B. 董事 (法人團體) Director (Body Corporate)

*(如超過兩名董事屬法人團體，請用續頁 C 填報 Use Continuation Sheet C if more than 2 directors are body corporate)*

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

19 **1 身分 Capacity** ☐ **董事** Director ☐ **候補董事** Alternate Director **代替** Alternate to

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

24 **地址 Address**

**國家／地區** Country／Region

22 **電郵地址 Email Address**

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

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

19 **2 身分 Capacity** ☐ **董事** Director ☐ **候補董事** Alternate Director **代替** Alternate to

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

24 **地址 Address**

**國家／地區** Country／Region

22 **電郵地址 Email Address**

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

表格
Form **NAR1**

**公司編號 Company Number**

## 12 董事 Directors (續上頁 cont'd)

### C. 備任董事 Reserve Director

**(只適用於只有一名成員而該成員同時亦是唯一董事的私人公司)**
**(Only applicable to a private company with only one member who is also the sole director of the company)**

20 **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

21 **通訊地址**
**Correspondence Address**

**國家／地區** Country／Region

22 **電郵地址**
**Email Address**

23 **身分識別 Identification**

(a) **香港身分證<u>部分號碼</u>**
**<u>Partial Number</u>** of Hong Kong Identity Card

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | ( | * ) |

(b) **護照**
Passport
- **簽發國家／地區** Issuing Country／Region
- **<u>部分號碼</u>** **<u>Partial Number</u>**

表格 Form **NAR1**

公司編號 Company Number

25 **13 有股本公司的成員詳情 Particulars of Member(s) of a Company Having a Share Capital**

*(有股本的公司必須填報此項 **Company having a share capital must complete this section** )*

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

☐ **非上市公司的成員詳情列於附表一**
Particulars of members of a non-listed company are listed in Schedule 1

☐ **上市公司的成員詳情列於附表二**
Particulars of members of a listed company are listed in Schedule 2

26 **14 公司紀錄 Company Records**

*(如空位不足，請用續頁 D 填報 Use Continuation Sheet D if the space provided is insufficient)*

**公司備存下列紀錄的地址(如並非備存於第 6 項所述的註冊辦事處內)**
Address where the following company records are kept (if not kept at the registered office stated in Section 6)

| **公司紀錄** Company Records | **地址** Address |
|---|---|
| | |

**15 陳述書 Statement**

*(如屬私人公司，請在空格內加上 ✓ 號以作出此項陳述 For a private company, please tick the box to make the Statement)*

☐ **現述明公司自最近一份周年申報表的結算日期起(如屬首份周年申報表，則自公司成立為法團的日期起)，並沒有發出邀請，以邀請公眾人士認購公司的任何股份或債權證；同時如成員人數於本申報表的結算日期當日超過五十名，則超出五十名之數的成員，全屬根據《公司條例》第 11(2)條於計算公司成員人數時不包括在內的人。**
The company has not, since the date of the last annual return (or since the date of incorporation in the case of the first annual return), issued any invitation to the public to subscribe for any shares or debentures of the company and that if the number of members of the company exceeds 50 as at the date of this return, the excess consists wholly of persons who, under section 11(2) of the Companies Ordinance, are excluded in the calculation of the number of members of the company.

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

**本申報表包括下列續頁 This Return includes the following Continuation Sheet(s)**

| **續頁 Continuation Sheet(s)** | **A** | **B** | **C** | **D** |
|---|---|---|---|---|
| **頁數 Number of pages** | | | | |

6 **簽署** Signed :

**姓名** Name : _____ **日期** Date : _____

**董事** Director／**公司秘書** Company Secretary * **日** DD / **月** MM / **年** YYYY

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



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格
Form **NAR1**

附表一 **Schedule 1**
**(非上市公司適用**
**FOR NON-LISTED COMPANY)**

**本申報表的結算日期**
**Date to which this Return is Made Up**

| | | |
|---|---|---|
| | | |
| **日 DD** | **月 MM** | **年 YYYY** |

**公司編號 Company Number**

28 **非上市公司的成員詳情 (第 13 項)**
**Particulars of Member(s) of a Non-listed Company (Section 13)**

*(有股本的非上市公司必須填報此頁。如空位不足，或超過一類股份，可另加附表一。)*
*(Non-listed company having a share capital must complete this page. If the space provided is insufficient, or if there is more than one class of shares, please use additional Schedule 1.)*

**截至本申報表的結算日期的成員詳情** Particulars of Member(s) as at the Date to which this Return is Made Up

**股份類別 Class of Shares**

**此類別股份的已發行總數 Total Number of Issued Shares in this Class**

| **姓名／名稱** Name | **地址** Address | **股份** Shares | | | **備註** Remarks |
|---|---|---|---|---|---|
| | | **現時持有量** Current Holding | **轉讓*** Transferred * | | |
| | | | **數目** Number | **日期** Date | |
| | | | | | |

*** 如公司的股份自上一份周年申報表日期以來(如屬首份周年申報表，則自公司成立為法團以來)有任何轉讓，有關詳情亦請一併申報；股份受讓人的姓名／名稱請在「備註」一欄註明。**

* If there have been any transfers of the company's shares since the date of the last annual return (or since incorporation if this is the first annual return), please also provide details of the transfers; the name of the transferee should be stated in the 'Remarks' column.

表格
Form **NAR1**

附表二 **Schedule 2**
**(上市公司適用**
**FOR LISTED COMPANY)**

**本申報表的結算日期**
**Date to which this Return is Made Up**

| | | |
|---|---|---|
| | | |
| **日 DD** | **月 MM** | **年 YYYY** |

**公司編號 Company Number**

29 **上市公司的成員詳情 (第 13 項)**
**Particulars of Member(s) of a Listed Company (Section 13)**

*(有股本的上市公司必須填報此頁。如空位不足，或超過一類股份，可另加附表二。)*
*(Listed company having a share capital must complete this page. If the space provided is insufficient, or if there is more than one class of shares, please use additional Schedule 2.)*

**截至本申報表的結算日期持有公司任何類別股份中的 5% 或多於 5% 發行股本的成員的詳情**
Particulars of Member(s) who Held 5% or More of the Issued Shares in any Class of the Company's Shares as at the Date to which this Return is Made Up

**股份類別 Class of Shares**

**此類別股份的已發行總數 Total Number of Issued Shares in this Class**

| **姓名／名稱** Name | **地址** Address | **股份** Shares | |
|---|---|---|---|
| | | **現時持有量** Current Holding | **佔此類別已發行股份的百分比** Percentage of Issued Shares Held in this Class |
| | | | |

表格
Form **NAR1**

**續頁 A Continuation Sheet A**

**本申報表的結算日期**
**Date to which this Return is Made Up**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

**公司編號 Company Number**

## 公司秘書詳情 (第 11 項) Details of Company Secretary (Section 11)

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

13 **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

14 **香港通訊地址 Hong Kong Correspondence Address**

地區 Region: 香港／HONG KONG

15 **電郵地址 Email Address**

16 **身分識別 Identification**

(a) 香港身分證<u>部分號碼</u> <u>Partial Number</u> of Hong Kong Identity Card — * * * (*)

(b) 護照 Passport
- 簽發國家／地區 Issuing Country／Region
- <u>部分號碼</u> <u>Partial Number</u>

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

17 **中文名稱 Name in Chinese**

**英文名稱 Name in English**

18 **香港地址 Hong Kong Address**

地區 Region: 香港／HONG KONG

15 **電郵地址 Email Address**

**公司編號 Company Number**

表格
Form **NAR1**

**續頁 B Continuation Sheet B**

**本申報表的結算日期**
**Date to which this Return is Made Up**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

**公司編號 Company Number**

## 董事詳情 (自然人) (第 12A 項) Details of Director (Natural Person) (Section 12A)

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

19 **身分 Capacity**

☐ **董事** Director ☐ **候補董事** Alternate Director

**代替** Alternate to

20 **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

21 **通訊地址 Correspondence Address**

**國家／地區** Country／Region

22 **電郵地址 Email Address**

23 **身分識別 Identification**

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

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | ( * ) |

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼** **Partial Number**

表格 Form **NAR1**

**續頁 C Continuation Sheet C**

**本申報表的結算日期**
**Date to which this Return is Made up**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

**公司編號 Company Number**

## 董事詳情 (法人團體) (第 12B 項) Details of Director (Body Corporate) (Section 12B)

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

19 **1 身分 Capacity** ☐ **董事** Director ☐ **候補董事** Alternate Director **代替** Alternate to

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

24 **地址 Address**

**國家／地區** Country／Region

22 **電郵地址 Email Address**

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

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

19 **2 身分 Capacity** ☐ **董事** Director ☐ **候補董事** Alternate Director **代替** Alternate to

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

24 **地址 Address**

**國家／地區** Country／Region

22 **電郵地址 Email Address**

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

表格
Form **NAR1**

**續頁 D Continuation Sheet D**

**本申報表的結算日期**
**Date to which this Return is Made Up**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

**公司編號 Company Number**

| |
|---|
| |

26 **公司紀錄 (第 14 項) Company Records (Section 14)**

**公司備存下列紀錄的地址(如並非備存於第 6 項所述的註冊辦事處內)**
Address where the following company records are kept (if not kept at the registered office stated in Section 6)

| **公司紀錄** Company Records | **地址** Address |
|---|---|
| | |

**《公司條例》(香港法例第 622 章)**
**第 662 條規定交付的**

# 周年申報表

## 填表須知 — 表格 NAR1

**附註**

### 引言

**1.** 每間在香港成立為法團的公司必須向公司註冊處處長(「處長」)交付一份周年申報表登記。公司董事及公司秘書有責任確保申報表正確反映公司於申報表的結算日期的狀況。

**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。

### 交付表格的期限

**4.** ***本表格必須於申報表的結算日期後 42 日內交付處長登記***。你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。不論公司屬何類別，***逾期提交者均須繳付較高的註冊費用***。

### 費用

**5.** 本表格必須連同正確的註冊費用一併交付，否則公司註冊處不會接納。公司註冊處將依據公司重新交付表格的日期，計算所需繳付的註冊費用。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

### 簽署

**6.** 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格，並將依據公司重新交付已簽妥的表格的日期，計算所需繳付的註冊費用。

### 商業名稱 (第 2 項)

**7.** 除公司名稱外，請申報所採用的任何商業名稱。

### 本申報表的結算日期 (第 4 項)

**8.** 請述明申報表的結算日期。就某一年而言，私人公司的申報表的結算日期，即該公司成立為法團之日在該年中的周年日。就某一財政年度而言，公眾公司的申報表的結算日期，即該公司的會計參照期結束後的6個月屆滿之日；屬擔保有限公司的申報表的結算日期，即該公司的會計參照期結束後的9個月屆滿之日。

**隨本表格交付的財務報表所涵蓋的會計期 (第 5 項)**

**9.** (a) 公眾公司或擔保有限公司的周年申報表須隨附根據《公司條例》第430條須送交該公司每名成員的關乎該財政年度的報告文件的副本，包括財務報表、董事報告及就該財務報表作出的核數師報告。該等副本須經該公司的一名董事或公司秘書核證為真實副本。

(b) 如(a)段所述的任何文件所用的語文既非中文亦非英文，該文件的經核證英文或中文譯本必須附於該文件。

**註冊辦事處地址 (第 6 項)**

**10.** 註冊辦事處的地址必須為公司於申報表的結算日期當日的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

**電郵地址 (第 7 項)**

**11.** 請提供公司的電郵地址(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 NR1 通知公司註冊處。

**股本 (第 10 項)**

**12.** 有股本的公司必須申報其已發行股本及已繳股款的詳細資料。以下例子只供參考。

**例子**： 甲乙丙有限公司已發行 5,000 股普通股，截至本申報表的結算日期該等普通股已繳足股款。

| **截至本申報表的結算日期** As at the Date to which this Return is Made Up | | | | |
|---|---|---|---|---|
| **股份的類別 (如普通股 / 優先股等)** Class of Shares (e.g. Ordinary / Preference etc.) | **貨幣單位** Currency | **已發行股份** Issued Shares | | |
| | | **總數** Total Number | **總款額** Total Amount | **已繳或視作已繳的總款額** Total Amount Paid up or Regarded as Paid up |
| 普通股 | 港元 | 5,000 | 5,000 | 5,000 |
| | | | | |
| **總數** Total | 港元 | 5,000 | 5,000 | 5,000 |

**公司秘書 (第 11 項)**

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

**14.** 請申報屬自然人的公司秘書***在香港的通訊地址***。本處不接納非香港地址或郵政信箱號碼。

**15.** 請提供公司秘書的電郵地址(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 ND2B 通知公司註冊處。

**16.** (a) 請申報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請申報其所持護照的***部分號碼***及簽發國家／地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如公司秘書屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

**17.** 如某商號的所有合夥人為公司的聯名公司秘書，請在供公司秘書(法人團體)填報名稱的空格內申報商號名稱。

**18.** 如公司秘書屬法人團體，請註明其在***香港***的註冊辦事處或主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

**董事 (第 12 項)**

**19.** 請述明董事的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。

**20.** 屬自然人的董事或備任董事的姓名，必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

**21.** 請申報屬自然人的董事或備任董事的***通訊地址***。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。

**22.** 請提供董事或備任董事的電郵地址(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 ND2B 或 ND7 通知公司註冊處。

**23.** (a) 請申報董事或備任董事的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請申報其所持護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註 16。

(b) 如董事或備任董事屬自然人，並曾根據附註 16 的描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

**24.** 如董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

**有股本公司的成員詳情 (第 13 項)**

**25.** 如公司屬有股本的公司，請於附表一(適用於非上市公司)或附表二(適用於上市公司)申報公司成員的詳情。

**公司紀錄 (第 14 項)**

**26.** 公司紀錄指《公司條例》規定公司須備存的登記冊、索引、協議、備忘錄、會議紀錄或其他文件，但不包括會計紀錄。

**《董事責任指引》**

**27.** 所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁(www.cr.gov.hk)閱覽或下載，印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。

**非上市公司的成員詳情 (附表一)**

**28.** (a) 每類別股份的已發行總數必須與申報表第 10 項中所申報該類別股份的已發行股份總數相同。

(b) 如成員的詳情有任何更改，請在「備註」一欄內相關之處說明(例如：更改地址、更改名稱等)。

(c) 如公司股本的結構有任何更改，例如：某一類別股份轉換為另一類別股份、已發行的股份被公司沒收等，請在「備註」一欄內相關之處說明(例如：'A'股於 XXXX 年 XX 月 XX 日轉換為'B'股、股份於 XXXX 年 XX 月 XX 日被沒收等)。

(d) 如公司備存成員登記支冊，而該登記支冊所載記項的詳情與需要載於周年申報表內的事項有關，而且該周年申報表是在該等記項的文本送抵該公司的註冊辦事處之後交付處長，請申報有關的詳情。

**上市公司的成員詳情 (附表二)**

**29.** 上市公司須於附表二提供的成員詳情，僅限於周年申報表的結算日期當日持有該公司任何類別股份中的 5% 或多於 5% 發行股本的成員的詳情。

**ANNUAL RETURN**

**For the purposes of section 662 of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NAR1**

**Introduction**

**1.** Every company incorporated in Hong Kong must make an annual return which should be delivered to the Registrar of Companies (the Registrar) for registration. It is the duty of the director(s) and the company secretary to ensure that the return accurately reflects the affairs of the company as at the date to which the return is made up.

**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.

**Deadline for Delivery of this Form**

**4.** ***This form must be delivered to the Registrar for registration within 42 days after the date to which the return is made up*** by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance. Regardless of the types of companies, ***late submission will be subject to payment of a higher registration fee***.

**Fee**

**5.** This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. The registration fee payable will be calculated according to the resubmission date of the form. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

**Signature**

**6.** This form must be signed by a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry. The registration fee payable will be calculated according to the resubmission date of the properly signed form.

**Business Name (Section 2)**

**7.** Please state any business names used in addition to the company's name.

**Date to which this Return is Made Up (Section 4)**

**8.** Please state the date to which the Annual Return is made up. For a private company, the date to which the return is made up in respect of a particular year is the anniversary of the date of the company's incorporation in that year. For a public company, the date to which the return is made up in respect of a particular financial year is the date that is 6 months after the end of its accounting reference period. For a company limited by guarantee, the date to which the return is made up in respect of a particular financial year is the date that is 9 months after the end of its accounting reference period.

**Period Covered by Financial Statements Delivered with this Form (Section 5)**

**9.** (a) Public companies and companies limited by guarantee are required to deliver with each annual return copies of the reporting documents required to be sent to every member of the company under section 430 of the Companies Ordinance, which include the financial statements and the directors' report for the financial year and the auditors' report on those financial statements. Copies of the reporting documents must be certified by a director or the company secretary to be true copies.

(b) If any of the documents is in a language other than Chinese or English, a certified translation in English or Chinese of the document must be delivered.

**Address of Registered Office (Section 6)**

**10.** The address must be the registered office address as at the date to which the return is made up. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

**Email Address (Section 7)**

**11.** Please provide the email address of the company, if any, to facilitate electronic communication. If there is any subsequent change in the email address, please notify the Companies Registry by completing Form NR1.

**Share Capital (Section 10)**

**12.** A company having a share capital must report the details of its issued and paid up share capital. An example is provided below for reference only.

e.g. ABC Company Limited has issued 5,000 ordinary shares which are fully paid as at the date of this return.

| 截至本申報表的結算日期 As at the Date to which this Return is Made Up | | | | |
|---|---|---|---|---|
| 股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.) | 貨幣單位 Currency | 已發行股份 Issued Shares | | |
| | | 總數 Total Number | 總款額 Total Amount | 已繳或視作已繳的總款額 Total Amount Paid up or Regarded as Paid up |
| Ordinary | HKD | 5,000 | 5,000 | 5,000 |
| | | | | |
| 總數 Total | HKD | 5,000 | 5,000 | 5,000 |

**Company Secretary (Section 11)**

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

**14.** Please provide the ***correspondence address in Hong Kong*** of the company secretary who is a natural person. Non-Hong Kong addresses or post office box numbers are not acceptable.

**15.** Please provide the email address of the company secretary, if any, to facilitate electronic communication. If there is any subsequent change in the email address, please notify the Companies Registry by completing Form ND2B.

**16.** (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | [ ][A] [1][2][3][*][*][*][(*)] |
| AA123456(7) | [A][A] [1][2][3][*][*][*][(*)] |

**Passport Number**

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

(b) If the company secretary who is a natural person has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**17.** If all the partners in a firm are joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

**18.** If the company secretary is a body corporate, the address of its registered or principal office in ***Hong Kong*** should be given. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

**Directors (Section 12)**

**19.** Please state the capacity(ies) of the director(s). In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it is the alternate.

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

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

**22.** Please provide the email address of the director or reserve 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 ND2B or ND7.

**23.** (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of a director or reserve director. Please refer to Note 16 on the details and examples of ***partial number***.

(b) If the director or reserve director who is a natural person has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description of Note 16 above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

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

**Particulars of Member(s) of a Company Having a Share Capital (Section 13)**

**25.** For a company having a share capital, details of members should be attached to this return. For non-listed companies, please complete Schedule 1. For listed companies, Schedule 2 should be used.

**Company Records (Section 14)**

**26.** Company records mean any register, index, agreement, memorandum, minutes or other document required by the Companies Ordinance to be kept by a company, but do not include accounting records.

**'A Guide on Directors' Duties'**

**27.** All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

**Particulars of Member(s) of a Non-listed Company (Schedule 1)**

**28.** (a) For each class of shares, the total number of issued shares for the class must agree with the total number of issued shares for that class as reported in Section 10 of the return.

(b) If there have been any changes in the particulars of the member(s), please indicate the changes in the 'Remarks' column against the related entry (e.g. change of address, change of name etc.).

(c) If there have been any changes in the structure of the share capital of the company, e.g. conversion of one class of shares into shares of another class, forfeiture of issued shares etc., please indicate the changes in the 'Remarks' column against the related entry (e.g. 'A' shares converted to 'B' shares on dd / mm / yyyy, shares forfeited on dd / mm / yyyy etc.).

(d) If the company keeps a branch register of members and the particulars of the entries in that register relate to matters which are required to be contained in the annual return, particulars of the entries in that register should be included in the annual return if copies of those entries have been received at the registered office of the company before the annual return is delivered to the Registrar.

**Particulars of Member(s) of a Listed Company (Schedule 2)**

**29.** The particulars of members of a listed company to be provided in Schedule 2 are limited to those relating to members who held 5% or more of the issued shares in any class of the company's shares as at the date to which the return is made up.

公司註冊處
Companies Registry

# 更改公司秘書及董事通知書(委任／停任)
# Notice of Change of Company Secretary and Director (Appointment／Cessation)

表格 Form **ND2A**

公司編號 Company Number

註 Note

**1 公司名稱 Company Name**

**2 公司秘書／董事的停任 Cessation to Act as Company Secretary／Director**

*(如超過一名公司秘書／董事停任，請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary／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**

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

7 **身分** Capacity ☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

代替 Alternate to

**公司秘書／董事的詳情 (自然人) Particulars of Company Secretary／Director (Natural Person)**

8 **中文姓名 Name in Chinese**

**英文姓名 Name in English**
**姓氏** Surname
**名字** Other Names

9 **身分識別 Identification**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | (*) | |

**香港身分證部分號碼** **Partial Number** of Hong Kong Identity Card

**護照部分號碼** **Partial Number** of Passport

**或 OR**

10 **公司秘書／董事的詳情 (法人團體) Particulars of Company Secretary／Director (Body Corporate)**

**中文及英文名稱 Chinese and English Names**

**B. 停任詳情 Details of Cessation**

**停任原因 Reason for Cessation** ☐ **辭職／其他** Resignation／Others ☐ **去世** Deceased

11 **停任日期 Date of Cessation**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

12 **上述董事或候補董事在停任日期後，是否仍然擔任這公司的候補董事或董事職位？ Will this director or alternate director continue to hold office as alternate director or director in this company after the date of cessation?** ☐ **是 Yes** ☐ **否 No**

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 **ND2A**

公司編號 Company Number

## 3 委任公司秘書／董事（自然人）Appointment of Company Secretary／Director (Natural Person)

*(如委任超過一名自然人為公司秘書／董事，請用續頁 B 填報 Use Continuation Sheet B if more than 1 natural person is appointed as company secretary／director)*

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

13 **身分 Capacity**

☐ 公司秘書 Company Secretary ☐ 董事 Director ☐ 候補董事 Alternate Director

代替 Alternate to

14 **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

15 **通訊地址 Correspondence Address**

*(須在 PI-ND2A 頁填報董事通常住址 Provide director's usual residential address in PI-ND2A sheet)*

國家／地區 Country／Region

16 **電郵地址 Email Address**

17 **身分識別 Identification**

*(須在 PI-ND2A 頁填報完整身分識別號碼 Provide full identification number in PI-ND2A sheet)*

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

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

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

18 **上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？ Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment?** ☐ 是 Yes ☐ 否 No

19 **提示 Advisory Note**

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

19 **出任董事職位同意書 Consent to Act as Director** **請刪去不適用者 Delete whichever does not apply*

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

簽署 Signed : _____

表格 Form **ND2A**

**公司編號 Company Number**

## 4 委任公司秘書／董事 (法人團體) Appointment of Company Secretary／Director (Body Corporate)

*(如委任超過一個法人團體為公司秘書／董事，請用續頁 C 填報 Use Continuation Sheet C if more than 1 body corporate is appointed as company secretary／director)*

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

20 **身分 Capacity** ☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director — **代替** Alternate to

21 **中文名稱 Name in Chinese**

21 **英文名稱 Name in English**

22 **地址 Address**

**國家／地區** Country／Region

23 **電郵地址 Email Address**

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

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

24 **上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？ Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment ?** ☐ **是 Yes** ☐ **否 No**

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

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

**本人謹代表上述公司確認，上述公司同意擔任公司的董事／候補董事*。**
**I, acting on behalf of the above named company, confirm that the above company consents to act as director／alternate director* of this company.**

**簽署** Signed : _____
**董事(法人團體)的董事／公司秘書／獲授權人士***
Director／Company Secretary／Authorized Person of the Director (Body Corporate)*

**本通知書包括下列續頁／PI-ND2A 頁 This Notice includes the following Continuation Sheet(s)／PI-ND2A Sheet(s)**

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

| **PI-ND2A (不會供公眾查閱 NOT for Public Inspection)** | |
|---|---|
| **頁數 Number of pages** | |

26 ## 5 確認(適用的話) Confirmation (If applicable)

**名列本通知書內的每一名獲委任為公司秘書的自然人通常居於香港。**
**Each natural person appointed as company secretary and named in this Notice ordinarily resides in Hong Kong.**

6 **簽署** Signed :

**姓名** Name : _____ **日期** Date : _____

**董事** Director／**公司秘書** Company Secretary * — **日** DD / **月** MM / **年** YYYY

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

表格
Form **ND2A**

**續頁 A Continuation Sheet A**

**公司編號 Company Number**

## 公司秘書／董事的停任（第 2 項）
## Cessation to Act as Company Secretary／Director (Section 2)

### 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(es)*

7 **身分** Capacity ☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director — **代替** Alternate to

**公司秘書／董事的詳情（自然人）Particulars of Company Secretary／Director (Natural Person)**

8 **中文姓名** **Name in Chinese**

**英文姓名** **Name in English** — **姓氏** Surname

**名字** Other Names

9 **身分識別** **Identification**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | (*) | | |

**香港身分證部分號碼** **Partial Number** of Hong Kong Identity Card

**護照部分號碼** **Partial Number** of Passport

**或 OR**

10 **公司秘書／董事的詳情（法人團體）Particulars of Company Secretary／Director (Body Corporate)**

**中文及英文名稱 Chinese and English Names**

### B. 停任詳情 Details of Cessation

**停任原因** **Reason for Cessation** ☐ **辭職／其他** Resignation／Others ☐ **去世** Deceased

11 **停任日期** **Date of Cessation**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

12 **上述董事或候補董事在停任日期後，是否仍然擔任這公司的候補董事或董事職位？**
**Will this director or alternate director continue to hold office as alternate director or director in this company after the date of cessation?** ☐ **是 Yes** ☐ **否 No**

表格 Form **ND2A**

**續頁 B Continuation Sheet B**

**公司編號 Company Number**

## 委任公司秘書／董事（自然人）(第 3 項)
## Appointment of Company Secretary／Director (Natural Person) (Section 3)

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

13 **身分 Capacity**

☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

**代替 Alternate to**

14 **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

15 **通訊地址 Correspondence Address**

*(須在 PI-ND2A 頁填報董事通常住址 Provide director's usual residential address in PI-ND2A sheet)*

**國家／地區** Country／Region

16 **電郵地址 Email Address**

17 **身分識別 Identification**

*(須在 PI-ND2A 頁填報完整身分識別號碼 Provide full identification number in PI-ND2A sheet)*

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

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | (*) |

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

**委任日期 Date of Appointment**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

18 **上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？ Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment ?**

☐ **是 Yes**

☐ **否 No**

19

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

19 **出任董事職位同意書 Consent to Act as Director** **請刪去不適用者 Delete whichever does not apply*

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

**簽署** Signed : _____

表格
Form **ND2A**

**續頁 C Continuation Sheet C**

**公司編號 Company Number**

## 委任公司秘書／董事（法人團體）(第 4 項)
## Appointment of Company Secretary／Director (Body Corporate) (Section 4)

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

20 **身分 Capacity**
☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

**代替** Alternate to

21 **中文名稱 Name in Chinese**

21 **英文名稱 Name in English**

22 **地址 Address**

**國家／地區** Country／Region

23 **電郵地址 Email Address**

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

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

24 **上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？**
**Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment?**
☐ **是 Yes** ☐ **否 No**

25

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

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

**本人謹代表上述公司確認，上述公司同意擔任公司的董事／候補董事*。**
**I, acting on behalf of the above named company, confirm that the above company consents to act as director／alternate director* of this company.**

**簽署** Signed : _____

**董事(法人團體)的董事／公司秘書／獲授權人士***
Director／Company Secretary／Authorized Person of the Director (Body Corporate)*

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

# PI-ND2A

公司編號 Company Number

## 委任公司秘書／董事（自然人）– 受保護資料
## Appointment of Company Secretary／Director (Natural Person) – Protected Information

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

- **公司須於本頁申報新委任公司秘書的香港身分證或護照的完整號碼。**
  **The full number of Hong Kong Identity Card or passport of the newly appointed company secretary should be reported on this page.**
- **公司須於本頁申報新委任董事的香港身分證或護照的完整號碼及通常住址。**
  **The full number of Hong Kong Identity Card or passport and usual residential address of the newly appointed director should be reported on this page.**

*(每一頁 PI-ND2A 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-ND2A 頁填報。*
*Each PI-ND2A sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2A sheet(s).)*

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

**身分 Capacity** ☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

**中文姓名 Name in Chinese**

14 **英文姓名 Name in English**
**姓氏** Surname
**名字** Other Names

28 **身分識別 Identification**

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

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

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

**國家／地區** Country／Region

**請勿覆蓋此頁內的條碼**
**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 ND2A 時，請將所有 PI-ND2A 頁置於最後。***
***Please place all PI-ND2A sheets at the end when delivering the Form ND2A.)***

**《公司條例》(香港法例第 622 章)**
**第 645(1)、645(4)、652(1) 及 652(2) 條規定交付的**

**更改公司秘書及董事通知書(委任／停任)**

**填表須知 — 表格 ND2A**

**附註**

**引言**

**1.** (a) 本表格是用以通知公司註冊處處長(「處長」)有關在香港成立為法團的公司的公司秘書或聯名公司秘書(「公司秘書」)或董事的委任(包括候補董事的委任但不包括備任董事的提名)。本表格亦用以通知處長有關公司秘書或董事(包括候補董事但不包括備任董事)的停任。公司須在公司秘書或董事獲委任或停任後的 15 日內將本表格交付處長登記。

(b) 每間在香港成立為法團的私人公司必須有一名公司秘書及最少一名屬自然人的董事，但公司秘書一職***不得***由公司的唯一董事兼任。只有一名董事的私人公司***不得***委任一個亦以該董事為唯一董事的法人團體作為該公司的公司秘書。如私人公司屬某公司集團的成員，而該公司集團的成員當中有上市公司，該私人公司不得委任法人團體為董事。

(c) 每間在香港成立為法團的公眾公司及擔保有限公司必須有一名公司秘書及最少兩名董事，公司秘書一職可由其中一名董事兼任。法人團體***不得***擔任該類公司的董事。

(d) 如私人公司只有一名成員，而該成員同時亦是該公司的唯一董事，則不論該公司的章程細則有何規定，該公司可藉在成員大會上通過的決議，提名一位年滿 18 歲的人士(須不屬法人團體)為該公司的備任董事，一旦唯一董事去世，即可代替其行事。

**2.** 請使用適當的表格申報下列更改—

| 更改事項 | 表格 |
|---|---|
| 本地公司董事(包括候補董事)或公司秘書詳情的更改 | 表格 ND2B |
| 本地公司備任董事的提名或停任 | 表格 ND5 |
| 本地公司備任董事詳情的更改 | 表格 ND7 |

**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.** 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

**公司秘書／董事的停任 (第 2 項)**

**7.** 請述明停任者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。

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

**9.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如停任的公司秘書或董事屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

**10.** 如停任的公司秘書為某商號的所有合夥人，請在供公司秘書(法人團體)申報名稱的空格內申報商號名稱。

**11.** 如公司秘書或董事去世，請申報其去世日期，作為停任日期。

**12.** 請述明董事或候補董事在停任後，是否仍然擔任其他董事(包括候補董事)職位。如申報公司秘書的停任，則無需填報此項。

**委任公司秘書／董事 (自然人) (第 3 項)**

**13.** 請述明獲委任者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。

**14.** 屬自然人的獲委任者的姓名，必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

**15.** (a) 請申報公司秘書***在香港的通訊地址***。本處不接納非香港地址或郵政信箱號碼。

(b) 請申報董事的***通訊地址***。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。

請另外於 PI-ND2A 頁內填報董事的***通常住址***。PI-ND2A 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-ND2A 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-ND2A 頁填報。

**16.** 請提供公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 ND2B 通知公司註冊處。

**17.** (a) 請填報公司秘書或董事的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註 9。

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

(c) 請另外於 PI-ND2A 頁內填報公司秘書或董事完整的香港身分證號碼或護照號碼。PI-ND2A 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-ND2A 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-ND2A 頁填報。

(d) 如公司秘書並非香港身分證持有人，亦沒有任何護照，請在有關的空格內填上「無」，亦無需提交 PI-ND2A 頁。

如董事並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」。

**18.** 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任，則無需填報此項。

**19.** 每名獲委任的董事或候補董事均須在本表格的「出任董事職位同意書」上簽署。

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁 (www.cr.gov.hk) 閱覽或下載，印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。

**委任公司秘書／董事 (法人團體) (第 4 項)**

**20.** 請述明獲委任者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。

**21.** 如某商號的所有合夥人獲委任為公司的聯名公司秘書，請在供公司秘書(法人團體)申報名稱的空格內填報商號名稱。

**22.** (a) 如公司秘書屬法人團體，請註明其在***香港***的註冊辦事處或主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

(b) 如董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

**23.** 請提供公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 ND2B 通知公司註冊處。

**24.** 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任，則無需填報此項。

**25.** 每名獲委任的董事或候補董事均須在本表格的「出任董事職位同意書」上簽署。

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁(www.cr.gov.hk)閱覽或下載，印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。

**確認 (第 5 項)**

**26.** 如公司秘書屬自然人，必須通常居於香港。

**委任公司秘書／董事 (自然人) - 受保護資料 (PI-ND2A)**

**27.** 在 PI-ND2A 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-ND2A 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-ND2A 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-ND2A 頁填報。

**28.** 請填報新委任的公司秘書或董事的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。如該董事沒持有香港身分證或任何護照，請在有關的空格內填上「無」。如該公司秘書沒持有香港身分證或任何護照，則無需提交 PI-ND2A 頁。

**29.** 請填報獲委任的董事或候補董事的通常住址，如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住址。

**NOTICE OF CHANGE OF COMPANY SECRETARY AND DIRECTOR (APPOINTMENT／CESSATION)**

**For the purposes of sections 645(1), 645(4), 652(1) and 652(2) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form ND2A**

**Introduction**

**1.** (a) This form should be used to notify the Registrar of Companies (the Registrar) of the appointment of a company secretary or joint company secretaries (company secretary) or director (including the appointment of an alternate director but excluding the nomination of a reserve director) of a company incorporated in Hong Kong. This form should also be used to notify the Registrar of a company secretary or director (including an alternate director but excluding a reserve director) ceasing to hold office. This form should be delivered to the Registrar for registration within 15 days after the appointment or cessation.

(b) Every private company incorporated in Hong Kong must have a company secretary and at least one director who is a natural person. The sole director of a private company must ***not*** also be the company secretary of the company. A private company having only one director must ***not*** have as company secretary a body corporate the sole director of which is the sole director of the private company. If the private company is a member of a group of companies of which a listed company is a member, the private company cannot appoint a body corporate as its director.

(c) Every public company and company limited by guarantee must have a company secretary and at least two directors, one of whom may be the company secretary. A body corporate must ***not*** be appointed as a director of these types of companies.

(d) Where a private company has only one member and that member is also the sole director of the company, the company may by a resolution passed at a general meeting, despite anything in its articles, nominate a person (other than a body corporate) who has attained the age of 18 years as a reserve director of the company to act in the place of the sole director in the event of his or her death.

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

| Types of changes | Forms |
|---|---|
| Changes in particulars of the company secretary or director (including alternate director) of a local company | Form ND2B |
| Nomination or cessation of nomination of the reserve director of a local company | Form ND5 |
| Changes in particulars of the reserve director of a local company | Form ND7 |

**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 Ordinance.

**Signature**

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

**Cessation to Act as Company Secretary／Director (Section 2)**

**7.** Please indicate the capacity(ies) of the person(s) ceasing to act. In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it was the alternate.

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

**9.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | [ ][A][1][2][3][*][*][*][(*)] |
| AA123456(7) | [A][A][1][2][3][*][*][*][(*)] |

**Passport Number**

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

(b) If the company secretary or director ceasing to act is a natural person and has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**10.** If all the partners in a firm cease to be the joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

**11.** For a deceased company secretary or director, the date of death should be given as the date of cessation.

**12.** Please indicate whether the director or alternate director still holds any directorship(s) (including alternate directorship(s)) after the cessation of appointment. There is no need to complete this item when reporting the cessation of appointment of the company secretary.

**Appointment of Company Secretary／Director (Natural Person) (Section 3)**

**13.** Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.

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

**15.** (a) Please provide the ***correspondence address in Hong Kong*** of the company secretary. Non-Hong Kong addresses or post office box numbers are not acceptable.

(b) Please provide the ***correspondence address*** of the director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. Post office box numbers are not acceptable.

Please report the ***usual residential address*** of the director separately on a PI-ND2A sheet. PI-ND2A sheet and the information reported therein are withheld from public inspection.

Each PI-ND2A sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2A sheet(s).

**16.** Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.

**17.** (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of the company secretary or director. Please refer to Note 9 on the details and examples of ***partial number***.

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

(c) Please report the full Hong Kong Identity Card number or passport number of the company secretary or director separately on a PI-ND2A sheet. PI-ND2A sheet and the information reported therein are withheld from public inspection.

Each PI-ND2A sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2A sheet(s).

(d) If the company secretary holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-ND2A sheet.

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

**18.** Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.

**19.** Every newly appointed director or alternate director must sign the 'Consent to Act as Director' in this form.

All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

**Appointment of Company Secretary／Director (Body Corporate) (Section 4)**

**20.** Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.

**21.** If all the partners in a firm are appointed as joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

**22.** (a) If the company secretary is a body corporate, the address of its registered or principal office in ***Hong Kong*** should be given. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

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

**23.** Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.

**24.** Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.

**25.** Every newly appointed director or alternate director must sign the 'Consent to Act as Director' in this form.

All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

**Confirmation (Section 5)**

**26.** The company secretary, who is a natural person, must ordinarily reside in Hong Kong.

**Appointment of Company Secretary／Director (Natural Person) - Protected Information (PI- ND2A)**

**27.** Hong Kong Identity Card number or passport number and usual residential address reported on PI-ND2A sheet are protected information. PI-ND2A sheet and the information reported therein are withheld from public inspection.

Each PI-ND2A sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2A sheet(s).

**28.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country／region of the passport of the newly appointed company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. If the company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-ND2A sheet.

**29.** Please state the usual residential address of the newly appointed director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. 'Care of' addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.

公司註冊處
Companies Registry

# 更改公司秘書及董事詳情通知書
# Notice of Change in Particulars of Company Secretary and Director

表格 Form **ND2B**

公司編號 Company Number

註 Note

**1 公司名稱 Company Name**

**2 公司秘書／董事詳情更改（自然人）**
**Change in Particulars of Company Secretary／Director (Natural Person)**
*(如涉及超過一名屬自然人的公司秘書／董事，請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary／director, who is a natural person, is involved)*

**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(es)*

7 **身分 Capacity**
☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

**中文姓名 Name in Chinese**

8 **英文姓名 Name in English**
**姓氏** Surname
**名字** Other Names

9 **身分識別 Identification**
香港身分證**部分號碼** **Partial Number** of Hong Kong Identity Card: ☐☐ ☐☐☐ ＊＊＊(＊)
**護照部分號碼** **Partial Number** of Passport

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 **ND2B**

**公司編號 Company Number**

**2 公司秘書／董事詳情更改（自然人）** (續上頁)
**Change in Particulars of Company Secretary／Director (Natural Person)** (cont'd)

**11** **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**

**12**

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

**13** **(c) 別名 Alias**

**中文** Chinese

**英文** English

日 DD 月 MM 年 YYYY

**14** **(d) 董事的通常住址 Usual Residential Address of Director**
*(須在 PI-ND2B 頁填報董事新的通常住址 Provide director's new usual residential address in PI-ND2B sheet)*

日 DD 月 MM 年 YYYY

**15** **(e) 通訊地址 Correspondence Address**

**國家／地區** Country／Region

日 DD 月 MM 年 YYYY

**16** **(f) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

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

*(須在 PI-ND2B 頁填報完整身分識別號碼 Provide full identification number in PI-ND2B sheet)*

＊ ＊ ＊ ( ＊ )

日 DD 月 MM 年 YYYY

**(h) 護照 Passport**

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

日 DD 月 MM 年 YYYY



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格 Form **ND2B**

**公司編號 Company Number**

**3 公司秘書／董事詳情更改（法人團體）**
**Change in Particulars of Company Secretary／Director (Body Corporate)**
*(如涉及超過一名屬法人團體的公司秘書／董事，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary／director, which is a body corporate, is involved)*

**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(es)*

7 **身分 Capacity**
☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

10 **公司秘書／董事的名稱（法人團體）Name of Company Secretary／Director (Body Corporate)**

**中文** Chinese

**英文** English

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

11 **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***

18 **(a) 公司秘書／董事的名稱（法人團體）**
**Name of Company Secretary／Director (Body Corporate)**

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

**中文** Chinese

**英文** English

19 **(b) 地址 Address**

**日** DD **月** MM **年** YYYY

**國家／地區** Country／Region

16 **(c) 電郵地址 Email Address**

**日** DD **月** MM **年** YYYY

**本通知書包括下列續頁／PI-ND2B 頁 This Notice includes the following Continuation Sheet(s)／PI-ND2B Sheet(s)**

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

| **PI-ND2B (不會供公眾查閱 NOT for Public Inspection)** | |
|---|---|
| **頁數 Number of pages** | |

6 **簽署** Signed :

**姓名** Name : _____ **日期** Date : _____
**董事** Director／**公司秘書** Company Secretary *
**日** DD / **月** MM / **年** YYYY

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



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格
Form **ND2B**

**續頁 A Continuation Sheet A**

**公司編號 Company Number**

## 公司秘書／董事詳情更改 (自然人) (第 2 項)
## Change in Particulars of Company Secretary／Director (Natural Person) (Section 2)

### 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(es)*

7 **身分 Capacity**
☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

8 **中文姓名 Name in Chinese**

**英文姓名 Name in English**
**姓氏** Surname
**名字** Other Names

9 **身分識別 Identification**
**香港身分證部分號碼** **Partial Number** of Hong Kong Identity Card
**護照部分號碼** **Partial Number** of Passport

### 11 B. 更改詳情 Details of Change(s)

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

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

**(a) 中文姓名 Name in Chinese**

12

**(b) 英文姓名 Name in English**

**姓氏** Surname

**名字** Other Names

13 **(c) 別名 Alias**

**中文** Chinese

**英文** English

14 **(d) 董事的通常住址 Usual Residential Address of Director**
*(須在 PI-ND2B 頁填報董事新的通常住址 Provide director's new usual residential address in PI-ND2B sheet)*

15 **(e) 通訊地址 Correspondence Address**

**國家／地區** Country／Region

16 **(f) 電郵地址 Email Address**

17 **(g) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card**
*(須在 PI-ND2B 頁填報完整身分識別號碼 Provide full identification number in PI-ND2B sheet)*

**(h) 護照 Passport**

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

表格
Form **ND2B**

**續頁 B Continuation Sheet B**

**公司編號 Company Number**

## 公司秘書／董事詳情更改 (法人團體) (第 3 項)
## Change in Particulars of Company Secretary／Director (Body Corporate) (Section 3)

### 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(es)*

7 **身分 Capacity**

☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

10 **公司秘書／董事的名稱 (法人團體) Name of Company Secretary／Director (Body Corporate)**

**中文** Chinese

**英文** English

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

11 **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***

18 **(a) 公司秘書／董事的名稱 (法人團體)**
**Name of Company Secretary／Director (Body Corporate)**

**生效日期 Effective Date**

**日** DD **月** MM **年** YYYY

**中文** Chinese

**英文** English

19 **(b) 地址 Address**

**日** DD **月** MM **年** YYYY

**國家／地區** Country／Region

16 **(c) 電郵地址 Email Address**

**日** DD **月** MM **年** YYYY

# PI-ND2B

公司編號 Company Number

## 公司秘書／董事詳情更改（自然人）– 受保護資料
## Change in Particulars of Company Secretary／Director (Natural Person) – Protected Information

20 X

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

- **如公司秘書／董事(自然人)的身分識別號碼有所更改，公司須於本頁申報其新的香港身分證或護照的完整號碼。**
  **The new full number of Hong Kong Identity Card or passport of a company secretary／director, who is a natural person, should be reported on this page if his or her identification number has been changed.**
- **如董事(自然人)的通常住址有所更改，公司須於本頁申報其新的通常住址。**
  **The new usual residential address of a director, who is a natural person, should be reported on this page if his or her usual residential address has been changed.**

*(每一頁 PI-ND2B 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-ND2B 頁填報。*
*Each PI-ND2B sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2B sheet(s).)*

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

**身分 Capacity**
☐ 公司秘書 Company Secretary ☐ 董事 Director ☐ 候補董事 Alternate Director

8 **中文姓名 Name in Chinese**

**英文姓名 Name in English**
姓氏 Surname
名字 Other Names

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

21 **身分識別 Identification**
(a) **香港身分證(完整號碼)** Hong Kong Identity Card (**Full** Number) ( )
(b) **護照** Passport
**簽發國家／地區** Issuing Country／Region
**完整號碼** **Full** Number

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

**國家／地區** Country／Region

**請勿覆蓋此頁內的條碼**
**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 ND2B 時，請將所有 PI-ND2B 頁置於最後。***
***Please place all PI-ND2B sheets at the end when delivering the Form ND2B.)***

**《公司條例》(香港法例第 622 章)**
**第 645(4) 及 652(2) 條規定交付的**

# 更改公司秘書及董事詳情通知書

## 填表須知 — 表格 ND2B

**附註**

**引言**

**1.** 本表格是用以通知公司註冊處處長(「處長」)有關在香港成立為法團的公司的公司秘書或聯名公司秘書(「公司秘書」)或董事(包括候補董事但不包括備任董事)的詳情更改。如公司的公司秘書登記冊或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 |
|---|---|
| 本地公司董事(包括候補董事)或公司秘書的委任或停任 | 表格 ND2A |
| 本地公司備任董事的提名或停任 | 表格 ND5 |
| 本地公司備任董事詳情的更改 | 表格 ND7 |

**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.** 本表格必須由一名董事或公司秘書簽署。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 及 3A 項)**

**7.** 請述明詳情有所更改者的身分。

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

**9.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如公司秘書或董事屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

**10.** 如某商號的所有合夥人為公司的聯名公司秘書，請在供公司秘書(法人團體)填報名稱的空格內填報商號名稱。

**更改詳情 (第 2B 及 3B 項)**

**11.** 請在適當的空格內申報公司秘書或董事的***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。

**12.** 請填報公司秘書或董事的新姓名，該姓名必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

**13.** 如申報公司秘書或董事的新增別名，請在空格內將該公司秘書或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。

**14.** 如屬自然人的董事的***通常住址***有所更改，請在相關的空格內註明生效日期，並於PI-ND2B頁內填報該董事新的通常住址。PI-ND2B頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁PI-ND2B只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加PI-ND2B頁填報。

**15.** (a) 請申報屬自然人的公司秘書***在香港的通訊地址***，本處不接納非香港地址或郵政信箱號碼。

(b) 請申報屬自然人的董事的***通訊地址***。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。

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

**17**. (a) 請申報公司秘書或董事新的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持新護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註9。

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

(c) 請另外於PI-ND2B頁內填報公司秘書或董事完整的香港身分證號碼或護照號碼。PI-ND2B頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁PI-ND2B只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加PI-ND2B頁填報。

(d) 如公司秘書或董事不再持有香港身分證或任何護照，請在有關的空格內填上「無」，亦無需提交PI-ND2B頁。

**18.** 在申報屬法人團體的董事或公司秘書更改名稱時，須列明新的公司全名(即中文及英文名稱)。例如：屬法人團體的董事的名稱加入了新的中文名稱或更改現有的中文名稱而英文名稱沒有任何更改，便須在填報新董事名稱的方格內填上新的或已更改的中文名稱***及***現有的英文名稱。

**19.** (a) 如公司秘書屬法人團體，請註明其在***香港***的註冊辦事處或主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

(b) 如董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

**公司秘書／董事詳情更改 (自然人) - 受保護資料 (PI-ND2B)**

**20.** 在 PI-ND2B 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-ND2B 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-ND2B 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-ND2B 頁填報。

**21.** 請填報屬自然人的公司秘書或董事新的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持新護照的完整號碼及簽發國家／地區。

**22.** 請填報屬自然人的董事或候補董事新的通常住址，如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住址。

**NOTICE OF CHANGE IN PARTICULARS OF COMPANY SECRETARY AND DIRECTOR**

**For the purposes of sections 645(4) and 652(2) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form ND2B**

**Introduction**

**1.** This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the company secretary or joint company secretaries (company secretary) or director (including an alternate director but excluding a reserve director) of a company incorporated in Hong Kong. This form should be delivered to the Registrar for registration within 15 days after the change in the particulars contained in the company's register of company secretaries or register of directors.

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

| Types of changes | Forms |
|---|---|
| Appointment or cessation of appointment of the company secretary or director (including an alternate director) of a local company | Form ND2A |
| Nomination or cessation of nomination of the reserve director of a local company | Form ND5 |
| Changes in particulars of the reserve director of a local company | Form ND7 |

**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 Ordinance.

**Signature**

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

**Particulars Currently Registered with the Companies Registry (Sections 2A and 3A)**

**7.** Please indicate the capacity(ies) of the person(s) whose particulars have changed.

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

**9.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | [ ][A] [1][2][3][*][*][*][(*)] |
| AA123456(7) | [A][A] [1][2][3][*][*][*][(*)] |

**Passport Number**

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

(b) If the company secretary or director who is a natural person has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**10.** If all the partners in a firm are joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

**Details of Change(s) (Sections 2B and 3B)**

**11.** Please state only the ***new particulars*** of the company secretary or 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.

**12.** Please provide the new name of the company secretary or director. The new name must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

**13.** 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 company secretary or director in the box provided to facilitate correct updating of the record.

**14.** If the ***usual residential address*** of the director who is a natural person has been changed, please specify the effective date of change in the corresponding box and report the new usual residential address of the director separately on a PI-ND2B sheet. PI-ND2B sheet and the information reported therein are withheld from public inspection.

Each PI-ND2B sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2B sheet(s).

**15.** (a) Please provide the ***correspondence address in Hong Kong*** of the company secretary who is a natural person. Non-Hong Kong addresses or post office box numbers are not acceptable.

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

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

**17.** (a) Please provide the new ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the new ***partial number*** and issuing country／region of the passport of the company secretary or director. Please refer to Note 9 on the details and examples of ***partial number***.

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

(c) Please report the full Hong Kong Identity Card number or passport number of the company secretary or director separately on a PI-ND2B sheet. PI-ND2B sheet and the information reported therein are withheld from public inspection.

Each PI-ND2B sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2B sheet(s).

(d) If the company secretary or director no longer holds a Hong Kong Identity Card or any passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-ND2B sheet.

**18.** For reporting a change of name of a director or company secretary which is a body corporate, please state the new company name in full (i.e. both English and Chinese names). For example, if the name of a director which is a body corporate has been changed by adding a new Chinese name or replacing an old Chinese name without any change in its English name, the existing English name should still be stated together with the new Chinese name in the box provided for the new name of the director.

**19.** (a) If the company secretary is a body corporate, the address of its registered or principal office in ***Hong Kong*** should be given. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

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

**Change in Particulars of Company Secretary／Director (Natural Person) - Protected Information (PI- ND2B)**

**20.** Hong Kong Identity Card number or passport number and usual residential address reported on PI-ND2B sheet are protected information. PI-ND2B sheet and the information reported therein are withheld from public inspection.

Each PI-ND2B sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-ND2B sheet(s).

**21.** Please state the new full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the new full number and issuing country／region of the passport of the company secretary or director.

**22.** Please state the new usual residential address of the director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. 'Care of' addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.

公 司 註 冊 處
Companies Registry

# 公司秘書及董事辭職通知書
# Notice of Resignation of Company Secretary and Director

表格 Form **ND4**

公司編號 Company Number

註 Note

**1 公司名稱 Company Name**

**2 公司秘書／董事的辭職 Resignation of Company Secretary／Director**

**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(es)*

6 **身分 Capacity**
☐ 公司秘書 Company Secretary ☐ 董事 Director ☐ 候補董事 Alternate Director
代替 Alternate to

**公司秘書／董事的詳情（自然人）Particulars of Company Secretary／Director (Natural Person)**

7 **中文姓名 Name in Chinese**

**英文姓名 Name in English**
姓氏 Surname
名字 Other Names

8 **身分識別 Identification**
香港身分證部分號碼 Partial Number of Hong Kong Identity Card (＊＊＊＊)
護照部分號碼 Partial Number of Passport

或 OR

9 **公司秘書／董事的詳情（法人團體）Particulars of Company Secretary／Director (Body Corporate)**
中文及英文名稱 Chinese and English Names

**B. 辭職詳情 Details of Resignation**

**辭職日期 Date of Resignation**
日 DD 月 MM 年 YYYY

10 **上述董事或候補董事在辭職日期後，是否仍然擔任這公司的候補董事或董事職位？ Will this director or alternate director continue to hold office as alternate director or director in this company after the date of resignation?**
☐ 是 Yes
☐ 否 No

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 **ND4**

**公司編號 Company Number**

**11 3 辭職通知 Notice of Resignation**

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

☐ **按照上述公司的章程細則或本人／我們* 與該公司訂立的協議的規定，本人／我們* 須向該公司發出辭職通知；本人／我們* 亦已按照該規定發出辭職通知。**
**I am／We are * required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company and I／we * have given notice of resignation in accordance with the requirement.**

☐ **按照上述公司的章程細則或本人／我們* 與該公司訂立的協議的規定，本人／我們* 須向該公司發出辭職通知。本人／我們* 並未按照該規定發出通知，但已將辭職通知的印本送交該公司；或將該通知的電子版發送予該公司；或將該通知留在該公司的註冊辦事處。**
**I am／We are * required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company. I／We * have not given notice of resignation in accordance with the requirement but I／we * have sent the notice of resignation to the Company in hard copy form or in electronic form, or have left it at the registered office of the Company.**

☐ **按照上述公司的章程細則或本人／我們* 與該公司訂立的任何協議，本人／我們* 不須向該公司發出辭職通知。**
**I am／We are * not required by the articles of the above-named Company or by any agreement with the Company to give notice of resignation to the Company.**

**5 簽署** Signed：

**姓名** Name：_____ **日期** Date：_____

**辭職的公司秘書／董事 ***
Resigning Company Secretary／Director *

**日** DD / **月** MM / **年** YYYY

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

**《公司條例》(香港法例第 622 章)**
**第 464(3) 及 477(3) 條規定交付的**

**公司秘書及董事辭職通知書**

**填表須知 — 表格 ND4**

**附註**

**引言**

**1.** (a) 辭職的公司秘書或董事(包括候補董事但不包括備任董事)如有合理理由相信公司將不會就其辭職一事以表格 ND2A 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。

(b) 辭職的備任董事如有合理理由相信公司將不會就其辭職一事以表格 ND5 通知處長,須自行將辭職一事,以表格 ND8 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《公司條例》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公司秘書或董事簽署。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.** 請述明辭職者的身分。如屬候補董事,請註明獲代替行事的董事姓名或名稱。

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

**8.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如辭職的公司秘書或董事屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填「無」。

**9.** 如辭職的聯名公司秘書為某商號的所有合夥人，請在供公司秘書(法人團體)填報名稱的空格內填上商號名稱。

**辭職詳情 (第 2B 項)**

**10.** 請述明董事或候補董事在辭職後，是否仍然擔任其他董事(包括候補董事)職位。如申報公司秘書辭職，則無需填報此項。

**辭職通知 (第 3 項)**

**11.** 如公司的章程細則或與該公司訂立的任何協議，規定辭職的董事或公司秘書向該公司發出辭職通知，則除非該董事或公司秘書已按照《公司條例》第 464 或 477 條發出通知，否則該項辭職無效。

**NOTICE OF RESIGNATION OF COMPANY SECRETARY AND DIRECTOR**

**For the purposes of sections 464(3) and 477(3) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form ND4**

**Introduction**

**1.** (a) A resigning company secretary or director (including an alternate director but excluding a reserve director) should use this form to notify the Registrar of Companies (the Registrar) of his or her or its resignation if there are reasonable grounds for believing that the company will not deliver a notice of the resignation in the specified form, Form ND2A, to the Registrar for registration.

(b) A resigning reserve director should use Form ND8 to deliver a notice of his or her resignation to the Registrar if there are reasonable grounds for believing that the company will not deliver such a notice in the specified form, Form ND5, 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 Companies Ordinance.

**Signature**

**5.** This form must be signed by the resigning company secretary or 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.** Please indicate the capacity(ies) of the person(s) ceasing to act. In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it was the alternate.

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

**8.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | ( ) A 1 2 3 * * * (*) |
| AA123456(7) | A A 1 2 3 * * * (*) |

**Passport Number**

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

(b) If the resigning company secretary or director is a natural person and has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**9.** If all the partners in a firm resigned as joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

**Details of Resignation (Section 2B)**

**10.** Please indicate whether the director or alternate director still holds any directorship(s) (including alternate directorship(s)) after the resignation. There is no need to complete this item when reporting the resignation of the company secretary.

**Notice of Resignation (Section 3)**

**11.** Please note that where notice of the resignation of a director or the company secretary is required to be given by the articles of the company or by any agreement with the company, the resignation of the director or the company secretary does not have effect unless such notice has been given in accordance with section 464 or 477 of the Companies Ordinance.

公司註冊處
Companies Registry

# 更改備任董事通知書(提名／停任)
# Notice of Change of Reserve Director (Nomination／Cessation)

表格 Form **ND5**

公司編號 Company Number

註 Note

**1 公司名稱 Company Name**

**2 備任董事的停任 Cessation to be Reserve Director**

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

7 中文姓名 Name in Chinese

英文姓名 Name in English
- 姓氏 Surname
- 名字 Other Names

8 身分識別 Identification

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | ( | * ) |

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

護照部分號碼 Partial Number of Passport

9 **B. 停任日期 Date of Cessation**

日 DD | 月 MM | 年 YYYY

**3 備任董事的提名 Nomination of Reserve Director**

**A. 獲提名的備任董事的資料 Particulars of Reserve Director Nominated**

10 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

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 **ND5**

公司編號 Company Number

## 3 備任董事的提名 Nomination of Reserve Director (續上頁 cont'd)

### A. 獲提名的備任董事的資料 Particulars of Reserve Director Nominated

別名 Alias
- 中文 Chinese
- 英文 English

11 通訊地址 Correspondence Address
*(須在 PI-ND5 頁填報備任董事通常住址 Provide reserve director's usual residential address in PI-ND5 sheet)*

國家／地區 Country／Region

12 電郵地址 Email Address

13 身分識別 Identification
*(須在 PI-ND5 頁填報完整身分識別號碼 Provide full identification number in PI-ND5 sheet)*

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

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

部分號碼 Partial Number

提名日期 Date of Nomination — 日 DD / 月 MM / 年 YYYY

14

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

### 14 B. 接受提名同意書 Acceptance of Nomination

本人接受提名為公司的備任董事，並確認本人已年滿 18 歲。
I accept the nomination as the reserve director of this company and confirm that I have attained the age of 18 years.

簽署 Signed : _____

### C. 確認書 Confirmation

本人確認本公司只有一名成員，而該成員同時亦是公司的唯一董事。
I confirm that the company has only one member who is also the sole director of the company.

唯一成員及唯一董事的姓名 Name of the Sole Member and Sole Director

15
- 中文姓名 Name in Chinese
- 英文姓名 Name in English
  - 姓氏 Surname
  - 名字 Other Names

本通知書包括一頁 PI-ND5 頁 (PI-ND5 頁不會供公眾查閱)
This notice includes one page of PI-ND5 Sheet (PI-ND5 Sheet is NOT for Public Inspection) ☐ 是 Yes ☐ 否 No
*請在適用的空格內加上 ✓ 號 Please tick the relevant box*

6 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
董事 Director／公司秘書 Company Secretary *
日 DD / 月 MM / 年 YYYY

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



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

# PI-ND5

公司編號 Company Number

## 備任董事的提名 – 受保護資料
## Nomination of Reserve Director – Protected Information

16 X

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

**公司須於本頁申報新提名備任董事的香港身分證或護照的完整號碼及通常住址。**
**The full number of Hong Kong Identity Card or passport and usual residential address of the newly nominated reserve director should be reported on this page.**

10 **中文姓名**
**Name in Chinese**

**英文姓名**
**Name in English**

**姓氏**
Surname

**名字**
Other Names

17 **身分識別 Identification**

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

(b) **護照**
Passport

**簽發國家／地區**
Issuing Country／Region

**完整號碼**
**Full** Number

18 **通常住址**
**Usual Residential Address**

**國家／地區**
Country／Region

**請勿覆蓋此頁內的條碼**
**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 ND5 時，請將 PI-ND5 頁置於最後。***
***Please place PI-ND5 sheet at the end when delivering the Form ND5.)***

指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

**《公司條例》(香港法例第 622 章)**
**第 645(2)、(3) 及(4) 條規定交付的**

**更改備任董事通知書(提名／停任)**

**填表須知 — 表格 ND5**

**附註**

**引言**

**1.** (a) 在香港成立為法團的私人公司，如只有一名成員，而該成員同時亦是公司的唯一董事，則不論該公司的章程細則有何規定，公司可藉在成員大會上通過的決議，提名一位年滿 18 歲的人士(須不屬法人團體)為該公司的備任董事，一旦唯一董事去世，即可代替其行事。

(b) 公司必須在提名備任董事或在其停任後的 15 日內，以本表格通知公司註冊處處長(「處長」)。

(c) 公司備任董事的提名在下列情況下失效—

(i) 在公司的唯一董事去世前
- 備任董事已辭去備任董事的職位；或
- 該公司在成員大會上撤銷該項提名；或

(ii) 該唯一董事因去世以外的理由不再是該公司的唯一成員及唯一董事，例如：
- 公司的唯一董事辭職。
- 公司的唯一成員及唯一董事把其持有的股份轉讓。
- 公司的成員或董事的人數增至兩名或以上。

公司須以本表格通知處長有關備任董事的停任。

(d) 在公司的成員或董事轉換後，即使公司仍符合第 455 條所述的條件(即公司只有一名成員，而該成員同時亦是公司的唯一董事)，原有備任董事的提名亦告失效，公司須以本表格通知處長有關備任董事的停任。如公司欲再提名該名人士或其他人為備任董事，有關提名亦必須以本表格通知處長。

(e) 如備任董事在公司的唯一董事去世後獲委任為董事，公司須以本表格通知處長該備任董事的停任，並以表格 ND2A 申報該人獲委任為新董事。

**2.** 請使用適當的表格申報下列更改—

| 更改事項 | 表格 |
|---|---|
| 本地公司備任董事詳情的更改 | 表格 ND7 |
| 本地公司董事(包括候補董事)或公司秘書的委任或停任 | 表格 ND2A |
| 本地公司董事(包括候補董事)或公司秘書的詳情的更改 | 表格 ND2B |

**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.** 本表格必須由一名董事或公司秘書簽署。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.** 備任董事的姓名必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

**8.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如停任的備任董事曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

**9.** 如備任董事去世，請申報其去世日期，作為停任日期。

**備任董事的提名（第 3 項）**

**10.** 獲提名的備任董事的姓名，必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

**11.** 請申報備任董事的***通訊地址***。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。

請另外於 PI-ND5 頁內填報備任董事的***通常住址***。PI-ND5 頁及於該頁內所填報的資料，不會供公眾查閱。

**12.** 請提供備任董事的電郵地址(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 ND7 通知公司註冊處。

**13.** (a) 請填報備任董事的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註 8。

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

(c) 請另外於 PI-ND5 頁內填報備任董事完整的香港身分證號碼或護照號碼。PI-ND5 頁及於該頁內所填報的資料，不會供公眾查閱。

(d) 如備任董事並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」。

**14.** 獲提名的備任董事必須在本表格的「接受提名同意書」上簽署。

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁(www.cr.gov.hk)閱覽或下載，印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。

**15.** 唯一董事的姓名，必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

**備任董事的提名 - 受保護資料 (PI-ND5)**

**16.** 在 PI-ND5 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-ND5 頁及於該頁內所填報的資料，不會供公眾查閱。

**17.** 請填報新提名的備任董事的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。如該獲提名者沒持有香港身分證或任何護照，則請在有關的空格內填上「無」。

**18.** 請填報獲提名的備任董事的通常住址，如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

**NOTICE OF CHANGE OF RESERVE DIRECTOR (NOMINATION／CESSATION)**

**For the purposes of sections 645(2), (3) & (4) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form ND5**

**Introduction**

**1.** (a) If a private company incorporated in Hong Kong has only one member and that member is the sole director of the company, the company may by a resolution passed at a general meeting, despite anything in its articles, nominate a person (other than a body corporate) who has attained the age of 18 years as a reserve director of the company to act in the place of the sole director in the event of his or her death.

(b) When a company nominates a reserve director or when the reserve director ceases to be a reserve director, the company must use this form to notify the Registrar of Companies (the Registrar) within 15 days of such nomination or cessation.

(c) The nomination of a person as a reserve director ceases to have effect if —

(i) before the death of the sole director of the company in respect of whom the person was nominated
- the person resigns as reserve director; or
- the company at a general meeting revokes the nomination; or

(ii) the director in respect of whom the person was nominated ceases to be the sole member and sole director of the company for any reason other than the death of that director. For example:

- The sole director resigns.
- The sole member who is also the sole director transfers his or her shares.
- The number of members or directors increases to two or more.

The company must use this form to notify the Registrar of the cessation.

(d) After any change in members or directors, even if the company still satisfies the condition set out in section 455 (i.e. the company continues to have a sole member who is also the sole director), the nomination of the original reserve director will cease to be valid and the company should use this form to notify the Registrar of such cessation of nomination. If the company wishes to nominate the same person or some other person as the new reserve director, this form should be used to notify the Registrar of such nomination.

(e) If the sole director dies and the reserve director is appointed as a director, the company should use this form to notify the Registrar of the cessation of nomination and use Form ND2A to report the appointment of such person as the new director.

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

| Types of changes | Forms |
|---|---|
| Changes in particulars of the reserve director of a local company | Form ND7 |
| Appointment or cessation of appointment of the company secretary or director (including alternate director) of a local company | Form ND2A |
| Changes in particulars of the company secretary or director (including alternate director) of a local company | Form ND2B |

**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 Ordinance.

**Signature**

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

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

**7.** The name of the reserve director must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

**8.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | ( ) A 1 2 3 * * * (*) |
| AA123456(7) | A A 1 2 3 * * * (*) |

**Passport Number**

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

(b) If the reserve director ceasing to hold office has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**9.** For a deceased reserve director, the date of death should be given as the date of cessation.

**Nomination of Reserve Director (Section 3)**

**10.** The name of the nominated reserve director must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

**11.** Please provide the ***correspondence address*** of the reserve director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. Post office box numbers are not acceptable.

Please report the ***usual residential address*** of the reserve director separately on a PI-ND5 sheet. PI-ND5 sheet and the information reported therein are withheld from public inspection.

**12.** Please provide the email address of the reserve director, if any, to facilitate electronic communication. If there is any subsequent change in the email address, please notify the Companies Registry by completing Form ND7.

**13.** (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of the reserve director. Please refer to Note 8 on the details and examples of ***partial number***.

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

(c) Please report the full Hong Kong Identity Card number or passport number of the reserve director separately on a PI-ND5 sheet. PI-ND5 sheet and the information reported therein are withheld from public inspection.

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

**14.** The nominated reserve director must sign the 'Acceptance of Nomination' in this form.

All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

**15.** The name of the sole director must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

**Nomination of Reserve Director - Protected Information (PI- ND5)**

**16.** Hong Kong Identity Card number or passport number and usual residential address reported on PI-ND5 sheet are protected information. PI-ND5 sheet and the information reported therein are withheld from public inspection.

**17.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country／region of the passport of the newly nominated reserve director. If the nominated reserve director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

**18.** Please state the usual residential address of the newly nominated reserve director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. 'Care of' addresses or post office box numbers are not acceptable.

公司註冊處
Companies Registry

# 更改備任董事詳情通知書
# Notice of Change in Particulars of Reserve Director

表格 Form **ND7**

公司編號 Company Number

註 Note

**1 公司名稱 Company Name**

**2 備任董事詳情更改 Change in Particulars of Reserve Director**

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

7 **中文姓名**
**Name in Chinese**

**英文姓名**
**Name in English**

**姓氏** Surname

**名字** Other Names

8 **身分識別**
**Identification**

| | | | | | * | * | * | ( * ) | |
|---|---|---|---|---|---|---|---|---|---|

**香港身分證部分號碼**
**Partial Number** of Hong Kong Identity Card

**護照部分號碼**
**Partial Number** of Passport

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 **ND7**

**公司編號 Company Number**

## 2 備任董事詳情更改 Change in Particulars of Reserve 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***

**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**

日 DD 月 MM 年 YYYY

**姓氏** Surname

**名字** Other Names

**(c) 別名 Alias**

日 DD 月 MM 年 YYYY

**中文** Chinese

**英文** English

**(d) 通常住址 Usual Residential Address**

*(須在 PI-ND7 頁填報備任董事新的通常住址*
*Provide reserve director's new usual residential address in PI-ND7 sheet)*

日 DD 月 MM 年 YYYY

**(e) 通訊地址 Correspondence Address**

日 DD 月 MM 年 YYYY

**國家／地區** Country／Region

**(f) 電郵地址 Email Address**

日 DD / 月 MM / 年 YYYY

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

*(須在 PI-ND7 頁填報完整身分證號碼*
*Provide full identification number in PI-ND7 sheet)*

* * * ( * )

日 DD 月 MM 年 YYYY

**(h) 護照 Passport**

日 DD 月 MM 年 YYYY

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

**本通知書包括一頁 PI-ND7 頁（PI-ND7 頁不會供公眾查閱）**
**This notice includes one page of PI-ND7 Sheet (PI-ND7 Sheet is NOT for Public Inspection)** ☐ **是 Yes** ☐ **否 No**

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

**簽署** Signed :

**姓名** Name : _____ **日期** Date : _____

**董事** Director／**公司秘書** Company Secretary *　　日 DD / 月 MM / 年 YYYY

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



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

# PI-ND7

公司編號 Company Number

## 備任董事詳情更改 – 受保護資料
## Change in Particulars of Reserve Director – Protected Information

16 X

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

- 如備任董事的身分識別號碼有所更改，公司須於本頁申報其新的香港身分證或護照的完整號碼。
  The new full number of Hong Kong Identity Card or passport of a reserve director should be reported on this page if his or her identification number has been changed.
- 如備任董事的通常住址有所更改，公司須於本頁申報其新的通常住址。
  The new usual residential address of a reserve director should be reported on this page if his or her usual residential address has been changed.

7 中文姓名 Name in Chinese

英文姓名 Name in English
- 姓氏 Surname
- 名字 Other Names

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

17 身分識別 Identification

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

(b) 護照 Passport
- 簽發國家／地區 Issuing Country／Region
- 完整號碼 Full Number

18 通常住址 Usual Residential Address

國家／地區 Country／Region

請勿覆蓋此頁內的條碼
DO NOT COVER THE BARCODES ON THIS PAGE

*(交付表格 ND7 時，請將 PI-ND7 頁置於最後。*
*Please place PI-ND7 sheet at the end when delivering the Form ND7.)*

**《公司條例》(香港法例第 622 章)**
**第 645(4)條規定交付的**

# 更改備任董事詳情通知書

## 填表須知 — 表格 ND7

**附註**

**引言**

**1.** 本表格是用以通知公司註冊處處長(「處長」)有關在香港成立為法團的私人公司的備任董事的詳情的更改,並須在董事登記冊所載的詳情有所更改後的15日內交付處長登記。

**2.** 請使用適當的表格申報下列更改—

| 更改事項 | 表格 |
|---|---|
| 本地公司備任董事的提名或停任 | 表格 ND5 |
| 本地公司董事(包括候補董事)或公司秘書的委任或停任 | 表格 ND2A |
| 本地公司董事(包括候補董事)或公司秘書詳情的更改 | 表格 ND2B |

**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.** 本表格必須由一名董事或公司秘書簽署。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.** 備任董事的姓名必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。

**8.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如備任董事曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 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 2B 項)**

**9.** 請在適當的空格內申報備任董事的***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。

**10.** 請填報備任董事的新姓名，該姓名必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

**11.** 如申報備任董事的新增別名，請在空格內將該備任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。

**12.** 如備任董事的***通常住址***有所更改，請在相關的空格內註明生效日期，並於 PI-ND7 頁內填報備任董事新的通常住址。PI-ND7 頁及於該頁內所填報的資料，不會供公眾查閱。

**13.** 請申報備任董事的***通訊地址***。如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納郵政信箱號碼。

**14.** 請提供或更新備任董事的電郵地址(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。

**15.** (a) 請申報備任董事新的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持新護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註 8。

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

(c) 請另外於 PI-ND7 頁內填報備任董事完整的香港身分證號碼或護照號碼。PI-ND7 頁及於該頁內所填報的資料，不會供公眾查閱。

(d) 如備任董事不再持有香港身分證或任何護照，請在有關的空格內填上「無」，亦無需提交 PI-ND7 頁。

**備任董事詳情更改 - 受保護資料 (PI-ND7)**

**16.** 在 PI-ND7 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-ND7 頁及於該頁內所填報的資料，不會供公眾查閱。

**17.** 請填報備任董事新的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持新護照的完整號碼及簽發國家／地區。

**18.** 請填報備任董事新的通常住址，如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

**NOTICE OF CHANGE IN PARTICULARS OF RESERVE DIRECTOR**

**For the purposes of section 645(4) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form ND7**

**Introduction**

**1.** This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the reserve director of a private company incorporated in Hong Kong. This form should be delivered to the Registrar for registration within 15 days after the change in the particulars contained in the company's register of directors.

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

| Types of changes | Forms |
|---|---|
| Nomination or cessation of nomination of the reserve director of a local company | Form ND5 |
| Appointment or cessation of appointment of the company secretary or director (including alternate director) of a local company | Form ND2A |
| Changes in particulars of the company secretary or director (including alternate director) of a local company | Form ND2B |

**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 Ordinance.

**Signature**

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

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

**7.** The name of the reserve director must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

**8.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | ` A` 1 2 3 * * * (*) |
| AA123456(7) | A A 1 2 3 * * * (*) |

**Passport Number**

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

(b) If the reserve director has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**Details of Change(s) (Section 2B)**

**9.** Please state only the ***new particulars*** of the reserve 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.

**10.** Please provide the new name of the reserve director. The new name must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

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

**12.** If the ***usual residential address*** of the reserve director has been changed, please specify the effective date of change in the corresponding box and report the new usual residential address of the reserve director separately on a PI-ND7 sheet. PI-ND7 sheet and the information reported therein are withheld from public inspection.

**13.** Please provide the ***correspondence address*** of the reserve director. If a non-Hong Kong address of the reserve director is given, please also complete the box for 'Country／Region'. Post office box numbers are not acceptable.

**14.** Please provide or update the email address of the reserve 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.

**15.** (a) Please provide the new ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the new ***partial number*** and issuing country／region of the passport of the reserve director. Please refer to Note 8 on the details and examples of ***partial number***.

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

(c) Please report the full Hong Kong Identity Card number or passport number of the reserve director separately on a PI-ND7 sheet. PI-ND7 sheet and the information reported therein are withheld from public inspection.

(d) If the reserve director no longer holds a Hong Kong Identity Card or any passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-ND7 sheet.

**Change in Particulars of Reserve Director - Protected Information (PI- ND7)**

**16.** Hong Kong Identity Card number or passport number and usual residential address reported on PI-ND7 sheet are protected information. PI-ND7 sheet and the information reported therein are withheld from public inspection.

**17.** Please state the new full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the new full number and issuing country／region of the passport of the reserve director.

**18.** Please state the new usual residential address of the reserve director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. 'Care of' addresses or post office box numbers are not acceptable.

公司註冊處
Companies Registry

# 備任董事辭職通知書
# Notice of Resignation of Reserve Director

表格 Form **ND8**

公司編號 Company Number

註 Note

**1 公司名稱 Company Name**

**2 備任董事的辭職 Resignation of Reserve Director**

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

7 中文姓名 Name in Chinese

英文姓名 Name in English
- 姓氏 Surname
- 名字 Other Names

8 身分識別 Identification

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | (*) | |

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

護照部分號碼 Partial Number of Passport

**B. 辭職日期 Date of Resignation**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

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 **ND8**

公司編號 **Company Number**

**3 辭職通知 Notice of Resignation**

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

9 ☐ **按照上述公司的章程細則或本人與該公司訂立的協議的規定，本人須向該公司發出辭職通知；本人亦已按照該規定發出辭職通知。**
**I am required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company and I have given notice of resignation in accordance with the requirement.**

☐ **按照上述公司的章程細則或本人與該公司訂立的協議的規定，本人須向該公司發出辭職通知。本人並未按照該規定發出通知，但已將辭職通知的印本送交該公司，或將該通知的電子版發送予該公司，或將該通知留在該公司的註冊辦事處。**
**I am required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company. I have not given notice of resignation in accordance with the requirement but I have sent the notice of resignation to the Company in hard copy form or in electronic form, or have left it at the registered office of the Company.**

☐ **按照上述公司的章程細則或本人與該公司訂立的任何協議，本人不須向該公司發出辭職通知。**
**I am not required by the articles of the above-named Company or by any agreement with the Company to give notice of resignation to the Company.**

6 **簽署** Signed :

**姓名** Name : _____ **日期** Date : _____

**辭職的備任董事**
Resigning Reserve Director

**日** DD / **月** MM / **年** YYYY



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

**《公司條例》(香港法例第 622 章)**
**第 464(3) 及 (6) 條規定交付的**

**備任董事辭職通知書**

**填表須知 — 表格 ND8**

**附註**

**引言**

**1.** 辭職的備任董事如有合理理由相信公司將不會就其辭職一事以表格 ND5 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.** 辭職的董事(包括候補董事但不包括備任董事)在辭去董事或候補董事(不包括備任董事)職位時,如有合理理由相信公司將不會就其辭職一事以表格 ND2A 通知處長,須自行將辭職一事,以表格 ND4 通知處長。

**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《公司條例》中有關條文的規定而交付處長。

**簽署**

**6.** 本表格必須由辭職的備任董事簽署。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.** 備任董事的姓名必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人,則必須與其護照上所載的姓名一致。

**8.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如辭職的備任董事曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

**辭職通知 (第 3 項)**

**9.** 如公司的章程細則或與該公司訂立的任何協議，規定辭職的備任董事向該公司發出辭職通知，則除非該備任董事已按照《公司條例》第 464 條發出通知，否則該項辭職無效。

**NOTICE OF RESIGNATION OF RESERVE DIRECTOR**

**For the purposes of section 464(3) and (6) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form ND8**

**Introduction**

**1.** A resigning reserve director 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 resignation in the specified form, Form ND5, to the Registrar for registration.

**2.** A resigning director (including an alternate director but excluding a reserve director) should use Form ND4 to notify the Registrar when he or she or it has resigned as a director or alternate director (but not as a reserve director) of the company if there are reasonable grounds for believing that the company will not deliver a notice of resignation in the specified form, Form ND2A, to the Registrar for registration.

**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 Ordinance.

**Signature**

**6.** This form must be signed by the resigning reserve 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.** The name of the reserve director must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

**8.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | ` A 123 ***(*)` |
| AA123456(7) | `AA 123 ***(*)` |

**Passport Number**

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

(b) If the resigning reserve director has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**Notice of Resignation (Section 3)**

**9.** Please note that where notice of the resignation of the reserve director is required to be given by the articles of the company or by any agreement with the company, the resignation does not have effect unless such notice has been given in accordance with section 464 of the Companies Ordinance.

公司註冊處
Companies Registry

# 私人公司或擔保有限公司
# 撤銷註冊申請書
# Application for Deregistration of Private Company or Company Limited by Guarantee

表格 Form **NDR1**

公司編號 Company Number

註 Note

1 公司名稱 Company Name

2 申請人證明書 Certification by Applicant

A. 申請人的身分 Capacity of Applicant

❷ 此撤銷註冊的申請是由以下人士作出—
This application for deregistration is made by the following person —

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

☐ 該公司 the company

☐ 該公司的董事 a director of the company

☐ 該公司的成員 a member of the company

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 **NDR1**

**公司編號 Company Number**

**B. 申請人的資料 Particulars of Applicant**

*(如申請人為**<u>the company</u>**，請同時填報第 2C 項 If the applicant is **<u>the company</u>**, please also complete Section 2C)*

9 **申請人姓名(自然人) Name of Applicant (Natural Person)**

| 中文姓名 Name in Chinese | 英文姓氏 Surname in English | 英文名字 Other Names in English |
|---|---|---|
| | | |

**<u>或 OR</u>**

**申請人名稱(法人團體) Name of Applicant (Body Corporate)**

9 **通訊地址 Correspondence Address**

**國家／地區** Country／Region

10 **電郵地址 Email Address** **圖文傳真號碼 Fax Number**

11 **C. 獲提名負責接收撤銷註冊通知書的自然人的資料**
**Particulars of the Natural Person Nominated to be Given Notice of the Deregistration**

*(如申請人為**<u>the company</u>**，請填報獲提名人(自然人)的資料 If the applicant is **<u>the company</u>**, please provide the particulars of the nominated person (natural person))*

12 **獲提名的自然人的姓名 Name of the Natural Person Nominated**

| 中文姓名 Name in Chinese | 英文姓氏 Surname in English | 英文名字 Other Names in English |
|---|---|---|
| | | |

12 **通訊地址 Correspondence Address**

**國家／地區** Country／Region

13 **電郵地址 Email Address** **圖文傳真號碼 Fax Number**

表格
Form **NDR1**

**公司編號 Company Number**

**D. 申請條件 Conditions for the Application**

- **公司的所有成員均同意撤銷該公司的註冊；**
  **all members of the company agree to the deregistration of the company;**
- **公司仍未開始營運或經營業務，*或*公司在緊接提出此申請之前的 3 個月內沒有營運或經營業務；**
  ***either* the company has not commenced operation or business, *or* the company has not been in operation or carried on business during the 3 months immediately before this application;**
- **公司沒有尚未清償的債務；**
  **the company has no outstanding liabilities;**
- **公司不是任何法律程序的一方；**
  **the company is not a party to any legal proceedings;**
- **公司的資產不包含位於香港的不動產；**
  **the company's assets do not consist of any immovable property situate in Hong Kong;**
- **(如該公司是控權公司)該公司的所有附屬公司的資產均不包含位於香港的不動產；及**
  **if the company is a holding company, none of its subsidiary's assets consist of any immovable property situate in Hong Kong; and**
- **公司並非《公司條例》第 749 條指明的公司。**
  **the company is not a company specified in section 749 of the Companies Ordinance.**

**E. 隨本表格交付的文件 Document Delivered with this Form**

**現隨本表格交付稅務局局長發出的書面通知，述明稅務局局長並不反對撤銷該公司的註冊。**
**The written notice from the Commissioner of Inland Revenue stating that the Commissioner has no objection to the company being deregistered is delivered with this form.**

**F. 證明書 Certification**

**本人／我們現核證一**
**I／We certify that —**

**(a) 公司已符合上述 2D 項<u>所有</u>的申請條件；及**
**the company has met <u>all</u> the conditions stated in Section 2D above; and**

**(b) 本申請書內提供的資料均屬正確。**
**the information given in this application is correct.**

**簽署** Signed :

**姓名** Name : _____ **日期** Date : _____

**日** DD / **月** MM / **年** YYYY

**(董事／公司秘書／授權人*)**
**本表格第 2B 項所述的申請人**
(Director／ Company Secretary／ Authorized Person*)
Applicant named in Section 2B of this Form

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

**<u>警告 WARNING</u>**

**任何人如在與申請撤銷註冊有關連的情況下，明知或罔顧實情地向公司註冊處處長提供在要項上屬虛假或具誤導性的資料，即屬犯罪；一經循公訴程序定罪，可處罰款 300,000 元及監禁 2 年；或一經循簡易程序定罪，可處第 6 級罰款(100,000 元)及監禁 6 個月。**
**A PERSON WHO, IN CONNECTION WITH AN APPLICATION FOR DEREGISTRATION, KNOWINGLY OR RECKLESSLY GIVES ANY INFORMATION TO THE REGISTRAR OF COMPANIES THAT IS FALSE OR MISLEADING IN A MATERIAL PARTICULAR COMMITS AN OFFENCE AND IS LIABLE, ON CONVICTION ON INDICTMENT TO A FINE OF $300,000 AND 2 YEARS IMPRISONMENT; OR ON SUMMARY CONVICTION TO A FINE AT LEVEL 6 ($100,000) AND 6 MONTHS IMPRISONMENT.**

**《公司條例》(香港法例第 622 章)**
**第 750 條規定交付的**

**私人公司或擔保有限公司**
**撤銷註冊申請書**

**填表須知 — 表格 NDR1**

**附註**

**引言**

**1.** 本表格是用以向公司註冊處處長(「處長」)申請將一間私人公司或擔保有限公司的註冊按《公司條例》第 750 條撤銷。唯第 750 條並***不適用***於以下公司—

(a) 公眾公司;

(b) 《銀行業條例》(第 155 章)第 2(1)條所界定的認可機構;

(c) 《保險公司條例》(第 41 章)第 2(1)及(2)條所界定的保險人;

(d) 根據《證券及期貨條例》(第 571 章)第 V 部獲發牌經營該條例附表 1 第 1 部第 1 條所界定的任何受規管活動的業務的法團;

(e) 上述(d) 段所述的法團的屬《證券及期貨條例》(第 571 章)第 VI 部所指者的有聯繫實體;

(f) 《強制性公積金計劃條例》(第 485 章)第 2(1)條所界定的核准受託人;

(g) 根據《受託人條例》(第 29 章) 第 VIII 部註冊為信託公司的公司;

(h) 以屬(b)、(c)、(d)、(e)、(f)或(g)段所指者為附屬公司的公司;或

(i) 在緊接提出第 750 條所指的申請之前的 5 年內的任何時間曾屬(b)、(c)、(d)、(e)、(f)、(g)或(h)段所指者的公司。

**2.** 撤銷註冊的申請應由公司、公司的董事或成員作出。在撤銷該公司的註冊時,處長會向申請人發出撤銷註冊通知書。如申請人為該公司,則通知書會發給本表格第 2C 項填報的獲提名負責接收撤銷註冊通知書的人士。

**3.** (a) 申請人在簽署及向處長交付本表格前,必須確定公司符合申請撤銷註冊的條件(見本表格第 2D 項)。***任何人如在與申請撤銷註冊有關連的情況下,明知或罔顧實情地向處長提供在要項上屬虛假或具誤導性的資料,即屬犯罪***。

(b) 根據《公司條例》第 750(5)條,如處長就申請而向申請人要求進一步資料,則申請人須向處長提供該資料。

(c) 公司一旦解散,***在緊接其解散前歸屬該公司或以信託形式為該公司持有的所有財產及權利(包括銀行戶口結餘、車輛及物業等) 即屬無主財物,並歸屬香港特別行政區政府***。在提出撤銷註冊申請之前,申請人及公司應該徵詢律師或其他專業顧問的意見,以確保公司在註冊撤銷前,妥善處置其所擁有的一切財產。

**4.** 請劃一以中文或英文填報各項所需資料。如以中文填報,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

**5.** 請提供提交人資料。除非有特別事項需要公司註冊處注意,否則無須另加附函。

**6.** 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」,或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話,則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

**費用**

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

**簽署**

**8.** 本表格必須由第 2B 項所述的申請人簽署。如申請人屬法人團體，本表格必須由該法人團體的一名董事、公司秘書或獲該法人團體授權的人士代為簽署，並填上簽署人的全名。公司註冊處不接納未簽妥的表格。

**申請人的資料 (第 2B 項)**

**9.** 申請人必須填報全名及通訊地址。如申請人為該公司，必須另提名一位自然人負責接收撤銷註冊通知書，而獲提名的自然人的資料須同時於第 2C 項填報。

**10.** 請提供申請人的電郵地址及／或圖文傳真號碼(如有的話)以方便聯絡。

**獲提名負責接收撤銷註冊通知書的自然人的資料 (第 2C 項)**

**11.** 獲提名的人必須是自然人。

**12.** 請填報獲提名的自然人的全名及通訊地址。

**13.** 請提供獲提名的自然人的電郵地址及／或圖文傳真號碼(如有的話)以方便聯絡。

**申請條件 (第 2D 項)**

**14.** 債務包括或有負債，例如銀行擔保。

**隨本表格交付的文件 (第 2E 項)**

**15.** 申請人交付本表格時，必須同時交付稅務局局長發出的通知書正本，述明稅務局局長並不反對撤銷該公司的註冊。本表格應在該通知書發出之日起計 3 個月內交付，否則申請可能被延遲處理，甚至不獲受理。

**APPLICATION FOR DEREGISTRATION**
**OF PRIVATE COMPANY OR COMPANY LIMITED BY GUARANTEE**

**For the purposes of section 750 of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NDR1**

**Introduction**

**1.** This form should be used for applying to the Registrar of Companies (the Registrar) for the deregistration of a private company or a company limited by guarantee under section 750 of the Companies Ordinance. Section 750, however, ***does not*** apply to the following companies —

(a) a public company;

(b) an authorized institution as defined by section 2(1) of the Banking Ordinance (Cap. 155);

(c) an insurer as defined by section 2(1) and (2) of the Insurance Companies Ordinance (Cap. 41);

(d) a corporation licensed under Part V of the Securities and Futures Ordinance (Cap. 571) to carry on a business in any regulated activity as defined by section 1 of Part 1 of Schedule 1 to that Ordinance;

(e) an associated entity, within the meaning of Part VI of the Securities and Futures Ordinance (Cap. 571), of a corporation mentioned in paragraph (d);

(f) an approved trustee as defined by section 2(1) of the Mandatory Provident Fund Schemes Ordinance (Cap.485);

(g) a company registered as a trust company under Part VIII of the Trustee Ordinance (Cap. 29);

(h) a company having a subsidiary that falls within paragraph (b), (c), (d), (e), (f) or (g); or

(i) a company that fell within paragraph (b), (c), (d), (e), (f), (g) or (h) at any time during the 5 years immediately before the application under section 750 is made.

**2.** This application should be made by the company, a director or member of the company. On the deregistration of the company, the Registrar will give notice of the deregistration to the applicant or, if the application is made by the company, to the person nominated in the application to be given the notice as stated in Section 2C of this form.

**3.** (a) The applicant must confirm that the company meets the conditions for the application for deregistration (see Section 2D of this form) before signing and delivering this form to the Registrar. ***A person who, in connection with an application for deregistration, knowingly or recklessly gives any information to the Registrar that is false or misleading in a material particular commits an offence***.

(b) Pursuant to section 750(5) of the Companies Ordinance, the applicant must give the Registrar any further information that the Registrar may request in connection with an application.

(c) Once the company is dissolved, ***all property (including credit balances in its bank accounts, motor vehicle, landed property, etc.) and rights vested in or held on trust for the company immediately before the dissolution is vested in the Government of the Hong Kong Special Administrative Region as bona vacantia***. Before making an application for deregistration, the applicant and the company should seek advice from lawyer or other professional adviser to ensure that all property of the company has been properly disposed of prior to its deregistration.

**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 Companies Ordinance.

**Fee**

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

**Signature**

**8.** This form must be signed by the applicant named in Section 2B. If the applicant is a body corporate, this form must be signed by a director or the company secretary of the body corporate or an authorized person acting on its behalf with the full name of the signatory stated. A form which is not properly signed will be rejected by the Companies Registry.

**Particulars of Applicant (Section 2B)**

**9.** Full name and correspondence address of the applicant must be given. If the applicant is the company itself, it must nominate a natural person to receive notice of the deregistration. Particulars of the natural person nominated should also be provided in Section 2C.

**10.** Please supply the email address and/or fax number of the applicant, if any, to facilitate electronic communication.

**Particulars of the Natural Person Nominated to be Given the Notice of the Deregistration (Section 2C)**

**11.** The nominated person must be a natural person.

**12.** Please provide the full name and correspondence address of the natural person nominated.

**13.** Please supply the email address and/or fax number of the natural person nominated, if any, to facilitate electronic communication.

**Conditions for the Application (Section 2D)**

**14.** Outstanding liabilities include contingent liabilities such as a bank guarantee.

**Document Delivered with this Form (Section 2E)**

**15.** The original written notice from the Commissioner of Inland Revenue stating that the Commissioner has no objection to the deregistration of the company must be delivered together with this form. This form should be delivered within 3 months from the date of such notice. Failure to do so may result in the application being delayed or even rejected.

公司註冊處
Companies Registry

# 承按人行使財產管有權通知書
# Notice of Mortgagee Entering into Possession of Property

表格 Form **NM3**

公司編號 Company Number

註 Note

**1 公司名稱 Company Name**

**2 承按人或承押記人資料 Particulars of Mortgagee or Chargee**

**承按人或承押記人的名稱（法人團體）Name of Mortgagee or Chargee (Body Corporate)**

**或 OR**

**承按人或承押記人的姓名（自然人）Name of Mortgagee or Chargee (Natural Person)**

中文姓名 Name in Chinese

英文姓名 Name in English

姓氏 Surname

名字 Other Names

**7** 身分識別 Identification

*(須在 PI-NM3 頁填報完整身分識別號碼 Provide full identification number in PI-NM3 sheet)*

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

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

部分號碼 Partial Number

**8** 轉換承按人或承押記人的日期 Date of Change of Mortgagee or Chargee

日 DD 月 MM 年 YYYY

**9** 承按人或承押記人地址 Address of Mortgagee or Chargee

**10** 承按人或承押記人電郵地址 Email Address of Mortgagee or Chargee

**3** 提交人資料 Presentor's Reference

姓名 Name:

代號 Code:

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 **NM3**

**公司編號 Company Number**

11

**3 承按人或承押記人行使財產管有權所根據的押記**
**Charge under which Mortgagee or Chargee Entered into Possession of the Property**

**押記描述** Description of Charge

**設立日期** Date of Creation

**日** DD **月** MM **年** YYYY

**4 行使財產管有權的日期**
**Date of Entering into Possession of Property**

**日** DD **月** MM **年** YYYY

**5 承按人或承押記人行使管有權的財產的描述**
**Description of Property Entered into Possession by the Mortgagee or Chargee**
*(如空位不足，請用續頁填報 Use Continuation Sheet if the space is insufficient)*

**A. 房地產 Landed Property**

**押記財產的簡要詳情 Short particulars of the property charged**
*(請填報財產的地址 Please state the address of the property)*

**B. 其他類別的押記財產 Other types of property charged**
*(請填報適當詳情 Please insert details as appropriate)*

**本通知書包括下列續頁／PI-NM3頁 This Notice includes the following Continuation Sheet(s)／PI-NM3 Sheet**

| | **續頁 Continuation Sheet(s)** | **PI-NM3 (不會供公眾查閱 NOT for Public Inspection)** |
|---|---|---|
| **頁數 Number of pages** | | |

6

**簽署** Signed :

**姓名** Name : _____ **日期** Date : _____

**(董事／公司秘書／授權代表*)** **日** DD / **月** MM / **年** YYYY

**本表格第 2 項所述的承按人／承押記人**
(Director／Company Secretary／Authorized Representative *)
Mortgagee／Chargee named in Section 2 of this Form

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



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格
Form **NM3**

**續頁 Continuation Sheet**

**公司編號 Company Number**

**承按人或承押記人行使管有權的財產的描述 (第 5 項)**
**Description of Property Entered into Possession by the Mortgagee or Chargee (Section 5)**

# PI-NM3

公司編號 Company Number

## 承按人或承押記人(自然人) – 受保護資料
## Mortgagee or Chargee (Natural Person) – Protected Information

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

**承按人或承押記人須於本頁申報其香港身分證或護照的完整號碼。**
**The full number of Hong Kong Identity Card or passport of the mortgagee or chargee should be reported on this page.**

**中文姓名**
**Name in Chinese**

**英文姓名**
**Name in English**

**姓氏**
Surname

**名字**
Other Names

13 **身分識別 Identification**

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

(b) **護照**
Passport

**簽發國家／地區**
Issuing Country／Region

**完整號碼**
**Full** Number

**請勿覆蓋此頁內的條碼**
**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 NM3 時，請將 PI-NM3 頁置於最後。***
***Please place PI-NM3 sheet at the end when delivering the Form NM3.)***

指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

**《公司條例》(香港法例第 622 章)**
**第 349(1) 條規定交付的**

**承按人行使財產管有權通知書**

**填表須知 — 表格 NM3**

**附註**

**引言**

**1.** 如任何人以承按人身分，就公司財產或註冊非香港公司已押記財產行使管有權，該人須在開始行使管有權的日期後的7 日內，將關於該事實的陳述，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《公司條例》中有關條文的規定而交付處長。

**費用**

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

**簽署**

**6.** 本表格必須由第 2 項所述的承按人或承押記人簽署。如承按人或承押記人屬法人團體，本表格必須由其一名董事、公司秘書或授權代表簽署。如承按人或承押記人屬自然人，則本表格必須由承按人或承押記人親自簽署，或由其授權代表簽署。公司註冊處不接納未簽妥的表格。

**承按人或承押記人資料 (第 2 項)**

**7.** (a) 請填報屬自然人的承按人或承押記人的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—
(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或
(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

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

(c) 請另外於 PI-NM3 頁內填報承按人或承押記人完整的香港身分證號碼或護照號碼。PI-NM3 頁及於該頁內所填報的資料，不會供公眾查閱。

(d) 如承按人或承押記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」，亦無需提交 PI-NM3 頁。

**8.** 如曾經轉換承按人或承押記人，請在有關的空格內填報現時的承按人或承押記人開始享有該項押記權利的日期。

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

**10.** 請提供承按人或承押記人的電郵地址(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 NM7 通知公司註冊處。

**承按人或承押記人行使財產管有權所根據的押記 (第 3 項)**

**11.** 在此空格內填報的押記描述必須與在公司註冊處登記有關該押記的表格M1 或 NM1 所填報的描述相同。

**承按人或承押記人(自然人) - 受保護資料 (PI-NM3)**

**12.** 在 PI-NM3 頁所填報的香港身分證號碼或護照號碼為受保護資料。PI-NM3 頁及於該頁內所填報的資料，不會供公眾查閱。

**13.** 請填報承按人或承押記人的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。

**NOTICE OF MORTGAGEE ENTERING INTO POSSESSION OF PROPERTY**

**For the purposes of section 349(1) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NM3**

**Introduction**

**1.** If a person enters into possession of the property of a company, or the charged property of a registered non-Hong Kong company, as mortgagee, the person must, within 7 days after the date of entering into possession, deliver a statement of that fact in this form to the Registrar of Companies (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 Companies Ordinance.

**Fee**

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

**Signature**

**6.** This form must be signed by the mortgagee or chargee named in Section 2 of this form. If the mortgagee or chargee is a body corporate, this form must be signed by a director, company secretary or an authorized representative. If the mortgagee or chargee is a natural person, this form must be signed by the mortgagee or chargee personally or by his or her authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

**Particulars of Mortgagee or Chargee (Section 2)**

**7.** (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country/region of the passport of the mortgagee or chargee who is a natural person according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in bracketed)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | [ ] [A] [1] [2] [3] [*] [*] [*] [(*)] |
| AA123456(7) | [A] [A] [1] [2] [3] [*] [*] [*] [(*)] |

**Passport Number**

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

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

(c) Please report the full Hong Kong Identity Card number or passport number of the mortgagee or chargee separately on a PI-NM3 sheet. PI-NM3 sheet and the information reported therein are withheld from public inspection.

(d) If the mortgagee or chargee holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NM3 sheet.

**8.** If there has been a change of mortgagee or chargee, please fill in the date on which the current mortgagee or chargee became entitled to the charge in the box provided.

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

**10.** Please supply the email address of the mortgagee or chargee, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NM7.

**Charge under which Mortgagee or Chargee Entered into Possession of the Property (Section 3)**

**11.** The description of the charge to be included in this box should be the same as the description included in the Form M1 or NM1 relating to this charge registered with the Companies Registry.

**Mortgagee or Chargee (Natural Person) - Protected Information (PI-NM3)**

**12.** Hong Kong Identity Card number or passport number reported on PI-NM3 sheet is protected information. PI-NM3 sheet and the information reported therein are withheld from public inspection.

**13.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identify Card, the full number and issuing country／region of the passport of the mortgagee or chargee.

公司註冊處
Companies Registry

# 委任接管人或經理人通知書
# Notice of Appointment of Receiver or Manager

表格 Form **NM5**

公司編號 Company Number

註 Note

**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*

7 ☐ **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**

8 **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

3 **提交人資料 Presentor's Reference**

姓名 Name:
代號 Code:
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 **NM5**

**公司編號 Company Number**

## 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 A 填報 Use Continuation Sheet A 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

❾ **地址 Address**

**國家／地區** Country／Region

❿ **電郵地址 Email Address**

⓫ **身分識別 Identification**

*(須在 PI-NM5 頁填報完整身分識別號碼 Provide full identification number in PI-NM5 sheet)*

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

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

**部分號碼 Partial Number**

**2**

**中文姓名 Name in Chinese**

**英文姓名 Name in English**
**姓氏** Surname
**名字** Other Names

❾ **地址 Address**

**國家／地區** Country／Region

❿ **電郵地址 Email Address**

⓫ **身分識別 Identification**

*(須在 PI-NM5 頁填報完整身分識別號碼 Provide full identification number in PI-NM5 sheet)*

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

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

**部分號碼 Partial Number**

表格 Form **NM5**

公司編號 Company Number

**3 該項委任所涉及的財產的描述**
**Description of the Property over which the Appointment is Made**
*(如空位不足，請用續頁B填報 Use Continuation Sheet B if the space is insufficient)*

**A. 房地產 Landed Property**
**財產的簡要詳情 Short particulars of the property**
*(請填報財產的地址 Please state the address of the property)*

**B. 其他類別的財產 Other Types of Property**
*(請填報適當詳情 Please insert details as appropriate)*

**本通知書包括下列續頁／PI-NM5頁 This Notice includes the following Continuation Sheet(s)／PI-NM5 Sheet(s)**

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

| PI-NM5 (不會供公眾查閱 NOT for Public Inspection) | |
|---|---|
| 頁數 Number of pages | |

**6** 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
(董事／公司秘書／授權代表*)
委任人
(Director／Company Secretary／Authorized Representative *)
Appointor
日 DD / 月 MM / 年 YYYY

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

表格
Form **NM5**

**續頁 A Continuation Sheet A**

**公司編號 Company Number**

## 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

**9** **地址 Address**

**國家／地區** Country／Region

**10** **電郵地址 Email Address**

**11** **身分識別 Identification**

*(頭在 PI-NM5 頁填報完整身分識別號碼 Provide full identification number in PI-NM5 sheet)*

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

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

**2**

**中文姓名 Name in Chinese**

**英文姓名 Name in English**
**姓氏** Surname
**名字** Other Names

**9** **地址 Address**

**國家／地區** Country／Region

**10** **電郵地址 Email Address**

**11** **身分識別 Identification**

*(頭在 PI-NM5 頁填報完整身分識別號碼 Provide full identification number in PI-NM5 sheet)*

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

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

表格
Form **NM5**

**續頁 B Continuation Sheet B**

**公司編號 Company Number**

**該項委任所涉及的財產的描述（第 3 項）**
**Description of the Property over which the Appointment is Made (Section 3)**

# PI-NM5

公司編號 Company Number

## 委任接管人或經理人 – 受保護資料
## Appointment of Receiver or Manager – Protected Information

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

⓬

**請於本頁申報新委任接管人或經理人的香港身分證或護照的完整號碼。**
**The full number of Hong Kong Identity Card or passport of the newly appointed receiver or manager should be reported on this page.**

*(每一頁 PI-NM5 只可填報一名接管人或經理人的受保護資料。如超過一名接管人或經理人資料，請另加 PI-NM5 頁填報。*
*Each PI-NM5 sheet can only report the protected information of 1 receiver or manager. If there is information for more than 1 receiver or manager, please report separately on additional PI-NM5 sheet(s).)*

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

**身分 Capacity**

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

**中文姓名 Name in Chinese**

**英文姓名 Name in English**

**姓氏** Surname

**名字** Other Names

⓭ **身分識別 Identification**

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**完整號碼** **Full** Number

**請勿覆蓋此頁內的條碼**
**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 NM5 時，請將所有 PI-NM5 頁置於最後。***
***Please place all PI-NM5 sheets at the end when delivering the Form NM5.)***

**《公司條例》(香港法例第 622 章)**
**第 348(1) 條規定交付的**

# 委任接管人或經理人通知書

## 填表須知 — 表格 NM5

### 附註

#### 引言

**1.** 如任何人取得委任公司財產或註冊非香港公司已押記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的日期後的7日內，將關於該事實的陳述，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《公司條例》中有關條文的規定而交付處長。

#### 費用

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

#### 簽署

**6.** 本表格必須由承按人、承押記人或獲得本表格第 2 項所述的法院命令的人士(統稱為委任人)簽署。如委任人屬法人團體，本表格必須由其一名董事、公司秘書或授權代表簽署。如委任人屬自然人，則本表格必須由委任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。

#### 委任方式 (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。

**8.** 在此空格內填報的文書描述必須與在公司註冊處登記有關該押記的表格 M1 或 NM1 所填報的描述相同。

#### 接管人或經理人的詳情 (第 2C 項)

**9.** 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。

**10.** 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 NM7 通知公司註冊處。

**11.** (a) 請填報接管人或經理人的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

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

(c) 請另外於 PI-NM5 頁內填報接管人或經理人完整的香港身分證號碼或護照號碼。PI-NM5 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NM5 只可填報一名接管人或經理人的受保護資料。如超過一名接管人或經理人資料，請另加 PI-NM5 頁填報。

(d) 如接管人或經理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」，亦無需提交 PI-NM5 頁。

**委任接管人或經理人 - 受保護資料 (PI-NM5)**

**12.** 在 PI-NM5 頁所填報的香港身分證號碼或護照號碼為受保護資料。PI-NM5 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NM5 只可填報一名接管人或經理人的受保護資料。如超過一名接管人或經理人資料，請另加 PI-NM5 頁填報。

**13.** 請填報接管人或經理人的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。

**NOTICE OF APPOINTMENT OF RECEIVER OR MANAGER**

**For the purposes of section 348(1) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NM5**

**Introduction**

**1.** If a person obtains an order for the appointment of a receiver or manager of the property of a company or the charged property of a registered non-Hong Kong 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, deliver a statement of that fact in this form to the Registrar of Companies (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 Companies Ordinance.

**Fee**

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

**Signature**

**6.** This form must be signed by the mortgagee, chargee, or the person who obtained the court order stated in Section 2 of this form (collectively referred to as the appointor). If the appointor is a body corporate, this form must be signed by a director, company secretary or an authorized representative. If the appointor is a natural person, this form must be signed by the appointor personally or by his or her authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

**Mode of Appointment (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.

**8.** The description of instrument to be included in this box should be the same as the description included in the Form M1 or NM1 relating to this charge registered with the Companies Registry.

**Particulars of Receiver or Manager (Section 2C)**

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

**10.** 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 NM7.

**11.** (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of the receiver or manager according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | ␣ A 1 2 3 * * * (*) |
| AA123456(7) | A A 1 2 3 * * * (*) |

**Passport Number**

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

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

(c) Please report the full Hong Kong Identity Card number or passport number of the receiver or manager separately on a PI-NM5 sheet. PI-NM5 sheet and the information reported therein are withheld from public inspection.

Each PI-NM5 sheet can only report the protected information of 1 receiver or manager. If there is information for more than 1 receiver or manager, please report separately on additional PI-NM5 sheet(s).

(d) If the receiver or manager holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NM5 sheet.

**Appointment of receiver or manager - Protected Information (PI-NM5)**

**12.** Hong Kong Identity Card number or passport number reported on PI-NM5 sheet is protected information. PI-NM5 sheet and the information reported therein are withheld from public inspection.

Each PI-NM5 sheet can only report the protected information of 1 receiver or manager. If there is information for more than 1 receiver or manager, please report separately on additional PI-NW5 sheet(s).

**13.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country／region of the passport of the newly appointed receiver or manager.

公司註冊處
Companies Registry

# 更改接管人、經理人或管有財產的承按人的詳情通知書
# Notice of Change in Particulars of Receiver, Manager or Mortgagee in Possession of Property

表格 Form **NM7**

公司編號 Company Number

註 Note

**1 公司名稱 Company Name**

**2 接管人或經理人／管有財產的承按人或承押記人詳情更改**
**Change in Particulars of Receiver or Manager／Mortgagee or Chargee 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

☐ **管有財產的承按人或承押記人** Mortgagee or Chargee in Possession of Property

**承按人或承押記人（法人團體）Mortgagee or Chargee (Body Corporate)**

**名稱 Name**

**或 OR**

**接管人或經理人／承按人或承押記人（自然人）**
**Receiver or Manager／Mortgagee or Chargee (Natural Person)**

**中文姓名 Name in Chinese**

**英文姓名 Name in English**

**姓氏** Surname

**名字** Other Names

6

**身分識別 Identification**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | ＊ | ＊ | ＊ | (＊) | |

**香港身分證部分號碼** **Partial Number** of Hong Kong Identity Card

**護照部分號碼** **Partial Number** of Passport

3 **提交人資料 Presentor's Reference**

**姓名** Name:
**代號** Code:
**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 **NM7**

**公司編號 Company Number**

**2 接管人或經理人／管有財產的承按人或承押記人詳情更改** (續上頁)
**Change in Particulars of Receiver or Manager／Mortgagee or Chargee 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) 承按人或承押記人的名稱(法人團體)**
**Name of Mortgagee or Chargee (Body Corporate)**

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

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

日 DD 月 MM 年 YYYY

**(c) 接管人或經理人／承按人或承押記人的英文姓名(自然人)**
**Name in English of Receiver or Manager／Mortgagee or Chargee (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

**國家／地區** Country／Region

**9 (e) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

**10** *(須在 PI-NM7 頁填報完整身分識別號碼 Provide full identification number in PI-NM7 sheet)*

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

(*)

日 DD 月 MM 年 YYYY

**(g) 護照 Passport**

**簽發國家／地區** Issuing Country／Region

日 DD 月 MM 年 YYYY

**部分號碼 Partial 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

**本通知書包括一頁 PI-NM7 頁 (PI-NM7 頁不會供公眾查閱)**
**This notice includes one page of PI-NM7 Sheet (PI-NM7 Sheet is NOT for Public Inspection)** ☐ **是 Yes** ☐ **否 No**

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

**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 2 項所述的人士或公司**
(Director／Company Secretary／Authorized Representative *)
Person or Company named in Section 2 of this Form

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

# PI-NM7

公司編號 Company Number

## 接管人或經理人／管有財產的承按人或承押記人詳情更改(自然人) – 受保護資料

## Change in Particulars of Receiver or Manager／Mortgagee or Chargee in Possession of Property (Natural Person) – Protected Information

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

**如接管人或經理人／管有財產的承按人或承押記人(自然人)的身分識別號碼有所更改，該接管人或經理人／管有財產的承按人或承押記人須於本頁申報其新的香港身分證或護照的完整號碼。**
**The new full number of Hong Kong Identity Card or passport of a receiver or manager／a mortgagee or chargee in possession of property, who is a natural person, should be reported on this page if his or her identification number has been changed.**

*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

☐ **管有財產的承按人或承押記人** Mortgagee or Chargee in Possession of Property

**中文姓名 Name in Chinese**

**英文姓名 Name in English**

**姓氏** Surname

**名字** Other Names

12 **身分識別 Identification**

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**完整號碼** **Full** Number

**請勿覆蓋此頁內的條碼**
**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 NM7 時，請將 PI-NM7 頁置於最後。***
***Please place PI-NM7 sheet at the end when delivering the Form NM7.)***

**《公司條例》(香港法例第 622 章)**
**第 350(4) 條規定交付的**

**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 NM7**

**附註**

**引言**

**1.** 如委任接管人或經理人通知書(表格 M5／NM5)或承按人行使財產管有權通知書(表格 M3／NM3)已交付公司註冊處處長(「處長」) 登記，而該接管人或經理人或承按人或承押記人的詳情有所更改，該人須在該項更改的日期後的 15 日內，將關於該項更改的陳述，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 M5／NM5 或表格 M3／NM3(視屬何情況而定)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《公司條例》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 2 項所述的接管人、經理人、管有財產的承按人或承押記人(或由承按人或承押記人的授權代表)親自簽署。如承按人或承押記人屬法人團體，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。

**現時在公司註冊處登記的詳情 (第 2A 項)**

**6.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如接管人、經理人、承按人或承押記人屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 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 2B 項)**

**7.** 請在適當的空格內申報接管人、經理人、承按人或承押記人的***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、承按人或承押記人的詳細地址，本處不接納「轉交」地址或郵政信箱號碼。如承按人或承押記人屬法人團體，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、承按人或承押記人的電郵地址(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。

**10.** (a) 請申報接管人、經理人、承按人或承押記人新的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持新護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註 6。

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

(c) 請另外於 PI-NM7 頁內填報接管人、經理人、承按人或承押記人完整的香港身分證號碼或護照號碼。PI-NM7 頁及於該頁內所填報的資料，不會供公眾查閱。

(d) 如接管人、經理人、承按人或承押記人不再持有香港身分證或任何護照，請在有關的空格內填上「無」，亦無需提交 PI-NM7 頁。

**接管人或經理人／管有財產的承按人或承押記人詳情更改 (自然人) - 受保護資料 (PI-NM7)**

**11.** 在 PI-NM7 頁所填報的香港身分證號碼或護照號碼為受保護資料。PI-NM7 頁及於該頁內所填報的資料，不會供公眾查閱。

**12.** 請填報屬自然人的接管人、經理人、承按人或承押記人新的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持新護照的完整號碼及簽發國家／地區。

**NOTICE OF CHANGE IN PARTICULARS OF RECEIVER, MANAGER OR MORTGAGEE IN POSSESSION OF PROPERTY**

**For the purposes of section 350(4) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NM7**

**Introduction**

**1.** If a notice of appointment of receiver or manager (Form M5／NM5) or a notice of mortgagee entering into possession of property (Form M3／NM3) has been delivered to the Registrar of Companies (the Registrar) for registration, the receiver, manager, mortgagee or chargee must, within 15 days after the date of any change in his／her／its particulars, deliver a statement of that change in this form to the Registrar for registration.

**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 M5／NM5 or Form M3／NM3, as the case may be. 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 Ordinance.

**Signature**

**5.** This form must be signed by the receiver, manager, mortgagee or chargee (or by his or her authorized representative) named in Section 2 of this form personally. If the mortgagee or chargee 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.

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

**6.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | [ ] [A] [1] [2] [3] [*] [*] [*] [(*)] |
| AA123456(7) | [A] [A] [1] [2] [3] [*] [*] [*] [(*)] |

**Passport Number**

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

(b) If the receiver, manager, mortgagee or chargee who is a natural person has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**Details of Change(s) (Section 2B)**

**7.** Please state only the ***new particulars*** of the receiver, manager, mortgagee or chargee 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, mortgagee or chargee. 'Care of' addresses or post office box numbers are not acceptable. If the mortgagee or chargee 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, mortgagee or chargee, 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.

**10.** (a) Please provide the new ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the new ***partial number*** and issuing country／region of the passport of the receiver, manager, mortgagee or chargee. Please refer to Note 6 on the details and examples of ***partial number***.

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

(c) Please report the full Hong Kong Identity Card number or passport number of the receiver, manager, mortgagee or chargee separately on a PI-NM7 sheet. PI-NM7 sheet and the information reported therein are withheld from public inspection.

(d) If the receiver, manager, mortgagee or chargee no longer holds a Hong Kong Identity Card or any passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NM7 sheet.

**Change in Particulars of Receiver or Manager／Mortgagee or Chargee in Possession of Property (Natural Person) - Protected Information (PI-NM7)**

**11.** Hong Kong Identity Card number or passport number reported on PI-NM7 sheet is protected information. PI-NM7 sheet and the information reported therein are withheld from public inspection.

**12.** Please state the new full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the new full number and issuing country／region of the passport of the receiver, manager, mortgagee or chargee.

公司註冊處
Companies Registry

# 法團成立表格
# (股份有限公司)
# Incorporation Form
# (Company Limited by Shares)

表格 Form **NNC1**

註 Note

8 **1 建議採用的公司名稱 Proposed Company Name**

**建議採用的公司英文名稱 Proposed English Company Name**

**建議採用的公司中文名稱 Proposed Chinese Company Name**

9 **2 公司類別 Type of Company**

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

☐ **私人** Private ☐ **公眾** Public

10 **3 公司在香港的註冊辦事處的建議地址**
**Proposed Address of the Company's Registered Office in Hong Kong**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

11 **4 電郵地址 Email Address**

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 **NNC1**

**12** **5 公司組成時的股本及最初的股份持有情況**
**Share Capital and Initial Shareholdings on the Company's Formation**

| **股份的類別 (如普通股／優先股等)** Class of Shares (e.g. Ordinary／Preference etc.) | **建議發行的股份總數** Total Number of Shares Proposed to be Issued | **貨幣** Currency | **創辦成員認購的股本總額** Total Amount of Share Capital to be Subscribed by Founder Members (a) | **建議發行的股份的將要繳付或視為已繳付的總款額** Total Amount to be Paid Up or to be Regarded as Paid Up on the Shares Proposed to be Issued (b) | **建議發行的股份的尚未繳付或視為尚未繳付的總款額** Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares Proposed to be Issued (a) – (b) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| **總值 Total** | | | | | |
| | | | | | |

**13** **5A 股份所附帶的權利的詳情 Particulars of Rights Attached to Shares**
*(只適用於發行超過一類股份的公司 Only applicable to company issuing more than 1 class of shares)*

| **股份的類別 (如普通股／優先股等)** Class of Shares (e.g. Ordinary／Preference etc.) | **附帶的權利的詳情** (包括表決權；在分派股息時參與該項分派的權利；在分派股本時參與該項分派的權利；該類別股份是否屬可贖回股份等) Particulars of Rights Attached (Including voting rights; rights to participate in a distribution as respects dividends; rights to participate in a distribution as respects capital; whether the shares are redeemable etc.) |
|---|---|
| | |

表格 Form **NNC1**

## 14 6 創辦成員 Founder Members

*(如超過兩名創辦成員，請用續頁 A 填報 Use Continuation Sheet A if more than 2 founder members)*

**1 中文姓名／名稱 Name in Chinese**

**英文姓名／名稱 Name in English**

**地址 Address**

**國家／地區** Country／Region

**認購的股本 Share Capital to be Subscribed**

| 股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.) | 建議向該成員發行的股份數目 Shares Proposed to be Issued to the Member | | |
|---|---|---|---|
| | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | |
| | | | |
| | | | |
| 總值 Total | | | |
| | | | |

**2 中文姓名／名稱 Name in Chinese**

**英文姓名／名稱 Name in English**

**地址 Address**

**國家／地區** Country／Region

**認購的股本 Share Capital to be Subscribed**

| 股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.) | 建議向該成員發行的股份數目 Shares Proposed to be Issued to the Member | | |
|---|---|---|---|
| | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | |
| | | | |
| | | | |
| 總值 Total | | | |
| | | | |

表格 Form **NNC1**

## 15 7 首任公司秘書 First Company Secretary

*(如超過一名公司秘書屬自然人或法人團體，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a natural person or a body corporate)*

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

16 **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

17 **香港通訊地址 Hong Kong Correspondence Address**

香港／HONG KONG

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

18 **電郵地址 Email Address**

19 **身分識別 Identification**

*(須在 PI-NNC1 頁填報完整身分識別號碼 Provide full identification number in PI-NNC1 sheet)*

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region | **部分號碼 Partial Number**

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

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

21 **香港地址 Hong Kong Address**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

18 **電郵地址 Email Address**

**公司編號 Company Number**

表格 Form **NNC1**

## 15 8 首任董事 First Directors

### A. 董事(自然人) Director (Natural Person)

*(如超過一名董事屬自然人，請用續頁 C 填報 Use Continuation Sheet C if more than 1 director is a natural person)*

22 **中文姓名 Name in Chinese**

**英文姓名 Name in English**

**姓氏** Surname

**名字** Other Names

**前用姓名 Previous Names**

**中文** Chinese　　**英文** English

**別名 Alias**

**中文** Chinese　　**英文** English

23 *(須在 PI-NNC1 頁填報董事通常住址 Provide director's usual residential address in PI-NNC1 sheet)*

**通訊地址 Correspondence Address**

**國家／地區** Country／Region

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

24 **電郵地址 Email Address**

25 *(須在 PI-NNC1 頁填報完整身分識別號碼 Provide full identification number in PI-NNC1 sheet)*

**身分識別 Identification**

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region　　**部分號碼 Partial Number**

27

**提示 Advisory Note**

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

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

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

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

**簽署** Signed :_____

☐ **出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。**
**The Consent to Act as Director will be delivered for registration not later than 15 days after the date of incorporation of the company.**

表格 Form **NNC1**

15 **8 首任董事 First Directors** (續上頁 cont'd)

**B. 董事(法人團體) Director (Body Corporate)**
*(如超過一名董事屬法人團體，請用續頁 D 填報 Use Continuation Sheet D if more than 1 director is a body corporate)*

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

26 **地址**
**Address**

**國家／地區**
Country／Region

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

24 **電郵地址**
**Email Address**

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

27 **提示 Advisory Note**

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

28 **出任董事職位同意書 Consent to Act as Director**
*請在適用的空格內加上 ✓ 號 Please tick the relevant box*

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

**簽署** Signed : _____

**法人團體的董事／公司秘書／獲授權人士***
Director／Company Secretary／Authorized Person of the Body Corporate*

☐ **出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。**
**The Consent to Act as Director will be delivered for registration not later than 15 days after the date of incorporation of the company.**

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

表格
Form **NNC1**

## ❼ 9 創辦成員陳述書 Statement of Founder Member

**本人現核證 I certify that：**

**(a)** **本人為公司的創辦成員或獲其授權人士(如創辦成員為法人團體)並獲其他創辦成員(如有的話)授權簽署本表格。**
**I am a founder member of this company or an authorized person of a founder member, which is a body corporate (if applicable) and am authorized by the other founder members (if any) to sign this incorporation form.**

**(b)** **名列本表格內的每一名屬自然人的公司秘書通常居於香港。**
**Each of the company secretaries named in this form who is a natural person ordinarily resides in Hong Kong.**

**(c)** **名列本表格內但未簽署「出任董事職位同意書」的每一名董事已同意在公司成立為法團時擔任其董事，每一名屬自然人的董事並且已年滿 18 歲。**
**Each of the directors named in this form who has not signed the 'Consent to Act as Director' has consented to be a director of this company on its incorporation and each director who is a natural person has attained the age of 18 years.**

**(d)** **所有創辦成員已為《公司條例》第 67(1)(a) 條的目的而簽署公司的章程細則，並確認連同本表格交付的公司章程細則的文本的內容，與由所有創辦成員簽署的該等章程細則的內容相同。**
**The company's articles have been signed by all founder members for the purposes of section 67(1)(a) of the Companies Ordinance. The contents of the copy of the company's articles delivered together with this form are the same as those of the articles signed by all founder members.**

**(e)** **本表格所載的資料、陳述及詳情均屬準確，並與公司的章程細則內的資料、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 articles.**

**(f)** **公司已遵守《公司條例》中就有關公司註冊的所有規定。**
**All the requirements of the Companies Ordinance in respect of the registration of the company have been complied with.**

**本表格包括下列續頁／PI-NNC1 頁 This Form includes the following Continuation Sheet(s)／PI-NNC1 Sheet(s)**

| **續頁 Continuation Sheet(s)** | **A** | **B** | **C** | **D** |
|---|---|---|---|---|
| **頁數 Number of pages** | | | | |

| **PI-NNC1 (不會供公眾查閱 NOT for Public Inspection)** | |
|---|---|
| **頁數 Number of pages** | |

❼ **簽署** Signed:

**姓名** Name : _____ **日期** Date : _____
**創辦成員 Founder Member** **日** DD / **月** MM / **年** YYYY

表格 Form **NNC1**

**續頁 A Continuation Sheet A**

## ⓮ 創辦成員詳情（第 6 項） Details of Founder Members (Section 6)

**1 中文姓名／名稱**
**Name in Chinese**

**英文姓名／名稱**
**Name in English**

**地址**
**Address**

**國家／地區**
Country／Region

**認購的股本**
**Share Capital to be Subscribed**

| 股份的類別（如普通股／優先股等）Class of Shares (e.g. Ordinary／Preference etc.) | 建議向該成員發行的股份數目 Shares Proposed to be Issued to the Member | | |
|---|---|---|---|
| | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | |
| | | | |
| | | | |
| 總值 Total | | | |

**2 中文姓名／名稱**
**Name in Chinese**

**英文姓名／名稱**
**Name in English**

**地址**
**Address**

**國家／地區**
Country／Region

**認購的股本**
**Share Capital to be Subscribed**

| 股份的類別（如普通股／優先股等）Class of Shares (e.g. Ordinary／Preference etc.) | 建議向該成員發行的股份數目 Shares Proposed to be Issued to the Member | | |
|---|---|---|---|
| | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | |
| | | | |
| | | | |
| 總值 Total | | | |

表格 Form **NNC1**

**續頁 B Continuation Sheet B**

## 15 首任公司秘書詳情 (第 7 項) Details of First Company Secretary (Section 7)

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

16 **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

17 **香港通訊地址 Hong Kong Correspondence Address**

香港／HONG KONG

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

18 **電郵地址 Email Address**

19 **身分識別 Identification**

*(須在 PI-NNC1 頁填報完整身分識別號碼 Provide full identification number in PI-NNC1 sheet)*

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region | **部分號碼 Partial Number**

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

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

21 **香港地址 Hong Kong Address**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

18 **電郵地址 Email Address**

**公司編號 Company Number**

表格 Form **NNC1**

**續頁 C Continuation Sheet C**

## 15 首任董事(自然人)詳情 (第 8A 項) Details of First Directors (Natural Person) (Section 8A)

22 **中文姓名 Name in Chinese**

**英文姓名 Name in English**

**姓氏** Surname

**名字** Other Names

**前用姓名 Previous Names**

**中文** Chinese | **英文** English

**別名 Alias**

**中文** Chinese | **英文** English

23 *(須在 PI-NNC1 頁填報董事通常住址 Provide director's usual residential address in PI-NNC1 sheet)*

**通訊地址 Correspondence Address**

**國家／地區** Country／Region

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

24 **電郵地址 Email Address**

25 *(須在 PI-NNC1 頁填報完整身分識別號碼 Provide full identification number in PI-NNC1 sheet)*

**身分識別 Identification**

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region | **部分號碼 Partial Number**

27

**提示 Advisory Note**

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

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

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

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

**簽署** Signed : _____

☐ **出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。**
**The Consent to Act as Director will be delivered for registration not later than 15 days after the date of incorporation of the company.**

表格
Form **NNC1**

**續頁 D Continuation Sheet D**

## 15 首任董事(法人團體)詳情 (第 8B 項) Details of First Directors (Body Corporate) (Section 8B)

**董事(法人團體) Director (Body Corporate)**

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

**26 地址**
**Address**

**國家／地區**
Country／Region

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

**24 電郵地址**
**Email Address**

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

**27**

**提示 Advisory Note**

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

**28 出任董事職位同意書 Consent to Act as Director**
*請在適用的空格內加上 ✓ 號 Please tick the relevant box*

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

**簽署** Signed : _____

**法人團體的董事／公司秘書／獲授權人士***
Director／Company Secretary／Authorized Person of the Body Corporate*

☐ **出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。**
**The Consent to Act as Director will be delivered for registration not later than 15 days after the date of incorporation of the company.**

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

# PI-NNC1

**建議採用的公司英文或中文名稱 Proposed English OR Chinese Company Name**

## 首任公司秘書／董事(自然人) – 受保護資料
## First Company Secretary／Director (Natural Person) – Protected Information

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

- **請於本頁申報首任公司秘書的香港身分證或護照的完整號碼。**
  **The full number of Hong Kong Identity Card or passport of the first company secretary should be reported on this page.**
- **請於本頁申報首任董事的香港身分證或護照的完整號碼及通常住址。**
  **The full number of Hong Kong Identity Card or passport and usual residential address of the first director should be reported on this page.**

*(每一頁 PI-NNC1 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NNC1 頁填報。*
*Each PI-NNC1 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC1 sheet(s).)*

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

**身分 Capacity** ☐ **公司秘書** Company Secretary ☐ **董事** Director

16 22 **中文姓名 Name in Chinese**

**英文姓名 Name in English**
**姓氏** Surname
**名字** Other Names

30 **身分識別 Identification**

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

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

31 **董事的通常住址 Usual Residential Address of Director**

**國家／地區** Country／Region

**請勿覆蓋此頁內的條碼**
**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 NNC1 時，請將所有 PI-NNC1 頁置於最後。***
***Please place all PI-NNC1 sheets at the end when delivering the Form NNC1.)***

指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

**《公司條例》(香港法例第 622 章)**
**第 67(1)(b)條規定交付的**

**法團成立表格**
**(股份有限公司)**

**填表須知 — 表格 NNC1**

**附註**

**引言**

**1.** 本表格是用以向公司註冊處處長(「處長」)申請成立一間具法團地位的股份有限公司，並***必須連同公司的章程細則的文本一併交付***。

**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，**提出成立法團的申請人須把「致商業登記署通知書」(IRBR1)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填報各項所需資料。如以中文填報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

**4.** 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。公司註冊處會以傳真方式通知提交人親身領取「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.** 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

**費用**

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

**簽署**

**7.** 本表格必須由一名名列本表格內的創辦成員簽署***並核證第 9 項「創辦成員陳述書」內的各項陳述***。如創辦成員屬法人團體，本表格必須由該法人團體的董事、公司秘書或獲該法人團體授權的人士簽署。公司註冊處不接納未簽妥的表格。

**建議採用的公司名稱 (第 1 項)**

**8.** (a) 公司名稱可用英文或中文註冊。公司亦可同時註冊一個英文名稱和一個中文名稱。有關擬訂公司名稱須注意的事項，請參閱《香港公司名稱註冊指引》。

(b) 在本項填報的建議採用的公司名稱，必須與《公司條例》第 81 條所規定的公司章程細則的***名稱條款***所述的公司名稱相同。如建議採用的公司名稱有任何錯誤，公司註冊處可拒絕該註冊成立公司的申請，而所繳交的存放文件費用亦不會獲得退還。

**公司類別 (第 2 項)**

**9.** 如公司的章程細則限制成員轉讓股份的權利、將成員最高人數限於50人及禁止邀請公眾人士認購該公司的任何股份或債權證；而公司亦不屬擔保有限公司，該公司即屬「私人公司」。如公司既不屬私人公司亦不屬擔保有限公司，則公司即屬「公眾公司」。如有需要，請就選擇合適的公司類別尋求獨立的法律意見。

**公司在香港的註冊辦事處的建議地址 (第 3 項)**

**10.** 請在本項填報公司在香港的註冊辦事處的建議地址的詳細地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。建議的地址須自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《公司條例》第658(3)條向處長交付有關該地址的更改通知書(表格NR1)為止。

**電郵地址 (第 4 項)**

**11.** 請提供公司的電郵地址(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 NR1 通知公司註冊處。

**公司組成時的股本及最初的股份持有情況 (第 5 項)**

**12.** 股份有限公司必須填報其組成時的股本及最初的股份持有情況。以下例子只供參考。

例： 甲乙丙有限公司建議在組成時發行 10,000 股普通股，而創辦成員將會認購的股本總額為 20,000 元，將會繳付或視為已繳付的款額為 10,000 元。

| 股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.) | 建議發行的股份總數 Total Number of Shares Proposed to be Issued | 貨幣 Currency | 創辦成員認購的股本總額 Total Amount of Share Capital to be Subscribed by Founder Members (a) | 建議發行的股份的將要繳付或視為已繳付的總款額 Total Amount to be Paid Up or to be Regarded as Paid Up on the Shares Proposed to be Issued (b) | 建議發行的股份的尚未繳付或視為尚未繳付的總款額 Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares Proposed to be Issued (a) – (b) |
|---|---|---|---|---|---|
| 普通股 | 10,000 | 港元 | 20,000 | 10,000 | 10,000 |
| | | | | | |
| | | | | | |
| 總值 Total | 10,000 | 港元 | 20,000 | 10,000 | 10,000 |
| | | | | | |

**股份所附帶的權利的詳情 (第 5A 項)**

**13.** 如公司的股本分為不同類別的股份，請就每一類股份述明該類別股份—

(a) 所附帶的表決權的詳情，包括只在某些情況下產生的權利；

(b) 所附帶的、在分派股息時參與該項分派的權利的詳情；

(c) 所附帶的、在分派股本時(包括清盤時進行的分派)參與該項分派的權利的詳情；及

(d) 是否屬可贖回股份。

**創辦成員 (第 6 項)**

**14.** 請填報每名創辦成員的資料、公司建議在其組成時向該成員發行的股份數目，及該成員將會在該公司組成時認購的股本總額。

**首任公司秘書及董事 (第 7 及 8 項)**

**15.** (a) 公司的首任公司秘書及董事的詳情，必須在本表格第 7、8 項及 PI-NNC1 頁內填報。

(b) 每間在香港成立為法團的私人公司必須有一名公司秘書及最少一名屬自然人的董事，公司秘書職位***不得***同時由公司的唯一董事兼任。只有一名董事的私人公司***不得***委任一個以該董事為唯一董事的法人團體作為公司秘書。

(c) 每間在香港成立為法團的公眾公司必須有一名公司秘書及最少兩名董事，公司秘書職位可由其中一名董事兼任。法人團體***不得***出任公眾公司的董事。

**首任公司秘書 (第 7A 及 7B 項)**

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

**17.** 如公司秘書屬自然人，必須通常居於香港，但只須填報其***在香港的通訊地址***。本處不接納非香港地址或郵政信箱號碼。

**18.** 請提供公司秘書的電郵地址(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 ND2B 通知公司註冊處。

**19.** (a) 只須填報公司秘書的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指 —

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子 ：**

**香港身分證號碼**

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

**護照號碼**

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

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

(c) 請另外於 PI-NNC1 頁內填報公司秘書完整的香港身分證號碼或護照號碼。PI-NNC1 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NNC1 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NNC1 頁填報。

(d) 如公司秘書並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」，亦無需提交 PI-NNC1 頁。

**20.** 如某商號的所有合夥人為公司的聯名秘書，請在供公司秘書(法人團體)填報的空格內(第 7B 項)填報商號名稱及其在***香港***的主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

**21.** 如公司秘書屬法人團體，請註明其在***香港***的註冊辦事處或主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

**首任董事 (第 8A 及 8B 項)**

**22.** 屬自然人的董事的姓名，必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

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

請另外於 PI-NNC1 頁內填報董事的***通常住址***。PI-NNC1 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NNC1 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NNC1 頁填報。

**24.** 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 ND2B 通知公司註冊處。

**25.** (a) 請填報屬自然人的董事的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註19。

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

(c) 請另外於 PI-NNC1 頁內填報董事完整的香港身分證號碼或護照號碼。PI-NNC1 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NNC1 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NNC1 頁填報。

(d) 如董事並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」。

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

**27.** 所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁(www.cr.gov.hk) 閱覽或下載，印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。

**28.** 每一名董事均須作出陳述，同意在公司成立為法團時擔任其董事。董事可以在本表格的「出任董事職位同意書」上簽署，或在公司成立為法團的日期後 15 日內向處長交付已填妥及簽署的表格 NNC3 —「出任首任董事職位同意書」。如董事屬法人團體，同意書必須由該法人團體的董事、公司秘書或獲該法人團體授權的人士簽署。

**首任公司秘書／董事(自然人) - 受保護資料 (PI-NNC1)**

**29.** 在 PI-NNC1 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-NNC1 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NNC1 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NNC1 頁填報。

**30.** 請填報公司秘書或董事的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。如該董事沒持有香港身分證或任何護照，請在有關的空格內填上「無」。如該公司秘書沒持有香港身分證或任何護照，則無需提交 PI-NNC1 頁。

**31.** 請填報董事的通常住址，如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住址。

**INCORPORATION FORM**
**(COMPANY LIMITED BY SHARES)**

**For the purposes of section 67(1)(b) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NNC1**

**Introduction**

**1.** This form should be used for applying to the Registrar of Companies (the Registrar) for incorporation of a company limited by shares and ***must be accompanied by a copy of the company's articles***.

**2.** According to sections 5A(1) and 5D(2) of the Business Registration Ordinance (Cap. 310), **an applicant for company incorporation must deliver a Notice to Business Registration Office (IRBR1) 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 in person. A written authorization will be required if the presentor sends a representative to collect the certificates.

**5.** This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

**Fee**

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

**Signature**

**7.** A founder member named in this form must sign this form and ***certify the statements made in the Statement of Founder Member in Section 9***. If the founder member is a body corporate, this form must be signed by a director, the company secretary of the body corporate or an authorized person acting on its behalf. A form which is not properly signed will be rejected by the Companies Registry.

**Proposed Company Name (Section 1)**

**8.** (a) A company name may be in English or in Chinese. A company may also adopt both an English name and a Chinese name. Please refer to the 'Guideline on Registration of Company Names for Hong Kong Companies' for the points to note when choosing a company name.

(b) The company name(s) stated in this Section should be identical to the name(s) stated in the ***Name Clause*** of the articles of the company as required under section 81 of the Companies Ordinance. An application for incorporation with errors in the proposed company name(s) may be rejected by the Companies Registry and the lodgement fee paid will not be refunded.

**Type of Company (Section 2)**

**9.** A company is a 'private company' if its articles restrict a member's right to transfer shares, limit the number of members to 50, and prohibit any invitation to the public to subscribe for any shares or debentures of the company; and it is not a company limited by guarantee. A company is a 'public company' if it is not a private company and not a company limited by guarantee. Please seek independent legal advice on the choice of an appropriate type of company, if necessary.

**Proposed Address of the Company's Registered Office in Hong Kong (Section 3)**

**10.** The full proposed address of the company's registered office in Hong Kong must be stated in this Section. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable. The proposed address shall be the address of the company's registered office with effect from the date of its incorporation until a notice of change in respect of the address in Form NR1 is delivered to the Registrar under section 658(3) of the Companies Ordinance.

**Email Address (Section 4)**

**11.** Please provide the email address of the 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 NR1.

**Share Capital and Initial Shareholdings on the Company's Formation (Section 5)**

**12.** A company limited by shares must state the details of the share capital and initial shareholdings on its formation. An example is provided below for reference only.

e.g. ABC Company Limited proposes to issue 10,000 ordinary shares on its formation. The total amount of the share capital to be subscribed by the founder members is HKD20,000, of which the amount to be paid up or to be regarded as paid up will be HKD10,000.

| 股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.) | 建議發行的股份總數 Total Number of Shares Proposed to be Issued | 貨幣 Currency | 創辦成員認購的股本總額 Total Amount of Share Capital to be Subscribed by Founder Members (a) | 建議發行的股份的將要繳付或視為已繳付的總款額 Total Amount to be Paid Up or to be Regarded as Paid Up on the Shares Proposed to be Issued (b) | 建議發行的股份的尚未繳付或視為尚未繳付的總款額 Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares Proposed to be Issued (a) – (b) |
|---|---|---|---|---|---|
| Ordinary | 10,000 | HKD | 20,000 | 10,000 | 10,000 |
| | | | | | |
| | | | | | |
| 總值 Total | 10,000 | HKD | 20,000 | 10,000 | 10,000 |
| | | | | | |

**Particulars of Rights Attached to Shares (Section 5A)**

**13.** If the share capital of the company is to be divided into different classes of shares, please state for each class of shares —

(a) the particulars of any voting rights attached to shares in that class, including rights that arise only in certain circumstances;
(b) the particulars of any rights attached to shares in that class, as respects dividends, to participate in a distribution;
(c) the particulars of any rights attached to shares in that class, as respects capital, to participate in a distribution (including on a winding up); and
(d) whether or not shares in that class are redeemable shares.

**Founder Members (Section 6)**

**14.** Please provide the details of each founder member, the number of shares that the company proposes to issue to the member and the total amount of share capital to be subscribed by the member on the company's formation.

**First Company Secretary and Directors (Sections 7 and 8)**

**15.** (a) The details of the first company secretary and directors must be reported in Sections 7, 8 and PI-NNC1 sheet of this form.

(b) Every private company incorporated in Hong Kong must have a company secretary and at least one director who is a natural person. The sole director of a private company must ***not*** also be the company secretary. A private company having only one director must ***not*** have a body corporate as its company secretary the sole director of which is the sole director of the private company.

(c) Every public company incorporated in Hong Kong must have a company secretary and at least two directors, one of whom may be the company secretary. A body corporate must ***not*** be a director of a public company.

**First Company Secretary (Sections 7A and 7B)**

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

**17.** If the company secretary is a natural person, he or she must ordinarily reside in Hong Kong, but he or she is only required to provide the ***correspondence address in Hong Kong***. Non-Hong Kong addresses or post office box numbers are not acceptable.

**18.** Please provide the email address of the company secretary, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.

**19.** (a) Only the ***partial number*** of the Hong Kong Identity Card of the company secretary or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country/region of the passport of the company secretary is required. Please provide the partial number according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | ( ) A 1 2 3 * * * (*) |
| AA123456(7) | A A 1 2 3 * * * (*) |

**Passport Number**

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

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

(c) Please report the full Hong Kong Identity Card number or passport number of the company secretary separately on a PI-NNC1 sheet. PI-NNC1 sheet and the information reported therein are withheld from public inspection.

Each PI-NNC1 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC1 sheet(s).

(d) If the company secretary holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NNC1 sheet.

**20.** If all the partners in a firm are joint company secretaries of the company, please state the name of the firm and the address of its principal office in ***Hong Kong*** in the boxes provided for Company Secretary (Body Corporate) (Section 7B). Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

**21.** If the company secretary is a body corporate, the address of its registered or principal office in ***Hong Kong*** should be given. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

**First Directors (Sections 8A and 8B)**

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

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

Please report the ***usual residential address*** of the director separately on a PI-NNC1 sheet. PI-NNC1 sheet and the information reported therein are withheld from public inspection.

Each PI-NNC1 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC1 sheet(s).

**24.** 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 ND2B.

**25.** (a) Please provide the ***partial number*** of the Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of the director who is a natural person. Please refer to Note 19 on the details and examples of ***partial number***.

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

(c) Please report the full Hong Kong Identity Card number or passport number of the director separately on a PI-NNC1 sheet. PI-NNC1 sheet and the information reported therein are withheld from public inspection.

Each PI-NNC1 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC1 sheet(s).

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

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

**27.** All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

**28.** Every director shall make a statement that he or she has consented to be a director of the company on the company's formation. A director may sign the 'Consent to Act as Director' in this form or complete and sign Form NNC3 — Consent to Act as First Director, which must be delivered to the Registrar not later than 15 days after the date of incorporation of the company. If the director is a body corporate, the statement must be signed by a director, the company secretary of the body corporate or an authorized person acting on its behalf.

**First Company Secretary／Director (Natural Person) - Protected Information (PI- NNC1)**

**29.** Hong Kong Identity Card number or passport number and usual residential address reported on PI-NNC1 sheet are protected information. PI-NNC1 sheet and the information reported therein are withheld from public inspection.

Each PI-NNC1 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC1 sheet(s).

**30.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country／region of the passport of the company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. If the company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NNC1 sheet.

**31.** Please state the usual residential address of the director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. 'Care of' addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.

公司註冊處
Companies Registry

# 法團成立表格
# (股份有限公司以外的公司)
# Incorporation Form
# (Company Not Limited by Shares)

表格 Form **NNC1G**

註 Note

8 **1 建議採用的公司名稱 Proposed Company Name**

**建議採用的公司英文名稱 Proposed English Company Name**

**建議採用的公司中文名稱 Proposed Chinese Company Name**

9 **2 公司類別 Type of Company**

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

A. ☐ **無股本的擔保有限公司**
a company limited by guarantee without a share capital

B. ☐ **有股本的公眾無限公司**
a public unlimited company with a share capital

C. ☐ **有股本的私人無限公司**
a private unlimited company with a share capital

4

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

表格
Form **NNC1G**

10 **3 公司在香港的註冊辦事處的建議地址**
**Proposed Address of the Company's Registered Office in Hong Kong**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

11 **4 電郵地址 Email Address**

**5 擔保有限公司的成員人數及成員的法律責任**
**Number and Liability of Members of a Company Limited by Guarantee**

12 **公司建議註冊的成員人數**
Number of members with which the company proposes to register

13 **每名屬公司的成員的人均承諾，為《公司條例》第 84(2)(a)、(b)及(c)條的目的，若公司在該人是公司的成員期間清盤，或在該人不再是公司的成員之後的一年內清盤，該人會分擔支付該人須付的一筆不超過下述款額的款額，作為公司的資產。**
Each person who is a member of the company undertakes that if the company is wound up while the person is a member of the company, or within one year after the person ceases to be such a member, the person will contribute an amount required of the person, not exceeding the amount stated below, to the company's assets for the purposes of section 84(2)(a), (b) and (c) of the Companies Ordinance.

| **成員類別** Class of Members | **貨幣** Currency | **款額** Amount |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

表格
Form **NNC1G**

## 14 6 公司組成時的股本及最初的股份持有情況
## Share Capital and Initial Shareholdings on the Company's Formation

*(只適用於**有股本的無限公司** Only applicable to **Unlimited Company with a Share Capital**)*

| **股份的類別 (如普通股／優先股等)** Class of Shares (e.g. Ordinary／Preference etc.) | **建議發行的股份總數** Total Number of Shares Proposed to be Issued | **貨幣** Currency | **創辦成員認購的股本總額** Total Amount of Share Capital to be Subscribed by Founder Members (a) | **建議發行的股份的將要繳付或視為已繳付的總款額** Total Amount to be Paid Up or to be Regarded as Paid Up on the Shares Proposed to be Issued (b) | **建議發行的股份的尚未繳付或視為尚未繳付的總款額** Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares Proposed to be Issued (a) – (b) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| **總值 Total** | | | | | |
| | | | | | |

## 15 6A 股份所附帶的權利的詳情 Particulars of Rights Attached to Shares

*(只適用於發行超過一類股份的無限公司 Only applicable to unlimited company issuing more than 1 class of shares)*

| **股份的類別 (如普通股／優先股等)** Class of Shares (e.g. Ordinary／Preference etc.) | **附帶的權利的詳情** (包括表決權；在分派股息時參與該項分派的權利；在分派股本時參與該項分派的權利；該類別股份是否屬可贖回股份等) Particulars of Rights Attached (Including voting rights; rights to participate in a distribution as respects dividends; rights to participate in a distribution as respects capital; whether the shares are redeemable etc.) |
|---|---|
| | |

表格
Form **NNC1G**

## 16 7 創辦成員 Founder Members

*(如超過兩名創辦成員，請用續頁 A 填報 Use Continuation Sheet A if more than 2 founder members)*

**1 中文姓名／名稱**
**Name in Chinese**

**英文姓名／名稱**
**Name in English**

**地址**
**Address**

**國家／地區**
Country／Region

**認購的股本**
**Share Capital to be Subscribed #**

| 股份的類別（如普通股／優先股等）Class of Shares (e.g. Ordinary／Preference etc.) | 建議向該成員發行的股份數目 Shares Proposed to be Issued to the Member | | |
|---|---|---|---|
| | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | |
| | | | |
| | | | |
| 總值 Total | | | |
| | | | |

**2 中文姓名／名稱**
**Name in Chinese**

**英文姓名／名稱**
**Name in English**

**地址**
**Address**

**國家／地區**
Country／Region

**認購的股本**
**Share Capital to be Subscribed #**

| 股份的類別（如普通股／優先股等）Class of Shares (e.g. Ordinary／Preference etc.) | 建議向該成員發行的股份數目 Shares Proposed to be Issued to the Member | | |
|---|---|---|---|
| | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | |
| | | | |
| | | | |
| 總值 Total | | | |
| | | | |

*# 只適用於有股本的無限公司 Only applicable to Unlimited Company with a Share Capital*

表格 Form **NNC1G**

## 17 8 首任公司秘書 First Company Secretary

*(如超過一名公司秘書屬自然人或法人團體，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a natural person or a body corporate)*

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

18 **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

19 **香港通訊地址 Hong Kong Correspondence Address**

香港／HONG KONG

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

20 **電郵地址 Email Address**

21 **身分識別 Identification**

*(須在 PI-NNC1G 頁填報完整身分識別號碼 Provide full identification number in PI-NNC1G sheet)*

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region | **部分號碼 Partial Number**

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

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

23 **香港地址 Hong Kong Address**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

20 **電郵地址 Email Address**

**公司編號 Company Number**

表格 Form **NNC1G**

## 17 9 首任董事 First Directors

### A. 董事(自然人) Director (Natural Person)

*(如超過一名董事屬自然人，請用續頁 C 填報 Use Continuation Sheet C if more than 1 director is a natural person)*

24 **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

25 *(須在 PI-NNC1G 頁填報董事通常住址 Provide director's usual residential address in PI-NNC1G sheet)*

**通訊地址 Correspondence Address**

**國家／地區** Country／Region

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

26 **電郵地址 Email Address**

27 *(須在 PI-NNC1G 頁填報完整身分識別號碼 Provide full identification number in PI-NNC1G sheet)*

**身分識別 Identification**

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region — **部分號碼 Partial Number**

29

**提示 Advisory Note**

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

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

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

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

**簽署** Signed : _____

☐ **出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。**
**The Consent to Act as Director will be delivered for registration not later than 15 days after the date of incorporation of the company.**

表格 Form **NNC1G**

**9 首任董事 First Directors** (續上頁 cont'd)

**B. 董事(法人團體) Director (Body Corporate)**
*(如超過一名董事屬法人團體，請用續頁 D 填報 Use Continuation Sheet D if more than 1 director is a body corporate)*

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

28 **地址**
**Address**

**國家／地區**
Country／Region

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

26 **電郵地址**
**Email Address**

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

29

**提示 Advisory Note**

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

30 **出任董事職位同意書 Consent to Act as Director**
*請在適用的空格內加上 ✓ 號 Please tick the relevant box*

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

**簽署** Signed : _____

**法人團體的董事／公司秘書／獲授權人士***
Director／Company Secretary／Authorized Person of the Body Corporate*

☐ **出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。**
**The Consent to Act as Director will be delivered for registration not later than 15 days after the date of incorporation of the company.**

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

表格
Form **NNC1G**

## ❼ 10 創辦成員陳述書 Statement of Founder Member

**本人現核證 I certify that：**

**(a)** **本人為公司的創辦成員或獲其授權人士(如創辦成員為法人團體)並獲其他創辦成員(如有的話)授權簽署本表格。**
**I am a founder member of this company or an authorized person of a founder member, which is a body corporate (if applicable) and am authorized by the other founder members (if any) to sign this incorporation form.**

**(b)** **名列本表格內的每一名屬自然人的公司秘書通常居於香港。**
**Each of the company secretaries named in this form who is a natural person ordinarily resides in Hong Kong.**

**(c)** **名列本表格內但未簽署「出任董事職位同意書」的每一名董事已同意在公司成立為法團時擔任其董事，每一名屬自然人的董事並且已年滿 18 歲。**
**Each of the directors named in this form who has not signed the 'Consent to Act as Director' has consented to be a director of this company on its incorporation and each director who is a natural person has attained the age of 18 years.**

**(d)** **所有創辦成員已為《公司條例》第 67(1)(a) 條的目的而簽署公司的章程細則，並確認連同本表格交付的公司章程細則的文本的內容，與由所有創辦成員簽署的該等章程細則的內容相同。**
**The company's articles have been signed by all founder members for the purposes of section 67(1)(a) of the Companies Ordinance. The contents of the copy of the company's articles delivered together with this form are the same as those of the articles signed by all founder members.**

**(e)** **本表格所載的資料、陳述及詳情均屬準確，並與公司的章程細則內的資料、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 articles.**

**(f)** **公司已遵守《公司條例》中就有關公司註冊的所有規定。**
**All the requirements of the Companies Ordinance in respect of the registration of the company have been complied with.**

**本表格包括下列續頁／PI-NNC1G頁 This Form includes the following Continuation Sheet(s)／PI-NNC1G Sheet(s)**

| 續頁 Continuation Sheet(s) | A | B | C | D |
|---|---|---|---|---|
| 頁數 Number of pages | | | | |

| PI-NNC1G (不會供公眾查閱 NOT for Public Inspection) | |
|---|---|
| 頁數 Number of pages | |

❼ **簽署** Signed:

**姓名** Name : _____ **日期** Date : _____
**創辦成員 Founder Member** **日** DD / **月** MM / **年** YYYY

表格 Form **NNC1G**

**續頁 A Continuation Sheet A**

## ⑯ 創辦成員詳情（第 7 項） Details of Founder Members (Section 7)

**1 中文姓名／名稱**
**Name in Chinese**

**英文姓名／名稱**
**Name in English**

**地址**
**Address**

**國家／地區**
Country／Region

**認購的股本**
**Share Capital to be Subscribed #**

| 股份的類別（如普通股／優先股等）Class of Shares (e.g. Ordinary／Preference etc.) | 建議向該成員發行的股份數目 Shares Proposed to be Issued to the Member | | |
|---|---|---|---|
| | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | |
| | | | |
| | | | |
| 總值 Total | | | |

**2 中文姓名／名稱**
**Name in Chinese**

**英文姓名／名稱**
**Name in English**

**地址**
**Address**

**國家／地區**
Country／Region

**認購的股本**
**Share Capital to be Subscribed #**

| 股份的類別（如普通股／優先股等）Class of Shares (e.g. Ordinary／Preference etc.) | 建議向該成員發行的股份數目 Shares Proposed to be Issued to the Member | | |
|---|---|---|---|
| | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | |
| | | | |
| | | | |
| 總值 Total | | | |

*# 只適用於有股本的無限公司 Only applicable to Unlimited Company with a Share Capital*

表格
Form **NNC1G**

**續頁 B Continuation Sheet B**

## 17 首任公司秘書詳情 (第 8 項) Details of First Company Secretary (Section 8)

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

18 **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

19 **香港通訊地址**
**Hong Kong Correspondence Address**

香港／HONG KONG

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

20 **電郵地址**
**Email Address**

21 **身分識別 Identification**

*(須在 PI-NNC1G 頁填報完整身分識別號碼 Provide full identification number in PI-NNC1G sheet)*

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

(b) **護照**
Passport

**簽發國家／地區** Issuing Country／Region | **部分號碼 Partial Number**

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

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

23 **香港地址**
**Hong Kong Address**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

20 **電郵地址**
**Email Address**

**公司編號 Company Number**

表格
Form **NNC1G**

**續頁 C Continuation Sheet C**

## 17 首任董事(自然人)詳情 (第 9A 項) Details of First Directors (Natural Person) (Section 9A)

**24 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

**25 通訊地址 Correspondence Address**

*(須在 PI-NNC1G 頁填報董事通常住址 Provide director's usual residential address in PI-NNC1G sheet)*

**國家／地區** Country／Region

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

**26 電郵地址 Email Address**

**27 身分識別 Identification**

*(須在 PI-NNC1G 頁填報完整身分識別號碼 Provide full identification number in PI-NNC1G sheet)*

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region | **部分號碼 Partial Number**

**29**

**提示 Advisory Note**

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

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

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

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

**簽署** Signed : _____

☐ **出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。**
**The Consent to Act as Director will be delivered for registration not later than 15 days after the date of incorporation of the company.**

表格 Form **NNC1G**

**續頁 D Continuation Sheet D**

## 17 首任董事(法人團體)詳情 (第 9B 項) Details of First Directors (Body Corporate) (Section 9B)

**董事(法人團體) Director (Body Corporate)**

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

28 **地址 Address**

**國家／地區** Country／Region

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

26 **電郵地址 Email Address**

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

29

**提示 Advisory Note**

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

30 **出任董事職位同意書 Consent to Act as Director**
*請在適用的空格內加上 ✓ 號 Please tick the relevant box*

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

**簽署** Signed : _____
**法人團體的董事／公司秘書／獲授權人士***
Director／Company Secretary／Authorized Person of the Body Corporate*

☐ **出任董事職位同意書會於公司成立為法團的日期後 15 日內交付登記。**
**The Consent to Act as Director will be delivered for registration not later than 15 days after the date of incorporation of the company.**

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

# PI-NNC1G

**建議採用的公司英文或中文名稱 Proposed English OR Chinese Company Name**

## 首任公司秘書／董事(自然人) – 受保護資料
## First Company Secretary／Director (Natural Person) – Protected Information

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

- **請於本頁申報首任公司秘書的香港身分證或護照的完整號碼。**
  **The full number of Hong Kong Identity Card or passport of the first company secretary should be reported on this page.**
- **請於本頁申報首任董事的香港身分證或護照的完整號碼及通常住址。**
  **The full number of Hong Kong Identity Card or passport and usual residential address of the first director should be reported on this page.**

*(每一頁 PI-NNC1G 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NNC1G 頁填報。*
*Each PI-NNC1G sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC1G sheet(s).)*

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

**身分 Capacity** ☐ **公司秘書** Company Secretary ☐ **董事** Director

18 24 **中文姓名 Name in Chinese**

**英文姓名 Name in English**
**姓氏** Surname
**名字** Other Names

32 **身分識別 Identification**

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

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

33 **董事的通常住址 Usual Residential Address of Director**

**國家／地區** Country／Region

**請勿覆蓋此頁內的條碼**
**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 NNC1G 時，請將所有 PI-NNC1G 頁置於最後。***
***Please place all PI-NNC1G sheets at the end when delivering the Form NNC1G.)***

**《公司條例》(香港法例第 622 章)**
**第 67(1)(b)條規定交付的**

**法團成立表格**
**(股份有限公司以外的公司)**

**填表須知 — 表格 NNC1G**

**附註**

**引言**

**1.** 本表格是用以向公司註冊處處長(「處長」)申請成立一間具法團地位的擔保有限公司或無限公司，並***必須連同公司的章程細則的文本一併交付***。本表格***不適用***於不擬註冊為具有法團地位的獨資或合夥經營的業務。

**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，**提出成立法團的申請人須把「致商業登記署通知書」(IRBR1)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填報各項所需資料。如以中文填報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

**4.** 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。公司註冊處會以傳真方式通知提交人親身領取「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.** 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

**費用**

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

**簽署**

**7.** 本表格必須由一名名列本表格內的創辦成員簽署***並核證第 10 項「創辦成員陳述書」內的各項陳述***。如創辦成員屬法人團體，本表格必須由該法人團體的董事、公司秘書或獲該法人團體授權的人士簽署。公司註冊處不接納未簽妥的表格。

**建議採用的公司名稱 (第 1 項)**

**8.** (a) 公司名稱可用英文或中文註冊。公司亦可同時註冊一個英文名稱和一個中文名稱。有關擬訂公司名稱須注意的事項，請參閱《香港公司名稱註冊指引》。

(b) 在本項填報的建議採用的公司名稱，必須與《公司條例》第 81 條所規定的公司章程細則的***名稱條款***所述的公司名稱相同。如建議採用的公司名稱有任何錯誤，公司註冊處可拒絕該註冊成立公司的申請，而所繳交的存放文件費用亦不會獲得退還。

**公司類別 (第 2 項)**

**9.** (a) 如公司沒有股本及公司的章程細則將其成員的法律責任限於該成員藉章程細則承諾在公司清盤時支付作為公司資產的款額，該公司即屬「擔保有限公司」。

(b) 如公司的成員的法律責任並無上限，該公司即屬「無限公司」。

(c) 如公司的章程細則限制成員轉讓股份的權利、將成員最高人數限於 50 人及禁止邀請公眾人士認購該公司的任何股份或債權證；而公司亦不屬擔保有限公司，該公司即屬「私人公司」。如公司既不屬私人公司亦不屬擔保有限公司，則公司即屬「公眾公司」。

(d) 如有需要，請就選擇合適的公司類別尋求獨立的法律意見。

**公司在香港的註冊辦事處的建議地址 (第 3 項)**

**10.** 請在本項填報公司在香港的註冊辦事處的建議地址的詳細地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。建議的地址須自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《公司條例》第658(3)條向處長交付有關該地址的更改通知書(表格NR1)為止。

**電郵地址 (第 4 項)**

**11.** 請提供公司的電郵地址(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NR1 通知公司註冊處。

**擔保有限公司的成員人數及成員的法律責任 (第 5 項)**

**12.** 請註明公司在組成時**建議**註冊的成員***人數***，***不可***填上「無限」。

**13.** 每名屬公司的成員的人須承諾，若該公司在該人是該公司的成員期間清盤，或在該人不再是該公司的成員之後的一年內清盤，該人會分擔支付該人須付的一筆不超逾指明款額的款額，作為該公司的資產，以—

(a) 支付該公司在該人不再是該公司的成員之前招致的債項及債務；
(b) 支付該公司清盤的費用、收費及開支；及
(c) 調整分擔人之間的權利。

請在本項註明不同類別的成員所承諾分擔支付的款額。

**公司組成時的股本及最初的股份持有情況 (第 6 項)**

**14.** 有股本的無限公司必須填報其組成時的股本及最初的股份持有情況。以下例子只供參考。

例： 甲乙丙無限公司建議在組成時發行 10,000 股普通股，而創辦成員將會認購的股本總額為 20,000 元，將會繳付或視為已繳付的款額為 10,000 元。

| 股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.) | 建議發行的股份總數 Total Number of Shares Proposed to be Issued | 貨幣 Currency | 創辦成員認購的股本總額 Total Amount of Share Capital to be Subscribed by Founder Members (a) | 建議發行的股份的將要繳付或視為已繳付的總款額 Total Amount to be Paid Up or to be Regarded as Paid Up on the Shares Proposed to be Issued (b) | 建議發行的股份的尚未繳付或視為尚未繳付的總款額 Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares Proposed to be Issued (a) – (b) |
|---|---|---|---|---|---|
| 普通股 | 10,000 | 港元 | 20,000 | 10,000 | 10,000 |
| | | | | | |
| | | | | | |
| 總值 Total | 10,000 | 港元 | 20,000 | 10,000 | 10,000 |
| | | | | | |

**股份所附帶的權利的詳情 (第 6A 項)**

**15.** 如公司的股本分為不同類別的股份，請就每一類股份述明該類別股份—

(a) 所附帶的表決權的詳情，包括只在某些情況下產生的權利；
(b) 所附帶的、在分派股息時參與該項分派的權利的詳情；
(c) 所附帶的、在分派股本時(包括清盤時進行的分派)參與該項分派的權利的詳情；及
(d) 是否屬可贖回股份。

**創辦成員 (第 7 項)**

**16.** 請填報每名創辦成員的資料。如屬有股本的無限公司，請同時填報公司建議在其組成時向該成員發行的股份數目，及該成員將會在該公司組成時認購的股本總額。

**首任公司秘書及董事 (第 8 及 9 項)**

**17.** (a) 公司的首任公司秘書及董事的詳情，必須在本表格第 8、9 項及 PI-NNC1G 頁內填報。

(b) 無股本的擔保有限公司或有股本的公眾無限公司必須有一名公司秘書及最少兩名董事，公司秘書職位可由其中一名董事兼任。法人團體***不得***出任無股本的擔保有限公司或有股本的公眾無限公司的董事。

(c) 有股本的私人無限公司必須有一名公司秘書及最少一名屬自然人的董事，公司秘書職位***不得***同時由公司的唯一董事兼任。只有一名董事的私人無限公司***不得***委任一個以該董事為唯一董事的法人團體作為公司秘書。

**首任公司秘書 (第 8A 及 8B 項)**

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

**19.** 如公司秘書屬自然人，必須通常居於香港，但只須填報其***在香港的通訊地址***。本處不接納非香港地址或郵政信箱號碼。

**20.** 請提供公司秘書的電郵地址(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 ND2B 通知公司註冊處。

**21.** (a) 只須填報公司秘書的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指 —

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子 ：**

**香港身分證號碼**

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

**護照號碼**

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

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

(c) 請另外於PI-NNC1G頁內填報公司秘書完整的香港身分證號碼或護照號碼。PI-NNC1G頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁PI-NNC1G只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加PI-NNC1G頁填報。

(d) 如公司秘書並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」，亦無需提交PI-NNC1G頁。

**22.** 如某商號的所有合夥人為公司的聯名秘書，請在供公司秘書(法人團體)填報的空格內(第8B項)填報商號名稱及其在***香港***的主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

**23.** 如公司秘書屬法人團體，請註明其在***香港***的註冊辦事處或主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

**首任董事 (第 9A 及 9B 項)**

**24.** 屬自然人的董事的姓名，必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

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

請另外於 PI-NNC1G 頁內填報董事的***通常住址***。PI-NNC1G 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NNC1G 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NNC1G 頁填報。

**26.** 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ND2B通知公司註冊處。

**27.** (a) 請填報屬自然人的董事的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註21。

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

(c) 請另外於PI-NNC1G頁內填報董事完整的香港身分證號碼或護照號碼。PI-NNC1G頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁PI-NNC1G只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加PI-NNC1G頁填報。

(d) 如董事並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」。

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

**29.** 所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁(www.cr.gov.hk)閱覽或下載，印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。

**30.** 每一名董事均須作出陳述，同意在公司成立為法團時擔任其董事。董事可以在本表格的「出任董事職位同意書」上簽署，或在公司成立為法團的日期後 15 日內向處長交付已填妥及簽署的表格 NNC3 —「出任首任董事職位同意書」。如董事屬法人團體，同意書必須由該法人團體的董事、公司秘書或獲該法人團體授權的人士簽署。

**首任公司秘書／董事(自然人) - 受保護資料 (PI-NNC1G)**

**31.** 在 PI-NNC1G 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-NNC1G 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NNC1G 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NNC1G 頁填報。

**32.** 請填報公司秘書或董事的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。如該董事沒持有香港身分證或任何護照，請在有關的空格內填上「無」。如該公司秘書沒持有香港身分證或任何護照，則無需提交 PI-NNC1G 頁。

**33.** 請填報董事的通常住址，如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住址。

**INCORPORATION FORM**
**(COMPANY NOT LIMITED BY SHARES)**

**For the purposes of section 67(1)(b) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NNC1G**

**Introduction**

**1.** This form should be used for applying to the Registrar of Companies (the Registrar) for incorporation of a company limited by guarantee or an unlimited company and ***must be accompanied by a copy of the company's articles***. This form is ***not applicable*** to a sole proprietorship or partnership which does not intend to have a 'corporate' status.

**2.** According to sections 5A(1) and 5D(2) of the Business Registration Ordinance (Cap. 310), **an applicant for company incorporation must deliver a Notice to Business Registration Office (IRBR1) 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 in person. A written authorization will be required if the presentor sends a representative to collect the certificates.

**5.** This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

**Fee**

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

**Signature**

**7.** A founder member named in this form must sign this form and ***certify the statements made in the Statement of Founder Member in Section 10***. If the founder member is a body corporate, this form must be signed by a director, the company secretary of the body corporate or an authorized person acting on its behalf. A form which is not properly signed will be rejected by the Companies Registry.

**Proposed Company Name (Section 1)**

**8.** (a) A company name may be in English or in Chinese. A company may also adopt both an English name and a Chinese name. Please refer to the 'Guideline on Registration of Company Names for Hong Kong Companies' for the points to note when choosing a company name.

(b) The company name(s) stated in this Section should be identical to the name(s) stated in the ***Name Clause*** of the articles of the company as required under section 81 of the Companies Ordinance. An application for incorporation with errors in the proposed company name(s) may be rejected by the Companies Registry and the lodgement fee paid will not be refunded.

**Type of Company (Section 2)**

**9.** (a) A company is a 'company limited by guarantee' if it does not have a share capital and the liability of its members is limited by the company's articles to the amount that the members undertake, by those articles, to contribute to the assets of the company in the event of its being wound up.

(b) A company is an 'unlimited company' if there is no limit on the liability of its members.

(c) A company is a 'private company' if its articles restrict a member's right to transfer shares, limit the number of members to 50, and prohibit any invitation to the public to subscribe for any shares or debentures of the company; and it is not a company limited by guarantee. A company is a 'public company' if it is not a private company and not a company limited by guarantee.

(d) Please seek independent legal advice on the choice of an appropriate type of company, if necessary.

**Proposed Address of the Company's Registered Office in Hong Kong (Section 3)**

**10.** The full proposed address of the company's registered office in Hong Kong must be stated in this Section. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable. The proposed address shall be the address of the company's registered office with effect from the date of its incorporation until a notice of change in respect of the address in Form NR1 is delivered to the Registrar under section 658(3) of the Companies Ordinance.

**Email Address (Section 4)**

**11.** Please provide the email address of the 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 NR1.

**Number and Liability of Members of a Company Limited by Guarantee (Section 5)**

**12.** Please indicate the ***number*** of members with which the company **proposes** to register on its formation. Please ***do not*** state 'unlimited'.

**13.** Each person who is a member of the company has to undertake that if the company is wound up while the person is a member of the company, or within one year after the person ceases to be such a member, the person will contribute an amount required of the person, not exceeding a specified amount, to the company's assets —

(a) for the payment of the company's debts and liabilities contracted before the person ceases to be such a member;
(b) for the payment of the costs, charges and expenses of winding up the company; and
(c) for the adjustment, among the contributories, of their rights.

Please state the amount undertaken to be contributed by each class of members in this Section.

**Share Capital and Initial Shareholdings on the Company's Formation (Section 6)**

**14.** An unlimited company with a share capital must state the details of the share capital and initial shareholdings on its formation. An example is provided below for reference only.

e.g. ABC Company, an unlimited company, proposes to issue 10,000 ordinary shares on its formation. The total amount of the share capital to be subscribed by the founder members is HKD20,000, of which the amount to be paid up or to be regarded as paid up will be HKD10,000.

| 股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.) | 建議發行的股份總數 Total Number of Shares Proposed to be Issued | 貨幣 Currency | 創辦成員認購的股本總額 Total Amount of Share Capital to be Subscribed by Founder Members (a) | 建議發行的股份的將要繳付或視為已繳付的總款額 Total Amount to be Paid Up or to be Regarded as Paid Up on the Shares Proposed to be Issued (b) | 建議發行的股份的尚未繳付或視為尚未繳付的總款額 Total Amount to Remain Unpaid or to be Regarded as Unpaid on the Shares Proposed to be Issued (a) – (b) |
|---|---|---|---|---|---|
| Ordinary | 10,000 | HKD | 20,000 | 10,000 | 10,000 |
| | | | | | |
| | | | | | |
| 總值 Total | 10,000 | HKD | 20,000 | 10,000 | 10,000 |
| | | | | | |

**Particulars of Rights Attached to Shares (Section 6A)**

**15.** If the share capital of the company is to be divided into different classes of shares, please state for each class of shares —

(a) the particulars of any voting rights attached to shares in that class, including rights that arise only in certain circumstances;
(b) the particulars of any rights attached to shares in that class, as respects dividends, to participate in a distribution;
(c) the particulars of any rights attached to shares in that class, as respects capital, to participate in a distribution (including on a winding up); and
(d) whether or not shares in that class are redeemable shares.

**Founder Members (Section 7)**

**16.** Please provide the details of each founder member. For an unlimited company with a share capital, please also state the number of shares that the company proposes to issue to the member and the total amount of share capital to be subscribed by the member on the company's formation.

**First Company Secretary and Directors (Sections 8 and 9)**

**17.** (a) The details of the first company secretary and directors must be reported in Sections 8, 9 and PI-NNC1G sheet of this form.

(b) A company limited by guarantee without a share capital or a public unlimited company with a share capital must have a company secretary and at least two directors, one of whom may be the company secretary. It must ***not*** have a body corporate as its director.

(c) A private unlimited company with a share capital must have a company secretary and at least one director who is a natural person. The sole director of a private company must ***not*** also be the company secretary. A private unlimited company having only one director must ***not*** have a body corporate as its company secretary the sole director of which is the sole director of the private company.

**First Company Secretary (Sections 8A and 8B)**

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

**19.** If the company secretary is a natural person, he or she must ordinarily reside in Hong Kong, but he or she is only required to provide the ***correspondence address in Hong Kong***. Non-Hong Kong addresses or post office box numbers are not acceptable.

**20.** Please provide the email address of the company secretary, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.

**21.** (a) Only the ***partial number*** of the Hong Kong Identity Card of the company secretary or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country/region of the passport of the company secretary is required. Please provide the partial number according to the description of "Partial number" below:

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

**e.g.**

**Hong Kong Identity Card Number**

| Full Number (including the digit or alphabet in brackets) | Partial Number (i.e. all the alphabets and the first three digits) |
|---|---|
| A123456(7) | ( ) A 1 2 3 * * * (*) |
| AA123456(7) | A A 1 2 3 * * * (*) |

**Passport Number**

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

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

(c) Please report the full Hong Kong Identity Card number or passport number of the company secretary separately on a PI-NNC1G sheet. PI-NNC1G sheet and the information reported therein are withheld from public inspection.

Each PI-NNC1G sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC1G sheet(s).

(d) If the company secretary holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NNC1G sheet.

**22.** If all the partners in a firm are joint company secretaries of the company, please state the name of the firm and the address of its principal office in ***Hong Kong*** in the boxes provided for Company Secretary (Body Corporate) (Section 8B). Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

**23.** If the company secretary is a body corporate, the address of its registered or principal office in ***Hong Kong*** should be given. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

**First Directors (Sections 9A and 9B)**

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

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

Please report the ***usual residential address*** of the director separately on a PI-NNC1G sheet. PI-NNC1G sheet and the information reported therein are withheld from public inspection.

Each PI-NNC1G sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC1G sheet(s).

**26.** 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 ND2B.

**27.** (a) Please provide the ***partial number*** of the Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of the director who is a natural person. Please refer to Note 21 on the details and examples of ***partial number***.

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

(c) Please report the full Hong Kong Identity Card number or passport number of the director separately on a PI-NNC1G sheet. PI-NNC1G sheet and the information reported therein are withheld from public inspection.

Each PI-NNC1G sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC1G sheet(s).

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

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

**29.** All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

**30.** Every director shall make a statement that he or she has consented to be a director of the company on the company's formation. A director may sign the 'Consent to Act as Director' in this form or complete and sign Form NNC3 — Consent to Act as First Director, which must be delivered to the Registrar not later than 15 days after the date of incorporation of the company. If the director is a body corporate, the statement must be signed by a director, the company secretary of the body corporate or an authorized person acting on its behalf.

**First Company Secretary／Director (Natural Person) - Protected Information (PI-NNC1G)**

**31.** Hong Kong Identity Card number or passport number and usual residential address reported on PI-NNC1G sheet are protected information. PI-NNC1G sheet and the information reported therein are withheld from public inspection.

Each PI-NNC1G sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC1G sheet(s).

**32.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country／region of the passport of the company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. If the company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NNC1G sheet.

**33.** Please state the usual residential address of the director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. 'Care of' addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.

公司註冊處
Companies Registry

# 合資格公司的註冊申請書
# Application for Registration of Eligible Company

表格 Form **NNC5**

註 Note

**7** **1** **擬註冊的公司名稱 Company Name to be Registered**

**擬註冊的公司英文名稱 English Company Name to be Registered**

**擬註冊的公司中文名稱 Chinese Company Name to be Registered**

**8** **2** **擬註冊的公司類別 Type of Company to be Registered**

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

A. ☐ **無股本的擔保有限公司**
a company limited by guarantee without a share capital

B. ☐ **有股本的公眾無限公司**
a public unlimited company with a share capital

C. ☐ **有股本的私人無限公司**
a private unlimited company with a share capital

**3**

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

表格
Form **NNC5**

9 **3 公司在香港的註冊辦事處地址**
**Address of the Company's Registered Office in Hong Kong**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

10 **4 電郵地址 Email Address**

**5 擔保有限公司的成員人數及成員的法律責任**
**Number and Liability of Members of a Company Limited by Guarantee**

11 **公司建議註冊的成員人數**
Number of members with which the company proposes to register

12 **每名屬公司的成員的人均承諾，為《公司條例》第 810(2)(a)、(b)及(c)條的目的，若公司在該人是公司的成員期間清盤，或在該人不再是公司的成員之後的一年內清盤，該人會分擔支付該人須付的一筆不超過下述款額的款額，作為公司的資產。**
Each person who is a member of the company undertakes that if the company is wound up while the person is a member of the company, or within one year after the person ceases to be such a member, the person will contribute an amount required of the person, not exceeding the amount stated below, to the company's assets for the purposes of section 810(2)(a), (b) and (c) of the Companies Ordinance.

| **成員類別** Class of Members | **貨幣** Currency | **款額** Amount |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

表格
Form **NNC5**

**13** **6 公司註冊時的股本及股份持有情況**
**Share Capital and Shareholdings on the Company's Registration**
*(只適用於**有股本的無限公司** Only applicable to **Unlimited Company with a Share Capital**)*

| **股份的類別 (如普通股／優先股等)** Class of Shares (e.g. Ordinary／Preference etc.) | **已發行股份的總數** Total Number of Shares Issued | **貨幣** Currency | **成員認購的股本總額** Total Amount of Share Capital Subscribed by Members (a) | **已發行股份的已繳或視為已繳的總款額** Total Amount Paid Up or Regarded as Paid Up on the Shares Issued (b) | **已發行股份的未繳或視為未繳的總款額** Total Amount Unpaid or Regarded as Unpaid on the Shares Issued (a) – (b) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| **總值 Total** | | | | | |
| | | | | | |

**14** **6A 股份所附帶的權利的詳情 Particulars of Rights Attached to Shares**
*(只適用於發行超過一類股份的無限公司 Only applicable to unlimited company issuing more than 1 class of shares)*

| **股份的類別 (如普通股／優先股等)** Class of Shares (e.g. Ordinary／Preference etc.) | **附帶的權利的詳情** **(**包括表決權；在分派股息時參與該項分派的權利；在分派股本時參與該項分派的權利；該類別股份是否屬可贖回股份等**)** Particulars of Rights Attached (Including voting rights; rights to participate in a distribution as respects dividends; rights to participate in a distribution as respects capital; whether the shares are redeemable etc.) |
|---|---|
| | |

表格 Form **NNC5**

## 15 7 成員 Members

*(如超過兩名成員，請用續頁 A 填報 Use Continuation Sheet A if more than 2 members)*

**1 中文姓名／名稱**
**Name in Chinese**

**英文姓名／名稱**
**Name in English**

**地址**
**Address**

**國家／地區**
Country／Region

**認購的股本**
**Share Capital Subscribed #**

| 股份的類別（如普通股／優先股等）Class of Shares (e.g. Ordinary／Preference etc.) | 向該成員發行的股份數目 Shares Issued to the Member | | |
|---|---|---|---|
| | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | |
| | | | |
| | | | |
| 總值 Total | | | |
| | | | |

**2 中文姓名／名稱**
**Name in Chinese**

**英文姓名／名稱**
**Name in English**

**地址**
**Address**

**國家／地區**
Country／Region

**認購的股本**
**Share Capital Subscribed #**

| 股份的類別（如普通股／優先股等）Class of Shares (e.g. Ordinary／Preference etc.) | 向該成員發行的股份數目 Shares Issued to the Member | | |
|---|---|---|---|
| | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | |
| | | | |
| | | | |
| 總值 Total | | | |
| | | | |

*# 只適用於有股本的無限公司 Only applicable to Unlimited Company with a Share Capital*

表格 Form **NNC5**

## 16 8 公司秘書 Company Secretary

*(如超過一名公司秘書屬自然人或法人團體，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a natural person or a body corporate)*

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

17 **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

18 **香港通訊地址 Hong Kong Correspondence Address**

香港／HONG KONG

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

19 **電郵地址 Email Address**

20 **身分識別 Identification**

*(須在 PI-NNC5 頁填報完整身分識別號碼 Provide full identification number in PI-NNC5 sheet)*

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region　　**部分號碼 Partial Number**

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

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

22 **香港地址 Hong Kong Address**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

19 **電郵地址 Email Address**

**公司編號 Company Number**

表格 Form **NNC5**

## 16 9 董事 Directors

### A. 董事(自然人) Director (Natural Person)

*(如超過一名董事屬自然人，請用續頁 C 填報 Use Continuation Sheet C if more than 1 director is a natural person)*

23 **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

24 *(須在 PI-NNC5 頁填報董事通常住址 Provide director's usual residential address in PI-NNC5 sheet)*

**通訊地址 Correspondence Address**

**國家／地區** Country／Region

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

25 **電郵地址 Email Address**

26 *(須在 PI-NNC5 頁填報完整身分識別號碼 Provide full identification number in PI-NNC5 sheet)*

**身分識別 Identification**

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region **部分號碼 Partial Number**

28

**提示 Advisory Note**

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

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

**本人同意在公司註冊時擔任其董事，並確認本人已年滿 18 歲。**
**I consent to be a director of the company on its registration and confirm that I have attained the age of 18 years.**

**簽署** Signed : _____

表格
Form **NNC5**

16 **9 董事 Directors** **(續上頁 cont'd)**

**B. 董事(法人團體) Director (Body Corporate)**
*(如超過一名董事屬法人團體，請用續頁 D 填報 Use Continuation Sheet D if more than 1 director is a body corporate)*

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

27 **地址**
**Address**

**國家／地區**
Country／Region

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

25 **電郵地址**
**Email Address**

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

28 **提示 Advisory Note**

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

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

**本人獲上述法人團體授權確認上述法人團體同意在公司註冊時擔任其董事。**
**I, being authorized by the above body corporate, confirm that the body corporate consents to be a director of this company on its registration.**

**簽署** Signed : _____

**法人團體的董事／公司秘書／獲授權人士***
Director／Company Secretary／Authorized Person of the Body Corporate*

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

表格 Form **NNC5**

**10 公司的章程文件 Constitutional Document(s) of the Company**

**隨本表格交付的章程文件名稱 Name(s) of the Constitutional Document(s) Delivered with this Form**

**11 聲明成員分擔支付的款額的決議 Resolution Declaring Amount of Contribution by Member**

*(只適用於**擔保有限公司** Only applicable to a **company limited by guarantee**)*

**隨本表格交付的決議的日期**
**Date of the Resolution Delivered with this Form**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

**12 成員陳述書 Statement of Member**

**本人現核證 I certify that：**

**(a)** **公司的成員的法律責任沒有被某條例所限定，或是按照法律以其他方式予以限定。**
**The liability of the members of the company is not limited by an Ordinance or otherwise according to law.**

**(b)** **公司的成員同意申請註冊**
**Members Assent to the Registration**
*請在適用的空格內加上 ✓ 號 Please tick the relevant box*

☐ **在為將公司註冊為擔保有限公司而召開的公司成員大會上，最少 75% 出席該大會的成員同意將公司註冊為擔保有限公司。**
**There is assent to the registration of the company as a company limited by guarantee by at least 75% of the members present at a general meeting of the company convened for the purpose.**

☐ **在為將公司註冊為無限公司而召開的公司成員大會上，過半數出席該大會的成員同意將公司註冊為無限公司。**
**There is assent to the registration of the company as an unlimited company by a majority of the members present at a general meeting of the company convened for the purpose.**

**(c)** **本人為公司的成員或獲其授權人士(如成員為法人團體)並獲其他成員授權簽署本表格。**
**I am a member of this company or an authorized person of a member, which is a body corporate (if applicable) and am authorized by the other members to sign this form.**

**(d)** **名列本表格內的每一名屬自然人的公司秘書通常居於香港。**
**Each of the company secretaries named in this form who is a natural person ordinarily resides in Hong Kong.**

**(e)** **本表格所載的資料、陳述及詳情均屬準確，並與公司的章程文件內的資料、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 constitutional document.**

**(f)** **隨本表格交付的文件的文本與公司備存的正本文件相同。**
**The copy (copies) of document(s) delivered together with this form is (are) the same as the original document(s) kept by the company.**

**(g)** **公司已遵守《公司條例》中就有關合資格公司註冊的所有規定。**
**All the requirements of the Companies Ordinance in respect of the registration of an eligible company have been complied with.**

**本表格包括下列續頁／PI-NNC5頁 This Form includes the following Continuation Sheet(s)／PI-NNC5 Sheet(s)**

| **續頁 Continuation Sheet(s)** | **A** | **B** | **C** | **D** |
|---|---|---|---|---|
| **頁數 Number of pages** | | | | |

| **PI-NNC5 (不會供公眾查閱 NOT for Public Inspection)** | |
|---|---|
| **頁數 Number of pages** | |

**簽署** Signed:

**姓名** Name : _____ **日期** Date : _____

**成員 Member** **日** DD / **月** MM / **年** YYYY



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格 Form **NNC5**

**續頁 A Continuation Sheet A**

## 15 成員詳情 (第 7 項) Details of Members (Section 7)

1 中文姓名／名稱
Name in Chinese

英文姓名／名稱
Name in English

地址
Address

國家／地區
Country／Region

認購的股本
Share Capital Subscribed #

| 股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.) | 向該成員發行的股份數目 Shares Issued to the Member | | |
|---|---|---|---|
| | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | |
| | | | |
| | | | |
| 總值 Total | | | |
| | | | |

2 中文姓名／名稱
Name in Chinese

英文姓名／名稱
Name in English

地址
Address

國家／地區
Country／Region

認購的股本
Share Capital Subscribed #

| 股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.) | 向該成員發行的股份數目 Shares Issued to the Member | | |
|---|---|---|---|
| | 總數 Total Number | 貨幣 Currency | 總款額 Total Amount |
| | | | |
| | | | |
| | | | |
| 總值 Total | | | |
| | | | |

*# 只適用於有股本的無限公司 Only applicable to Unlimited Company with a Share Capital*

表格 Form **NNC5**

**續頁 B Continuation Sheet B**

## 16 公司秘書詳情（第 8 項） Details of Company Secretary (Section 8)

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

17 **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

18 **香港通訊地址 Hong Kong Correspondence Address**

香港／HONG KONG

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

19 **電郵地址 Email Address**

20 **身分識別 Identification**

*(須在 PI-NNC5 頁填報完整身分識別號碼 Provide full identification number in PI-NNC5 sheet)*

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region | **部分號碼 Partial Number**

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

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

22 **香港地址 Hong Kong Address**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

19 **電郵地址 Email Address**

**公司編號 Company Number**

表格 Form **NNC5**

**續頁 C Continuation Sheet C**

## ⑯ 董事(自然人)詳情 (第 9A 項) Details of Directors (Natural Person) (Section 9A)

㉓ **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

㉔ **通訊地址 Correspondence Address**

*(須在 PI-NNC5 頁填報董事通常住址 Provide director's usual residential address in PI-NNC5 sheet)*

**國家／地區** Country／Region

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

㉕ **電郵地址 Email Address**

㉖ **身分識別 Identification**

*(須在 PI-NNC5 頁填報完整身分識別號碼 Provide full identification number in PI-NNC5 sheet)*

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region — **部分號碼 Partial Number**

㉘

**提示 Advisory Note**

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

㉙ **出任董事職位同意書 Consent to Act as Director**

**本人同意在公司註冊時擔任其董事，並確認本人已年滿 18 歲。**
**I consent to be a director of the company on its registration and confirm that I have attained the age of 18 years.**

**簽署** Signed : _____

表格 Form **NNC5**

**續頁 D Continuation Sheet D**

## 16 董事(法人團體)詳情 (第 9B 項) Details of Directors (Body Corporate) (Section 9B)

**董事(法人團體) Director (Body Corporate)**

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

**27 地址 Address**

**國家／地區** Country／Region

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

**25 電郵地址 Email Address**

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

**28**

**提示 Advisory Note**

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

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

**本人獲上述法人團體授權確認上述法人團體同意在公司註冊時擔任其董事。**
**I, being authorized by the above body corporate, confirm that the body corporate consents to be a director of this company on its registration.**

**簽署** Signed : _____

**法人團體的董事／公司秘書／獲授權人士***
Director／Company Secretary／Authorized Person of the Body Corporate*

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

# PI-NNC5

擬註冊的公司英文或中文名稱 **English OR Chinese Company Name to be Registered**

## 公司秘書／董事(自然人) – 受保護資料
## Company Secretary／Director (Natural Person) – Protected Information

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

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

*(每一頁 PI-NNC5 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NNC5 頁填報。*
*Each PI-NNC5 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC5 sheet(s).)*

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

**身分 Capacity** ☐ **公司秘書** Company Secretary ☐ **董事** Director

17 23 **中文姓名 Name in Chinese**

**英文姓名 Name in English**
**姓氏** Surname
**名字** Other Names

31 **身分識別 Identification**

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

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

32 **董事的通常住址 Usual Residential Address of Director**

**國家／地區** Country／Region

**請勿覆蓋此頁內的條碼**
**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 NNC5 時，請將所有 PI-NNC5 頁置於最後。***
***Please place all PI-NNC5 sheets at the end when delivering the Form NNC5.)***

指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

**《公司條例》(香港法例第 622 章)**
**第 807(2)條規定交付的**

**合資格公司的註冊申請**

**填表須知 — 表格 NNC5**

**附註**

**引言**

**1.** 合資格公司可以本表格向公司註冊處處長(「處長」)申請，將公司註冊為擔保有限公司或無限公司。本表格***必須連同合資格公司的每份章程文件的文本;及(如屬要求註冊為擔保有限公司的申請)符合《公司條例》第810(2)條的決議的文本一併交付***。

**2.** 請劃一以中文或英文填報各項所需資料。如以中文填報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

**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「公司註冊證明書」。如提交人委託他人代領，需簽署授權書。

**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《公司條例》中有關條文的規定而交付處長。

**費用**

**5.** 本表格必須連同正確的註冊費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《公司(費用)規例》。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

**簽署**

**6.** 本表格必須由一名名列本表格內的成員簽署***並核證第 12 項「成員陳述書」內的各項陳述***。如成員屬法人團體，本表格必須由該法人團體的董事、公司秘書或獲該法人團體授權的人士簽署。公司註冊處不接納未簽妥的表格。

**擬註冊的公司名稱 (第 1 項)**

**7.** (a) 請填報合資格公司的公司名稱。

(b) 如合資格公司要求註冊為**擔保有限公司**，其擬註冊的公司英文名稱的最後一個字須為“Limited”，而擬註冊的公司中文名稱的最後 4 個中文字須為“有限公司”。

**擬註冊的公司類別 (第 2 項)**

**8.** (a) 如公司沒有股本及公司的章程文件將其成員的法律責任限於該成員藉章程文件承諾在公司清盤時支付作為公司資產的款額，該公司即屬「擔保有限公司」。

(b) 如公司的成員的法律責任並無上限，該公司即屬「無限公司」。

(c) 如公司的章程文件限制成員轉讓股份的權利、將成員最高人數限於 50 人及禁止邀請公眾人士認購該公司的任何股份或債權證；而公司亦不屬擔保有限公司，該公司即屬「私人公司」。如公司既不屬私人公司亦不屬擔保有限公司，則公司即屬「公眾公司」。

(d) 如有需要，請就選擇合適的公司類別尋求獨立的法律意見。

**公司在香港的註冊辦事處的地址 (第 3 項)**

**9.** 請在本項填報公司在香港的註冊辦事處的詳細地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

**電郵地址 (第 4 項)**

**10.** 請提供公司的電郵地址(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NR1通知公司註冊處。

**擔保有限公司的成員人數及成員的法律責任 (第 5 項)**

**11.** 請註明公司**建議**註冊的成員***人數***，***不可***填上「無限」。

**12.** 每名身為合資格公司的成員的人，須承諾若該公司在該人是該公司的成員期間或不再是該公司的成員之後的一年內清盤，該人會分擔支付該人須付的一筆不超過指明款額的款額，作為該公司的資產，以—

(a) 支付該公司在該人不再是該公司的成員之前所訂約承擔的債項及債務；
(b) 支付該公司清盤的費用及開支；及
(c) 調整分擔人之間的權利。

請在本項註明不同類別的成員所承諾分擔支付的款額。

**公司註冊時的股本及股份持有情況 (第 6 項)**

**13.** 有股本的無限公司必須填報其註冊時的股本及股份持有情況。以下例子只供參考。

例： 甲乙丙無限公司在註冊時發行 10,000 股普通股，而成員認購的股本總額為 20,000 元，已繳付或視為已繳付的款額為 10,000 元。

| 股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.) | 已發行股份的總數 Total Number of Shares Issued | 貨幣 Currency | 成員認購的股本總額 Total Amount of Share Capital Subscribed by Members (a) | 已發行股份的已繳或視為已繳的總款額 Total Amount Paid Up or Regarded as Paid Up on the Shares Issued (b) | 已發行股份的未繳或視為未繳的總款額 Total Amount Unpaid or Regarded as Unpaid on the Shares Issued (a) – (b) |
|---|---|---|---|---|---|
| 普通股 | 10,000 | 港元 | 20,000 | 10,000 | 10,000 |
| | | | | | |
| | | | | | |
| 總值 Total | 10,000 | 港元 | 20,000 | 10,000 | 10,000 |
| | | | | | |

**股份所附帶的權利的詳情 (第 6A 項)**

**14.** 如公司的股本分為不同類別的股份，請就每一類股份述明該類別股份—

(a) 所附帶的表決權的詳情，包括只在某些情況下產生的權利；
(b) 所附帶的、在分派股息時參與該項分派的權利的詳情；
(c) 所附帶的、在分派股本時(包括清盤時進行的分派)參與該項分派的權利的詳情；及
(d) 是否屬可贖回股份。

**成員 (第 7 項)**

**15.** 請填報每名成員的資料。如註冊有股本的無限公司，請同時填報公司在其註冊時向該成員發行的股份數目，及該成員在該公司註冊時認購的股本總額。

**公司秘書及董事 (第 8 及 9 項)**

**16.** (a) 公司秘書及董事的詳情，必須在本表格第 8、9 項及 PI-NNC5 頁內填報。

(b) 無股本的擔保有限公司或有股本的公眾無限公司必須有一名公司秘書及最少兩名董事，公司秘書職位可由其中一名董事兼任。法人團體***不得***出任無股本的擔保有限公司或有股本的公眾無限公司的董事。

(c) 有股本的私人無限公司必須有一名公司秘書及最少一名是自然人的董事，公司秘書職位***不得***同時由公司的唯一董事兼任。只有一名董事的私人無限公司***不得***委任一個以該董事為唯一董事的法人團體作為公司秘書。

**公司秘書 (第 8A 及 8B 項)**

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

**18.** 如公司秘書屬自然人，必須通常居於香港，但只須填報其***在香港的通訊地址***。本處不接納非香港地址或郵政信箱號碼。

**19.** 請提供公司秘書的電郵地址(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 ND2B 通知公司註冊處。

**20.** (a) 只須填報公司秘書的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子 ：**

**香港身分證號碼**

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

**護照號碼**

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

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

(c) 請另外於 PI-NNC5 頁內填報公司秘書完整的香港身分證號碼或護照號碼。PI-NNC5 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NNC5 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NNC5 頁填報。

(d) 如公司秘書並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」，亦無需提交 PI-NNC5 頁。

**21.** 如某商號的所有合夥人為公司的聯名公司秘書，請在供公司秘書(法人團體)填報的空格內(第 8B 項)填報商號名稱及其在***香港***的主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

**22.** 如公司秘書屬法人團體，請註明其在***香港***的註冊辦事處或主要辦事處的地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

**董事 (第 9A 及 9B 項)**

**23.** 屬自然人的董事的姓名，必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

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

請另外於 PI-NNC5 頁內填報董事的***通常住址***。PI-NNC5 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NNC5 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NNC5 頁填報。

**25.** 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 ND2B 通知公司註冊處。

**26.** (a) 請填報屬自然人的董事的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註20。

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

(c) 請另外於 PI-NNC5 頁內填報董事完整的香港身分證號碼或護照號碼。PI-NNC5 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NNC5 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NNC5 頁填報。

(d) 如董事並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」。

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

**28.** 所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁(www.cr.gov.hk) 閱覽或下載，印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。

**29.** 每一名董事均須作出陳述，同意在公司註冊時擔任其董事。如董事屬法人團體，同意書必須由該法人團體的董事、公司秘書或獲該法人團體授權的人士簽署。

**公司秘書／董事(自然人) - 受保護資料 (PI-NNC5)**

**30.** 在 PI-NNC5 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-NNC5 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NNC5 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NNC5 頁填報。

**31.** 請填報公司秘書或董事的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。如該董事沒持有香港身分證或任何護照，請在有關的空格內填上「無」。如該公司秘書沒持有香港身分證或任何護照，則無需提交 PI-NNC5 頁。

**32.** 請填報董事的通常住址，如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住址。

**Application for Registration of Eligible Company**

**For the purposes of section 807(2) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NNC5**

**Introduction**

**1.** This form should be used for applying to the Registrar of Companies (the Registrar) for registration of an eligible company as a company limited by guarantee or an unlimited company. This form ***must be accompanied by a copy of every constitutional document of the eligible company and in the case of an application for registration as a company limited by guarantee, a copy of the resolution that complies with section 810(2) of the Companies Ordinance***.

**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. The Companies Registry will notify the presentor by fax to collect the Certificate of Registration in person. A written authorization will be required if the presentor sends a representative to collect the certificate.

**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 Ordinance.

**Fee**

**5.** This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the Companies (Fees) Regulation for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

**Signature**

**6.** A member named in this form must sign this form and ***certify the statements made in the Statement of Member in Section 12***. If the member is a body corporate, this form must be signed by a director, the company secretary of the body corporate or an authorized person acting on its behalf. A form which is not properly signed will be rejected by the Companies Registry.

**Company Name to be Registered (Section 1)**

**7.** (a) Please fill in the name of the eligible company.
(b) If the company is to be registered as a company limited by guarantee, its English Company Name to be registered must have 'Limited' as the last word of that name and its Chinese Company Name to be registered must have '有限公司' as the last 4 Chinese characters of that name.

**Type of Company to be Registered (Section 2)**

**8.** (a) A company is a 'company limited by guarantee' if it does not have a share capital and the liability of its members is limited by the company's articles to the amount that the members undertake, by those articles, to contribute to the assets of the company in the event of its being wound up.
(b) A company is an 'unlimited company' if there is no limit on the liability of its members.
(c) A company is a 'private company' if its articles restrict a member's right to transfer shares, limit the number of members to 50, and prohibit any invitation to the public to subscribe for any shares or debentures of the company; and it is not a company limited by guarantee. A company is a 'public company' if it is not a private company and not a company limited by guarantee.
(d) Please seek independent legal advice on the choice of an appropriate type of company, if necessary.

**Address of the Company's Registered Office in Hong Kong (Section 3)**

**9.** The full address of the company's registered office in Hong Kong must be stated in this Section. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

**Email Address (Section 4)**

**10.** Please provide the email address of the 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 NR1.

**Number and Liability of Members of a Company Limited by Guarantee (Section 5)**

**11.** Please indicate the ***number*** of members with which the company **proposes** to register on its registration. Please ***do not*** state "unlimited".

**12.** Each person who is a member of the eligible company has to undertake that if the company is wound up while the person is such a member, or within one year after the person ceases to be such a member, the person will contribute an amount required of the person, not exceeding a specified amount, to the company's assets —

(a) for the payment of the company's debts and liabilities contracted before the person ceases to be such a member;
(b) for the payment of the costs and expenses of winding up the company; and
(c) for the adjustment, among the contributories, of their rights.

Please state the amount undertaken to be contributed by each class of members in this Section.

**Share Capital and Shareholdings on the Company's Registration (Section 6)**

**13.** An unlimited company with a share capital must state the details of the share capital and shareholdings on its registration. An example is provided below for reference only.

e.g. ABC Company, an unlimited company, has initial shareholdings of 10,000 ordinary shares on its registration. The total amount of share capital subscribed by members is HKD20,000, of which the amount paid up or regarded as paid up is HKD10,000.

| 股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.) | 已發行股份的總數 Total Number of Shares Issued | 貨幣 Currency | 成員認購的股本總額 Total Amount of Share Capital Subscribed by Members (a) | 已發行股份的已繳或視為已繳的總款額 Total Amount Paid Up or Regarded as Paid Up on the Shares Issued (b) | 已發行股份的未繳或視為未繳的總款額 Total Amount Unpaid or Regarded as Unpaid on the Shares Issued (a) – (b) |
|---|---|---|---|---|---|
| Ordinary | 10,000 | HKD | 20,000 | 10,000 | 10,000 |
| | | | | | |
| | | | | | |
| 總值 Total | 10,000 | HKD | 20,000 | 10,000 | 10,000 |
| | | | | | |

**Particulars of Rights Attached to Shares (Section 6A)**

**14.** If the share capital of the company is to be divided into different classes of shares, please state for each class of shares —

(a) the particulars of any voting rights attached to the shares in class, including rights that arise only in certain circumstances;
(b) the particulars of any rights attached to shares in that class, as respects dividends, to participate in a distribution;
(c) the particulars of any rights attached to shares in that class, as respects capital, to participate in a distribution (including on a winding up); and
(d) whether or not shares in that class are redeemable shares.

**Members (Section 7)**

**15.** Please provide the details of each member. For registration as an unlimited company with a share capital, please also state the number of shares that the company issues to the member and the total amount of share capital subscribed by the member on the company's registration.

**Company Secretary and Directors (Sections 8 and 9)**

**16.** (a) The details of the company secretary and directors must be reported in Sections 8, 9 and PI-NNC5 sheet of this form.

(b) A company limited by guarantee without a share capital or a public unlimited company with a share capital must have a company secretary and at least two directors, one of whom may be the company secretary. It must ***not*** have a body corporate as its director.

(c) A private unlimited company with a share capital must have a company secretary and at least one director who is a natural person. The sole director of a private company must ***not*** also be the company secretary. A private unlimited company having only one director must ***not*** have a body corporate as its company secretary the sole director of which is the sole director of the private company.

**Company Secretary (Sections 8A and 8B)**

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

**18.** If the company secretary is a natural person, he or she must ordinarily reside in Hong Kong, but he or she is only required to provide the ***correspondence address in Hong Kong***. Non-Hong Kong addresses or post office box numbers are not acceptable.

**19.** Please provide the email address of the company secretary, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form ND2B.

**20.** (a) Only the ***partial number*** of the Hong Kong Identity Card of the company secretary or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of the company secretary is required. Please provide the partial number according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | ` A 123 ***(*)` |
| AA123456(7) | AA 123 ***(*) |

**Passport Number**

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

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

(c) Please report the full Hong Kong Identity Card number or passport number of the company secretary separately on a PI-NNC5 sheet. PI-NNC5 sheet and the information reported therein are withheld from public inspection.

Each PI-NNC5 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC5 sheet(s).

(d) If the company secretary holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NNC5 sheet.

**21.** If all the partners in a firm are joint company secretaries of the company, please state the name of the firm and the address of its principal office in ***Hong Kong*** in the boxes provided for Company Secretary (Body Corporate) (Section 8B). Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

**22.** If the company secretary is a body corporate, the address of its registered or principal office in ***Hong Kong*** should be given. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

**Directors (Sections 9A and 9B)**

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

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

Please report the ***usual residential address*** of the director separately on a PI-NNC5 sheet. PI-NNC5 sheet and the information reported therein are withheld from public inspection.

Each PI-NNC5 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC5 sheet(s).

**25.** 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 ND2B.

**26.** (a) Please provide the ***partial number*** of the Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of the director who is a natural person. Please refer to Note 20 on the details and examples of ***partial number***.

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

(c) Please report the full Hong Kong Identity Card number or passport number of the director separately on a PI-NNC5 sheet. PI-NNC5 sheet and the information reported therein are withheld from public inspection.

Each PI-NNC5 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC5 sheet(s).

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

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

**28.** All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

**29.** Every director shall make a statement that he or she has consented to be a director of the company on the company's registration. If the director is a body corporate, the statement must be signed by a director, the company secretary of the body corporate or an authorized person acting on its behalf.

**Company Secretary／Director (Natural Person) - Protected Information (PI-NNC5)**

**30.** Hong Kong Identity Card number or passport number and usual residential address reported on PI-NNC5 sheet are protected information. PI-NNC5 sheet and the information reported therein are withheld from public inspection.

Each PI-NNC5 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NNC5 sheet(s).

**31.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country／region of the passport of the company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. If the company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NNC5 sheet.

**32.** Please state the usual residential address of the director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. 'Care of' addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.

公司註冊處
Companies Registry

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

表格 Form **NN1**

註 Note

8 **1 公司名稱 Company Name**

**2 成立所在地 Place of Incorporation**

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

**(a) 在香港設立營業地點的日期**
**Date of Establishment of the Place of Business in Hong Kong**

| | | |
|---|---|---|
| | | |
| 日 DD | 月 MM | 年 YYYY |

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

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

9 **(c) 電郵地址 Email Address**

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 **NN1**

## 4 在成立所在地的辦事處 Offices in the Place of Incorporation

**(a) 在成立所在地的註冊辦事處(或等同於註冊辦事處的地點)的地址**
**Address of the Registered Office (or its equivalent) in the place of incorporation**

國家／地區
Country／Region

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

**(b) 在成立所在地的主要營業地點(如有的話)的地址**
**Address of the Principal Place of Business (if any) in the place of Incorporation**

國家／地區
Country／Region

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

9 **(c) 電郵地址 Email Address**

10 ## 5 在香港的獲授權代表 Authorized Representative in Hong Kong

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

*(如超過兩名獲授權代表屬自然人，請用續頁A 填報 Use Continuation Sheet A if more than 2 authorized representatives are natural persons)*

**1 中文姓名**
**Name in Chinese**

**英文姓名 Name in English**

**姓氏**
Surname

**名字**
Other Names

**香港地址**
**Hong Kong Address**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

11 **電郵地址**
**Email Address**

12 **身分識別 Identification**

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

(*)

(b) **護照**
Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

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

**委任日期 Date of Appointment**

日 DD　月 MM　年 YYYY



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格
Form **NN1**

10 **5 在香港的獲授權代表 Authorized Representative in Hong Kong** (續上頁 cont'd)

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

2 **中文姓名**
**Name in Chinese**

**英文姓名 Name in English**

**姓氏**
Surname

**名字**
Other Names

**香港地址**
**Hong Kong Address**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

11 **電郵地址**
**Email Address**

12 **身分識別 Identification**

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

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

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | (*) |

(b) **護照**
Passport

**簽發國家／地區** Issuing Country／Region | **部分號碼 Partial Number**

**委任日期 Date of Appointment**

**日** DD | **月** MM | **年** YYYY

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

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

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

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

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

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

13 **香港地址**
**Hong Kong Address**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

11 **電郵地址**
**Email Address**

**委任日期 Date of Appointment**

**日** DD | **月** MM | **年** YYYY



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格
Form **NN1**

## 6 公司秘書 Company Secretary

*(如超過一名公司秘書屬自然人或法人團體，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a natural person or a body corporate)*

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

14 **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

15 **通訊地址 Correspondence Address**

**國家／地區** Country／Region

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

16 **電郵地址 Email Address**

17 **身分識別 Identification**

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

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region | **部分號碼 Partial Number**

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

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

18 **中文名稱 Name in Chinese**

**英文名稱 Name in English**

19 **地址 Address**

**國家／地區** Country／Region

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

16 **電郵地址 Email Address**

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

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

表格
Form **NN1**

## 7 董事 Director

### A. 董事(自然人) Director (Natural Person)

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

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

20 1 **身分 Capacity**

☐ **董事** Director ☐ **候補董事** Alternate Director

**代替** Alternate to

14 **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

21 **通訊地址 Correspondence Address**

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

**國家／地區** Country／Region

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

16 **電郵地址 Email Address**

17 **身分識別 Identification**

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

(a) **香港身分證<u>部分號碼</u>** **<u>Partial Number</u>** of Hong Kong Identity Card ☐☐ ☐☐☐ ＊ ＊ ＊ (＊)

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region **<u>部分號碼</u>** **<u>Partial Number</u>**

**委任日期 Date of Appointment**

**日** DD **月** MM **年** YYYY

表格
Form **NN1**

## 7 董事 Director (續上頁 cont'd)

### A. 董事(自然人) Director (Natural Person)

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

20 **2 身分 Capacity**

☐ **董事** Director ☐ **候補董事** Alternate Director

**代替 Alternate to**

14 **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

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

**通訊地址 Correspondence Address**

**國家／地區** Country／Region

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

16 **電郵地址 Email Address**

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

**身分識別 Identification**

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region **部分號碼 Partial Number**

**委任日期 Date of Appointment**

**日** DD **月** MM **年** YYYY

表格
Form **NN1**

**7 董事 Director** (續上頁 cont'd)

**B. 董事(法人團體) Director (Body Corporate)**
*(如超過兩名董事屬法人團體，請用續頁 D 填報 Use Continuation Sheet D if more than 2 directors are body corporates)*

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

20 **1 身分 Capacity** ☐ **董事** Director ☐ **候補董事** Alternate Director **代替** Alternate to

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

22 **地址 Address**

**國家／地區** Country／Region

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

16 **電郵地址 Email Address**

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

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

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

20 **2 身分 Capacity** ☐ **董事** Director ☐ **候補董事** Alternate Director **代替** Alternate to

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

22 **地址 Address**

**國家／地區** Country／Region

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

16 **電郵地址 Email Address**

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

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

表格
Form **NN1**

23 **8 隨本表格交付的公司的憲章、法規或章程大綱(包括章程細則(如有的話))或對公司的組織作出規定的其他文書的名稱**
**Name of the Charter, Statutes, Memorandum (including Articles, if any) or any other Instruments Defining the Constitution of the Company Delivered with this Form**

24 **9 隨本表格交付的公司註冊證明書或等同於公司註冊證明書的文件的名稱**
**Name of the Certificate of Incorporation or its Equivalent Delivered with this Form**

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

25 **A. 根據《公司(非香港公司)規例》第 4(1)(c)或(d)條隨本表格交付的帳目**
**Accounts delivered with this form under section 4(1)(c) or (d) of the Companies (Non-Hong Kong Companies) Regulation**

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

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

26 **B. 沒有根據《公司(非香港公司)規例》第 4(1)(c)或(d)條交付帳目的陳述書**
**Statement of no accounts delivered under section 4(1)(c) or (d) of the Companies (Non-Hong Kong Companies) Regulation**

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

☐ **公司的成立所在地的法律或在其註冊為公司所在的任何其他司法管轄區的法律，以及該司法管轄區的任何證券交易所或類似的監管機構的規章，均沒有規定公司須發表帳目或須將其帳目的文本交付任何人，而公眾人士有權在該人的辦事處查閱該帳目。**
The company is neither required by the law of the place of its incorporation, the law of any other jurisdiction where the company is registered as a company, nor the rules of any stock exchange or similar regulatory bodies in that jurisdiction to publish its accounts or to deliver copies of its accounts to any person in whose office they may be inspected as of right by members of the public.

☐ **公司成立為法團的日期是在根據《公司條例》第 776(4)條交付申請的日期前的 18 個月內，及公司須發表的帳目並未擬備。**
The company has been incorporated for less than 18 months prior to the date of delivery of the application under section 776(4) of the Companies Ordinance and the accounts that the company is required to publish have not been made up.

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

| 續頁 Continuation Sheet(s) | A | B | C | D |
|---|---|---|---|---|
| 頁數 Number of pages | | | | |

| PI-NN1 (不會供公眾查閱 NOT for Public Inspection) | |
|---|---|
| 頁數 Number of pages | |

7 **簽署** Signed :

**姓名** Name : _____ **日期** Date : _____

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

日 DD / 月 MM / 年 YYYY

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

表格
Form **NN1**

**續頁 A Continuation Sheet A**

## 10 在香港的獲授權代表詳情(第 5 項)
## Details of Authorized Representative in Hong Kong (Section 5)

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

**中文姓名**
**Name in Chinese**

**英文姓名 Name in English**

**姓氏**
Surname

**名字**
Other Names

**香港地址**
**Hong Kong Address**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

11 **電郵地址**
**Email Address**

12 **身分識別 Identification**

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

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

(b) **護照**
Passport

**簽發國家／地區** Issuing Country／Region — **部分號碼 Partial Number**

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

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

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

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

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

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

13 **香港地址**
**Hong Kong Address**

香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

11 **電郵地址**
**Email Address**

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

表格
Form **NN1**

**續頁 B Continuation Sheet B**

## 公司秘書詳情(第 6 項) Details of Company Secretary (Section 6)

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

14 **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

15 **通訊地址**
**Correspondence Address**

**國家／地區**
Country／Region

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

16 **電郵地址**
**Email Address**

17 **身分識別 Identification**

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

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

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

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

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

18 **中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

19 **地址**
**Address**

**國家／地區**
Country／Region

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

16 **電郵地址**
**Email Address**

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

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

表格
Form **NN1**

**續頁 C Continuation Sheet C**

## 董事(自然人)詳情(第 7A 項) Details of Director (Natural Person) (Section 7A)

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

**20** **身分 Capacity**

☐ **董事** Director ☐ **候補董事** Alternate Director

**代替** Alternate to

**14** **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

**21** **通訊地址 Correspondence Address**

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

**國家／地區** Country／Region

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

**16** **電郵地址 Email Address**

**17** **身分識別 Identification**

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

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region **部分號碼 Partial Number**

**委任日期 Date of Appointment**

**日** DD **月** MM **年** YYYY

表格
Form **NN1**

**續頁 D Continuation Sheet D**

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

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

20 **1 身分 Capacity** ☐ **董事** Director ☐ **候補董事** Alternate Director **代替** Alternate to

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

22 **地址 Address**

**國家／地區** Country／Region

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

16 **電郵地址 Email Address**

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

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

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

20 **2 身分 Capacity** ☐ **董事** Director ☐ **候補董事** Alternate Director **代替** Alternate to

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

22 **地址 Address**

**國家／地區** Country／Region

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

16 **電郵地址 Email Address**

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

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

# PI-NN1

公司名稱 Company Name

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

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

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

*(每一頁 PI-NN1 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN1 頁填報。*
*Each PI-NN1 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN1 sheet(s).)*
*請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)*

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

14 中文姓名 Name in Chinese

英文姓名 Name in English
姓氏 Surname
名字 Other Names

28 身分識別 Identification
(a) 香港身分證(完整號碼) Hong Kong Identity Card (Full Number) ( )
(b) 護照 Passport
簽發國家／地區 Issuing Country／Region
完整號碼 Full Number

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

國家／地區 Country／Region

請勿覆蓋此頁內的條碼
DO NOT COVER THE BARCODES ON THIS PAGE

*(交付表格 NN1 時，請將所有 PI-NN1 頁置於最後。*
*Please place all PI-NN1 sheets at the end when delivering the Form NN1.)*

指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

**《公司條例》(香港法例第 622 章)**
**第 776(4)條規定交付的**

**註冊非香港公司的註冊申請書**

**填表須知 — 表格 NN1**

**附註**

**引言**

**1.** 非香港公司在香港設立營業地點後的 1 個月內，須以本表格向公司註冊處處長(「處長」)申請註冊為「註冊非香港公司」。

**2.** 根據《商業登記條例》(香港法例第 310 章) 第 5B(1) 及 5D(2) 條的規定，**提出註冊非香港公司的申請人須把「致商業登記署通知書」(IRBR2)連同本表格一併交付**；如有關公司仍未按《商業登記條例》登記其業務，申請人須在交付本表格時繳付訂明的商業登記費及徵費，否則公司註冊處不會接納其申請。

**3.** 請劃一以中文或英文填報各項所需資料。如以中文填報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

**4.** 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。公司註冊處會以傳真方式通知提交人親身領取「非香港公司註冊證明書」及「商業登記證」(如有的話)。如提交人委託他人代領，需簽署授權書。

**5.** 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定交付處長。

**費用**

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

**簽署**

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

**公司名稱 (第 1 項)**

**8.** (a) 請在此項填報非香港公司在其成立所在地註冊所用的一個或多於一個名稱(「本土名稱」)。如該本土名稱中，既無以拉丁字母的字組成的名稱亦無中文字名稱，則須填報其中一個本土名稱的經核證英文譯名或中文譯名(或兼備有兩者)。該經核證譯名是指在本表格第 9 項所述隨本表格交付的非香港公司的公司註冊證明書(或等同於公司註冊證明書的文件)的經核證譯本上所示的譯名。核證譯本的方式應依循《公司條例》第 4 條的規定。

(b) 如本土名稱中只有以拉丁字母的字組成的名稱，非香港公司可在此項填報其擬註冊的一個經核證中文譯名。如本土名稱中只有中文字名稱，非香港公司可在此項填報其擬註冊的一個經核證英文譯名。非香港公司須按照《公司(非香港公司)規例》第 7(1)條訂明的規定，交付本表格時須隨附公司註冊證明書(或等同於公司註冊證明書的文件)的有關部分的經核證譯本。核證譯本的方式應依循《公司條例》第 4 條的規定。

(c) 請參閱《公司條例》第 16 部第 4 分部對註冊非香港公司在香港經營業務時採用的名稱的規管，及公司註冊處發出的《註冊非香港公司的法團名稱註冊指引》有關註冊法團名稱所須注意的事項。

**在香港的主要營業地點及在成立所在地的辦事處 (第 3 及 4 項)**

**9.** 請提供公司的電郵地址(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 NN9 通知公司註冊處。

**在香港的獲授權代表 (第 5 項)**

**10.** 凡在香港註冊的非香港公司，均須有至少一名在香港的獲授權代表，代公司接受任何須向該公司送達的法律程序文件或通知的送達。該名獲授權代表應由居於香港的自然人、《法律執業者條例》(第 159 章)第 2(1)條界定的律師法團、《會計及財務匯報局條例》(第 588 章)第 2(1)條所界定的執業法團、律師行，或《會計及財務匯報局條例》(第 588 章)第 2(1)條所界定的會計師事務所擔任。

**11.** 請提供獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN8C 通知公司註冊處。

**12.** (a) 只須填報獲授權代表的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子 ：**

**香港身分證號碼**

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

**護照號碼**

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

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

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

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

(d) 如獲授權代表並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」，亦無需提交 PI-NN1 頁。

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

**公司秘書及董事 (第 6 及 7 項)**

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

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

**16.** 請提供公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN7 通知公司註冊處。

**17.** (a) 請填報屬自然人的公司秘書或董事的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註12。

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

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

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

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

如董事並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」。

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

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

**20.** 請述明董事的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。

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

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

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

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

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

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

**隨本表格交付的公司註冊證明書或等同於公司註冊證明書的文件的名稱 (第 9 項)**

**24.** (a) 如根據非香港公司成立所在地的法律，發出公司註冊證明書並非慣常做法，則公司須向處長交付它成立為法團的其他證據，該等證據須屬處長認為充分者。

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

**帳目 (第 10 項)**

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

**26.** 如公司在本表格第 10B 項作出***其中一項***陳述，則無須交付帳目。

**獲授權代表／公司秘書／董事(自然人) - 受保護資料 (PI-NN1)**

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

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

**28.** 請填報獲授權代表、公司秘書或董事的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。如該董事沒持有香港身分證或任何護照，請在有關的空格內填上「無」。如該獲授權代表或公司秘書沒持有香港身分證或任何護照，則無需提交 PI-NN1 頁。

**29.** 請填報董事或候補董事的通常住址，如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。獲授權代表及公司秘書無需填報其通常住址。

**APPLICATION FOR REGISTRATION AS REGISTERED NON-HONG KONG COMPANY**

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

**Notes for Completion of Form NN1**

**Introduction**

**1.** A non-Hong Kong company should use this form for applying to the Registrar of Companies (the Registrar) for registration as a registered non-Hong Kong company within 1 month after the establishment of a place of business in Hong Kong.

**2.** According to sections 5B(1) and 5D(2) of the Business Registration Ordinance (Cap. 310), **an applicant for registration as a registered non-Hong Kong company must deliver a Notice to Business Registration Office (IRBR2) together with this form**. If the non-Hong Kong company has not yet registered its business under the Business Registration Ordinance, the prescribed business registration fee and levy must be paid on delivery of this form. Otherwise, the application will be rejected by the Companies Registry.

**3.** Please fill in all particulars and complete all items consistently in either Chinese or English. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

**4.** Please complete the 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 Registration of Non-Hong Kong Company and the Business Registration Certificate (if any) in person. A written authorization will be required if the presentor sends a representative to collect the certificates.

**5.** This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

**Fee**

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

**Signature**

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

**Company Name (Section 1)**

**8.** (a) Please state the name(s) by which the non-Hong Kong company is registered in its place of incorporation (the domestic name). If none of its domestic names is in characters of the Latin alphabet or in Chinese, please state a certified translation of one of those names in English or Chinese or both as shown in the certified translation of the company's certificate of incorporation (or its equivalent) delivered with this form as stated in Section 9 of this form. The translation should be certified in accordance with section 4 of the Companies Ordinance.

(b) If the non-Hong Kong company has one or more than one domestic names and the names are only in characters of the Latin alphabet, the non-Hong Kong company may state in this section a certified translation of any one of the domestic names in Chinese which it intends to register as an additional corporate name in Hong Kong. If the non-Hong Kong company has one or more than one domestic names and the names are only in Chinese, the non-Hong Kong company may state in this section a certified translation of any one of the domestic names in English which it intends to register as an additional corporate name in Hong Kong. A certified translation of the relevant part of the company's certificate of incorporation (or its equivalent) should be delivered with this form pursuant to section 7(1) of the Companies (Non-Hong Kong Companies) Regulation. The translation should be certified in accordance with section 4 of the Companies Ordinance.

(c) Please note the provisions in Division 4 of Part 16 of the Companies Ordinance that regulate the names used by registered non-Hong Kong companies to carry on business in Hong Kong and the 'Guideline on Registration of Corporate Names for Registered Non-Hong Kong Companies' issued by the Companies Registry for the points to note in registration of corporate names for registered non-Hong Kong companies.

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

**9.** Please provide the email address of the 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 NN9.

**Authorized Representative in Hong Kong (Section 5)**

**10.** A non-Hong Kong company registered in Hong Kong must have at least one authorized representative in Hong Kong to accept on the company's behalf service of any process or notice required to be served on the company. An authorized representative should be a natural person resident in Hong Kong, a solicitor corporation as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159), a corporate practice as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588), a firm of solicitors, or a CPA firm as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588).

**11.** Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN8C.

**12.** (a) Only the ***partial number*** of the Hong Kong Identity Card of the authorized representative or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country/region of the passport of the authorized representative is required. Please provide the partial number according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | [ ] [A] [1] [2] [3] [*] [*] [*] [(*)] |
| AA123456(7) | [A] [A] [1] [2] [3] [*] [*] [*] [(*)] |

**Passport Number**

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

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

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

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

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

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

**Company Secretary or Director (Sections 6 and 7)**

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

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

**16.** Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN7.

**17.** (a) Please provide the ***partial number*** of the Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of the company secretary or director who is a natural person. Please refer to Note 12 on the details and examples of ***partial number***.

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

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

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

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

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

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

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

**20.** Please state the capacity(ies) of the director(s). In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it is the alternate.

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

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

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

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

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

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

**Name of the Certificate of Incorporation or its Equivalent Delivered with this Form (Section 9)**

**24.** (a) If it is shown to the satisfaction of the Registrar that it is not the practice under the law of the place where a non-Hong Kong company is incorporated to issue a certificate of incorporation, the company must deliver to the Registrar other evidence of incorporation that the Registrar considers sufficient.

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

**Accounts (Section 10)**

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

**26.** If the company makes ***either one*** of the statements in Section 10B of this form, no accounts are required to be delivered.

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

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

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

**28.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country／region of the passport of the authorized representative or company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. If the authorized representative or company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NN1 sheet.

**29.** Please state the usual residential address of the director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. 'Care of' addresses or post office box numbers are not acceptable. The authorized representative and company secretary are not required to report such information.

公司註冊處
Companies Registry

# 註冊非香港公司
# 終止授權獲授權代表的通知

# Notification of Termination of Authorization of Authorized Representative of Registered Non-Hong Kong Company

表格 Form **NN2**

公司編號 Company Number

**F**

註 Note

6 **1 公司名稱 Company Name**

**2 終止授權 Termination of Authorization**

**A. 獲授權代表現時在公司註冊處登記的詳情**
**Particulars of the Authorized Representative Currently Registered with the Companies Registry**

**I. 獲授權代表屬自然人 Natural Person as Authorized Representative**

**中文姓名**
**Name in Chinese**

**英文姓名**
**Name in English**

**姓氏** Surname

**名字** Other Names

7 **身分識別**
**Identification**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | ＊ | ＊ | ＊ | (＊) | |

**香港身分證部分號碼**
**Partial Number** of Hong Kong Identity Card

**護照部分號碼**
**Partial Number** of Passport

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 **NN2**

**公司編號 Company Number**
**F**

**2 終止授權 Termination of Authorization** (續上頁 cont'd)

**II. 獲授權代表屬律師行／律師法團／會計師事務所或執業法團**
**Firm of Solicitors／Solicitor Corporation／CPA Firm or Corporate Practice as Authorized Representative**

**英文名稱**
**Name in English**

**中文名稱**
**Name in Chinese**

8 **B. 書面終止通知 Written Notice of Termination**

**書面終止通知的副本必須連同本表格一併交付**
**A copy of the written notice of termination must be delivered with this form**

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

☐ **獲授權代表已將書面終止通知送交公司在其成立為法團所在地方的註冊辦事處（或等同於註冊辦事處的地點）。**
The written notice of termination has been sent by the authorized representative to the company's registered office (or the equivalent) in its place of incorporation.

☐ **公司已將書面終止通知送交公司登記冊內所示的獲授權代表的地址。**
The written notice of termination has been sent by the company to the authorized representative's address shown in the Companies Register.

9 **C. 書面終止通知所述的終止授權日期**
**Date of Termination of Authorization Stated in the Written Notice of Termination**

| | | |
|---|---|---|
| | | |
| **日** DD | **月** MM | **年** YYYY |

5 **簽署** Signed :

**姓名** Name : _____ **日期** Date : _____

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

**日** DD / **月** MM / **年** YYYY

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

**《公司條例》(香港法例第 622 章)**
**第 787 條規定交付的**

**註冊非香港公司終止授權獲授權代表的通知**

**填表須知 — 表格 NN2**

**附註**

**引言**

**1.** 註冊非香港公司的獲授權代表或註冊非香港公司須以本表格通知公司註冊處處長(「處長」)有關終止授權的日期。本表格必須於送交書面終止通知給該註冊非香港公司或有關的獲授權代表(視乎情況而定)的日期後的1個月內交付處長登記。

**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《公司條例》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、公司秘書、經理、獲授權代表或以本表格申報終止授權的前任獲授權代表簽署(視乎情況而定)。公司註冊處不接納未簽妥的表格。

**公司名稱 (第 1 項)**

**6.** 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

**獲授權代表現時在公司註冊處登記的詳情 (第 2A 項)**

**7.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如獲授權代表屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填報「無」。

**書面終止通知 (第 2B 項)**

**8.** 本表格必須連同由有關通知者送交註冊非香港公司的獲授權代表或註冊非香港公司(視乎情況而定)的書面終止通知的副本一併交付。如書面終止通知既非採用英文，亦非採用中文，則***只需***交付經核證的英文或中文譯本。

**書面終止通知所述的終止授權日期 (第 2C 項)**

**9.** 授權將會在本表格送交公司註冊處後的 21 日屆滿時，或在連同本表格交付的書面終止通知副本所述的終止授權日期***(以較後的日期為準)***終止。

**NOTIFICATION OF TERMINATION OF AUTHORIZATION OF AUTHORIZED REPRESENTATIVE OF REGISTERED NON-HONG KONG COMPANY**

**For the purposes of section 787 of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NN2**

**Introduction**

**1.** The person registered in the Companies Register as an authorized representative of a registered non-Hong Kong company or the registered non-Hong Kong company should notify the Registrar of Companies (the Registrar) in this form of the date of termination of authorization. This form should be delivered to the Registrar for registration within 1 month after the date of the written notice of termination which has been sent to the company or the authorized representative, as the case may be.

**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 Ordinance.

**Signature**

**5.** This form must be signed by a director, company secretary, manager or an authorized representative or the outgoing authorized representative whose termination of authorization is notified under this form, as the case may be. A form which is not properly signed will be rejected by the Companies Registry.

**Company Name (Section 1)**

**6.** The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

**Particulars of the Authorized Representative Currently Registered with the Companies Registry (Section 2A)**

**7.** (a) For identification purposes, please provide the partial number of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | ( A) 1 2 3 * * * * (*) |
| AA123456(7) | A A 1 2 3 * * * * (*) |

**Passport Number**

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

(b) If the authorized representative is a natural person and has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**Written Notice of Termination (Section 2B)**

**8.** This form must be accompanied by a copy of the notice of termination of authorization as an authorized representative of a registered non-Hong Kong company, given to the company or the authorized representative, as the case may be. If it is in a language other than English or Chinese, ***only*** a certified translation of the notice of termination in English or Chinese is required.

**Date of Termination of Authorization Stated in the Written Notice of Termination (Section 2C)**

**9.** The termination of authorization shall take effect on the expiration of 21 days after the date of delivery of this form to the Companies Registry or the date of termination stated in the written notice of termination delivered with this form, ***whichever is later***.

公司註冊處
Companies Registry

# 註冊非香港公司周年申報表
# Annual Return of Registered Non-Hong Kong Company

表格 Form **NN3**

公司編號 Company Number

**F**

註 Note

7 **1 公司名稱 Company Name**

**2 本申報表的日期 Date of this Return**

**根據《公司條例》第 16 部或《前身條例》第 XI 部註冊的日期的最近周年日**
**The Most Recent Anniversary of the Date of Registration under Part 16 of the Companies Ordinance or Part XI of the Predecessor Ordinance**

日 DD | 月 MM | 年 YYYY

**3 根據《公司條例》第 16 部或《前身條例》第 XI 部的註冊日期**
**Date of Registration under Part 16 of the Companies Ordinance or Part XI of the Predecessor Ordinance**

日 DD | 月 MM | 年 YYYY

**4 成立為法團所在地方 Place of Incorporation**

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

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

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

8 **(b) 電郵地址 Email Address**

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 **NN3**

公司編號 Company Number

F

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

**(a) 在成立為法團所在地方的註冊辦事處(或等同於註冊辦事處的地點)的地址**
**Address of the Registered Office (or its equivalent) in Place of Incorporation**

| | |
|---|---|
| | Country／Region 國家／地區 |

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

**(b) 在成立為法團所在地方的主要營業地點的地址(如有的話)**
**Address of the Principal Place of Business (if any) in Place of Incorporation**

| | |
|---|---|
| | Country／Region 國家／地區 |

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

8 **(c) 電郵地址 Email Address**

## 7 在香港的獲授權代表 Authorized Representative in Hong Kong

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

*(如超過兩名獲授權代表屬自然人，請用續頁A 填報 Use Continuation Sheet A if more than 2 authorized representatives are natural persons)*

**1 中文姓名**
**Name in Chinese**

**英文姓名**
**Name in English**

**姓氏** Surname

**名字** Other Names

9 **香港地址**
**Hong Kong Address**

**地區** Region 香港／HONG KONG

10 **電郵地址**
**Email Address**

11 **身分識別 Identification**

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

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | * | * | * | ( * ) |

(b) **護照**
Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

表格
Form **NN3**

**公司編號 Company Number**

**F**

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

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

2 **中文姓名**
**Name in Chinese**

**英文姓名** **姓氏** Surname
**Name in English**

**名字** Other Names

9 **香港地址**
**Hong Kong Address**

**地區** Region 香港／HONG KONG

10 **電郵地址**
**Email Address**

11 **身分識別 Identification**

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

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | (*) |

(b) **護照**
Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼** **Partial Number**

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

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

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

**商號或法團的性質**
**Nature of the Firm or Corporation**

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

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

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

12 **香港地址**
**Hong Kong Address**

**地區** Region 香港／HONG KONG

10 **電郵地址**
**Email Address**

表格 Form **NN3**

公司編號 Company Number

F

## 8 公司秘書 Company Secretary

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

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

13 **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

14 **通訊地址 Correspondence Address**

國家／地區 Country／Region

15 **電郵地址 Email Address**

16 **身分識別 Identification**

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼** **Partial Number**

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

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

17 **中文名稱 Name in Chinese**

**英文名稱 Name in English**

18 **地址 Address**

國家／地區 Country／Region

15 **電郵地址 Email Address**

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

表格 Form **NN3**

公司編號 Company Number

**F**

## 9 董事 Directors

### A. 董事（自然人）Director (Natural Person)

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

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

19 **1 身分 Capacity**

☐ **董事** Director ☐ **候補董事** Alternate Director

**代替** Alternate to

13 **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

14 **通訊地址 Correspondence Address**

**國家／地區** Country／Region

15 **電郵地址 Email Address**

16 **身分識別 Identification**

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

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | ( | * ) |

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**



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表格 Form **NN3**

公司編號 Company Number

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## 9 董事 Directors (續上頁 cont'd)

### A. 董事（自然人）Director (Natural Person)

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

19 2 身分 Capacity ☐ 董事 Director ☐ 候補董事 Alternate Director 代替 Alternate to

13 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

14 通訊地址 Correspondence Address

國家／地區 Country／Region

15 電郵地址 Email Address

16 身分識別 Identification

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

(b) 護照 Passport

簽發國家／地區 Issuing Country／Region

部分號碼 Partial Number



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

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公司編號 Company Number
**F**

## 9 董事 Directors (續上頁 cont'd)

### B. 董事 (法人團體) Director (Body Corporate)

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

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

19 **身分 Capacity**

☐ **董事** Director ☐ **候補董事** Alternate Director

**代替** Alternate to

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

18 **地址 Address**

**國家／地區** Country／Region

15 **電郵地址 Email Address**

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

## 10 股本 Share Capital *(截至本申報表的日期 As at the date of this return)*

*(只適用於有股本公司 Only applicable to a company having a share capital)*

**法定股本(或等同者)**
**Authorized Share Capital (or its equivalent)**
*(如不適用，請填上「不適用」)*
*(If not applicable, please state 'NA')*

| **貨幣單位** Currency | **總面值** Total Nominal Value |
|---|---|
| | |

**已發行股本(或等同者)**
**Issued Share Capital (or its equivalent)**
*(如不適用，請填上「不適用」)*
*(If not applicable, please state 'NA')*

| **貨幣單位** Currency | **總面值** Total Nominal Value |
|---|---|
| | |

## 11 按揭及押記 Mortgages and Charges

**截至本申報表的日期，所有根據《公司條例》第 8 部或《前身條例》第 III 部，須向公司註冊處處長登記的就所有按揭及押記的負債總額**
**Total amount of the indebtedness of the company as at the date of this return in respect of all mortgages and charges that are required to be registered with the Registrar of Companies under Part 8 of the Companies Ordinance or Part III of the Predecessor Ordinance**

表格 Form **NN3**

**公司編號 Company Number**

| F |
|---|
| |

20 **12 帳目 Accounts**

*(請填報 A 或 B 項 Please complete Section A or B as appropriate)*

**A. 隨本表格交付《公司條例》第 789 條規定的最近發表的帳目**
**Latest Published Accounts required under section 789 of the Companies Ordinance are delivered with this form**

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

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | 至 To | | | | | |
| **日** DD | **月** MM | **年** YYYY | | **日** DD | **月** MM | **年** YYYY | | |

21 **B. 並無隨本表格交付《公司條例》第 789 條規定的帳目，原因如下—**
**Accounts required under section 789 of the Companies Ordinance are not delivered with this form for the following reason —**

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

☐ **公司成立為法團所在地方的法律，或在其註冊成為公司所在的任何其他司法管轄區的法律，以及該司法管轄區的任何證券交易所或類似的監管機構的規章，均沒有規定公司須發表其帳目，或將其帳目的文本交付某人，而公眾人士有權在該人的辦事處查閱該帳目。**
The company is neither required by the law of its place of incorporation, the law of any other jurisdiction where the company is registered as a company, nor the rules of any stock exchange or similar regulatory bodies in that jurisdiction to publish its accounts or to deliver copies of its accounts to any person in whose office the accounts may be inspected as of right by members of the public.

☐ **公司成立為法團的日期，是在根據《公司條例》第 788(1)條交付周年申報表的日期前的 18 個月內，而公司須發表的帳目仍未擬備。**
The company has been incorporated for less than 18 months prior to the date of delivery of the annual return under section 788(1) of the Companies Ordinance and the accounts of the company that are required to be published have not been made up.

**本申報表包括下列續頁 This Return includes the following Continuation Sheet(s)**

| **續頁 Continuation Sheet(s)** | **A** | **B** | **C** | **D** |
|---|---|---|---|---|
| **頁數 Number of pages** | | | | |

6 **簽署** Signed :

**姓名** Name : _____ **日期** Date : _____

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

**日** DD / **月** MM / **年** YYYY

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



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格
Form **NN3**

**續頁 A Continuation Sheet A**

**本申報表的日期 Date of Return**

| | | |
|---|---|---|
| | | |
| 日 DD | 月 MM | 年 YYYY |

**公司編號 Company Number**

**F**

## 在香港的獲授權代表的詳情 (第 7 項)
## Details of Authorized Representative in Hong Kong (Section 7)

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

**中文姓名**
**Name in Chinese**

**英文姓名** **姓氏** Surname
**Name in English**

**名字** Other Names

9 **香港地址**
**Hong Kong Address**

**地區** Region 香港／HONG KONG

10 **電郵地址**
**Email Address**

11 **身分識別 Identification**

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

(b) **護照**
Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

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

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

**商號或法團的性質**
**Nature of the Firm or Corporation**

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

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

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

12 **香港地址**
**Hong Kong Address**

**地區** Region 香港／HONG KONG

10 **電郵地址**
**Email Address**

表格
Form **NN3**

**續頁 B Continuation Sheet B**

**本申報表的日期 Date of Return**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

**公司編號 Company Number**

**F**

## 公司秘書詳情 (第 8 項) Details of Company Secretary (Section 8)

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

13 **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

14 **通訊地址 Correspondence Address**

**國家／地區** Country／Region

15 **電郵地址 Email Address**

16 **身分識別 Identification**

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

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

17 **中文名稱 Name in Chinese**

**英文名稱 Name in English**

18 **地址 Address**

**國家／地區** Country／Region

15 **電郵地址 Email Address**

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

表格
Form **NN3**

**續頁 C Continuation Sheet C**

**本申報表的日期 Date of Return**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

**公司編號 Company Number**

**F**

## 董事詳情（自然人）（第 9A 項）Details of Director (Natural Person ) (Section 9A)

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

19 **身分 Capacity**

☐ **董事** Director ☐ **候補董事** Alternate Director

**代替** Alternate to

13 **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

14 **通訊地址 Correspondence Address**

**國家／地區** Country／Region

15 **電郵地址 Email Address**

16 **身分識別 Identification**

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

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | (*) |

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

表格
Form **NN3**

**續頁 D Continuation Sheet D**

**本申報表的日期 Date of Return**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

**公司編號 Company Number**

**F**

## 董事詳情（法人團體）（第 9B 項）Details of Director (Body Corporate) (Section 9B)

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

19 **1 身分 Capacity** ☐ **董事** Director ☐ **候補董事** Alternate Director **代替** Alternate to

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

18 **地址 Address**

**國家／地區** Country／Region

15 **電郵地址 Email Address**

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

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

19 **2 身分 Capacity** ☐ **董事** Director ☐ **候補董事** Alternate Director **代替** Alternate to

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

18 **地址 Address**

**國家／地區** Country／Region

15 **電郵地址 Email Address**

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

**《公司條例》(香港法例第 622 章)**
**第 788 條規定交付的**

**註冊非香港公司周年申報表**

**填表須知 — 表格 NN3**

**附註**

**引言**

**1.** 註冊非香港公司必須每年將一份周年申報表交付公司註冊處處長(「處長」)登記。申報表應準確反映公司於申報表的日期的狀況。

**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。

**交付表格的期限**

**4.** ***本表格必須於公司註冊為註冊非香港公司的註冊證明書發出的日期的最近周年日後的 42 日內交付處長登記***。你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。***逾期提交者均須繳付較高的註冊費用***。

**費用**

**5.** 本表格必須連同正確的註冊費用一併交付，否則公司註冊處不會接納。公司註冊處將依據公司重新交付表格的日期，計算所需繳付的註冊費用。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

**簽署**

**6.** 本表格必須由一名董事、公司秘書、經理或獲授權代表簽署。公司註冊處不接納未簽妥的表格，並將依據公司重新提交已簽妥的表格的日期，計算所需繳付的註冊費用。

**公司名稱 (第 1 項)**

**7.** 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

**在香港的主要營業地點及在成立為法團所在地方的辦事處 (第 5 及 6 項)**

**8.** 請提供公司的電郵地址(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 NN9 通知公司註冊處。

**在香港的獲授權代表 (第 7 項)**

**9.** 如獲授權代表屬自然人，請提供其香港地址，本處不接納「轉交」地址或郵政信箱號碼。

**10.** 請提供獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN8C 通知公司註冊處。

**11.** (a) 請申報屬自然人的獲授權代表的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如獲授權代表屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

**12.** 如獲授權代表屬律師行或律師法團、會計師事務所或執業法團，請申報其在香港的營業地址。本處不接納「轉交」地址或郵政信箱號碼。

**公司秘書或董事 (第 8 及 9 項)**

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

**14.** 請申報屬自然人的公司秘書或董事的***通訊地址***。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。

**15.** 請提供公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN7 通知公司註冊處。

**16.** (a) 請申報屬自然人的公司秘書或董事的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註 11。

(b) 如公司秘書或董事屬自然人，並曾根據附註 11 的描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

**17.** 如某商號的所有合夥人為公司的聯名公司秘書，請在供公司秘書(法人團體)填報名稱的空格內申報商號名稱。

**18.** 如公司秘書或董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

**19.** 請述明董事的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。

**帳目 (第 12 項)**

**20.** 根據《公司條例》第 789 條規定，周年申報表必須連同一份最近發表的涵蓋最少 12 個月期間的帳目的經核證副本，或如該帳目不是採用英文或中文擬備，則須連同該帳目的經核證英文譯本或中文譯本一併交付處長登記。

**21.** 如公司能符合本表格第 12B 項所列兩項條件的任何***一項***，則無需交付帳目。

**ANNUAL RETURN OF REGISTERED NON-HONG KONG COMPANY**

**For the purposes of section 788 of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NN3**

**Introduction**

**1.** A registered non-Hong Kong company must every year deliver to the Registrar of Companies (the Registrar) an annual return for registration. The return should reflect accurately the affairs of the company as at the date of return.

**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.

**Deadline for Delivery of this Form**

**4.** ***This form must be delivered to the Registrar for registration within 42 days after the most recent anniversary of the date of registration of the registered non-Hong Kong company*** by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance. ***Late submission will be subject to payment of a higher registration fee***.

**Fee**

**5.** This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. The registration fee payable will be calculated according to the resubmission date of the form. Please refer to the information pamphlet on 'Price Guide to Main Services' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

**Signature**

**6.** This form must be signed by a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry. The registration fee payable will be calculated according to the resubmission date of the properly signed form.

**Company Name (Section 1)**

**7.** The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

**Principal Place of Business in Hong Kong and Offices in Place of Incorporation (Sections 5 and 6)**

**8.** Please provide the email address of the company, if any, to facilitate electronic communication. If there is any subsequent change in the email address, please notify the Companies Registry by completing Form NN9.

**Authorized Representative in Hong Kong (Section 7)**

**9.** Please provide the Hong Kong address of the authorized representative who is a natural person. 'Care of' addresses or post office box numbers are not acceptable.

**10.** Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN8C.

**11.** (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country/region of the passport of the authorized representative who is a natural person according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | ` A 123 ***(*)` |
| AA123456(7) | AA 123 ***(*) |

**Passport Number**

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

(b) If the authorized representative who is a natural person has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

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

**Company Secretary or Directors (Sections 8 and 9)**

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

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

**15.** Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN7.

**16.** (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of the company secretary or director who is a natural person. Please refer to Note 11 on the details and examples of ***partial number***.

(b) If the company secretary or director who is a natural person has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description of Note 11 above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**17.** If all the partners in a firm are joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

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

**19.** Please state the capacity(ies) of the director(s). In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it is the alternate.

**Accounts (Section 12)**

**20.** A certified copy of the latest published accounts for a period of at least 12 months, or if the accounts are not in English or Chinese, a certified translation of the accounts in English or Chinese should be delivered with the Annual Return to the Registrar for registration as required by section 789 of the Companies Ordinance.

**21.** If the company can fulfil ***either*** of the two conditions listed in Section 12B of this form, no accounts are required to be delivered.

公司註冊處
Companies Registry

# 註冊非香港公司
# 更改公司秘書及董事申報表(委任／停任)
# Return of Change of Company Secretary and Director of Registered Non-Hong Kong Company (Appointment／Cessation)

表格 Form **NN6**

公司編號 Company Number

F

註 Note

7 **1 公司名稱 Company Name**

**2 公司秘書／董事的停任 Cessation to Act as Company Secretary／Director**

*(如超過一名公司秘書／董事停任，請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary／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**

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

8 身分 Capacity: ☐ 公司秘書 Company Secretary ☐ 董事 Director ☐ 候補董事 Alternate Director — 代替 Alternate to

**公司秘書／董事的詳情 (自然人) Particulars of Company Secretary／Director (Natural Person)**

9 中文姓名 Name in Chinese

英文姓名 Name in English — 姓氏 Surname / 名字 Other Names

10 身分識別 Identification — 香港身分證部分號碼 Partial Number of Hong Kong Identity Card (＊＊＊(＊)) — 護照部分號碼 Partial Number of Passport

**或 OR**

11 **公司秘書／董事的詳情 (法人團體) Particulars of Company Secretary／Director (Body Corporate)**

中文及英文名稱 Chinese and English Names

**B. 停任詳情 Details of Cessation**

12 停任日期 Date of Cessation — 日 DD / 月 MM / 年 YYYY

13 上述董事或候補董事在停任日期後，是否仍然擔任這公司的候補董事或董事職位？ Will this director or alternate director continue to hold office as alternate director or director in this company after the date of cessation? ☐ 是 Yes ☐ 否 No

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 **NN6**

**公司編號 Company Number**

**F**

## 3 委任公司秘書／董事（自然人）Appointment of Company Secretary／Director (Natural Person)

*(如委任超過一名自然人為公司秘書／董事，請用續頁 B 填報 Use Continuation Sheet B if more than 1 natural person is appointed as company secretary／director)*

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

14 **身分 Capacity**

☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

**代替** Alternate to

15 **中文姓名 Name in Chinese**

**英文姓名 Name in English**

**姓氏** Surname

**名字** Other Names

**前用姓名 Previous Names**

**中文** Chinese

**英文** English

**別名 Alias**

**中文** Chinese

**英文** English

16 **通訊地址 Correspondence Address**

*(須在 PI-NN6 頁填報董事通常住址 Provide director's usual residential address in PI-NN6 sheet)*

**國家／地區** Country／Region

17 **電郵地址 Email Address**

18 **身分識別 Identification**

*(須在 PI-NN6 頁填報完整身分識別號碼 Provide full identification number in PI-NN6 sheet)*

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

**委任日期 Date of Appointment**

**日** DD **月** MM **年** YYYY

19 **上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？ Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment?**

☐ **是 Yes**

☐ **否 No**

表格 Form **NN6**

公司編號 Company Number

**F**

## 4 委任公司秘書／董事 (法人團體) Appointment of Company Secretary／Director (Body Corporate)

*(如委任超過一個法人團體為公司秘書／董事，請用續頁 C 填報 Use Continuation Sheet C if more than 1 body corporate is appointed as company secretary／director)*

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

20 **身分 Capacity**

☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

**代替** Alternate to

21 **中文名稱 Name in Chinese**

21 **英文名稱 Name in English**

22 **地址 Address**

**國家／地區** Country／Region

23 **電郵地址 Email Address**

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

**委任日期 Date of Appointment**

**日** DD **月** MM **年** YYYY

24 **上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？ Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment?**

☐ **是 Yes**
☐ **否 No**

**本申報表包括下列續頁／PI-NN6 頁 This Return includes the following Continuation Sheet(s)／PI-NN6 Sheet(s)**

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

| **PI-NN6 (不會供公眾查閱 NOT for Public Inspection)** | |
|---|---|
| **頁數 Number of pages** | |

6 **簽署** Signed :

**姓名** Name : _____ **日期** Date : _____

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

**日** DD / **月** MM / **年** YYYY

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

表格
Form **NN6**

**續頁 A Continuation Sheet A**

**公司編號 Company Number**

**F**

## 公司秘書／董事的停任（第 2 項）
## Cessation to Act as Company Secretary／Director (Section 2)

### 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(es)*

8 **身分 Capacity**

☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

**代替 Alternate to**

**公司秘書／董事的詳情（自然人） Particulars of Company Secretary／Director (Natural Person)**

9 **中文姓名 Name in Chinese**

**英文姓名 Name in English**

**姓氏** Surname

**名字** Other Names

10 **身分識別 Identification**

＊ ＊ ＊ (＊)

**香港身分證部分號碼** **Partial Number** of Hong Kong Identity Card

**護照部分號碼** **Partial Number** of Passport

**或 OR**

11 **公司秘書／董事的詳情（法人團體） Particulars of Company Secretary／Director (Body Corporate)**

**中文及英文名稱 Chinese and English Names**

### B. 停任詳情 Details of Cessation

12 **停任日期 Date of Cessation**

**日** DD **月** MM **年** YYYY

13 **上述董事或候補董事在停任日期後，是否仍然擔任這公司的候補董事或董事職位？ Will this director or alternate director continue to hold office as alternate director or director in this company after the date of cessation?**

☐ **是 Yes**

☐ **否 No**

表格 Form **NN6**

**續頁 B Continuation Sheet B**

**公司編號 Company Number**

**F**

## 委任公司秘書／董事（自然人）(第 3 項)
## Appointment of Company Secretary／Director (Natural Person) (Section 3)

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

**14** **身分 Capacity** ☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

**代替** Alternate to

**15**

**中文姓名 Name in Chinese**

**英文姓名 Name in English**

**姓氏** Surname

**名字** Other Names

**前用姓名 Previous Names**

**中文** Chinese

**英文** English

**別名 Alias**

**中文** Chinese

**英文** English

**16** **通訊地址 Correspondence Address**

*(須在 PI-NN6 頁填報董事通常住址 Provide director's usual residential address in PI-NN6 sheet)*

**國家／地區** Country／Region

**17** **電郵地址 Email Address**

**18** **身分識別 Identification**

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

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | ＊ | ＊ | ＊ | ( | ＊ ) |

*(須在 PI-NN6 頁填報完整身分識別號碼 Provide full identification number in PI-NN6 sheet)*

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

**委任日期 Date of Appointment**

**日** DD **月** MM **年** YYYY

**19** **上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？ Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment?**

☐ **是 Yes**

☐ **否 No**

表格
Form **NN6**

**續頁 C Continuation Sheet C**

**公司編號 Company Number**

**F**

## 委任公司秘書／董事（法人團體）(第 4 項)
## Appointment of Company Secretary／Director (Body Corporate) (Section 4)

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

20 **身分 Capacity**
☐ **公司秘書** Company Secretary
☐ **董事** Director
☐ **候補董事** Alternate Director

**代替 Alternate to**

21 **中文名稱 Name in Chinese**

21 **英文名稱 Name in English**

22 **地址 Address**

**國家／地區** Country／Region

23 **電郵地址 Email Address**

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

**委任日期 Date of Appointment**

日 DD | 月 MM | 年 YYYY

24 **上述董事或候補董事在獲得這次委任時，是否已經是這公司的現任候補董事或董事？ Is this director or alternate director already an existing alternate director or director in this company at the time of this appointment?**
☐ **是 Yes**
☐ **否 No**

# PI-NN6

公司編號 Company Number

F

## 委任公司秘書／董事（自然人）– 受保護資料
## Appointment of Company Secretary／Director (Natural Person) – Protected Information

X

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

- 公司須於本頁申報新委任公司秘書的香港身分證或護照的完整號碼。
  The full number of Hong Kong Identity Card or passport of the newly appointed company secretary should be reported on this page.
- 公司須於本頁申報新委任董事的香港身分證或護照的完整號碼及通常住址。
  The full number of Hong Kong Identity Card or passport and usual residential address of the newly appointed director should be reported on this page.

*(每一頁 PI-NN6 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN6 頁填報。*
*Each PI-NN6 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN6 sheet(s).)*

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

**身分 Capacity**
☐ 公司秘書 Company Secretary ☐ 董事 Director ☐ 候補董事 Alternate Director

**中文姓名 Name in Chinese**

**英文姓名 Name in English**
姓氏 Surname
名字 Other Names

**身分識別 Identification**

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

(b) 護照 Passport
簽發國家／地區 Issuing Country／Region
完整號碼 Full Number

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

國家／地區 Country／Region

**請勿覆蓋此頁內的條碼**
**DO NOT COVER THE BARCODES ON THIS PAGE**

*(交付表格 NN6 時，請將所有 PI-NN6 頁置於最後。*
*Please place all PI-NN6 sheets at the end when delivering the Form NN6.)*

指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

**《公司條例》(香港法例第 622 章)**
**第 791(1) 及791(2)(b) 條規定交付的**

# 註冊非香港公司更改公司秘書及董事申報表(委任／停任)

## 填表須知 — 表格 NN6

**附註**

**引言**

**1.** 本表格是用以通知公司註冊處處長(「處長」)有關註冊非香港公司的公司秘書或聯名公司秘書(「公司秘書」)或董事(包括候補董事)的委任。本表格亦用以向處長申報有關公司秘書或董事(包括候補董事)的停任。公司須在出現有關更改的日期後的1個月內將本表格交付處長登記。

**2.** 如要申報註冊非香港公司的公司秘書或董事(包括候補董事)的詳情的更改，請使用表格 NN7。

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

**公司名稱 (第 1 項)**

**7.** 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

**公司秘書／董事的停任 (第 2 項)**

**8.** 請述明停任者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。

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

**10.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如停任的公司秘書或董事屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

**11.** 如停任的公司秘書為某商號的所有合夥人，請在供公司秘書(法人團體)申報名稱的空格內申報商號名稱。

**12.** 如公司秘書或董事去世，請申報其去世日期，作為停任日期。

**13.** 請述明董事或候補董事在停任後，是否仍然擔任其他董事(包括候補董事)職位。如申報公司秘書的停任，則無需填報此項。

**委任公司秘書／董事 (自然人) (第 3 項)**

**14.** 請述明獲委任者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。

**15.** 屬自然人的獲委任者的姓名，必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

**16.** (a) 請申報公司秘書的***通訊地址***。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。

(b) 請申報董事的***通訊地址***。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。

請另外於 PI-NN6 頁內填報董事的***通常住址***。PI-NN6 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN6 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN6 頁填報。

**17.** 請提供公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN7 通知公司註冊處。

**18.** (a) 請填報公司秘書或董事的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註 10。

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

(c) 請另外於 PI-NN6 頁內填報公司秘書或董事完整的香港身分證號碼或護照號碼。PI-NN6 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN6 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN6 頁填報。

(d) 如公司秘書並非香港身分證持有人，亦沒有任何護照，請在有關的空格內填上「無」，亦無需提交 PI-NN6 頁。

如董事並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」。

**19.** 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任，則無需填報此項。

**委任公司秘書／董事 (法人團體) (第 4 項)**

**20.** 請述明獲委任者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。

**21.** 如某商號的所有合夥人獲委任為公司的聯名公司秘書，請在供公司秘書(法人團體)申報名稱的空格內填報商號名稱。

**22.** 如公司秘書或董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

**23.** 請提供公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN7 通知公司註冊處。

**24.** 請述明獲委任者是否已擔任董事或其他董事的候補董事的職位。如申報公司秘書的委任，則無需填報此項。

**委任公司秘書／董事 (自然人) - 受保護資料 (PI-NN6)**

**25.** 在 PI-NN6 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-NN6 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN6 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN6 頁填報。

**26.** 請填報新委任的公司秘書或董事的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。如該董事沒持有香港身分證或任何護照，請在有關的空格內填上「無」。如該公司秘書沒持有香港身分證或任何護照，則無需提交 PI-NN6 頁。

**27.** 請填報獲委任的董事或候補董事的通常住址，如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住址。

**RETURN OF CHANGE OF COMPANY SECRETARY AND DIRECTOR OF REGISTERED NON-HONG KONG COMPANY (APPOINTMENT／CESSATION)**

**For the purposes of sections 791(1) and 791(2)(b) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NN6**

**Introduction**

**1.** This form should be used to notify the Registrar of Companies (the Registrar) of the appointment of a company secretary or joint company secretaries (company secretary) or director (including an alternate director) of a registered non-Hong Kong company. This form should also be used to notify the Registrar of a company secretary or director (including an alternate director) ceasing to hold office. This form should be delivered to the Registrar for registration within 1 month after the date of change.

**2.** To report changes in the particulars of a company secretary or director (including an alternate director) of a registered non-Hong Kong company, please use Form NN7.

**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 Ordinance.

**Signature**

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

**Company Name (Section 1)**

**7.** The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

**Cessation to Act as Company Secretary／Director (Section 2)**

**8.** Please indicate the capacity(ies) of the person(s) ceasing to act. In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it was the alternate.

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

**10.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | ( A) 1 2 3 * * * (*) |
| AA123456(7) | A A 1 2 3 * * * (*) |

**Passport Number**

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

(b) If the company secretary or director ceasing to act is a natural person and has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**11.** If all the partners in a firm cease to be the joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

**12.** For a deceased company secretary or director, the date of death should be given as the date of cessation.

**13.** Please indicate whether the director or alternate director still holds any directorship(s) (including alternate directorship(s)) after the cessation of appointment. There is no need to complete this item when reporting the cessation of appointment of the company secretary.

**Appointment of Company Secretary／ Director (Natural Person) (Section 3)**

**14.** Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.

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

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

(b) Please provide the ***correspondence address*** of the director. If a non-Hong Kong address is given, please also complete the box for 'Country／ Region'. Post office box numbers are not acceptable.

Please report the ***usual residential address*** of the director separately on a PI-NN6 sheet. PI-NN6 sheet and the information reported therein are withheld from public inspection.

Each PI-NN6 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN6 sheet(s).

**17.** Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN7.

**18.** (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of the company secretary or director. Please refer to Note 10 on the details and examples of ***partial number***.

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

(c) Please report the full Hong Kong Identity Card number or passport number of the company secretary or director separately on a PI-NN6 sheet. PI-NN6 sheet and the information reported therein are withheld from public inspection.

Each PI-NN6 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN6 sheet(s).

(d) If the company secretary holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN6 sheet.

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

**19.** Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.

**Appointment of Company Secretary／ Director (Body Corporate) (Section 4)**

**20.** Please state the capacity(ies) of the appointee(s). If the appointment concerns an alternate director, please state the name(s) of the principal director(s) to whom the appointee is appointed as the alternate.

**21.** If all the partners in a firm are appointed as joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

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

**23.** Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN7.

**24.** Please indicate whether the appointee is an existing director or alternate director of the company at the time of appointment. There is no need to complete this item when reporting the appointment of the company secretary.

**Appointment of Company Secretary／Director (Natural Person) - Protected Information (PI-NN6)**

**25.** Hong Kong Identity Card number or passport number and usual residential address reported on PI-NN6 sheet are protected information. PI-NN6 sheet and the information reported therein are withheld from public inspection.

Each PI-NN6 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN6 sheet(s).

**26.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country／region of the passport of the newly appointed company secretary or director. If the director holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. If the company secretary holds neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NN6 sheet.

**27.** Please state the usual residential address of the newly appointed director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. 'Care of' addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.

公司註冊處
Companies Registry

# 註冊非香港公司
# 更改公司秘書及董事詳情申報表
# Return of Change in Particulars of Company Secretary and Director of Registered Non-Hong Kong Company

表格 Form **NN7**

公司編號 Company Number

F

註 Note

7 **1 公司名稱 Company Name**

**2 公司秘書／董事詳情更改（自然人）**
**Change in Particulars of Company Secretary／Director (Natural Person)**
*(如涉及超過一名屬自然人的公司秘書／董事，請用續頁A 填報 Use Continuation Sheet A if more than 1 company secretary／director, who is a natural person, is involved)*

**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(es)*

8 **身分 Capacity**
☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

9 **中文姓名 Name in Chinese**

**英文姓名 Name in English**
**姓氏** Surname
**名字** Other Names

10 **身分識別 Identification**
☐☐ ☐☐☐ ＊＊＊(＊)
**香港身分證部分號碼** **Partial Number** of Hong Kong Identity Card
**護照部分號碼** **Partial Number** of Passport

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 **NN7**

公司編號 Company Number

**F**

## 2 公司秘書／董事詳情更改（自然人）(續上頁)
## Change in Particulars of Company Secretary／Director (Natural Person) (cont'd)

**12** **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**

**13**

日 DD 月 MM 年 YYYY

**(b) 英文姓名 Name in English**

日 DD 月 MM 年 YYYY

**姓氏** Surname

**名字** Other Names

**14** **(c) 別名 Alias**

日 DD 月 MM 年 YYYY

**中文** Chinese

**英文** English

**15** **(d) 董事的通常住址 Usual Residential Address of Director**

*(須在 PI-NN7 頁填報董事新的通常住址 Provide director's new usual residential address in PI-NN7 sheet)*

日 DD 月 MM 年 YYYY

**16** **(e) 通訊地址 Correspondence Address**

日 DD 月 MM 年 YYYY

**國家／地區** Country／Region

**17** **(f) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

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

*(須在 PI-NN7 頁填報完整身分識別號碼 Provide full identification number in PI-NN7 sheet)*

＊ ＊ ＊ ( ＊ )

日 DD 月 MM 年 YYYY

**(h) 護照 Passport**

日 DD 月 MM 年 YYYY

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

表格 Form **NN7**

公司編號 Company Number
F

## 3 公司秘書／董事詳情更改（法人團體）
## Change in Particulars of Company Secretary／Director (Body Corporate)

*(如涉及超過一名屬法人團體的公司秘書／董事，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary／director, which is a body corporate, is involved)*

### 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(es)*

8 **身分 Capacity**

☐ 公司秘書 Company Secretary ☐ 董事 Director ☐ 候補董事 Alternate Director

11 **公司秘書／董事的名稱（法人團體）Name of Company Secretary／Director (Body Corporate)**

中文 Chinese

英文 English

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

12 ### 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***

19 **(a) 公司秘書／董事的名稱（法人團體）Name of Company Secretary／Director (Body Corporate)**

**生效日期 Effective Date**

日 DD 月 MM 年 YYYY

中文 Chinese

英文 English

20 **(b) 地址 Address**

日 DD 月 MM 年 YYYY

國家／地區 Country／Region

17 **(c) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

**本申報表包括下列續頁／PI-NN7 頁 This Return includes the following Continuation Sheet(s)／PI-NN7 Sheet(s)**

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

| PI-NN7 (不會供公眾查閱 NOT for Public Inspection) | |
|---|---|
| 頁數 Number of pages | |

6 簽署 Signed :

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

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

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

表格
Form **NN7**

**續頁 A Continuation Sheet A**

**公司編號 Company Number**

**F**

## 公司秘書／董事詳情更改 (自然人) (第 2 項)
## Change in Particulars of Company Secretary／Director (Natural Person) (Section 2)

**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(es)*

8 **身分 Capacity**

☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

9 **中文姓名 Name in Chinese**

**英文姓名 Name in English**

**姓氏** Surname

**名字** Other Names

10 **身分識別 Identification**

**香港身分證部分號碼** **Partial Number** of Hong Kong Identity Card

**護照部分號碼** **Partial Number** of Passport

12 **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

13 **(a) 中文姓名 Name in Chinese**

**(b) 英文姓名 Name in English**

**姓氏** Surname

**名字** Other Names

14 **(c) 別名 Alias**

**中文** Chinese

**英文** English

15 **(d) 董事的通常住址 Usual Residential Address of Director**

*(須在 PI-NN7 頁填報董事新的通常住址 Provide director's new usual residential address in PI-NN7 sheet)*

16 **(e) 通訊地址 Correspondence Address**

**國家／地區** Country／Region

17 **(f) 電郵地址 Email Address**

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

*(須在 PI-NN7 頁填報完整身分識別號碼 Provide full identification number in PI-NN7 sheet)*

**(h) 護照 Passport**

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

表格
Form **NN7**

**續頁 B Continuation Sheet B**

**公司編號 Company Number**

**F**

## 公司秘書／董事詳情更改 (法人團體) (第 3 項)
## Change in Particulars of Company Secretary／Director (Body Corporate) (Section 3)

**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(es)*

8 **身分 Capacity**

☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

11 **公司秘書／董事的名稱 (法人團體) Name of Company Secretary／Director (Body Corporate)**

**中文** Chinese

**英文** English

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

12 **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***

19 **(a) 公司秘書／董事的名稱 (法人團體)**
**Name of Company Secretary／Director (Body Corporate)**

**生效日期 Effective Date**

**日** DD **月** MM **年** YYYY

**中文** Chinese

**英文** English

20 **(b) 地址 Address**

**日** DD **月** MM **年** YYYY

**國家／地區** Country／Region

17 **(c) 電郵地址 Email Address**

**日** DD **月** MM **年** YYYY

# PI-NN7

公司編號 Company Number

F

## 公司秘書／董事詳情更改（自然人）– 受保護資料
## Change in Particulars of Company Secretary／Director (Natural Person) – Protected Information

21 X

**公 眾 紀 錄 不 會 顯 示 此 頁**

**This page will not be shown on the public record**

- **如公司秘書／董事(自然人)的身分識別號碼有所更改，公司須於本頁申報其新的香港身分證或護照的完整號碼。**
  **The new full number of Hong Kong Identity Card or passport of a company secretary／director, who is a natural person, should be reported on this page if his or her identification number has been changed.**
- **如董事(自然人)的通常住址有所更改，公司須於本頁申報其新的通常住址。**
  **The new usual residential address of a director, who is a natural person, should be reported on this page if his or her usual residential address has been changed.**

*(每一頁 PI-NN7 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN7 頁填報。*
*Each PI-NN7 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN7 sheet(s).)*

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

**身分 Capacity**

☐ **公司秘書** Company Secretary ☐ **董事** Director ☐ **候補董事** Alternate Director

9 **中文姓名 Name in Chinese**

**英文姓名 Name in English**

**姓氏** Surname

**名字** Other Names

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

22 **身分識別 Identification**

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

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**完整號碼** **Full** Number

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

**國家／地區** Country／Region

**請 勿 覆 蓋 此 頁 內 的 條 碼**

**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 NN7 時，請將所有 PI-NN7 頁置於最後。***
***Please place all PI-NN7 sheets at the end when delivering the Form NN7.)***

**《公司條例》(香港法例第 622 章)**
**第 791(1) 及 791(2)(c)條規定交付的**

# 註冊非香港公司更改公司秘書及董事詳情申報表

## 填表須知 — 表格 NN7

**附註**

**引言**

**1.** 本表格是用以通知公司註冊處處長(「處長」)有關註冊非香港公司的公司秘書或聯名公司秘書(「公司秘書」)或董事(包括候補董事)的詳情更改。公司須在出現有關詳情更改的日期後的 1 個月內,將本表格交付處長登記。

**2.** 如要申報註冊非香港公司的董事或公司秘書的委任或停任,請使用表格 NN6。

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

**公司名稱 (第 1 項)**

**7.** 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

**現時在公司註冊處登記的詳情 (第 2A 及 3A 項)**

**8.** 請述明詳情有所更改者的身分。

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

**10.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如公司秘書或董事屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

**11.** 如某商號的所有合夥人為公司的聯名公司秘書，請在供公司秘書(法人團體)填報名稱的空格內填報商號名稱。

**更改詳情 (第 2B 及 3B 項)**

**12.** 請在適當的空格內申報公司秘書或董事的***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。

**13.** 請填報公司秘書或董事的新姓名，該姓名必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

**14.** 如申報公司秘書或董事的新增別名，請在空格內將該公司秘書或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。

**15.** 如屬自然人的董事的***通常住址***有所更改，請在相關的空格內註明生效日期，並於 PI-NN7 頁內填報該董事新的通常住址。PI-NN7 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN7 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN7 頁填報。

**16.** 請申報屬自然人的公司秘書或董事的***通訊地址***。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。

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

**18.** (a) 請申報公司秘書或董事新的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持新護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註 10。

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

(c) 請另外於 PI-NN7 頁內填報公司秘書或董事完整的香港身分證號碼或護照號碼。PI-NN7 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN7 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN7 頁填報。

(d) 如公司秘書或董事不再持有香港身分證或任何護照，請在有關的空格內填上「無」，亦無需提交 PI-NN7 頁。

**19.** 在申報屬法人團體的董事或公司秘書更改名稱時，須列明新的公司全名(即中文及英文名稱)。例如：屬法人團體的董事的名稱加入了新的中文名稱或更改現有的中文名稱而英文名稱沒有任何更改，便須在填報新董事名稱的方格內填上新的或已更改的中文名稱***及***現有的英文名稱。

**20.** 如公司秘書或董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

**公司秘書／董事詳情更改 (自然人) - 受保護資料 (PI-NN7)**

**21.** 在 PI-NN7 頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-NN7 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN7 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN7 頁填報。

**22.** 請填報屬自然人的公司秘書或董事新的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持新護照的完整號碼及簽發國家／地區。

**23.** 請填報屬自然人的董事或候補董事新的通常住址，如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。公司秘書無需填報其通常住址。

**RETURN OF CHANGE IN PARTICULARS OF COMPANY SECRETARY AND DIRECTOR OF REGISTERED NON-HONG KONG COMPANY**

**For the purposes of sections 791(1) and 791(2)(c) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NN7**

**Introduction**

**1.** This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the company secretary or joint company secretaries (company secretary) or director (including an alternate director) of a registered non-Hong Kong company. This form should be delivered to the Registrar for registration within 1 month after the date of the change.

**2.** To report the appointment or cessation of appointment of the director or company secretary of a registered non-Hong Kong company, please use Form NN6.

**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 Ordinance.

**Signature**

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

**Company Name (Section 1)**

**7.** The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

**Particulars Currently Registered with the Companies Registry (Sections 2A and 3A)**

**8.** Please indicate the capacity(ies) of the person(s) whose particulars have changed.

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

**10.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | ( )A 1 2 3 * * * (*) |
| AA123456(7) | A A 1 2 3 * * * (*) |

**Passport Number**

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

(b) If the company secretary or director who is a natural person has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**11.** If all the partners in a firm are joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

**Details of Change(s) (Sections 2B and 3B)**

**12.** Please state only the ***new particulars*** of the company secretary or 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.

**13.** Please provide the new name of the company secretary or director. The new name must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

**14.** 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 company secretary or director in the box provided to facilitate correct updating of the record.

**15.** If the ***usual residential address*** of the director who is a natural person has been changed, please specify the effective date of change in the corresponding box and report the new usual residential address of the director separately on a PI-NN7 sheet. PI-NN7 sheet and the information reported therein are withheld from public inspection.

Each PI-NN7 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN7 sheet(s).

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

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

**18.** (a) Please provide the new ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the new ***partial number*** and issuing country／region of the passport of the company secretary or director. Please refer to Note 10 on the details and examples of ***partial number***.

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

(c) Please report the full Hong Kong Identity Card number or passport number of the company secretary or director separately on a PI-NN7 sheet. PI-NN7 sheet and the information reported therein are withheld from public inspection.

Each PI-NN7 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN7 sheet(s).

(d) If the company secretary or director no longer holds a Hong Kong Identity Card or any passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN7 sheet.

**19.** For reporting a change of name of a director or company secretary which is a body corporate, please state the new company name in full (i.e. both English and Chinese names). For example, if the name of a director which is a body corporate has been changed by adding a new Chinese name or replacing an old Chinese name without any change in its English name, the existing English name should still be stated together with the new Chinese name in the box provided for the new name of the director.

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

**Change in Particulars of Company Secretary／Director (Natural Person) - Protected Information (PI- NN7)**

**21.** Hong Kong Identity Card number or passport number and usual residential address reported on PI-NN7 sheet are protected information. PI-NN7 sheet and the information reported therein are withheld from public inspection.

Each PI-NN7 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN7 sheet(s).

**22.** Please state the new full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the new full number and issuing country／region of the passport of the company secretary or director.

**23.** Please state the new usual residential address of the director or alternate director. If a non-Hong Kong address is given, please also complete the box for 'Country／Region'. 'Care of' addresses or post office box numbers are not acceptable. A company secretary is not required to report such information.

公司註冊處
Companies Registry

# 註冊非香港公司
# 更改獲授權代表申報表(委任／停任)
# Return of Change of Authorized Representative of Registered Non-Hong Kong Company (Appointment／Cessation)

表格 Form **NN8**

公司編號 Company Number

F

註 Note

❼ 1 公司名稱 Company Name

2 獲授權代表的停任 Cessation to Act as Authorized Representative

*(如超過一名獲授權代表停任，請用續頁 A 填報 Use Continuation Sheet A if more than 1 authorized representative ceased to act)*

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

自然人 Natural Person

中文姓名 Name in Chinese

英文姓名 Name in English

姓氏 Surname

名字 Other Names

❽ 身分識別 Identification

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

護照部分號碼 Partial Number of Passport

或 OR

非自然人 Other than Natural Person

律師行／律師法團／會計師事務所或執業法團的名稱
Names of Firm of Solicitors／Solicitor Corporation／CPA Firm or Corporate Practice

中文名稱 Chinese Name

英文名稱 English Name

❾ 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 **NN8**

公司編號 Company Number
F

## 3 委任獲授權代表（自然人）Appointment of Authorized Representative (Natural Person)

*(如委任超過一名自然人為獲授權代表，請用續頁B 填報 Use Continuation Sheet B if more than 1 natural person is appointed as authorized representative)*

**中文姓名**
**Name in Chinese**

**英文姓名**
**Name in English**

**姓氏**
Surname

**名字**
Other Names

**香港地址**
**Hong Kong Address**

**地區**
Region 香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 "Care of" addresses or post office box numbers are not acceptable)*

10 **電郵地址**
**Email Address**

11 **身分識別**
**Identification**

*(須在 PI-NN8 頁填報完整身分識別號碼 Provide full identification number in PI-NN8 sheet)*

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

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | ( | * ) |

(b) **護照**
Passport

**簽發國家／地區**
Issuing Country／Region

**部分號碼**
**Partial Number**

**委任日期 Date of Appointment**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格
Form **NN8**

**公司編號 Company Number**

| F |
|---|

## 4 委任獲授權代表（非自然人）
## Appointment of Authorized Representative (Other than Natural Person)

*(如委任超過一名非自然人為獲授權代表，請用續頁 C 填報　Use Continuation Sheet C if more than 1 authorized representative, who is not a natural person, is appointed)*

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

12 **商號或法團的性質**
**Nature of the Firm or Corporation**

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

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

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

13 **香港地址**
**Hong Kong Address**

**地區** Region 香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

14 **電郵地址**
**Email Address**

**委任日期 Date of Appointment**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

**本申報表包括下列續頁／PI-NN8 頁 This Return includes the following Continuation Sheet(s)／PI-NN8 Sheet(s)**

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

| PI-NN8 (不會供公眾查閱 NOT for Public Inspection) | |
|---|---|
| 頁數 Number of pages | |

6 **簽署** Signed :

**姓名** Name : _____ **日期** Date : _____

**董事／公司秘書／經理／獲授權代表*** Director ／Company Secretary／Manager ／Authorized Representative*　　日 DD / 月 MM / 年 YYYY

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



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格
Form **NN8**

**續頁 A Continuation Sheet A**

**公司編號 Company Number**

**F**

## 獲授權代表的停任 (第 2 項)
## Cessation to Act as Authorized Representative (Section 2)

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

**自然人 Natural Person**

**中文姓名**
**Name in Chinese**

**英文姓名**
**Name in English**

**姓氏**
Surname

**名字**
Other Names

8 **身分識別**
**Identification**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | ( * ) | |

**香港身分證部分號碼**
**Partial Number** of Hong Kong Identity Card

**護照部分號碼**
**Partial Number** of Passport

**或 OR**

**非自然人 Other than Natural Person**

**律師行／律師法團／會計師事務所或執業法團的名稱**
**Names of Firm of Solicitors／Solicitor Corporation／CPA Firm or Corporate Practice**

**中文名稱** Chinese Name

**英文名稱** English Name

9 **停任日期**
**Date of Cessation**

| | | |
|---|---|---|
| | | |
| **日** DD | **月** MM | **年** YYYY |

表格
Form **NN8**

**續頁 B Continuation Sheet B**

**公司編號 Company Number**

**F**

## 委任獲授權代表（自然人）(第 3 項)
## Appointment of Authorized Representative (Natural Person) (Section 3)

**中文姓名**
**Name in Chinese**

**英文姓名**
**Name in English**

**姓氏**
Surname

**名字**
Other Names

**香港地址**
**Hong Kong Address**

**地區**
Region 香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 ' Care of ' addresses or post office box numbers are not acceptable)*

10 **電郵地址**
**Email Address**

11 **身分識別**
**Identification**

*(須在 PI-NN8 頁填報完整身分識別號碼 Provide full identification number in PI-NN8 sheet)*

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

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | ( | * ) |

(b) **護照**
Passport

**簽發國家／地區**
Issuing Country／Region

**部分號碼**
**Partial Number**

**委任日期 Date of Appointment**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

表格
Form **NN8**

**續頁 C Continuation Sheet C**

**公司編號 Company Number**

**F**

## 委任獲授權代表 (非自然人) (第 4 項)
## Appointment of Authorized Representative (Other than Natural Person) (Section 4)

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

12 **商號或法團的性質**
**Nature of the Firm or Corporation**

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

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

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

13 **香港地址**
**Hong Kong Address**

**地區**
Region 香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

14 **電郵地址**
**Email Address**

**委任日期 Date of Appointment**

| | | |
|---|---|---|
| | | |
| **日** DD | **月** MM | **年** YYYY |

# PI-NN8

公司編號 Company Number

F

## 委任獲授權代表（自然人）– 受保護資料
## Appointment of Authorized Representative (Natural Person) – Protected Information

15

X

**公 眾 紀 錄 不 會 顯 示 此 頁**

**This page will not be shown on the public record**

**公司須於本頁申報新委任獲授權代表的香港身分證或護照的完整號碼。**
**The full number of Hong Kong Identity Card or passport of the newly appointed authorized representative should be reported on this page.**

*(每一頁 PI-NN8 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN8 頁填報。*
*Each PI-NN8 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN8 sheet(s).)*

**中文姓名**
**Name in Chinese**

**英文姓名**
**Name in English**

**姓氏**
Surname

**名字**
Other Names

16

**身分識別 Identification**

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

(b) **護照**
Passport

**簽發國家／地區**
Issuing Country／Region

**完整號碼**
**Full** Number

**請 勿 覆 蓋 此 頁 內 的 條 碼**

**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 NN8 時，請將所有 PI-NN8 頁置於最後。***
***Please place all PI-NN8 sheets at the end when delivering the Form NN8.)***

**《公司條例》(香港法例第 622 章)**
**第 791(1) 及 791(2)(b)條規定交付的**

**註冊非香港公司更改獲授權代表申報表(委任／停任)**

**填表須知 — 表格 NN8**

**附註**

**引言**

**1.** 註冊非香港公司必須將獲授權代該公司接受任何須向該公司送達的法律程序文件或通知的代表的所需細節，維持在公司登記冊內。本表格是用以通知公司註冊處處長(「處長」)有關註冊非香港公司的獲授權代表的委任及停任。公司須在出現有關更改的日期後的 1 個月內，將本表格交付處長登記。

**2.** 如要申報有關獲授權代表詳情的更改，請使用表格 NN8C。

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

**公司名稱 (第 1 項)**

**7.** 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

**獲授權代表的停任 (第 2 項)**

**8.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如停任的獲授權代表屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

**9.** 如獲授權代表去世，請申報其去世日期，作為停任日期。

**委任獲授權代表 (自然人)(第 3 項)**

**10.** 請提供獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN8C 通知公司註冊處。

**11.** (a) 請填報獲授權代表的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註 8。

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

(c) 請另外於 PI-NN8 頁內填報獲授權代表完整的香港身分證號碼或護照號碼。PI-NN8 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN8 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN8 頁填報。

(d) 如獲授權代表並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」，亦無須提交 PI-NN8 頁。

**委任獲授權代表 (非自然人) (第 4 項)**

**12.** 獲授權代表可以由《法律執業者條例》(第 159 章) 第 2(1) 條界定的律師法團、《會計及財務匯報局條例》(第 588 章) 第 2(1) 條所界定的執業法團、律師行，或《會計及財務匯報局條例》(第 588 章) 第 2(1) 條所界定的會計師事務所擔任，但不可以由任何其他法人團體或商號擔任。

**13.** 請申報獲授權代表在香港的營業地址。

**14.** 請提供獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN8C 通知公司註冊處。

**委任獲授權代表 (自然人) - 受保護資料 (PI-NN8)**

**15.** 在 PI-NN8 頁所填報的香港身分證號碼或護照號碼為受保護資料。PI-NN8 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN8 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN8 頁填報。

**16.** 請填報新委任的獲授權代表的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。如該獲委任者沒持有香港身分證或任何護照，則無須提交 PI-NN8 頁。

**RETURN OF CHANGE OF AUTHORIZED REPRESENTATIVE OF REGISTERED NON-HONG KONG COMPANY (APPOINTMENT／CESSATION)**

**For the purposes of sections 791(1) and 791(2)(b) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NN8**

**Introduction**

**1.** A registered non-Hong Kong company must keep registered in the Companies Register the required details of its authorized representative who is authorized to accept on the company's behalf service of any process or notice required to be served on the company. This form should be used to notify the Registrar of Companies (the Registrar) of any new appointment of an authorized representative or of any person ceasing to be an authorized representative of a registered non-Hong Kong company. This form should be delivered to the Registrar for registration within 1 month after the date of the change.

**2.** To report any changes in the particulars of an authorized representative, please use Form NN8C.

**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 Ordinance.

**Signature**

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

**Company Name (Section 1)**

**7.** The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

**Cessation to Act as Authorized Representative (Section 2)**

**8.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | A 1 2 3 * * * (*) |
| AA123456(7) | A A 1 2 3 * * * (*) |

**Passport Number**

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

(b) If the authorized representative ceasing to act is a natural person and has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**9.** For a deceased authorized representative, the date of death should be given as the date of cessation.

**Appointment of Authorized Representative (Natural Person) (Section 3)**

**10.** Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN8C.

**11.** (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of the authorized representative. Please refer to Note 8 on the details and examples of ***partial number***.

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

(c) Please report the full Hong Kong Identity Card number or passport number of the authorized representative separately on a PI-NN8 sheet. PI-NN8 sheet and the information reported therein are withheld from public inspection.

Each PI-NN8 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN8 sheet(s).

(d) If the authorized representative holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN8 sheet.

**Appointment of Authorized Representative (Other than Natural Person) (Section 4)**

**12.** An authorized representative may be a solicitor corporation as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159), or a corporate practice as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588), or a firm of solicitors, or a CPA firm as defined by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588) but may not be any other form of body corporate or firm.

**13.** Please state the business address in Hong Kong of the authorized representative who is not a natural person.

**14.** Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN8C.

**Appointment of Authorized Representative (Natural Person) - Protected Information (PI-NN8)**

**15.** Hong Kong Identity Card number or passport number reported on PI-NN8 sheet is protected information. PI-NN8 sheet and the information reported therein are withheld from public inspection.

Each PI-NN8 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN8 sheet(s).

**16.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country／region of the passport of the newly appointed authorized representative. If the appointee(s) hold(s) neither a Hong Kong Identity Card nor a passport, there is no need to submit a PI-NN8 sheet.

公司註冊處
Companies Registry

# 註冊非香港公司
# 更改獲授權代表詳情申報表
# Return of Change in Particulars of Authorized Representative of Registered Non-Hong Kong Company

表格 Form **NN8C**

公司編號 Company Number

F

註 Note

7 **1 公司名稱 Company Name**

**2 獲授權代表詳情更改（自然人）**
**Change in Particulars of Authorized Representative (Natural Person)**

*(如涉及超過一名屬自然人的獲授權代表，請用續頁 A 填報 Use Continuation Sheet A if more than 1 authorized representative, who is a natural person, 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

8 **身分識別**
**Identification**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | (*) | |

**香港身分證部分號碼**
**Partial Number** of Hong Kong Identity Card

**護照部分號碼**
**Partial Number** of Passport

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 **NN8C**

公司編號 Company Number

**F**

## 2 獲授權代表詳情更改（自然人）(續上頁)
## Change in Particulars of Authorized Representative (Natural Person) (cont'd)

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***

**(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**

日 DD 月 MM 年 YYYY

**姓氏** Surname

**名字** Other Names

**(c) 香港地址 Hong Kong Address**

日 DD 月 MM 年 YYYY

地區 Region 香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼)*
*('Care of' addresses or post office box numbers are not acceptable)*

10 **(d) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

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

*(須在 PI-NN8C 頁填報完整身分識別號碼 Provide full identification number in PI-NN8C sheet)*

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | (*) |

日 DD 月 MM 年 YYYY

**(f) 護照 Passport**

日 DD 月 MM 年 YYYY

**簽發國家／地區** Issuing Country／ Region

**部分號碼 Partial Number**



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格
Form **NN8C**

公司編號 Company Number
**F**

## 3 獲授權代表詳情更改 (非自然人)
## Change in Particulars of Authorized Representative (Other than Natural Person)

*(如涉及超過一名屬非自然人的獲授權代表，請用續頁 B 填報 Use Continuation Sheet B if more than 1 authorized representative, who is not a natural person, is involved)*

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

| | |
|---|---|
| 中文名稱 Name in Chinese | |
| 英文名稱 Name in English | |

### 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) 獲授權代表的名稱 Name of Authorized Representative**

生效日期 Effective Date

| | 日 DD | 月 MM | 年 YYYY |
|---|---|---|---|
| 中文 Chinese | | | |
| 英文 English | | | |

**(b) 香港地址 Hong Kong Address**

| | 日 DD | 月 MM | 年 YYYY |
|---|---|---|---|
| | | | |

地區 Region: 香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼)*
*('Care of' addresses or post office box numbers are not acceptable)*

**(c) 電郵地址 Email Address**

| | 日 DD | 月 MM | 年 YYYY |
|---|---|---|---|
| | | | |

**本申報表包括下列續頁／PI-NN8C 頁 This Return includes the following Continuation Sheet(s)／PI-NN8C Sheet(s)**

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

| PI-NN8C (不會供公眾查閱 NOT for Public Inspection) | |
|---|---|
| 頁數 Number of pages | |

簽署 Signed :

姓名 Name : _____ 日期 Date : _____

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

日 DD / 月 MM / 年 YYYY

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



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格
Form **NN8C**

**續頁 A Continuation Sheet A**

**公司編號 Company Number**

**F**

## 獲授權代表詳情更改（自然人）(第 2 項)
## Change in Particulars of Authorized Representative (Natural Person) (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** **姓氏** Surname
**Name in English**

**名字** Other Names

8 **身分識別**
**Identification**

＊ ＊ ＊ (＊)

**香港身分證部分號碼**
**Partial Number** of Hong Kong Identity Card

**護照部分號碼**
**Partial Number** of Passport

### 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 Name in Chinese**

日 DD 月 MM 年 YYYY

**(b) 英文姓名 Name in English**

日 DD 月 MM 年 YYYY

**姓氏** Surname

**名字** Other Names

**(c) 香港地址 Hong Kong Address**

日 DD 月 MM 年 YYYY

**地區** Region 香港／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼)*
*('Care of' addresses or post office box numbers are not acceptable)*

10 **(d) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

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

*(須在 PI-NN8C 頁填報完整身分識別號碼 Provide full identification number in PI-NN8C sheet)*

＊ ＊ ＊ ( ＊ )

日 DD 月 MM 年 YYYY

**(f) 護照 Passport**

日 DD 月 MM 年 YYYY

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

表格
Form **NN8C**

**續頁 B Continuation Sheet B**

**公司編號 Company Number**

**F**

## 獲授權代表詳情更改 (非自然人) (第 3 項)
## Change in Particulars of Authorized Representative (Other than Natural Person) (Section 3)

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

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

**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) 獲授權代表的名稱 Name of Authorized Representative**

**生效日期**
**Effective Date**

**中文** Chinese

**日** DD **月** MM **年** YYYY

**英文** English

**(b) 香港地址 Hong Kong Address**

**日** DD **月** MM **年** YYYY

**地區**
Region **香港** ／HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼)*
*('Care of' addresses or post office box numbers are not acceptable)*

**(c) 電郵地址 Email Address**

**日** DD **月** MM **年** YYYY

# PI-NN8C

公司編號 Company Number

F

## 獲授權代表詳情更改（自然人）– 受保護資料
## Change in Particulars of Authorized Representative (Natural Person) – Protected Information

13 X

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

**如獲授權代表(自然人)的身分識別號碼有所更改，公司須於本頁申報其新的香港身分證或護照的完整號碼。**
**The new full number of Hong Kong Identity Card or passport of an authorized representative, who is a natural person, should be reported on this page if his or her identification number has been changed.**

*(每一頁 PI-NN8C 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN8C 頁填報。*
*Each PI-NN8C sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN8C sheet(s).)*

**中文姓名**
**Name in Chinese**

**英文姓名**
**Name in English**

**姓氏** Surname

**名字** Other Names

14 **身分識別 Identification**

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

( )

(b) **護照**
Passport

**簽發國家／地區** Issuing Country／Region

**完整號碼** **Full** Number

**請勿覆蓋此頁內的條碼**
**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 NN8C 時，請將所有 PI-NN8C 頁置於最後。***
***Please place all PI-NN8C sheets at the end when delivering the Form NN8C.)***

**《公司條例》(香港法例第 622 章)**
**第 791(1) 及 791(2)(c) 條規定交付的**

**註冊非香港公司更改獲授權代表詳情申報表**

**填表須知 — 表格 NN8C**

**附註**

**引言**

**1.** 本表格是用以通知公司註冊處處長(「處長」)有關註冊非香港公司的獲授權代表的詳情更改。公司須在出現有關詳情更改的日期後的 1 個月內，將本表格交付處長登記。

**2.** 如要申報有關獲授權代表的委任或停任，請使用表格 NN8。

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

**公司名稱 (第 1 項)**

**7.** 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

**現時在公司註冊處登記的詳情 (第 2A 項)**

**8.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—

(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或

(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

(b) 如獲授權代表屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 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 2B 及 3B 項)**

**9.** 請在適當的空格內申報獲授權代表的***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.** 請提供或更新獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，亦請以本表格通知公司註冊處。

**11.** (a) 請申報獲授權代表新的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持新護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註 8。

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

(c) 請另外於 PI-NN8C 頁內填報獲授權代表完整的香港身分證號碼或護照號碼。PI-NN8C 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN8C 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN8C 頁填報。

(d) 如獲授權代表不再持有香港身分證或任何護照，請在有關的空格內填上「無」，亦無需提交 PI-NN8C 頁。

**12.** 如獲授權代表屬非自然人，請申報其在香港的新營業地址。

**獲授權代表詳情更改 (自然人) - 受保護資料 (PI-NN8C)**

**13.** 在 PI-NN8C 頁所填報的香港身分證號碼或護照號碼為受保護資料。PI-NN8C 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN8C 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN8C 頁填報。

**14.** 請填報屬自然人的獲授權代表新的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持新護照的完整號碼及簽發國家／地區。

**RETURN OF CHANGE IN PARTICULARS OF AUTHORIZED REPRESENTATIVE OF REGISTERED NON-HONG KONG COMPANY**

**For the purposes of sections 791(1) and 791(2)(c) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NN8C**

**Introduction**

**1.** This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the authorized representative of a registered non-Hong Kong company. This form should be delivered to the Registrar for registration within 1 month after the date of the change.

**2.** To report the appointment or cessation to act of the authorized representative, please use Form NN8.

**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 Ordinance.

**Signature**

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

**Company Name (Section 1)**

**7.** The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

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

**8.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| **Full Number (including the digit or alphabet in brackets)** | **Partial Number (i.e. all the alphabets and the first three digits)** |
|---|---|
| A123456(7) | ( ) A 1 2 3 * * * (*) |
| AA123456(7) | A A 1 2 3 * * * (*) |

**Passport Number**

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

(b) If the authorized representative who is a natural person has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**Details of Change(s) (Sections 2B and 3B)**

**9.** Please state only the ***new particulars*** of the authorized representative 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 or update the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.

**11.** (a) Please provide the new ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the new ***partial number*** and issuing country／region of the passport of the authorized representative. Please refer to Note 8 on the details and examples of ***partial number***.

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

(c) Please report the full Hong Kong Identity Card number or passport number of the authorized representative separately on a PI-NN8C sheet. PI-NN8C sheet and the information reported therein are withheld from public inspection.

Each PI-NN8C sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN8C sheet(s).

(d) If the authorized representative no longer holds a Hong Kong Identity Card or any passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN8C sheet.

**12.** For an authorized representative other than a natural person, please report the new business address in Hong Kong if it is changed.

**Change in Particulars of Authorized Representative (Natural Person) - Protected Information (PI-NN8C)**

**13.** Hong Kong Identity Card number or passport number reported on PI-NN8C sheet is protected information. PI-NN8C sheet and the information reported therein are withheld from public inspection.

Each PI-NN8C sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN8C sheet(s).

**14.** Please state the new full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the new full number and issuing country／region of the passport of the authorized representative.

公司註冊處
Companies Registry

# 註冊非香港公司開始清盤及清盤人／臨時清盤人的委任、停任或更改詳情通知書

# Notice of Commencement of Liquidation and Appointment／Cessation and Change in Particulars of Liquidator／Provisional Liquidator of Registered Non-Hong Kong Company

表格 Form **NN11**

公司編號 Company Number

F

註 Note 6

1 公司名稱 Company Name

(正進行清盤 In Liquidation)

2 開始清盤的詳情 Details of Commencement of Liquidation

A. 清盤法律程序展開的日期
Date of Commencement of Proceedings for the Liquidation

日 DD | 月 MM | 年 YYYY

B. 清盤法律程序展開的通知按照展開該法律程序所在地方的法律送達公司的日期
Date on which the Notice of Commencement of Liquidation Proceedings was Served on the Company according to the Law of the Place in which such Proceedings were Commenced

日 DD | 月 MM | 年 YYYY

C. 展開清盤法律程序所在國家／地區
Country／Region where Proceedings for the Liquidation are Commenced

D. 清盤方式 Mode of Liquidation

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

- ☐ 強制清盤 Compulsory Liquidation
- ☐ 成員自發清盤 Members' Voluntary Liquidation
- ☐ 債權人自發清盤 Creditors' Voluntary Liquidation
- ☐ 其他清盤方式 (請註明) Others (Please specify)

3

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

表格
Form **NN11**

公司編號 **Company Number**

**F**

## 3 委任清盤人／臨時清盤人（自然人）
## Appointment of Liquidator／Provisional Liquidator (Natural Person)

*(如委任超過一名自然人為清盤人／臨時清盤人，請用續頁 A 填報　Use Continuation Sheet A if more than 1 natural person is appointed as liquidator／provisional liquidator)*

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

**身分**
**Capacity**

☐ **清盤人** Liquidator　☐ **臨時清盤人** Provisional Liquidator

**類別**
**Status**

☐ **單獨** 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**

**國家／地區** Country／Region

7 **電郵地址**
**Email Address**

8 **身分識別 Identification**

*(須在 PI-NN11 頁填報完整身分識別號碼 Provide full identification number in PI-NN11 sheet)*

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

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | (*) |

(b) **護照**
Passport

**簽發國家／地區** Issuing Country／Region

**部分號碼 Partial Number**

**委任日期**
**Date of Appointment**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格
Form **NN11**

**公司編號 Company Number**

| F |
|---|

## 4 委任清盤人／臨時清盤人（非自然人）
## Appointment of Liquidator／Provisional Liquidator (Other than Natural Person)

*(如委任超過一名非自然人為清盤人／臨時清盤人，請用續頁 B 填報 Use Continuation Sheet B if more than 1 liquidator／provisional liquidator, which is not a natural person, is appointed)*

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

**身分 Capacity**

☐ **清盤人** Liquidator ☐ **臨時清盤人** Provisional Liquidator

**類別 Status**

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

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

**地址 Address**

**國家／地區** Country／Region

7 **電郵地址 Email Address**

**委任日期 Date of Appointment**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

表格 Form **NN11**

公司編號 Company Number

F

## 5 清盤人／臨時清盤人的停任
## Cessation to Act as Liquidator／Provisional Liquidator

*(如超過一名清盤人／臨時清盤人停任，請用續頁 C 填報 Use Continuation Sheet C if more than 1 liquidator／provisional liquidator ceased to act)*

### 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**

☐ 清盤人 Liquidator

☐ 臨時清盤人 Provisional Liquidator

**清盤人／臨時清盤人的詳情 (自然人)**
**Particulars of Liquidator／Provisional Liquidator (Natural Person)**

**中文姓名 Name in Chinese**

**英文姓名 Name in English**

**姓氏** Surname

**名字** Other Names

9 **身分識別 Identification**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | (*) | |

**香港身分證部分號碼** **Partial Number** of Hong Kong Identity Card

**護照部分號碼** **Partial Number** of Passport

**或 OR**

**清盤人／臨時清盤人的詳情 (非自然人)**
**Particulars of Liquidator／Provisional Liquidator (Other than Natural Person)**

**中文名稱 Name in Chinese**

**英文名稱 Name in English**

10 **停任日期 Date of Cessation**

| 日 DD | 月 MM | 年 YYYY |
|---|---|---|
| | | |

表格
Form **NN11**

公司編號 Company Number

**F**

## 6 清盤方式更改 Change in Mode of Liquidation

**A. 生效日期 Effective Date**

| | | |
|---|---|---|
| | | |
| 日 DD | 月 MM | 年 YYYY |

**B. 更改後的清盤方式 Mode of Liquidation after Change**

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

☐ **強制清盤 Compulsory Liquidation**

☐ **成員自發清盤 Members' Voluntary Liquidation**

☐ **債權人自發清盤 Creditors' Voluntary Liquidation**

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

_____

## 7 清盤人／臨時清盤人詳情更改 (自然人)
## Change in Particulars of Liquidator／Provisional Liquidator (Natural Person)

*(如涉及超過一名屬自然人的清盤人／臨時清盤人，請用續頁 D 填報 Use Continuation Sheet D if more than 1 liquidator／provisional liquidator, who is a natural person, 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

(11) **身分識別**
**Identification**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | (*) | |

**香港身分證部分號碼**
**Partial Number** of Hong Kong Identity Card

**護照部分號碼**
**Partial Number** of Passport

表格 Form **NN11**

公司編號 Company Number

F

## 7 清盤人／臨時清盤人詳情更改（自然人）(續上頁)
## Change in Particulars of Liquidator／Provisional Liquidator (Natural Person) (cont'd)

12 **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

日 DD 月 MM 年 YYYY

**名字** Other Names

**(c) 地址 Address**

日 DD 月 MM 年 YYYY

**國家／地區** Country／Region

13 **(d) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

14 **(e) 香港身分證<u>部分號碼</u> <u>Partial Number</u> of Hong Kong Identity Card**

*(須在 PI-NN11 頁填報完整身分識別號碼 Provide full identification number in PI-NN11 sheet)*

* * * (*)

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

**<u>部分號碼</u> <u>Partial Number</u>**

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

**(g) 類別 Status** ☐ **單獨** Sole ☐ **共同** Joint ☐ **共同及各別** Joint & Several

日 DD 月 MM 年 YYYY

表格 Form **NN11**

公司編號 Company Number
**F**

## 8 清盤人／臨時清盤人詳情更改（非自然人）
## Change in Particulars of Liquidator／Provisional Liquidator (Other than Natural Person)

*(如涉及超過一名屬非自然人的清盤人／臨時清盤人，請用續頁 E 填報 Use Continuation Sheet E if more than 1 liquidator／provisional liquidator, which is not a natural person, is involved)*

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

中文名稱
Name in Chinese

英文名稱
Name in English

### B. 更改詳情 Details of Change(s)

12

***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) 中文名稱 Name in Chinese

日 DD 月 MM 年 YYYY

(b) 英文名稱 Name in English

(c) 地址 Address

日 DD 月 MM 年 YYYY

國家／地區
Country／Region

13

(d) 電郵地址 Email Address

日 DD 月 MM 年 YYYY

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

(e) 類別 Status ☐ 單獨 Sole ☐ 共同 Joint ☐ 共同及各別 Joint & Several

日 DD 月 MM 年 YYYY

本通知書包括下列續頁／PI-NN11 頁 This Notice includes the following Continuation Sheet(s)／PI-NN11 Sheet(s)

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

| PI-NN11 (不會供公眾查閱 NOT for Public Inspection) | |
|---|---|
| 頁數 Number of pages | |

5

簽署 Signed :

姓名 Name : _____

日期 Date : _____
日 DD / 月 MM / 年 YYYY

董事／公司秘書／經理／獲授權代表／清盤人／臨時清盤人*
Director／ Company Secretary／ Manager／ Authorized Representative／ Liquidator／ Provisional Liquidator*

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



指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

表格 Form **NN11**

**續頁 A Continuation Sheet A**

**公司編號 Company Number**

**F**

## 委任清盤人／臨時清盤人（自然人）(第 3 項)
## Appointment of Liquidator／Provisional Liquidator (Natural Person) (Section 3)

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

**身分 Capacity**

☐ **清盤人** Liquidator ☐ **臨時清盤人** Provisional Liquidator

**類別 Status**

☐ **單獨** 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**

**國家／地區** Country／Region

❼ **電郵地址 Email Address**

❽ **身分識別 Identification**

(a) **香港身分證<u>部分號碼</u>** **<u>Partial Number</u>** of Hong Kong Identity Card

*(須在 PI-NN11 頁填報完整身分識別號碼 Provide full identification number in PI-NN11 sheet)*

(b) **護照** Passport

**簽發國家／地區** Issuing Country／Region

**<u>部分號碼</u>** **<u>Partial Number</u>**

**委任日期 Date of Appointment**

**日** DD **月** MM **年** YYYY

表格
Form **NN11**

**續頁 B Continuation Sheet B**
**公司編號 Company Number**
**F**

## 委任清盤人／臨時清盤人（非自然人）(第 4 項)
## Appointment of Liquidator／Provisional Liquidator (Other than Natural Person) (Section 4)

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

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

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

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

**地址**
**Address**

**國家／地區**
Country／Region

7 **電郵地址**
**Email Address**

**委任日期**
**Date of Appointment**

| **日** DD | **月** MM | **年** YYYY |
|---|---|---|
| | | |

表格
Form **NN11**

**續頁 C Continuation Sheet C**

**公司編號 Company Number**

**F**

## 清盤人／臨時清盤人的停任 (第 5 項)
## Cessation to Act as Liquidator／Provisional Liquidator (Section 5)

### 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**

☐ **清盤人** Liquidator

☐ **臨時清盤人** Provisional Liquidator

**清盤人／臨時清盤人的詳情 (自然人)**
**Particulars of Liquidator／Provisional Liquidator (Natural Person)**

**中文姓名**
**Name in Chinese**

**英文姓名**
**Name in English**

**姓氏** Surname

**名字** Other Names

9 **身分識別**
**Identification**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | * | * | * | (*) | |

**香港身分證部分號碼**
**Partial Number** of Hong Kong Identity Card

**護照部分號碼**
**Partial Number** of Passport

**或 OR**

**清盤人／臨時清盤人的詳情 (非自然人)**
**Particulars of Liquidator／Provisional Liquidator (Other than Natural Person)**

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

10 **停任日期 Date of Cessation**

| | | |
|---|---|---|
| | | |
| **日** DD | **月** MM | **年** YYYY |

表格 Form **NN11**

**續頁 D Continuation Sheet D**

**公司編號 Company Number**

**F**

## 清盤人／臨時清盤人詳情更改（自然人）(第 7 項)
## Change in Particulars of Liquidator／Provisional Liquidator (Natural Person) (Section 7)

### 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** **姓氏** Surname
**Name in English**

**名字** Other Names

11 **身分識別**
**Identification**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | ✱ | ✱ | ✱ | (✱) | | |

**香港身分證部分號碼**
**Partial Number** of Hong Kong Identity Card

**護照部分號碼**
**Partial Number** of Passport

### B. 更改詳情 Details of Change(s)

12 ***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

日 DD 月 MM 年 YYYY

**名字** Other Names

**(c) 地址 Address**

日 DD 月 MM 年 YYYY

**國家／地區**
Country／Region

13 **(d) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

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

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | ✱ | ✱ | ✱ | (✱) | | |

日 DD 月 MM 年 YYYY

*(須在 PI-NN11 頁填報完整身分識別號碼 Provide full identification number in PI-NN11 sheet)*

**(f) 護照 Passport**

**簽發國家／地區** Issuing Country／Region

日 DD 月 MM 年 YYYY

**部分號碼 Partial Number**

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

**(g) 類別 Status**

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

日 DD 月 MM 年 YYYY

表格 Form **NN11**

**續頁 E Continuation Sheet E**

**公司編號 Company Number**

**F**

## 清盤人／臨時清盤人詳情更改（非自然人）(第 8 項)
## Change in Particulars of Liquidator／Provisional Liquidator (Other than Natural Person) (Section 8)

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

**中文名稱**
**Name in Chinese**

**英文名稱**
**Name in English**

### 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) 中文名稱 Name in Chinese**

日 DD 月 MM 年 YYYY

**(b) 英文名稱 Name in English**

**(c) 地址 Address**

日 DD 月 MM 年 YYYY

**國家／地區**
Country／Region

**(d) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

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

**(e) 類別 Status**

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

日 DD 月 MM 年 YYYY

# PI-NN11

公司編號 Company Number

F

## 清盤人／臨時清盤人的委任或詳情更改（自然人）– 受保護資料
## Appointment and Change in Particulars of Liquidator／Provisional Liquidator (Natural Person) – Protected Information

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

**清盤人／臨時清盤人須於本頁申報其香港身分證或護照的完整號碼。**
**The full number of Hong Kong Identity Card or passport of the liquidator／provisional liquidator should be reported on this page.**

*(每一頁 PI-NN11 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN11 頁填報。*
*Each PI-NN11 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN11 sheet(s).)*

*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

16 **身分識別 Identification**

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

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

**請勿覆蓋此頁內的條碼**
**DO NOT COVER THE BARCODES ON THIS PAGE**

***(交付表格 NN11 時，請將所有 PI-NN11 頁置於最後。***
***Please place all PI-NN11 sheets at the end when delivering the Form NN11.)***

**《公司條例》(香港法例第 622 章)**
**第 793 條規定交付的**

**註冊非香港公司開始清盤及**
**清盤人／臨時清盤人的委任、停任或更改詳情通知書**

**填表須知 — 表格 NN11**

**附註**

**引言**

**1.** (a) 如關乎註冊非香港公司的清盤法律程序展開，公司必須根據《公司條例》第 793(1)、(3) 及 (4) 條，將載有清盤詳情的通知，以本表格交付公司註冊處處長(「處長」)登記。本表格須在公司展開清盤法律程序的日期，或在關於該清盤法律程序展開的通知按照展開該法律程序所在地方的法律送達公司的日期(以較遲的日期為準)後的 15 日內交付處長。

(b) 公司亦必須根據該條例第 793(6) 條，將有關清盤法律程序詳情的更改、清盤人或臨時清盤人的委任、停任或詳情更改的通知，在有關更改的日期後的 15 日內，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《公司條例》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、公司秘書、經理、獲授權代表、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。

**公司名稱 (第 1 項)**

**6.** 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

**委任清盤人／臨時清盤人 (第 3 及 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，亦請以本表格通知公司註冊處。

**8.** (a) 請填報屬自然人的清盤人或臨時清盤人的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***及簽發國家／地區。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指—
(i) 如組成身分識別號碼的字母或數目字字元序列的字元數目是雙數(不包括空位、標點符號及標記符號) — 該序列的前半部分；或
(ii) 如組成身分識別號碼的字母或數目字字元序列的字元數目是單數(不包括空位、標點符號及標記符號) — 該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

**例子：**

**香港身分證號碼**

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

**護照號碼**

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

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

(c) 請另外於 PI-NN11 頁內填報清盤人或臨時清盤人完整的香港身分證號碼或護照號碼。PI-NN11 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN11 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN11 頁填報。

(d) 如清盤人或臨時清盤人並非香港身分證持有人，亦沒有任何護照，請在有關的空格內填上「無」，亦無需提交 PI-NN11 頁。

**清盤人／臨時清盤人的停任 (第 5 項)**

**9.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註 8。

(b) 如停任的清盤人或臨時清盤人屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

**10.** 如清盤人或臨時清盤人去世，請申報其去世日期，作為停任日期。

**清盤人／臨時清盤人詳情更改　(第 7 及 8 項)**

**11.** (a) 為識別身分，請填報香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持護照的***部分號碼***。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註 8。

(b) 如清盤人或臨時清盤人屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的***部分號碼***，請填報該***部分號碼***。

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

(d) 如該項資料未曾在本處登記，請在有關的空格內填上「無」。

**12.** 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。

**13.** 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。

**14.** (a) 請申報清盤人或臨時清盤人新的香港身分證的***部分號碼***。如該人並非香港身分證持有人，請提供其所持新護照的***部分號碼***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註 8。

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

(c) 請另外於 PI-NN11 頁內填報清盤人或臨時清盤人完整的香港身分證號碼或護照號碼。PI-NN11 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN11 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN11 頁填報。

(d) 如清盤人或臨時清盤人不再持有香港身分證或任何護照，請在有關的空格內填上「無」，亦無需提交 PI-NN11 頁。

**清盤人／臨時清盤人的委任或詳情更改 (自然人) – 受保護資料 (PI-NN11)**

**15.** 在 PI-NN11 頁所填報的香港身分證號碼或護照號碼為受保護資料。PI-NN11 頁及於該頁內所填報的資料，不會供公眾查閱。

每一頁 PI-NN11 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN11 頁填報。

**16.** 請填報清盤人或臨時清盤人的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持護照的完整號碼及簽發國家／地區。

**NOTICE OF COMMENCEMENT OF LIQUIDATION AND APPOINTMENT／CESSATION AND CHANGE IN PARTICULARS OF LIQUIDATOR／PROVISIONAL LIQUIDATOR OF REGISTERED NON-HONG KONG COMPANY**

**For the purposes of section 793 of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NN11**

**Introduction**

**1.** (a) If proceedings are commenced for the liquidation of a registered non-Hong Kong company, the company must deliver a notice in this form to the Registrar of Companies (the Registrar) for registration, containing the particulars of the liquidation proceedings as required under sections 793(1), (3) and (4) of the Companies Ordinance. This form should be delivered to the Registrar within 15 days after the later of the date of commencement of any proceedings for the liquidation of the company, or the date on which the notice of commencement of such proceedings was served on the company according to the law of the place in which those proceedings were commenced.

(b) The company must also deliver a notice of any change in the particulars of the liquidation proceedings, appointment, cessation of the liquidator or provisional liquidator or any change in the particulars of the liquidator or provisional liquidator in this form to the Registrar for registration within 15 days after the date of the change as required under section 793(6).

**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 Ordinance.

**Signature**

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

**Company Name (Section 1)**

**6.** The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

**Appointment of Liquidator／Provisional Liquidator (Sections 3 and 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 this form.

**8.** (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport of the liquidator or provisional liquidator who is a natural person according to the description of "Partial number" below:

Partial number means —

(i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or

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

**e.g.**

**Hong Kong Identity Card Number**

| Full Number (including the digit or alphabet in brackets) | Partial Number (i.e. all the alphabets and the first three digits) |
|---|---|
| A123456(7) | ( ) A 1 2 3 * * * (*) |
| AA123456(7) | A A 1 2 3 * * * (*) |

**Passport Number**

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

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

(c) Please report the full Hong Kong Identity Card number or passport number of the liquidator or provisional liquidator separately on a PI-NN11 sheet. PI-NN11 sheet and the information reported therein are withheld from public inspection.

Each PI-NN11 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN11 sheet(s).

(d) If the liquidator or provisional liquidator holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN11 sheet.

**Cessation to Act as Liquidator／Provisional Liquidator (Section 5)**

**9.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport. Please refer to Note 8 on the details and examples of ***partial number***.

(b) If the liquidator or provisional liquidator ceasing to act is a natural person and has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**10.** For a deceased liquidator or provisional liquidator, the date of death should be given as the date of cessation.

**Change in Particulars of Liquidator／Provisional Liquidator (Sections 7 and 8)**

**11.** (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** of passport. Please refer to Note 8 on the details and examples of ***partial number***.

(b) If the liquidator or provisional liquidator who is a natural person has previously registered the partial number of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that ***partial number***.

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

(d) If no such particulars have been registered, please state 'Nil' in the boxes provided.

**12.** 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.

**13.** 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.

**14.** (a) Please provide the new ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the new ***partial number*** and issuing country／region of the passport of the liquidator or provisional liquidator. Please refer to Note 8 on the details and examples of ***partial number***.

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

(c) Please report the full Hong Kong Identity Card number or passport number of the liquidator or provisional liquidator separately on a PI-NN11 sheet. PI-NN11 sheet and the information reported therein are withheld from public inspection.

Each PI-NN11 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN11 sheet(s).

(d) If the liquidator or provisional liquidator no longer holds a Hong Kong Identity Card or any passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN11 sheet.

**Appointment and Change in Particulars of Liquidator／Provisional Liquidator (Natural Person) – Protected Information (PI-NN11)**

**15.** Hong Kong Identity Card number or passport number reported on PI-NN11 sheet is protected information. PI-NN11 sheet and the information reported therein are withheld from public inspection.

Each PI-NN11 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN11 sheet(s).

**16.** Please state the full Hong Kong Identity Card number or, in the absence of a Hong Kong Identity Card, the full number and issuing country／region of the passport of the liquidator or provisional liquidator.