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 27 December 2023.

The revised forms are hereby published for information.

Form		**Relevant Section(s) of the Ordinance**
Form Number	Name of Form	
NA1	Notice of Removal of Auditor	419(4)
NA2	Notification of Resignation of Auditor	417(3)
NAA1	Notice of Alteration of Company's Articles	88 and 96
NAA2	Notice of Alteration of Company's Objects	89
NAA3	Notice of Alteration of Certain Articles by Existing Company	90
NAA4	Notice of Change of Company Status	94(2) and 95(2)
NAC3	Statement of Revision of Financial Statements	449(3)
NAC4	Notice of Alteration of Accounting Reference Date	371(2)
NAMA1	Approved Amalgamation Proposal	684(1)(a)
NAMA2	Certificate on Solvency Statement by Directors of Amalgamating Company	684(1)(b)
NAMA3	Certificate of Approval of Amalgamation by Directors of Amalgamating Company	684(1)(c)
NAMA4	Notice of Appointment of Directors of Amalgamated Company	684(1)(d)
NAMA5	Certificate on Claims of Creditors by Directors of Amalgamated Company	684(1)(e)
NAMA6	Notice of Application to Court to Intervene in Amalgamation Proposal	686(4)
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)

Form		Relevant Section(s) of the Ordinance
Form Number	Name of Form	
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)
NDB1	Return of Allotment of Debentures or Debenture Stock	316(1)
NDR1	Application for Deregistration of Private Company or Company Limited by Guarantee	750
NIN1	Notice of Appointment of Inspector	842(1)
NIN2	Notice of Delivery of Final Report by Inspector	856(4)
NIN3	Notice of Delivery of Interim Report by Inspector	855(4)
NM1	Statement of Particulars of Charge	335(1), 336(1), 338(2), 339(3), 340(2) and 342(2)
NM2	Notification of Payment／Satisfaction of Debt, Release from Charge, etc.	345
NM3	Notice of Mortgagee Entering into Possession of Property	349(1)
NM4	Notice of Mortgagee Going out of Possession of Property	350(3)
NM5	Notice of Appointment of Receiver or Manager	348(1)
NM6	Notice of Cessation of Appointment of Receiver or Manager	350(2)
NM7	Notice of Change in Particulars of Receiver, Manager or Mortgagee in Possession of Property	350(4)
NM8	Statement of Particulars of Charge (For Debenture Forming Part of a Series)	335(2), 336(2) and 340(3)
NM9	Statement of Particulars of Issue of Debentures of a Series	341(2)
NMEM1	Notice of Increase in Number of Members of Company Limited by Guarantee	114(1)
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
NN5	Return of Change in the Charter, Statutes or Memorandum etc. of Registered Non-Hong Kong Company	791(1) and (2)(a)
NN6	Return of Change of Company Secretary and Director of Registered Non-Hong Kong Company (Appointment／Cessation)	791(1) and (2)(b)

Form		Relevant Section(s) of the Ordinance
Form Number	Name of Form	
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)
NN9	Return of Change of Address of Registered Non-Hong Kong Company	791(1) and (2)(d)
NN10	Return of Alteration of Corporate Name of Registered Non-Hong Kong Company	778(8)
NN11	Notice of Commencement of Liquidation and Appointment／Cessation and Change in Particulars of Liquidator／Provisional Liquidator of Registered Non-Hong Kong Company	793
NN12	Return of Approved Name for Carrying on Business in Hong Kong by Registered Non-Hong Kong Company	782(4) and 785(4)
NN13	Notice of Cessation of Place of Business in Hong Kong of Registered Non-Hong Kong Company	794(1)
NN14	Notice of Dissolution of Registered Non-Hong Kong Company	795(1)
NN15	Statement of Revision of Accounts of Registered Non-Hong Kong Company	790(4)
NNC1	Incorporation Form (Company Limited by Shares)	67(1)(b)
NNC1G	Incorporation Form (Company Not Limited by Shares)	67(1)(b)
NNC2	Notice of Change of Company Name	107(2) and 770(2)
NNC3	Consent to Act as First Director	74
NNC4	Notice of Court Order Restraining Company from Use of Name	108(2)
NNC5	Application for Registration of Eligible Company	807(2)
NR1	Notice of Change of Address of Registered Office	658(3)

Form		Relevant Section(s) of the Ordinance
Form Number	Name of Form	
NR2	Notice of Location of Registers and Company Records	309(2) and (3), 351(4) and (5), 354(1) and (2), 385(2) and (3), 471(4), 543(5), 619(2) and (3), 628(2) and (3), 641(4) and (5), 648(4) and (5), 653M(2) and (3), 653N(1) and (2)
NR3	Notice Relating to Branch Register of Debenture Holders	312 and 315
NR4	Notice Relating to Branch Register of Members	636 and 639
NRE1	Notice to Minority Shareholders – Takeover (Right of Offeror to Buy out Minority Shareholders)	694(1)(a)
NRE2	Notice to Minority Shareholders – Takeover (Right of Minority Shareholders to be Bought out by Offeror)	702(1)(a)
NRE3	Notice to Minority Shareholders – General Offer for Share Buy-back (Right of Repurchasing Company to Buy out Minority Shareholders)	713(1)(a)
NRE4	Notice to Minority Shareholders – General Offer for Share Buy-back (Right of Minority Shareholders to be Bought out by Repurchasing Company)	720(1)(a)
NS1	Application for New Share Certificate	163(1)
NS3	Notice of Intention to Issue New Share Certificate	164(1)
NS4	Notice of Cancellation of Original Share Certificate and Issue of New Certificate	166(1)
NSC1	Return of Allotment	142(1)
NSC2	Return of Share Redemption or Buy-back	270(1)
NSC3	Notice of Application to Court for Cancellation of Special Resolution for Payment out of Capital	263(4)
NSC6	Notice of Permitted Share Commission	148(2)(c)(i)
NSC9	Notice of Application to Court for Restraining the Giving of Financial Assistance for Acquisition of Shares	286(5)
NSC11	Notice of Alteration of Share Capital	171(1)

Form		Relevant Section(s) of the Ordinance
Form Number	Name of Form	
NSC13	Notice of Redenomination of Share Capital	173(1)
NSC14	Notice of Reconversion of Stock into Shares	175(1)
NSC15	Notice of Variation of Rights Attached to Shares	184(1)
NSC16	Notice of Variation of Rights of a Class of Members (Company Without a Share Capital)	192(1)
NSC17	Solvency Statement	216(1) and 259(1)
NSC18	Notice of Application to Court for Cancellation of Special Resolution for Reduction of Share Capital	220(4)
NSC19	Return of Reduction of Share Capital (by Special Resolution Supported by Solvency Statement)	224 and 225
NSC20	Return of Reduction of Share Capital (Confirmed by Court)	230
NU1	Application for Re-registration as Company Limited by Shares	131

22 September 2023 Helen TANG *Registrar of Companies*

公司註冊處
Companies Registry

免任核數師通知書
Notice of Removal of Auditor

表格 Form **NA1**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

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

姓名／名稱 Name

地址 Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港 ／ HONG KONG

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

日 DD 月 MM 年 YYYY

4 免任日期
Date of Removal

日 DD 月 MM 年 YYYY

5 簽署 Signed :

姓名 Name : 日期 Date :

董事 Director／公司秘書 Company Secretary *

日 DD / 月 MM / 年 YYYY

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

3 提交人資料 Presentor's Reference

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 419(4) 條規定交付的

免任核數師通知書

填表須知 — 表格 NA1

附註

引言

1. 儘管公司與其核數師之間有任何協議，或公司的章程細則有任何規定，公司仍可藉在成員大會上通過普通決議，免除該核數師的職位。如免任的普通決議獲通過，公司須在自通過該決議的日期起計的15日內，以本表格將述明該事實的通知，交付公司註冊處處長(「處長」)登記。

2. 請劃一以中文或英文申報各項所需資料。如以中文申報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF REMOVAL OF AUDITOR

For the purposes of section 419(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NA1

Introduction

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

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

核數師辭職通知書
Notification of Resignation of Auditor

表格 Form **NA2**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 上述公司已收到核數師根據《公司條例》(第 622 章)第 417(1)條發出的書面通知，辭去核數師職位。該通知並附有根據《公司條例》第 424 條有關辭任核數師規定須給予上述公司的陳述。
This company has received from the auditor a notice of resignation in writing that is given in accordance with section 417(1) of the Companies Ordinance (Cap. 622). The notice is accompanied by a statement required to be given by the resigning auditor to the company under section 424 of the Companies Ordinance.

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

日 DD | 月 MM | 年 YYYY

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

姓名／名稱 Name

地址 Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

辭任的生效日期
Effective Date of Resignation

日 DD | 月 MM | 年 YYYY

5 **簽署 Signed：**

姓名 Name： _____ **日期 Date：** _____

董事 Director／公司秘書 Company Secretary *

日 DD / 月 MM / 年 YYYY

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

3 **提交人資料 Presentor's Reference**

姓名／名稱 Name:

地址 Address:

電話 Tel: **傳真 Fax:**

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 417(3) 條規定交付的

核數師辭職通知書

填表須知 — 表格 NA2

附註

引言

1. 任何人可藉向公司發出書面通知，辭去核數師職位，該通知須隨附《公司條例》第424 條規定須給予的陳述。公司須在自收到辭職通知的日期起計的15日內，以本表格將述明該事實的通知，交付公司註冊處處長(「處長」)登記。

2. 請劃一以中文或英文申報各項所需資料。如以中文申報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTIFICATION OF RESIGNATION OF AUDITOR

For the purposes of section 417(3) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NA2

Introduction

1. A person may resign from the office of auditor of a company by giving the company a notice in writing that is accompanied by a statement of circumstances required under section 424 of the Companies Ordinance. Within 15 days beginning on the date on which a company receives a notice of resignation, the company must deliver a notification in this form of that fact 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.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司章程細則修改通知書
(公司的宗旨及原有公司對某些章程細則的修改除外)

公司註冊處
Companies Registry

Notice of Alteration of Company's Articles
(Other than Alteration of Company's Objects and Certain Articles by Existing Company)

表格 Form **NAA1**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

8 2 章程細則的修改 Alteration of Articles

A. 修改通知 Notice of Alteration

上述公司已藉以下方式修改其章程細則一
This company has altered its articles by —

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

☐ 特別決議或普通決議
Special resolution or ordinary resolution
(隨本表格一併交付經修改的章程細則的經核證文本)
(A certified copy of the company's articles as altered is delivered with this form)

☐ 原訟法庭命令
An order of the Court
(隨本表格一併交付有關的原訟法庭命令的正式文本，及經該命令修改的章程細則的文本)
(An office copy of the order and a copy of the articles as altered by the order are delivered with this form)

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

日 DD | 月 MM | 年 YYYY

簽署 Signed :

6

姓名 Name : _____ 董事 Director／公司秘書 Company Secretary *

日期 Date : _____ 日 DD / 月 MM / 年 YYYY

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

4 提交人資料 Presentor's Reference

姓名／名稱 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 88 及 96 條規定交付的

公司章程細則修改通知書
(公司的宗旨及原有公司對某些章程細則的修改除外)

填表須知 — 表格 NAA1

附註

引言

1. 公司在符合《公司條例》第88條的規定下，可修改其章程細則。在修改的生效日期後的15日內，公司須將關於該項修改的通知，以本表格交付公司註冊處處長(「處長」)登記。

2. 如公司的章程細則的任何條文或公司的章程細則的任何條文的效力，被原訟法庭命令修改，該公司亦須在該項修改生效的日期後的15日內，將關於該項修改的通知，以本表格交付處長登記。

3. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

4. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

5. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

章程細則的修改 (第2項)

8. (a) 公司在交付本表格時，須連同該公司經修改的章程細則的文本一併交付，該文本須由該公司的一名高級人員核證為正確。

(b) 如公司的章程細則被原訟法庭命令修改，公司在交付本表格時，須隨附有關命令的正式文本，及經該命令修改的章程細則的文本。如有關公司已根據《公司條例》的另一條文將有關命令的正式文本交付處長，則無須再次交付有關命令。

NOTICE OF ALTERATION OF COMPANY'S ARTICLES
(Other than alteration of company's objects and certain articles by existing company)

For the purposes of sections 88 and 96 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAA1

Introduction

1. Subject to section 88 of the Companies Ordinance, a company may alter its articles of association. The company must deliver to the Registrar of Companies (the Registrar) for registration a notice of the alteration in this form within 15 days after the date on which the alteration takes effect.

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

3. 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Alteration of Articles (Section 2)

8. (a) This form should be delivered with a copy of the company's articles as altered which is certified by an officer of the company as correct.

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

公司宗旨修改通知書
Notice of Alteration of Company's Objects

公司註冊處
Companies Registry

表格 Form **NAA2**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

9 2 宗旨的修改 Alteration of Objects

A. 修改通知 Notice of Alteration

上述公司已通過特別決議修改其宗旨，並隨本表格一併交付經修改的公司章程細則的經核證文本。
This company has passed a special resolution altering its objects, and delivered with this form a certified copy of the company's articles as altered.

決議通過日期 Date of Passing the Resolution

日 DD	月 MM	年 YYYY

B. 向法庭提出取消修改的申請 Application to Court for Cancellation of Alteration

適用於私人公司（包括在《前身條例》下屬私人公司的擔保有限公司）
Applicable to a private company (including a company limited by guarantee which was a private company under the predecessor Ordinance)

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

☐ **在有關特別決議通過的日期後的 28 日內，無人向原訟法庭提出取消該項修改的申請。**
No application is made to the Court to cancel the alteration within 28 days after the date of passing the relevant special resolution.

☐ **有人已向原訟法庭提出取消該項修改的申請，但有關修改卻獲得原訟法庭確認。現隨本表格一併交付原訟法庭確認該項修改的命令的正式文本。**
An application is made to the Court to cancel the alteration but the alteration has been confirmed by the Court. An office copy of the order confirming the alteration is delivered with this form.

法庭命令的日期 Date of Court Order

日 DD	月 MM	年 YYYY

7 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*

5 提交人資料 Presentor's Reference

姓名／名稱 Name:

地址 Address:

電話 Tel: **傳真 Fax:**

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 89 條規定交付的

公司宗旨修改通知書

填表須知 — 表格 NAA2

附註

引言

1. 根據《公司條例》第89條，公司可藉—
(a) 放棄或限制任何宗旨；或
(b) 採納本可在—
(i) (如屬根據《公司條例》組成及註冊的公司) 有關章程細則註冊時，合法地載於該公司的章程細則內的任何新宗旨；或
(ii) (如屬根據《舊有公司條例》組成及註冊的公司) 有關組織章程大綱註冊時，合法地載於該公司的組織章程大綱內的任何新宗旨，
修改有關宗旨，而該項修改須藉特別決議作出，該決議的通知須已向該公司的所有成員發出。

2. 如私人公司(包括在《前身條例》第2(1)條所界定屬私人公司的擔保有限公司)(「私人公司」) 通過特別決議修改其宗旨—
(a) 在無人於有關特別決議通過的日期後的28日內(「申請的限期」) 向原訟法庭提出要求取消該項修改的申請的情況下，該公司須在提出該申請的限期屆滿後的15日內，將關於該項修改的通知，以本表格交付公司註冊處處長(「處長」) 登記;或
(b) 如有人於申請的限期內向原訟法庭提出要求取消該項修改的申請，原訟法庭可取消或確認有關修改。如原訟法庭確認有關修改，該公司須在原訟法庭命令的日期後的15日內(或如獲准延長限期，則在經延長的限期內)，將關於該項修改的通知，以本表格交付處長登記。

3. 如公眾公司或擔保有限公司通過特別決議修改其宗旨，該公司須在該決議通過的日期後的15日內，將關於該項修改的通知，以本表格交付處長登記。

4. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

5. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

6. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

7. 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。

商業登記號碼

8. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

宗旨的修改 (第 2 項)

9. (a) 公司在交付本表格時，須連同該公司經修改的章程細則的文本一併交付，該文本須由該公司的一名高級人員核證為正確。
(b) 如私人公司獲原訟法庭確認有關修改，原訟法庭命令的正式文本亦須一併交付。

NOTICE OF ALTERATION OF COMPANY'S OBJECTS

For the purposes of section 89 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAA2

Introduction

1. Under section 89 of the Companies Ordinance, a company may, by special resolution of which notice has been given to all members of the company, alter the objects as stated in the company's articles by —
(a) abandoning or restricting any of the objects; or
(b) adopting any new object that could lawfully have been contained —
(i) in the company's articles when the articles were registered in the case of a company formed and registered under the Companies Ordinance; or
(ii) in the company's memorandum of association when the memorandum was registered in the case of a company formed and registered under a former Companies Ordinance.

2. In the case of a private company, including a company limited by guarantee which was a private company as defined by section 2(1) of the predecessor Ordinance (private company), after passing a special resolution altering its objects —
(a) if no application is made to the Court to cancel the alteration within 28 days after the date of passing the relevant special resolution (the application period), the company must, within 15 days after the end of the application period, deliver to the Registrar of Companies (the Registrar) for registration a notice of the alteration in this form; or
(b) if an application is made to the Court to cancel the alteration within the application period, the Court may cancel or confirm the alteration. If the alteration is confirmed by the Court, the company must, within 15 days after the date of the Court order confirming the alteration (or if an extension of time is granted for delivery of the notice, within the extended period), deliver to the Registrar for registration a notice of the alteration in this form.

3. In the case of a public company or company limited by guarantee, after passing a special resolution altering its objects, the company must, within 15 days after the date of passing the resolution, deliver to the Registrar for registration a notice of the alteration in this form.

4. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

5. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

6. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

Signature

7. 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.

Business Registration Number

8. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Alteration of Objects (Section 2)

9. (a) This form should be delivered with a copy of the company's articles as altered which is certified by an officer of the company as correct.
(b) In the case of a private company where a Court order confirming the alteration is made, an office copy of the order should also be delivered together with this form.

公司註冊處
Companies Registry

原有公司對某些章程細則修改通知書
(只適用於修改載於公司的組織章程大綱內
及原可合法地載於該公司的章程細則內的條文)

Notice of Alteration of Certain Articles by Existing Company
(For altering any provisions which were contained in the Company's memorandum of association and could lawfully have been contained in the Company's articles instead)

表格 Form **NAA3**

註 Note

本表格僅適用於原有公司(即根據《舊有公司條例》組成及註冊的公司)
This Form is only applicable to an existing company
(i.e. a company formed and registered under a former Companies Ordinance)

商業登記號碼 Business Registration Number

1 公司名稱 Company Name

9 2 章程細則的修改 Alteration of Articles

A. 修改通知 Notice of Alteration

上述公司已通過特別決議修改其章程細則，而細則的條文是在緊接《公司條例》(第 622 章)生效前，載於該公司的組織章程大綱內，及在該大綱註冊時，是原可合法地載於該公司的章程細則內，而非載於該章程大綱內。現隨本表格一併交付經修改的公司章程細則的經核證文本。

This company has passed a special resolution altering the company's articles. The provision(s) of the articles was / were contained in the company's memorandum of association immediately before the commencement date of the Companies Ordinance (Cap. 622) and could lawfully have been contained in the company's articles instead when the memorandum was registered. A certified copy of the company's articles as altered is delivered with this form.

決議通過日期 Date of Passing the Resolution

日 DD	月 MM	年 YYYY

5 提交人資料 Presentor's Reference

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **NAA3**

商業登記號碼 Business Registration Number

2 章程細則的修改 Alteration of Articles (續上頁 cont'd)

B. 向法庭提出取消修改的申請 Application to Court for Cancellation of Alteration

適用於私人公司(包括在《前身條例》下屬私人公司的擔保有限公司)
Applicable to a private company (including a company limited by guarantee which was a private company under the predecessor Ordinance)

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

☐ **在有關特別決議通過的日期後的 28 日內，無人向原訟法庭提出取消該項修改的申請。**
No application is made to the Court to cancel the alteration within 28 days after the date of passing the relevant special resolution.

☐ **有人已向原訟法庭提出取消該項修改的申請，但有關修改卻獲得原訟法庭確認。現隨本表格一併交付原訟法庭確認該項修改的命令的正式文本。**
An application is made to the Court to cancel the alteration but the alteration has been confirmed by the Court. An office copy of the order confirming the alteration is delivered with this form.

法庭命令的日期 Date of Court Order

日 DD	**月** MM	**年** YYYY

❼ **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*

《公司條例》(第 622 章)
第 90 條規定交付的

原有公司對某些章程細則修改通知書
(只適用於修改載於公司的組織章程大綱內
及原可合法地載於該公司的章程細則內的條文)

填表須知 — 表格 NAA3

附註

引言

1. 除《公司條例》第90(2)條另有規定外，如原有公司(即根據《舊有公司條例》組成及註冊的公司)的章程細則的任何條文—
(a) 是載於該公司的組織章程大綱內；及
(b) 在該組織章程大綱註冊時，是原可合法地載於該公司的章程細則內，而非載於該組織章程大綱內，
原有公司可藉特別決議修改該等條文。

2. 原有公司如屬私人公司(包括在《前身條例》第2(1)條所界定屬私人公司的擔保有限公司)(「私人公司」)，在通過特別決議修改附註1所述的章程細則的任何條文後，
(a) 在無人於有關特別決議通過的日期後的28日內(「申請的限期」)向原訟法庭提出要求取消該項修改的申請的情況下，該公司須在提出該申請的限期屆滿後的15日內，將關於該項修改的通知，以本表格交付公司註冊處處長(「處長」)登記；或
(b) 如有人於申請的限期內向原訟法庭提出要求取消該項修改的申請，並獲得原訟法庭確認有關修改的命令，該公司須在原訟法庭命令的日期後的15日內(或如獲准延長限期，則在經延長的限期內)，將關於該項修改的通知，以本表格交付處長登記。

3. 原有公司如屬非私人公司或擔保有限公司，在通過特別決議修改附註1所述的章程細則的任何條文後，該公司須在該決議通過的日期後的15日內，將關於該項修改的通知，以本表格交付處長登記。

4. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

5. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

6. 你可郵寄本表格到「香港金鐘道66號金鐘道政府合署14樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

7. 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。

商業登記號碼

8. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字)，「-」後的數字無須填寫。於2023年12月27日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

章程細則的修改 (第 2 項)

9. (a) 原有公司在交付本表格時，須連同該公司經修改的公司章程細則的文本一併交付，該文本須由該公司的一名高級人員核證為正確。
(b) 如屬私人公司的原有公司獲原訟法庭確認有關修改，原訟法庭命令的正式文本亦須一併交付。

NOTICE OF ALTERATION OF CERTAIN ARTICLES BY EXISTING COMPANY
(For altering any provisions which were contained in the Company's memorandum of association and could lawfully have been contained in the Company's articles instead)

For the purposes of section 90 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAA3

Introduction

1. Subject to section 90(2) of the Companies Ordinance, an existing company, i.e. a company formed and registered under a former Companies Ordinance, may by special resolution alter any provision of the company's articles of association if the provision —
(a) was contained in the company's memorandum of association; and
(b) could lawfully have been contained in the company's articles instead of in the memorandum of association when the memorandum was registered.

2. In the case of a private company formed and registered under a former Companies Ordinance, including a company limited by guarantee which was a private company as defined by section 2(1) of the predecessor Ordinance (private company), after passing a special resolution altering any provisions mentioned in Note 1 —
(a) if no application is made to the Court to cancel the alteration within 28 days after the date of passing the relevant special resolution (the application period), the company must, within 15 days after the end of the application period, deliver to the Registrar of Companies (the Registrar) for registration a notice of the alteration in this form; or
(b) if an application is made to the Court to cancel the alteration within the application period and an order confirming the alteration is obtained, the company must, within 15 days after the date of the Court order confirming the alteration (or if an extension of time is granted for delivery of the notice, within the extended period), deliver to the Registrar for registration a notice of the alteration in this form.

3. In the case of a non-private company or company limited by guarantee formed and registered under a former Companies Ordinance, after passing a special resolution altering any provisions mentioned in Note 1, the company must, within 15 days after the date of passing the resolution, deliver to the Registrar for registration a notice of the alteration in this form.

4. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

5. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

6. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

Signature

7. 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.

Business Registration Number

8. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Alteration of Articles (Section 2)

9. (a) This form should be delivered with a copy of the company's articles as altered which is certified by an officer of the company as correct.
(b) In the case of a private company formed and registered under a former Companies Ordinance where a Court order confirming the alteration is made, an office copy of the order should also be delivered together with this form.

公司註冊處
Companies Registry

公司地位更改通知書
Notice of Change of Company Status

表格 Form **NAA4**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 公司地位更改詳情 Details of Change of Company Status

上述公司已修改其章程細則，以致該公司的地位更改如下—
This company has altered its articles so that the company's status has been changed as follows —

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

☐ **由私人公司轉為公眾公司**
From a Private Company to a Public Company

現隨本表格一併交付該公司按照《公司條例》(第 622 章)第 379 條擬備及為緊接該項修改生效的財政年度前的財政年度擬備的周年財務報表的核證真實文本。
A certified true copy of the company's annual financial statements that are prepared in accordance with section 379 of the Companies Ordinance (Cap. 622) and prepared for the financial year immediately before the financial year in which the alteration takes effect is delivered with this form.

☐ **由公眾公司轉為私人公司**
From a Public Company to a Private Company

3 修改的生效日期 Effective Date of Alteration

日 DD	**月** MM	**年** YYYY

5 **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*

3 **提交人資料 Presentor's Reference**
姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email :
檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 94(2)及 95(2)條規定交付的

公司地位更改通知書

填表須知 — 表格 NAA4

附註

引言

1. 如私人公司修改其章程細則，以致該章程細則不再符合《公司條例》第11(1)(a)條，則在該項修改生效的日期當日，該公司即不再是私人公司。如公眾公司修改其章程細則，以致該章程細則符合《公司條例》第11(1)(a)條，則在該項修改生效的日期當日，該公司即不再是公眾公司。有關公司除須按照《公司條例》第88(5)條的規定交付文件外，亦須於上述修改生效的日期後的15日內，將關於更改該公司的地位的通知，以本表格交付公司註冊處處長(「處長」)登記。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF CHANGE OF COMPANY STATUS

For the purposes of sections 94(2) and 95(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAA4

Introduction

1. If a private company alters its articles of association so that the articles no longer comply with section 11(1)(a) of the Companies Ordinance, the company ceases to be a private company on the date on which the alteration takes effect. If a public company alters its articles of association so that the articles comply with section 11(1)(a) of the Companies Ordinance, the company ceases to be a public company on the date on which the alteration takes effect. In addition to the documents required for registration under section 88(5) of the Companies Ordinance, the company must, within 15 days after the date on which the above alteration takes effect, deliver to the Registrar of Companies (the Registrar) for registration a notice of the change of the company's status in this form.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

修改財務報表陳述書
Statement of Revision of Financial Statements

表格 Form **NAC3**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 本公司現按照《公司條例》(第 622 章)第 449(3) 條作出警告陳述 — 公司的董事決定根據《公司條例》第 449 條安排對公司下述的財務報表作出修改。

In accordance with section 449(3) of the Companies Ordinance (Cap. 622), a warning statement is hereby given that the directors of the company have decided to cause the following financial statements of the company to be revised under section 449 of the Companies Ordinance.

涵蓋以下會計期的財務報表 Financial Statements Covering the Period

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

5 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*

3 提交人資料 Presentor's Reference

姓名／名稱 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email:
檔號 Reference:

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《公司條例》(第 622 章)
第 449(3) 條規定交付的

修改財務報表陳述書

填表須知 — 表格 NAC3

附註

引言

1. 如公司的董事決定根據《公司條例》第449(1)條安排對公司的財務報表作出修改；及該財務報表的文本已遵照第664(3)(b)條的規定交付公司註冊處處長(「處長」)，則該公司須在該決定作出後的7日內，將一份述明該財務報表將會被如此修改的警告陳述，以本表格交付處長登記。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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. 本表格必須由公司的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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

STATEMENT OF REVISION OF FINANCIAL STATEMENTS

For the purposes of section 449(3) of Companies Ordinance (Cap.622)

Notes for Completion of Form NAC3

Introduction

1. If the directors of a company decide to cause any financial statements of the company to be revised under section 449(1) of the Companies Ordinance and a copy of the financial statements has been delivered to the Registrar of Companies (the Registrar) under section 664(3)(b), the company must, within 7 days after the decision, deliver to the Registrar for registration a warning statement, in this form, that the financial statements will be so revised.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

更改會計參照日通知書
Notice of Alteration of Accounting Reference Date

表格 Form **NAC4**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 更改詳情 Details of Change

(1) A. 現行或對上的會計參照期的終結日期
End Date of the Current or Previous Accounting Reference Period

日 DD	月 MM	年 YYYY

(7)(8) B. 新的會計參照日 New Accounting Reference Date

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

☐ 有關的會計參照期會被縮短，以致該期間終結的日期為以下的日期—
The accounting reference period concerned is to be shortened, so as to end on the following date —

日 DD	月 MM	年 YYYY

(9) ☐ 有關的會計參照期會被延長，以致該期間終結的日期為以下的日期—
The accounting reference period concerned is to be extended, so as to end on the following date —

日 DD	月 MM	年 YYYY

(3) 提交人資料 Presentor's Reference

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

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表格
Form **NAC4**

商業登記號碼
Business Registration Number

C. 指明新的會計參照日的董事決議的日期
Date of the Directors' Resolution Specifying the New Accounting Reference Date

日 DD	**月** MM	**年** YYYY

3 在五年內延長會計參照期
Extension of Accounting Reference Period within Five Years

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

☐ **公司並未就較早前的會計參照期指明一個新的會計參照日，從而延長該期間，而該較早前的會計參照期是在指明新的會計參照日前的5年內終結的。**
The company has not specified a new accounting reference date in relation to an earlier accounting reference period so as to extend that earlier period, and the earlier accounting reference period ended within 5 years before the new accounting reference date is specified.

☐ **公司已就較早前的會計參照期指明一個新的會計參照日，從而延長該期間；而該較早前的會計參照期，是在是次指明新的會計參照日前的5 年內終結的。但是次指明的新的會計參照日，是與公司有關的控權公司的會計參照日同步的。**
The company has specified a new accounting reference date in relation to an earlier accounting reference period so as to extend that earlier period, and the earlier accounting reference period ended within 5 years before the new accounting reference date is specified. However, the new accounting reference date coincides with the accounting reference date of the holding company of the company.

☐ **公司已就較早前的會計參照期指明一個新的會計參照日，從而延長該期間；而較早前的會計參照期，是在是次指明新的會計參照日前的5 年內終結的。是次新的會計參照日的指明已獲成員的決議所批准。**
The company has specified a new accounting reference date in relation to an earlier accounting reference period so as to extend that earlier period, and the earlier accounting reference period ended within 5 years before the new accounting reference date is specified. Specification of the new accounting reference date is approved by a members' resolution.

❺ **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*

《公司條例》(第 622 章)
第 371(2) 條規定交付的

更改會計參照日通知書

填表須知 — 表格 NAC4

附註

引言

1. 公司的董事可根據《公司條例》第 371(1)條就公司現行的或對上的會計參照期，以及其後每個會計參照期，指明新的會計參照日。「對上的會計參照期」指在緊接公司現行的會計參照期之前的會計參照期。

如屬**公眾公司**或**擔保有限公司**，公司須在指明該新的會計參照日的董事決議的日期後的 15 日內，將關於該新的日期的通知，以本表格交付公司註冊處處長(「處長」)登記。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

更改詳情 (第 2 項)

7. 請述明有關的現行或對上的會計參照期會被縮短或被延長。如該期間被縮短，該期間終結的日期，會變成該期間開始後新的會計參照日首次出現的日期。如該期間被延長，該期間終結的日期，會變成該期間開始後新的會計參照日第二次出現的日期。

8. 如有以下情況，公司的董事不得就對上的會計參照期指明新的會計參照日—

(a) 根據《公司條例》第429條，須就參照該會計參照期而定出的財政年度，在成員大會上提交關乎該財政年度的報告文件的文本供該公司省覽，而提交該套文件的限期已屆滿；或
(b) 根據《公司條例》第430(3)條，須將關乎該財政年度的報告文件的文本送交成員，而送交該套文件的限期已屆滿。

9. 公司的董事不得就某會計參照期指明一個新的會計參照日，從而將該期間延長至超過 18 個月。

NOTICE OF ALTERATION OF ACCOUNTING REFERENCE DATE

For the purposes of section 371(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAC4

Introduction

1. The directors of a company may specify a new accounting reference date in relation to the company's current or previous accounting reference period, and every subsequent accounting reference period, under section 371(1) of the Companies Ordinance. "Previous accounting reference period" means the accounting reference period immediately preceding the company's current accounting reference period.

If the company is a **public company** or a **company limited by guarantee**, the company must, within 15 days after the date of the directors' resolution specifying the new accounting reference date, deliver a notice of that new date in this form to the Registrar of Companies (the Registrar) for registration.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Details of Change (Section 2)

7. Please state whether the current or previous accounting reference period concerned is to be shortened or extended. If the accounting reference period is to be shortened, it should end on the first occasion on which the new accounting reference date falls or fell after the beginning of that period. If the accounting reference period is to be extended, it will end on the second occasion on which the new accounting reference date falls or fell after the beginning of that period.

8. The directors of a company must not specify a new accounting reference date in relation to the previous accounting reference period if —

(a) the period for laying before the company in general meeting under section 429 of the Companies Ordinance a copy of the reporting documents for the financial year determined by reference to that accounting reference period has expired; or
(b) the period for sending a copy of the reporting documents for the financial year to the members under section 430(3) of the Companies Ordinance has expired.

9. The directors of a company must not specify a new accounting reference date in relation to an accounting reference period so as to extend the period to longer than 18 months.

公司註冊處
Companies Registry

獲批准的合併建議
Approved Amalgamation Proposal

表格 Form **NAMA1**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 獲批准的合併建議 Amalgamation Proposal that has been Approved

隨本表格附上批准《公司條例》(第 622 章)第 680(1)或 681(1)條所述的合併的決議的文本。
A copy of the resolution approving an amalgamation under section 680(1) or 681(1) of the Companies Ordinance (Cap. 622) is attached.

決議的日期
Date of Resolution

日 DD	月 MM	年 YYYY

5 **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*

3 **提交人資料 Presentor's Reference**
姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 684(1)(a) 條規定交付的

獲批准的合併建議

填表須知 — 表格 NAMA1

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(本表格)；
(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(表格NAMA4)；
(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. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

APPROVED AMALGAMATION PROPOSAL

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

Notes for Completion of Form NAMA1

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 (this Form);
(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 (Form NAMA4);
(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. 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

合併的公司的董事就償付能力陳述發出的證明書
Certificate on Solvency Statement by Directors of Amalgamating Company

表格 Form **NAMA2**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 證明書 Certificate

我／我們* 是上述合併的公司所有表決贊成作出償付能力陳述的董事，現按照《公司條例》(第622章)第683條證明—
I／We *, being all the director(s) of the above amalgamating company who vote(s) in favour of making a solvency statement, hereby certify in accordance with section 683 of the Companies Ordinance (Cap. 622) that —

(a) 我／我們* 認為《公司條例》第679(1)(a)(i)及(ii)條指明的條件已獲符合。
In my／our * opinion, the conditions specified in section 679(1)(a)(i) and (ii) of the Companies Ordinance are satisfied.

(b) 持該意見的理由是 Grounds for that opinion are

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

❸ **提交人資料 Presentor's Reference**
姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **NAMA2**

商業登記號碼
Business Registration Number

2 證明書 Certificate (續上頁 cont'd)

(c) 《公司條例》第679(1)(b)條指明的條件已獲符合。
The condition specified in section 679(1)(b) of the Companies Ordinance is satisfied.

5 **3 董事簽署 Signature(s) of Director(s)**

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

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

本證明書所包括的續頁數目 Number of Continuation Sheet(s) included in this Certificate

表格
Form **NAMA2**

續頁 Continuation Sheet

商業登記號碼
Business Registration Number

❺ 董事簽署 (第 3 項)
Signature(s) of Director(s) (Section 3)

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

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

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

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

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

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

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

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

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

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

《公司條例》(第 622 章)
第 684(1)(b) 條規定交付的

合併的公司的董事就償付能力陳述發出的證明書

填表須知 — 表格 NAMA2

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(本表格)；
(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(表格NAMA4)；
(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. 本表格必須由公司所有表決贊成作出償付能力陳述的董事簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字)，「-」後的數字無須填寫。於2023年12月27日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

CERTIFICATE ON SOLVENCY STATEMENT BY DIRECTORS OF AMALGAMATING COMPANY

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

Notes for Completion of Form NAMA2

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) (this Form);
(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 (Form NAMA4);
(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 all the director(s) who voted in favour of making a solvency statement of the company. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

合併的公司的董事發出批准合併的證明書
Certificate of Approval of Amalgamation by Directors of Amalgamating Company

表格 Form **NAMA3**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 證明書 Certificate

我／我們*是上述合併的公司的 唯一董事／全體董事*，現按照《公司條例》(第622章)第684(1)(c)條證明，有關的合併已按照《公司條例》第13 部第3 分部，及已按照公司的章程細則獲批准。

I／We *, being the sole director／all the directors * of the above amalgamating company, hereby certify in accordance with section 684(1)(c) of the Companies Ordinance (Cap. 622) that the amalgamation has been approved in accordance with Division 3 of Part 13 of the Companies Ordinance and the articles of the company.

5 **3 唯一董事或全體董事簽署 Signature(s) of Sole Director or All Directors**

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

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

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

本證明書所包括的續頁數目 Number of Continuation Sheet(s) included in this Certificate

**Delete whichever does not apply*

3 **提交人資料 Presentor's Reference**

姓名／名稱 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NAMA3**

續頁 Continuation Sheet

商業登記號碼
Business Registration Number

❺ 唯一董事或全體董事簽署 (第 3 項)
Signature(s) of Sole Director or All Directors (Section 3)

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

《公司條例》(第 622 章)
第 684(1)(c) 條規定交付的

合併的公司的董事發出批准合併的證明書

填表須知 — 表格 NAMA3

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(本表格)，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(表格NAMA4)；
(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. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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. 本表格必須由公司的唯一董事或全體董事簽署。所填報的董事姓名／名稱**必須**與公司註冊處的紀錄相同。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

CERTIFICATE OF APPROVAL OF AMALGAMATION BY DIRECTORS OF AMALGAMATING COMPANY

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

Notes for Completion of Form NAMA3

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 (this Form), 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 (Form NAMA4);
(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. 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 sole director or all the directors of the company. Please note that the name(s) of the director(s) given under this Section **must be** identical to the name(s) kept in the Companies Registry's record. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

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**

商業登記號碼 Business Registration 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)

7 **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

8 **地址 Address**
室／樓／座等 Flat／Floor／Block etc.
大廈 Building
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
國家／地區 Country／Region

9 **電郵地址 Email Address**

10 **商業登記號碼 Business Registration 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 **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.

11 **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 :

姓名 Name :

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／名稱 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**

商業登記號碼 Business Registration 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)

⑫ **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**

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

⑮ **電郵地址 Email Address**

⑯ **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**

⑰ **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.

⑰ **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 :

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 **NAMA4**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration 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)

7 **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

8 **地址**
Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

9 **電郵地址**
Email Address

10 **商業登記號碼 Business Registration 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

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.**

11 **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 :

姓名 Name :

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

商業登記號碼
Business Registration 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)

12 **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**

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

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

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

(b) **護照** Passport

簽發國家／地區 Issuing Country／Region

部分號碼 **Partial Number**

17

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.**

17 **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

商業登記號碼
Business Registration 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

18

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

13 **中文姓名**
Name in Chinese

英文姓名
Name in English

姓氏 Surname

名字 Other Names

19 **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

20 **通常住址 Usual Residential Address**

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

(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》(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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

委任董事 (法人團體) (第 2 項)

7. 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。

8. 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」地址及郵政信箱號碼。

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

10. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

11. 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)

12. 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。

13. 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。

14. 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。

15. 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。

16. (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 (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) ***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」。

17. 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)

18. 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。

19. 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」。

20. 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」地址及郵政信箱號碼。

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Appointment of Director (Body Corporate) (Section 2)

7. 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.

8. 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 and post office box numbers are not acceptable.

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

10. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

11. 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)

12. 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.

13. 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.

14. 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).

15. 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.

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 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.

17. 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)

18. 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).

19. 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.

20. 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 and post office box numbers are not acceptable.

公司註冊處
Companies Registry

合併後的公司的董事發出有關債權人申索的證明書
Certificate on Claims of Creditors by Directors of Amalgamated Company

表格 Form **NAMA5**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 證明書 Certificate

我／我們 * 是上述合併後的公司的 唯一董事／全體董事／擬委任的董事*，現按照《公司條例》(第622章)第684(1)(e)條證明，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。

I／We *, being the sole director／all the directors／proposed director(s)*, of the company, hereby certify in accordance with section 684(1)(e) of the Companies Ordinance (Cap. 622) 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 asset, no creditor will be prejudiced by that fact.

5 **3 唯一董事／全體董事或擬委任的董事簽署**
Signature(s) of Sole Director／All Directors or Proposed Director(s)
(如空位不足，請用續頁填報 Use Continuation Sheet if the space is insufficient)

姓名 Name	簽署 Signed	日期 Date
		日 DD / 月 MM / 年 YYYY
董事／擬委任的董事 Director／Proposed Director		

姓名 Name	簽署 Signed	日期 Date
		日 DD / 月 MM / 年 YYYY
董事／擬委任的董事 Director／Proposed Director		

本證明書所包括的續頁數目 Number of Continuation Sheet(s) included in this Certificate

請刪去不適用者 Delete whichever does not apply

3 **提交人資料 Presentor's Reference**
姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NAMA5**

續頁 Continuation Sheet

商業登記號碼
Business Registration Number

❺ 唯一董事／全體董事或擬委任的董事簽署 (第 3 項)
Signature(s) of Sole Director／All Directors or Proposed Director(s) (Section 3)

姓名 Name : _____ **董事／擬委任的董事** Director／Proposed Director

簽署 Signed : _____

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

姓名 Name : _____ **董事／擬委任的董事** Director／Proposed Director

簽署 Signed : _____

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

姓名 Name : _____ **董事／擬委任的董事** Director／Proposed Director

簽署 Signed : _____

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

姓名 Name : _____ **董事／擬委任的董事** Director／Proposed Director

簽署 Signed : _____

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

姓名 Name : _____ **董事／擬委任的董事** Director／Proposed Director

簽署 Signed : _____

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

姓名 Name : _____ **董事／擬委任的董事** Director／Proposed Director

簽署 Signed : _____

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

姓名 Name : _____ **董事／擬委任的董事** Director／Proposed Director

簽署 Signed : _____

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

《公司條例》(第 622 章)
第 684(1)(e) 條規定交付的

合併後的公司的董事發出有關債權人申索的證明書

填表須知 — 表格 NAMA5

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(表格NAMA4)；
(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(本表格)。

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. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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. 本表格必須由公司的唯一董事／全體董事或擬委任的董事簽署。此外，所填報的董事姓名／名稱**必須**與公司註冊處的紀錄相同。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

CERTIFICATE ON CLAIMS OF CREDITORS BY DIRECTORS OF AMALGAMATED COMPANY

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

Notes for Completion of Form NAMA5

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 (Form NAMA4);
(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 (this Form).

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. 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 sole director／all the directors or the proposed director(s) of the company. Please note that the name(s) of the director(s) given under this Section **must be** identical to the name(s) kept in the Companies Registry's record. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

向原訟法庭申請要求介入合併建議的通知書
Notice of Application to Court to Intervene in Amalgamation Proposal

表格 Form **NAMA6**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 申請介入合併建議的通知
Notice of Application to Intervene in Amalgamation Proposal

本人是 I am

☐ **公司的成員**
a member of the company

☐ **公司的債權人**
a creditor of the company

☐ **公司對之負有義務的人**
a person to whom the company is under an obligation

現通知：本人已向原訟法庭為《公司條例》(第 622 章)第 686(1)條的目的提出申請。
Notice is given that an application has been made to the Court for the purposes of section 686(1) of the Companies Ordinance (Cap. 622).

提出申請的日期
Date of Making the Application

日 DD	**月** MM	**年** YYYY

❺ **簽署** Signed：

姓名 Name：_____ **日期** Date：_____

成員 Member／**債權人** Creditor／
公司對之負有義務的人
Person to whom the Company is under an obligation*

日 DD / **月** MM / **年** YYYY

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

❸ **提交人資料 Presentor's Reference**
姓名／名稱 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

《公司條例》(第 622 章)
第 686(4) 條規定交付的

向原訟法庭申請要求介入合併建議的通知書

填表須知 — 表格 NAMA6

附註

引言

1. 原訟法庭如信納某合併建議的生效，會不公平地損害合併的公司的成員或債權人或合併的公司對之負有義務的人，則可應有關成員、該債權人或該人在合併的生效日期前提出的申請，就該合併建議作出它認為合適的命令。申請人在向原訟法庭提出申請時，須將關於該申請的通知以本表格交付公司註冊處處長(「處長」)登記。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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. 本表格必須由向原訟法庭提出申請的成員、債權人或公司對之負有義務的人簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF APPLICATION TO COURT TO INTERVENE IN AMALGAMATION PROPOSAL

For the purposes of section 686(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAMA6

Introduction

1. If the Court is satisfied that giving effect to an amalgamation proposal would unfairly prejudice a member or creditor of an amalgamating company or a person to whom an amalgamating company is under an obligation, it may, on application by the member, creditor or person made before the date on which the amalgamation becomes effective, make any order it thinks fit in relation to the amalgamation proposal. On making the application to the Court, the applicant must deliver to the Registrar of Companies (the Registrar) for registration a notice of the application in this form.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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 member, creditor or the person to whom the company is under an obligation who makes the application to the Court. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

周年申報表
Annual Return

表格 Form **NAR1**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

8 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

9 經營業務性質 Business Nature

編碼 Code 描述 Description

10 4 本申報表的結算日期
Date to which this Return is Made Up

日 DD 月 MM 年 YYYY

11 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 needs not complete this section)

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

12 6 在香港的註冊辦事處地址 Address of Registered Office in Hong Kong

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區 District

地區 Region 香港／HONG KONG

3 提交人資料 Presentor's Reference

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **NAR1**

商業登記號碼 Business Registration Number

13 **7 電郵地址 Email Address**

13 **8 香港聯絡電話號碼 Hong Kong Contact Telephone Number** +852

9 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》(第 622 章)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 (Cap. 622) or would have been required to be so registered if created after 1 January 1912

10 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

14 **11 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				

表格
Form **NAR1**

商業登記號碼
Business Registration Number

12 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)

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

香港通訊地址
Hong Kong Correspondence Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

17

電郵地址
Email Address

18

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>

20

信託或公司服務提供者牌照 Trust or Company Service Provider Licence

請填報牌照編號或在適用的空格內加上 ✓ 號　Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 *Reason:*

表格
Form **NAR1**

商業登記號碼
Business Registration Number

12 公司秘書 Company Secretary (續上頁 cont'd)

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)

中文名稱
Name in Chinese

英文名稱
Name in English

21 **香港地址**
Hong Kong Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region 香港／HONG KONG

17 **電郵地址**
Email Address

19 **商業登記號碼 Business Registration Number**

20 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**

請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 *Reason:*

表格
Form **NAR1**

商業登記號碼
Business Registration Number

13 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)

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

23 **身分 Capacity**

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

代替 Alternate to

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**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

26 **電郵地址 Email Address**

27 **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**

商業登記號碼 Business Registration Number

13 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D 填報 Use Continuation Sheet D 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)

23 **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

28 **地址 Address**
室／樓／座等 Flat／Floor／Block etc.
大廈 Building
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
國家／地區 Country／Region

26 **電郵地址 Email Address**

29 **商業登記號碼 Business Registration 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)

23 **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

28 **地址 Address**
室／樓／座等 Flat／Floor／Block etc.
大廈 Building
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
國家／地區 Country／Region

26 **電郵地址 Email Address**

29 **商業登記號碼 Business Registration 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**

商業登記號碼 Business Registration Number

13 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)

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**
- 室／樓／座等 Flat／Floor／Block etc.
- 大廈 Building
- 街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
- 區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
- 國家／地區 Country／Region

26 **電郵地址 Email Address**

27 **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**

商業登記號碼 Business Registration Number

30 **14 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

☐ **公司的成員詳情列於隨本表格附上的唯讀光碟或唯讀型數碼多功能光碟**
Particulars of members of the company are listed in the CD-ROM or DVD-ROM attached to this form
(載於唯讀光碟或唯讀型數碼多功能光碟內的成員的詳情，會以 PDF 格式供公眾以電子方式查閱。
Particulars of members recorded in the CD-ROM or DVD-ROM will be available for public search electronically in PDF format.)

31 **15 公司紀錄 Company Records**

(如空位不足，請用續頁 E 填報 Use Continuation Sheet E 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

16 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.

32 **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／附表 This Return includes the following Continuation Sheet(s)／Schedule(s)

	續頁 Continuation Sheet(s)					**附表一 Schedule 1**	**附表二 Schedule 2**
	A	**B**	**C**	**D**	**E**		
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*

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

商業登記號碼
Business Registration Number

30 33 **非上市公司的成員詳情(第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14)**

(有股本的非上市公司可填報此頁，如超過兩名成員，或超過一類股份，可另加附表一。另外，公司可選擇以唯讀光碟或唯讀型數碼多功能光碟提供成員詳情。
Non-listed company having a share capital can complete this page. If there are more than 2 members, or if there is more than one class of shares, please use additional Schedule 1. Alternatively, the company can choose to provide particulars of members in the form of CD-ROM or DVD-ROM.)

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

1 中文姓名／名稱
Name in Chinese

持有股份數目
No. of Shares Held

英文姓名
Name in English

或 OR

姓氏 Surname **名字** Other Names

英文名稱
Name in English

☐ 股份是聯名持有
Shares are Jointly Held
(如適用，請加 ✓ 號
Please tick if applicable.)

地址
Address

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

33 **備註***
Remarks*

**例如聯名持有股份、股份轉讓等的詳情。For example, details of jointly held shares, share transfer, etc.*

2 中文姓名／名稱
Name in Chinese

持有股份數目
No. of Shares Held

英文姓名
Name in English

或 OR

姓氏 Surname **名字** Other Names

英文名稱
Name in English

☐ 股份是聯名持有
Shares are Jointly Held
(如適用，請加 ✓ 號
Please tick if applicable.)

地址
Address

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

33 **備註***
Remarks*

**例如聯名持有股份、股份轉讓等的詳情。For example, details of jointly held shares, share transfer, etc.*

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

商業登記號碼
Business Registration Number

30 34 **上市公司的成員詳情 (第 14 項) Particulars of Member(s) of a Listed Company (Section 14)**

(有股本的上市公司可填報此頁。如超過兩名成員需要申報，或超過一類股份，可另加附表二。另外，公司可選擇以唯讀光碟或唯讀型數碼多功能光碟提供成員詳情。Listed company having a share capital can complete this page. If there are more than 2 members that are required to be reported, or if there is more than one class of shares, please use additional Schedule 2. Alternatively, the company can choose to provide particulars of members in the form of CD-ROM or DVD-ROM.)

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

1 中文姓名／名稱
Name in Chinese

持有股份數目
No. of Shares Held

英文姓名
Name in English

姓氏 Surname **名字** Other Names

或 OR

英文名稱
Name in English

佔此類別已發行股份的百分比
Percentage of Issued Shares Held in this Class

地址 室／樓／座等
Address Flat／Floor／Block etc.

大廈
Building

☐ 股份是聯名持有
Shares are Jointly Held

(如適用，請加 ✓ 號 Please tick if applicable.)

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

34 **備註***
Remarks*

2 中文姓名／名稱
Name in Chinese

持有股份數目
No. of Shares Held

英文姓名
Name in English

姓氏 Surname **名字** Other Names

或 OR

英文名稱
Name in English

佔此類別已發行股份的百分比
Percentage of Issued Shares Held in this Class

地址 室／樓／座等
Address Flat／Floor／Block etc.

大廈
Building

☐ 股份是聯名持有
Shares are Jointly Held

(如適用，請加 ✓ 號 Please tick if applicable.)

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

34 **備註***
Remarks*

**例如聯名持有股份的詳情。For example, details of jointly held shares.*

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

商業登記號碼
Business Registration Number

公司秘書詳情 (自然人) (第 12A 項)
Details of Company Secretary (Natural Person) (Section 12A)

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區 District

地區 Region 香港／HONG KONG

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

* * * (*)

(b) **護照**
Passport

簽發國家／地區
Issuing Country／Region

部分號碼
Partial Number

20 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**
請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 *Reason:*

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

商業登記號碼
Business Registration Number

21 **公司秘書詳情（法人團體）(第 12B 項)**
Details of Company Secretary (Body Corporate) (Section 12B)

中文名稱
Name in Chinese

英文名稱
Name in English

22 **香港地址**
Hong Kong Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region 香港／HONG KONG

17 **電郵地址**
Email Address

19 **商業登記號碼 Business Registration Number**

20 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**
請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 *Reason:*

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

商業登記號碼
Business Registration Number

董事詳情（自然人）(第 13A 項)
Details of Director (Natural Person) (Section 13A)

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

23 **身分**
Capacity

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

代替 Alternate to

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

26 **電郵地址**
Email Address

27 **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 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

商業登記號碼
Business Registration Number

董事詳情（法人團體）(第 13B 項) Details of Director (Body Corporate) (Section 13B)

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

23 **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

28 **地址 Address**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

26 **電郵地址**
Email Address

29 **商業登記號碼 Business Registration 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)

23 **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

28 **地址 Address**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

26 **電郵地址**
Email Address

29 **商業登記號碼 Business Registration 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 E Continuation Sheet E

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

日 DD	月 MM	年 YYYY

商業登記號碼
Business Registration Number

31 **公司紀錄 (第 15 項)**
Company Records (Section 15)

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》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

商業名稱 (第 2 項)

8. 除公司名稱外，請申報所採用的任何商業名稱。

公司類別 (第 3 項)

9. 請按照公司註冊處網站(www.cr.gov.hk)提供的業務性質類別填報公司經營業務性質的編碼及描述。如公司經營多類業務，請填報最主要的一類。

本申報表的結算日期 (第 4 項)

10. 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)

11. (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。

在香港的註冊辦事處地址 (第 6 項)

12. 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」地址及郵政信箱號碼。

電郵地址及香港聯絡電話號碼 (第 7 及 8 項)

13. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如上述資料有任何更改，請以表格 NR1 通知公司註冊處。

股本 (第 11 項)

14. 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 12 項)

15. 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。

16. 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及郵政信箱號碼。

17. 請提供公司秘書的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改，請以表格 ND2B 通知公司註冊處。

18. (a) 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***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」。

19. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

20. 根據《打擊洗錢及恐怖分子資金籌集條例》(第 615 章)(「該條例」)第 53F 條，任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務，即屬犯罪。

如公司秘書為信託或公司服務持牌人，請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務；或並非以業務形式在香港經營信託或公司服務，因而未領有牌照，請在適用的空格內加上✓號，並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問，請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情，或向該辦事處查詢。如有需要，請就有關事宜尋求獨立的法律意見。

21. 如某商號的所有合夥人為公司的聯名公司秘書，請在第 12B 項供公司秘書(法人團體)填報的空格內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」地址及郵政信箱號碼。

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」地址及郵政信箱號碼。

董事 (第 13 項)

23. 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。

24. 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。

25. 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。

26. 請提供董事或備任董事的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改，請以表格 ND2B 或 ND7 通知公司註冊處。

27. (a) 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***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18。

(b) 如董事或備任董事曾根據附註 18 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」。

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，請同時申報「國家／地區」一欄。本處不接納「轉交」地址及郵政信箱號碼。

29. 在香港註冊的法人團體董事，請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

有股本公司的成員詳情 (第 14 項)

30. 有股本的公司申報公司成員的詳情，可使用(a)附表一(適用於非上市公司)或附表二(適用於上市公司)；或(b)唯讀光碟或唯讀型數碼多功能光碟。如使用唯讀光碟或唯讀型數碼多功能光碟，請以公司註冊處指定格式的 Excel 檔案申報公司成員的詳情，該 Excel 檔案可在公司註冊處網站(www.cr.gov.hk)下載。如已交付相關的光碟，則附表一或附表二無須夾附於本表格。

公司紀錄 (第 15 項)

31. 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》

32. 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）

33. (a) 每類別股份的已發行總數必須與申報表第 11 項中所申報該類別股份的已發行股份總數相同。

(b) 請填報每名成員的姓名／名稱及地址及持有股份的數目。

如果股份是由2名或多於2名人士聯名持有，請：

(i) 先填報***<u>載於成員登記冊上就該些股份排名最先的聯名持有人士</u>***的姓名／名稱及地址，並填上與其他人士聯名持有的股份的數目；

(ii) 在相關空格內加上 ✓ 號，以顯示該些股份為聯名持有；

(iii) 在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名／名稱；及

(iv) 在接著於用以填報成員詳情的相關空格內，填報***<u>所有其他聯名持有人士</u>***的姓名／名稱及地址及在「持有股份數目」空格內填上「不適用」。相關的空格內亦應加上 ✓ 號，以顯示該些股份是聯名持有，並在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名／名稱。

在填報聯名股份持有人士的資料時，請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。如有需要，請就申報有關詳情尋求獨立的法律意見。

(c) 如自上一份周年申報表的結算日期起(若這是公司的首份周年申報表，則自公司成立日期起)有任何股份轉讓、任何成員詳情的更改、任何公司股本結構的更改，例如：某一類別股份轉換為另一類別股份、或已發行的股份被公司沒收等，請在「備註」一欄，提供有關詳情。如相關股份已被多次轉讓，請在「備註」一欄中註明所有轉讓。

在填報「備註」一欄時，請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。如有需要，請就申報有關詳情尋求獨立的法律意見。

(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）

34. (a) 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。

(b) 請提供需要填報成員的姓名／名稱及地址、持有股份的數目及其佔該類別已發行股份的百分比。

如果股份是由 2 名或多於 2 名人士聯名持有，請：

(i) 先填報***載於成員登記冊上就該些股份排名最先的聯名持有人士***的姓名／名稱及地址，並填上與其他人士聯名持有的股份的數目及其佔該類別已發行股份的百分比；

(ii) 在相關空格內加上 ✓ 號，以顯示該些股份為聯名持有；

(iii) 在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名／名稱；及

(iv) 在接著於用以填報成員詳情的相關空格內，填報***所有其他聯名持有人士***的姓名／名稱及地址及在「持有股份數目」及「佔該類別已發行股份的百分比」的空格內填上「不適用」。相關的空格內亦應加上 ✓ 號，以顯示該些股份是聯名持有，並在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名／名稱。

在填報聯名股份持有人士的資料時，請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。如有需要，請就申報有關詳情尋求獨立的法律意見。

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 Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Business Name (Section 2)

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

Type of Company (Section 3)

9. Please provide the code and description of the business nature of the company in accordance with the categories of business nature which are available from the Companies Registry's website (www.cr.gov.hk). If the company carries on more than one category of business, please provide the major category.

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

10. 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)

11. (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 in Hong Kong (Section 6)

12. 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 and post office box numbers are not acceptable.

Email Address and Hong Kong Contact Telephone Number (Sections 7 and 8)

13. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there is any change in the above information, please use Form NR1 to notify the Companies Registry.

Share Capital (Section 11)

14. 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 12)

15. 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.

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

17. Please provide the email address of the company secretary, if any, to facilitate electronic communication. If there is any change in the email address, please use Form ND2B to notify the Companies Registry.

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 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 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.

19. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

20. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his / her / its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

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) in Section 12B. Non-Hong Kong addresses, 'care of' addresses and 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 and post office box numbers are not acceptable.

Directors (Section 13)

23. 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.

24. The name of the director who is a natural person or 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.

25. 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.

26. Please provide the email address of the director or reserve director, if any, to facilitate electronic communication. If there are any changes in the email address, please use Form ND2B or ND7 to notify the Companies Registry.

27. (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. Please refer to Note 18 on the details and examples of ***partial number***.

(b) If the director or 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 of Note 18 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.

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 and post office box numbers are not acceptable.

29. If the director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Particulars of Member(s) of a Company Having a Share Capital (Section 14)

30. A company having a share capital can provide particulars of member(s) either (a) in Schedule 1 (applicable to a non-listed companies) or Schedule 2 (applicable to a listed companies), or (b) in the form of CD-ROM or DVD-ROM. If CD-ROM or DVD-ROM is used, particulars of member(s) must be provided in Excel file format and in the form specified by the Companies Registry which can be downloaded from the Companies Registry's website (www.cr.gov.hk). If a CD-ROM or DVD-ROM is delivered, Schedule 1 or Schedule 2 is not required to be attached to this form.

Company Records (Section 15)

31. 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'

32. 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)

33. (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 11 of the return.

(b) Please provide the full name and address of each member and the number of shares held.

In case a share is / shares are jointly held by 2 or more persons, please :

(i) report the full name and address of the ***joint shareholder whose name appears first in order in respect of such shares in the register of members*** and fill in the number of shares held with other joint shareholders;
(ii) tick the relevant box to indicate that the shares are jointly held;
(iii) report all the other joint shareholders' names in the "Remarks" box; and
(iv) report the names and addresses of ***all the other joint shareholders*** in the subsequent boxes for reporting particulars of members and state "N/A" in the "No. of Shares Held" box. The box to indicate that the shares are jointly held should be ticked if it is so and the names of all the other joint shareholders should be stated in the "Remarks" box.

When completing the information of joint shareholders, please refer to the examples provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.

(c) If since the date of the last annual return (or since incorporation if this is the company's first annual return), there have been any transfers of shares, any changes in the particulars of the members, any changes in the structure of the share capital, e.g. conversion of one class of shares into shares of another class, or any forfeitures of issued shares etc., please provide such information in the "Remarks" box. If the shares concerned have been transferred more than once, please indicate all the transfers in the "Remarks" box.

When completing the "Remarks" box, please refer to the examples provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.

(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)

34. (a) 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.

(b) Please provide the full names and addresses of the members that are required to be reported, the number of shares held and the percentage of issued shares held in the class concerned.

In case a share is / shares are jointly held by 2 or more persons, please :

(i) report the full name and address of the ***joint shareholder whose name appears first in order in respect of such shares in the register of members*** and fill in the number of shares held with other joint shareholders and the percentage of issued shares held in the class concerned;
(ii) tick the relevant box to indicate that the shares are jointly held;
(iii) report all the other joint shareholders' names in the "Remarks" box; and
(iv) report the names and addresses of ***all the other joint shareholders*** in the subsequent boxes for reporting particulars of members and state "N/A" in the "No. of Shares Held" box and the "Percentage of Issued Shares Held in this Class" box. The box to indicate that the shares are jointly held should be ticked if it is so and the names of all the other joint shareholders should be stated in the "Remarks" box.

When completing the information of joint shareholders, please refer to the example provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.

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**

商業登記號碼
Business Registration 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))

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)**

中文名稱 Name in Chinese

英文名稱 Name in English

B. 停任詳情 Details of Cessation

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

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／名稱 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**

商業登記號碼 Business Registration 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)

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

17 電郵地址 Email Address

18 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

19 信託或公司服務提供者牌照 Trust or Company Service Provider Licence *只適用於公司秘書 Only applicable to company secretary*
(請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box)

牌照編號 Licence No.

☐ 無須領有牌照 Not required to obtain a licence

原因 Reason:

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

20 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

21

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.

21 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**

商業登記號碼 Business Registration 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)

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

23 **中文名稱 Name in Chinese**

英文名稱 Name in English

24 **地址 Address**
室／樓／座等 Flat／Floor／Block etc.
大廈 Building
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
國家／地區 Country／Region

25 **電郵地址 Email Address**

26 **商業登記號碼 Business Registration 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 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence** ***只適用於公司秘書 Only applicable to company secretary***
(請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box)

牌照編號 Licence No.

☐ **無須領有牌照** Not required to obtain a licence

原因 *Reason:*

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

28 **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**

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.**

29 **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 :

姓名 Name : _____

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	

30 ## 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

商業登記號碼
Business Registration 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)

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

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

11 **中文名稱 Name in Chinese**

英文名稱 Name in English

B. 停任詳情 Details of Cessation

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

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 **ND2A**

續頁 B Continuation Sheet B

商業登記號碼 Business Registration 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)

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-ND2A 頁填報董事通常住址 Provide director's usual residential address in PI-ND2A sheet)
室／樓／座等 Flat／Floor／Block etc.
大廈 Building
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
國家／地區 Country／Region

17 **電郵地址 Email Address**

18 **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

19 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence** ***只適用於公司秘書 Only applicable to company secretary***
(請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box)
牌照編號 Licence No.
☐ **無須領有牌照** Not required to obtain a licence
原因 Reason:

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

20 **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**

21 **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.

21 **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

商業登記號碼
Business Registration 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)

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

23 **中文名稱 Name in Chinese**

英文名稱 Name in English

24 **地址 Address**
室／樓／座等 Flat／Floor／Block etc.
大廈 Building
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
國家／地區 Country／Region

25 **電郵地址 Email Address**

26 **商業登記號碼 Business Registration 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 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence** ***只適用於公司秘書 Only applicable to company secretary***
(請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box)

牌照編號 Licence No.

☐ **無須領有牌照** Not required to obtain a licence

原因 *Reason:*

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

28 **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**

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.**

29 **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 :

姓名 Name :

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

商業登記號碼
Business Registration 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

31 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

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／ Postal Code etc.

國家／地區 Country／Region

(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》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

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 (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***在香港的通訊地址***。本處不接納非香港地址及郵政信箱號碼。

(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。

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 ND2B 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-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」。

19. 根據《打擊洗錢及恐怖分子資金籌集條例》(第 615 章) (「該條例」)第 53F 條，任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務，即屬犯罪。

如公司秘書為信託或公司服務持牌人，請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務；或並非以業務形式在香港經營信託或公司服務，因而未領有牌照，請在適用的空格內加上 ✓ 號，並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問，請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情，或向該辦事處查詢。如有需要，請就有關事宜尋求獨立的法律意見。

20. 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。

21. 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)

22. 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。

23. 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。

24. (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」地址及郵政信箱號碼。

(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」地址及郵政信箱號碼。

25. 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。

26. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首8位數字），「-」後的數字無須填寫。於2023年12月27日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

27. 根據《打擊洗錢及恐怖分子資金籌集條例》(第615章)(「該條例」)第53F條，任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務，即屬犯罪。

如公司秘書為信託或公司服務持牌人，請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第53B條無須領有牌照以經營信託或公司服務業務；或並非以業務形式在香港經營信託或公司服務，因而未領有牌照，請在適用的空格內加上✓號，並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問，請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情，或向該辦事處查詢。如有需要，請就有關事宜尋求獨立的法律意見。

28. 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。

29. 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。如該董事是法人團體，請同時提供代表該法人團體簽署的簽署人的全名。

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)

30. 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)

31. 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。

32. 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。

33. 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」地址及郵政信箱號碼。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 a body corporate as its company secretary if the sole director of that body corporate is also 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 a director (including an alternate director) or the company secretary 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

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 in Hong Kong*** of the company secretary. Non-Hong Kong addresses and 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).

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 ND2B.

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-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.

19. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his / her / its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

20. 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.

21. 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)

22. 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.

23. 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).

24. (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 and 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 and post office box numbers are not acceptable.

25. 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.

26. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

27. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his / her / its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

28. 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.

29. Every newly appointed director or alternate director must sign the 'Consent to Act as Director' in this form. If that director is a body corporate, please also provide the full name of the signatory who signs on behalf of the body corporate.

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)

30. 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)

31. 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).

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 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.

33. 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 and 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**

商業登記號碼
Business Registration 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)

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／名稱 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**

商業登記號碼
Business Registration 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)

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

(14)

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

(15) **(c) 別名 Alias**

中文 Chinese **英文** English

日 DD 月 MM 年 YYYY

(16) **(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

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

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

日 DD 月 MM 年 YYYY

(f) 電郵地址 Email Address

(18)

日 DD 月 MM 年 YYYY

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

(19) * * * (*)

日 DD 月 MM 年 YYYY

(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**

日 DD 月 MM 年 YYYY

(20) **(i) 信託或公司服務提供者牌照 Trust or Company Service Provider Licence** *只適用於公司秘書 Only applicable to company secretary*
(請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box)

牌照編號
Licence No.

日 DD 月 MM 年 YYYY

☐ **無須領有牌照**
Not required to obtain a licence

原因 Reason :

表格 Form **ND2B**

商業登記號碼 Business Registration 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)

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 Name of Company Secretary／Director**

中文 Chinese

英文 English

12 **商業登記號碼 Business Registration Number**
(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

B. 更改詳情 Details of Change(s)

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

21 **(a) 公司秘書／董事的名稱 Name of Company Secretary／Director**

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

中文 Chinese

英文 English

22 **(b) 地址 Address**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

18 **(c) 電郵地址 Email Address**

20 **(d) 信託或公司服務提供者牌照 Trust or Company Service Provider Licence** *只適用於公司秘書 Only applicable to company secretary*
(請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box)

牌照編號 Licence No.

☐ **無須領有牌照** Not required to obtain a licence

原因 *Reason :*

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*

表格 Form **ND2B**

續頁 A Continuation Sheet A

商業登記號碼 Business Registration 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)

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

13 **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)

14 **(a) 中文姓名 Name in Chinese**

(b) 英文姓名 Name in English
姓氏 Surname
名字 Other Names

15 **(c) 別名 Alias**
中文 Chinese 英文 English

16 **(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)

17 **(e) 通訊地址 Correspondence Address**
室／樓／座等 Flat／Floor／Block etc.
大廈 Building
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
國家／地區 Country／Region

18 **(f) 電郵地址 Email Address**

19 **(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

20 **(i) 信託或公司服務提供者牌照 Trust or Company Service Provider Licence** *只適用於公司秘書 Only applicable to company secretary*
(請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box)

牌照編號 Licence No.

☐ 無須領有牌照 Not required to obtain a licence

原因 Reason :

表格
Form **ND2B**

續頁 B Continuation Sheet B

商業登記號碼
Business Registration 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)

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 Name of Company Secretary／Director**

中文 Chinese

英文 English

12 **商業登記號碼 Business Registration Number**
(只適用於在香港註冊的法人團體
Only applicable to body corporate registered in Hong Kong)

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

21 **(a) 公司秘書／董事的名稱 Name of Company Secretary／Director**

生效日期
Effective Date

日 DD **月** MM **年** YYYY

中文 Chinese

英文 English

22 **(b) 地址 Address**

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

18 **(c) 電郵地址 Email Address**

日 DD **月** MM **年** YYYY

20 **(d) 信託或公司服務提供者牌照 Trust or Company Service Provider Licence** *只適用於公司秘書 Only applicable to company secretary*
(請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box)

牌照編號
Licence No.

日 DD **月** MM **年** YYYY

☐ **無須領有牌照**
Not required to obtain a licence

原因 Reason :

PI-ND2B

商業登記號碼
Business Registration 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

23 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

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

24 **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

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

(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》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

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 **(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。

12. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

更改詳情 (第 2B 及 3B 項)

13. 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。

14. 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。

15. 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。

16. 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。

17. (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及郵政信箱號碼。

(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。

18. 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。

19. (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-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。

20. 根據《打擊洗錢及恐怖分子資金籌集條例》(第 615 章)(「該條例」)第 53F 條，任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務，即屬犯罪。

如公司秘書為信託或公司服務持牌人，請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務；或並非以業務形式在香港經營信託或公司服務，因而未領有牌照，請在適用的空格內加上✓號，並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問，請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情，或向該辦事處查詢。如有需要，請就有關事宜尋求獨立的法律意見。

21. 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。

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」地址及郵政信箱號碼。

(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。本處不接納「轉交」地址及郵政信箱號碼。

公司秘書／董事詳情更改 (自然人) - 受保護資料 (PI-ND2B)

23. 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。

24. 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。

25. 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」地址及郵政信箱號碼。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 a director (including an alternate director) or the company secretary 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

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).

12. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

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

13. 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.

14. 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.

15. 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.

16. 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).

17. (a) Please provide the ***correspondence address in Hong Kong*** of the company secretary who is a natural person. Non-Hong Kong addresses and 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 is given, please also complete the box for 'Country／Region'. Post office box numbers are not acceptable.

18. 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 also use this form to notify the Companies Registry.

19. (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-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.

20. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his / her / its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

21. 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.

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

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

23. 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).

24. 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.

25. 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 and 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**

商業登記號碼
Business Registration 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)

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

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

10 **公司秘書／董事的名稱 Name of Company Secretary／Director**

中文 Chinese

英文 English

B. 辭職詳情 Details of Resignation

辭職日期 Date of Resignation

日 DD 月 MM 年 YYYY

11 **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／名稱 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**

商業登記號碼
Business Registration Number

12 **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》(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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

現時在公司註冊處登記的詳情 (第 2A 項)

7. 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。

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 (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」。

10. 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)

11. 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)

12. 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

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

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 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.

10. 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)

11. 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)

12. 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**

商業登記號碼
Business Registration 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

❽ 中文姓名 Name in Chinese

英文姓名 Name in English
姓氏 Surname

名字 Other Names

❾ 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

❿ **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

⓫ 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

❹ **提交人資料 Presentor's Reference**

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **ND5**

商業登記號碼 Business Registration 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

⓬ **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)

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

⓭ **電郵地址 Email Address**

⓮ **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

⓯

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.

⓯ **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

⓰

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

❻ 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*

PI-ND5

商業登記號碼
Business Registration Number

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

17 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.

11 **中文姓名**
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

18 **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

19 **通常住址 Usual Residential Address**

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

國家／地區
Country／Region

(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.)

《公司條例》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

現時在公司註冊處登記的詳情 (第 2A 項)

8. 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。

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 (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」。

10. 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）

11. 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。

12. 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。

13. 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。

14. (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 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-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」。

15. 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。

16. 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)

17. 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。

18. 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」。

19. 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」地址及郵政信箱號碼。

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 a director (including an alternate director) or the company secretary of a local company	Form ND2A
Changes in particulars of a director (including an alternate director) or the company secretary 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

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

8. 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.

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 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.

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

Nomination of Reserve Director (Section 3)

11. 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.

12. 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.

13. 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.

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 reserve 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 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.

15. 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.

16. 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)

17. 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.

18. 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.

19. 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**

商業登記號碼
Business Registration 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

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

4 提交人資料 Presentor's Reference
姓名／名稱 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **ND7**

商業登記號碼 Business Registration 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)

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

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

(a) 中文姓名 Name in Chinese

11

(b) 英文姓名 Name in English

姓氏 Surname

名字 Other Names

12 **(c) 別名 Alias**

中文 Chinese **英文** English

13 **(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)

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

(f) 電郵地址 Email Address

15

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

16 * * * (*)

(須在 PI-ND7 頁填報完整身分識別號碼 Provide full identification number in PI-ND7 sheet)

(h) 護照 Passport

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

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*

PI-ND7

商業登記號碼
Business Registration Number

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

17 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.

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

18 **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

19 **通常住址 Usual Residential Address**

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

(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》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

現時在公司註冊處登記的詳情 (第 2A 項)

8. 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。

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 (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「無」。

更改詳情 (第 2B 項)

10. 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。

11. 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。

12. 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。

13. 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。

14. 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。

15. 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。

16. (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 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-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)

17. 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。

18. 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。

19. 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」地址及郵政信箱號碼。

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 a director (including an alternate director) or the company secretary of a local company	Form ND2A
Changes in particulars of a director (including an alternate director) or the company secretary 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

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

8. 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.

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 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)

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. (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 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 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)

17. 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.

18. 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.

19. 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 and 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**

商業登記號碼
Business Registration 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

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

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／名稱 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**

商業登記號碼
Business Registration Number

10 **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

《公司條例》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

現時在公司註冊處登記的詳情 (第 2A 項)

8. 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。

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 (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)

10. 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 sections 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

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

8. 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.

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 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)

10. 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

債權證或債權股證配發申報書
Return of Allotment of Debentures or Debenture Stock

表格 Form **NDB1**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 是次債權證或債權股證配發的詳情
Details of this Allotment of Debentures or Debenture Stock

	貨幣 Currency	款額 Amount		
所配發的債權證或債權股證的款額 The Amount of Debentures or Debenture Stock Allotted				
該等債權證或債權股證的配發日期 Date of Allotment of Debentures or Debenture Stock			日 DD	月 MM / 年 YYYY
該等債權證或債權股證的贖回日期 Date of Redemption of Debentures or Debenture Stock			日 DD	月 MM / 年 YYYY

3 獲配發者的詳情 Details of Allottee(s)

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

☐ **獲配發者的姓名或名稱及地址載列於附表。**
The name and address of each allottee are listed in the Schedule(s).

☐ **配發的債權證或債權股證可藉交付而轉讓。每名獲配發者的姓名或名稱及地址無須於本申報書述明。**
The debentures or debenture stock allotted are transferable by delivery. There is no need to state the name and address of each allottee in this Return.

本申報書所包括的附表的頁數
Number of pages of Schedule included in this Return

5 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*

3 提交人資料 Presentor's Reference

姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真 Fax:**
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NDB1**

附表 Schedule
商業登記號碼 Business Registration Number

獲配發者的詳情(第 3 項) Details of Allottee(s) (Section 3)

(如超過三名獲配發者，可另加附表填報。 If there are more than 3 allottees, please report on additional Schedule.)

1 姓名／名稱
Name

	所配發的債權證或債權股證的款額 Amount of Debentures or Debenture Stock Allotted

地址 室／樓／座等
Address Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

2 姓名／名稱
Name

	所配發的債權證或債權股證的款額 Amount of Debentures or Debenture Stock Allotted

地址 室／樓／座等
Address Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

3 姓名／名稱
Name

	所配發的債權證或債權股證的款額 Amount of Debentures or Debenture Stock Allotted

地址 室／樓／座等
Address Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

《公司條例》(第 622 章)
第 316(1) 條規定交付的

債權證或債權股證配發申報書

填表須知 — 表格 NDB1

附註

引言

1. 公司須在債權證或債權股證配發後的一個月內，將配發申報書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。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

RETURN OF ALLOTMENT OF DEBENTURES OR DEBENTURE STOCK

For the purposes of section 316(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NDB1

Introduction

1. Within one month after an allotment of debentures or debenture stock, a company must deliver a return of the allotment 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.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

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**

商業登記號碼
Business Registration 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

☐ **上述公司 the above named company**

☐ **上述公司的一名董事 a director of the above named company**

☐ **上述公司的一名成員 a member of the above named company**

❺ **提交人資料 Presentor's Reference**

中文姓名／名稱 Name in Chinese	
英文姓名／名稱 Name in English	
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**

商業登記號碼
Business Registration Number

B. 申請人的資料 Particulars of Applicant

*(如申請人為**上述公司**，請同時填報第 2C 項 If the applicant is **the above named company**, please also complete Section 2C)*

10 **申請人姓名(自然人) Name of Applicant (Natural Person)**

中文姓名
Name in Chinese

英文姓名 **姓氏**
Name in English Surname

名字
Other Names

或 OR

申請人名稱(法人團體) Name of Applicant (Body Corporate)

10 **通訊地址 Correspondence Address**

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

國家／地區
Country／Region

11 **電郵地址**
Email Address

圖文傳真號碼
Fax Number

表格
Form **NDR1**

商業登記號碼
Business Registration Number

12 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**上述公司**，請填報獲提名人(自然人)的資料 If the applicant is **the above named company**, please provide the particulars of the nominated person (natural person))*

13 獲提名的自然人的姓名 Name of the Natural Person Nominated

中文姓名
Name in Chinese

英文姓名 **姓氏**
Name in English Surname

名字
Other Names

13 通訊地址 Correspondence Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

國家／地區
Country／Region

14 電郵地址
Email Address

圖文傳真號碼
Fax Number

表格 Form **NDR1**

商業登記號碼
Business Registration Number

D. 申請條件 Conditions for the Application

- **公司的所有成員均同意撤銷公司的註冊；**
  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;
- **(如公司是控權公司)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 622 章)第 749 條指明的公司。**
  the company is not a company specified in section 749 of the Companies Ordinance (Cap. 622).

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上述公司的註冊。
The written notice from the Commissioner of Inland Revenue stating that the Commissioner has no objection to the above named company being deregistered is delivered with this form.

F. 證明書 Certification

本人／我們現核證—
I／We certify that —

(a) 上述公司已符合上述 2D 項<u>所有</u>的申請條件；及
the above named 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 : _____ **日期** Date : _____
日 DD / **月** MM / **年** YYYY

姓名 Name : _____

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

☐ **本表格第 2B 項所述的申請人(自然人)**
Natural Person Applicant named in Section 2B of this Form

☐ **本表格第 2B 項所述的申請人(法人團體) 的董事／公司秘書／授權人***
Director／ Company Secretary／ Authorized Person of the Body Corporate Applicant named in Section 2B of this Form *
** 請刪去不適用者 Please 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》(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。

商業登記號碼

9. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

申請人的資料（第 2B 項）

10. 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。

11. 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）

12. 獲提名的人必須是自然人。

13. 請填報獲提名的自然人的全名及通訊地址。

14. 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）

15. 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）

16. 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 個月內交付公司註冊處，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 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.

Business Registration Number

9. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Particulars of Applicant (Section 2B)

10. Full name and correspondence address of the applicant must be given. If the applicant is the company, 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.

11. 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)

12. The nominated person must be a natural person.

13. Please provide the full name and correspondence address of the natural person nominated.

14. 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)

15. Outstanding liabilities include contingent liabilities such as a bank guarantee.

Document Delivered with this Form (Section 2E)

16. The original written notice issued by 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 to the Companies Registry 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

委任審查員通知書
Notice of Appointment of Inspector

表格 Form **NIN1**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 審查員委任的詳情 Details of Appointment of Inspector

姓名 Name

(請申報全名 Please state full name)

地址 Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

委任日期 Date of Appointment

日 DD | 月 MM | 年 YYYY

3 本委任所依據的法例條文 Statutory Provision under which the Appointment is Made

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

☐ **《公司條例》(第 622 章)第 840 條 Section 840 of the Companies Ordinance (Cap. 622)**

☐ **《公司條例》第 841 條 Section 841 of the Companies Ordinance**

❺ **簽署** Signed：

姓名 Name：_____ **日期** Date：_____

審查員 Inspector　　日 DD / 月 MM / 年 YYYY

❸

提交人資料 Presentor's Reference

姓名／名稱 Name:

地址 Address:

電話 Tel:　　**傳真** Fax:

電郵 Email :

檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 842(1) 條規定交付的

委任審查員通知書

填表須知 — 表格 NIN1

附註

引言

1. 根據《公司條例》第840 或841 條獲財政司司長委任調查公司的事務的審查員，須按照第842 條的規定，在有關委任作出的日期後的15 日內，以本表格將委任通知交付公司註冊處處長(「處長」)登記。

2. 請劃一以中文或英文申報各項所需資料。如以中文申報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

5. 本表格必須由獲委任的審查員簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

NOTICE OF APPOINTMENT OF INSPECTOR

For the purposes of section 842(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NIN1

Introduction

1. In accordance with the provisions of section 842 of the Companies Ordinance, an inspector who is appointed by the Financial Secretary under section 840 or 841 to investigate the affairs of a company must, within 15 days after the date of the appointment, deliver to the Registrar of Companies (the Registrar) a notice of the appointment in this form 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 inspector being appointed. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

公司註冊處
Companies Registry

審查員交付最終報告通知書
Notice of Delivery of Final Report by Inspector

表格 Form **NIN2**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 向財政司司長交付有關調查上述公司事務的最終報告的日期
Date of Delivery of the Final Report on Investigation of the Affairs of the above Company to the Financial Secretary

日 DD | 月 MM | 年 YYYY

❺ 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

審查員 Inspector 日 DD / 月 MM / 年 YYYY

❸

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

《公司條例》(第 622 章)
第 856(4)條規定交付的

審查員交付最終報告通知書

填表須知 — 表格 NIN2

附註

引言

1. 根據《公司條例》第840 或 841 條獲財政司司長委任調查公司的事務的審查員，須在調查完成時，就該調查擬備最終報告，交付財政司司長。審查員須按照第856(4)條的規定，在將該最終報告交付財政司司長後的一段合理時間內，以本表格將關於該事的通知交付公司註冊處處長(「處長」)登記。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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. 本表格必須由審查員簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

NOTICE OF DELIVERY OF FINAL REPORT BY INSPECTOR

For the purposes of section 856(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NIN2

Introduction

1. An inspector who is appointed by the Financial Secretary under section 840 or 841 of the Companies Ordinance to investigate the affairs of a company must, on the completion of the investigation, prepare a final report on the investigation and deliver it to the Financial Secretary. As required by section 856(4), the inspector must, within a reasonable time after the delivery of the final report to the Financial Secretary, deliver to the Registrar of Companies (the Registrar) a notice of that fact in this form for registration.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

公司註冊處
Companies Registry

審查員交付中期報告通知書
Notice of Delivery of Interim Report by Inspector

表格 Form **NIN3**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 向財政司司長交付有關調查上述公司事務的中期報告的日期
Date of Delivery of the Interim Report on Investigation of the Affairs of the above Company to the Financial Secretary

日 DD | 月 MM | 年 YYYY

❺ 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

審查員 Inspector

日 DD / 月 MM / 年 YYYY

❸

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

《公司條例》(第 622 章)
第 855(4)條規定交付的

審查員交付中期報告通知書

填表須知 — 表格 NIN3

附註

引言

1. 根據《公司條例》第 840 或 841 條獲財政司司長委任調查公司的事務的審查員，須按財政司司長的指示(如有的話)就有關調查擬備中期報告。如審查員認為擬備中期報告是適當的，亦可隨時就該調查擬備中期報告。審查員須將中期報告交付財政司司長，並須按照第 855(4)條的規定，在將該中期報告交付財政司司長後的一段合理時間內，以本表格將關於該事的通知交付公司註冊處處長(「處長」)登記。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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. 本表格必須由審查員簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

NOTICE OF DELIVERY OF INTERIM REPORT BY INSPECTOR

For the purposes of section 855(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NIN3

Introduction

1. An inspector who is appointed by the Financial Secretary under section 840 or 841 of the Companies Ordinance to investigate the affairs of a company must, if directed by the Financial Secretary, prepare an interim report on the investigation. The inspector may also at any time prepare an interim report on the investigation if it is considered appropriate to do so. An interim report must be delivered to the Financial Secretary. As required by section 855(4), the inspector must also, within a reasonable time after the delivery of the interim report to the Financial Secretary, deliver to the Registrar of Companies (the Registrar) a notice of that fact in this form for registration.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

公 司 註 冊 處
Companies Registry

押記詳情的陳述
Statement of Particulars of Charge

表格 Form **NM1**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 設立該項押記或證明該項押記的設立的文書 Instrument Creating or Evidencing the Charge

11 – 14 **文書描述 Description of Instrument**

(文書的經核證副本須連同本表格交付 A certified copy of the instrument must be delivered with this form)

設立日期 Date of Creation

日 DD | 月 MM | 年 YYYY

3 承按人或承押記人資料 Particulars of Mortgagee or Chargee

15 *(如超過一名承按人或承押記人，請用續頁填報 Use Continuation Sheet if there is more than 1 Mortgagee or Chargee)*

姓名／名稱 Name

16 **地址 Address**

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

5 **提交人資料 Presentor's Reference**

姓名／名稱 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 **NM1**

商業登記號碼
Business Registration Number

17 **4 獲取財產的日期 Date of Acquisition of Property**

日 DD	**月** MM	**年** YYY Y

18 **5 有關債權證應支付的佣金、津貼或折扣**
Commission, Allowance or Discount Payable in Relation to the Debenture

A. 款額 Amount

或 OR

B. 百分率 Percentage

本陳述所包括的續頁數目
Number of Continuation Sheet(s) included in this Statement

9 **簽署** Signed :

姓名 Name : _____ **日期** Date : _____

公司／承按人／承押記人*
(董事／公司秘書／授權代表*)
Company／Mortgagee／Chargee *
(Director／Company Secretary／
Authorized Representative *)

日 DD / **月** MM / **年** YYYY

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

表格
Form **NM1**

續頁 Continuation Sheet

商業登記號碼
Business Registration Number

承按人或承押記人資料 (第 3 項)
Particulars of Mortgagee or Chargee (Section 3)

15 **姓名／名稱 Name**

16 **地址 Address**

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

15 **姓名／名稱 Name**

16 **地址 Address**

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

《公司條例》(第 622 章)
第 335(1)、336(1)、338(2)、339(3)、340(2) 及 342(2)條規定交付的

押記詳情的陳述

填表須知 — 表格 NM1

附註

引言

1. 根據《公司條例》註冊成立為法團的公司(本地公司)或根據《公司條例》第 16 部註冊的公司(註冊非香港公司)必須將關於該公司設立的指明押記或公司在取得財產時已存在的押記的詳情的陳述,以本表格連同設立該項押記或證明有該項押記的文書的經核證副本,交付公司註冊處處長(「處長」)登記。請注意,指明押記均須登記。如欲確定某項押記是否指明押記,請參閱《公司條例》第 334 條及尋求獨立法律意見。

2. (a) 如註冊非香港公司就某財產設立押記時或在取得某財產時,該財產不是在香港境內,則該項押記不須在公司註冊處登記。

(b) 如在註冊非香港公司根據《公司條例》第 16 部註冊的日期,該公司有在香港境內的受該公司設立的押記規限的財產,或受在取得該財產時已存在的押記規限的財產,則公司必須交付本表格,為該項押記登記。

3. 交付指明押記登記是公司的責任,但擁有指明押記的權益的人,包括承押記人,亦可交付該項指明押記予處長登記。

4. 請劃一以中文或英文申報各項所需資料,所選的語文***必須***與用以描述本表格第 2 項所述的設立或證明該項按揭或押記的設立的文書的語文相同。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。

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。

交付表格的期限

7. 本表格須在指明的登記期交付處長登記。登記期是設立押記的日期、取得有關財產的程序完成的日期、或註冊非香港公司根據《公司條例》第 16 部註冊的日期後的一個月(視屬何情況而定)。

如有關指明押記是本地公司在香港以外設立,並包含在香港以外的財產,則登記期是設立該項押記或證明有該項押記的文書的經核證副本(如付出應有努力發送)可在經正常的郵遞程序於香港接獲的日期後的一個月。

除非獲法庭頒令批准延期,處長不接受逾期交付的表格。

費用

8. 本表格必須連同正確的費用一併交付,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

9. 本表格可由按揭人(即有關公司)、承按人或擁有該項押記的權益的人簽署—

(a) 如本表格是由有關公司以按揭人身分交付，表格必須由其董事或公司秘書，或為此目的獲授權的人簽署。
(b) 如承按人或擁有該項押記的權益的人是自然人，本表格必須由承按人或擁有該項押記的權益的人親自簽署，或由其為此目的授權的人簽署。
(c) 如承按人或擁有該項押記的權益的人是法人團體，本表格必須由承按人或擁有該項押記的權益的人的董事或公司秘書，或獲承按人或擁有該項押記的權益的人為此目的授權的人簽署。

公司註冊處不接納未簽妥的表格。

商業登記號碼

10. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

設立該項押記或證明該項押記的設立的文書 (第 2 項)

11. 請申報設立該項押記或證明該項押記的設立的文書的類別或性質，例如「按揭」、「債權證」、「浮動押記」、「信托契據」等。

12. 在本項所述設立該項押記或證明該項押記的設立的文書的經核證副本，必須連同本表格一併交付登記。一份關乎某項押記的文書的副本，如經以下的人核證為真實副本，即屬經核證副本—

(a) 以下的人—
  (i) 交付該副本登記的公司或註冊非香港公司的董事或公司秘書；或
  (ii) 該公司或註冊非香港公司為此目的授權的人；或
(b) 以下的人—
  (i) 擁有該項押記的權益的任何其他人；或
  (ii) 如—
    (A) 擁有權益的人是自然人，該擁有權益的人為此目的授權的人；或
    (B) 擁有權益的人是法人團體，該擁有權益的人為此目的授權的人，或該擁有權益的人的董事或公司秘書。

13. 請注意，登記時只須交付設立押記或證明押記的設立的文書的經核證副本。如誤把押記文書的正本而非經核證副本交付處長登記，處長不會就該押記文書正本在文件影像掃描過程中可能造成的任何損壞負責，亦不會就該押記文書正本可否安全交還提交人負責。

14. 如押記文書所用的語文並非中文或英文，提交人須一併交付一份和本表格所用的語文相同的文書的經核證譯本。

承按人或承押記人資料 (第 3 項)

15. 如有多於一名承按人或承押記人，請使用續頁填報。

16. 請申報承按人或承押記人的詳細地址，本處不接納「轉交」地址及郵政信箱號碼。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營業地點的地址。

獲取財產的日期（第 4 項）

17. 本項只適用於根據《公司條例》第 338 或 339 條交付登記的押記。如公司取得任何受押記規限的財產(有關押記在公司獲取該財產時已存在)，請在有關的空格內申報取得有關財產的程序完成的日期。取得有關財產的文件的副本，須與本表格一併交付，以作核對。

有關債權證應支付的佣金、津貼或折扣（第 5 項）

18. 如公司或註冊非香港公司直接或間接支付或提供任何佣金、津貼或折扣予任何人，作為該人作出以下事情的代價—

(a) 無條件或有條件地認購該公司或註冊非香港公司的任何債權證，或同意如此認購該等債權證；或
(b) 促致或同意促致無條件或有條件地認購該公司或註冊非香港公司的任何債權證；

公司或註冊非香港公司須將有關佣金、津貼或折扣的詳情的陳述，以本表格交付處長登記。

STATEMENT OF PARTICULARS OF CHARGE

For the purposes of sections 335(1), 336(1), 338(2), 339(3), 340(2) and 342(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM1

Introduction

1. All companies incorporated in Hong Kong (local companies) or registered in Hong Kong under Part 16 of the Companies Ordinance (registered non-Hong Kong companies) must deliver a statement of the particulars of every specified charge created by the company or charge existing on properties acquired by the company in this form to the Registrar of Companies (the Registrar) for registration, together with a certified copy of the instrument creating or evidencing the charge. Please note that only specified charges are required to be registered. To ascertain what a specified charge is, please refer to section 334 of the Companies Ordinance and seek independent legal advice.

2. (a) Charges on property owned by registered non-Hong Kong companies are not required to be registered if the charged property was not in Hong Kong when the charge was created or when the property was acquired by the registered non-Hong Kong company.

(b) Where a registered non-Hong Kong company has, on the date of its registration under Part 16 of the Companies Ordinance, property in Hong Kong that is subject to a charge created by the company or a charge that subsisted when the property was acquired, it is required to deliver this form for registration of that charge.

3. It is the duty of the company to deliver its specified charge for registration. However, a person interested in a specified charge, including the chargee, may also deliver the specified charge to the Registrar for registration.

4. Please fill in all particulars and complete all items consistently in either Chinese or English ***AND*** in the same language used in Section 2 of this form to describe the instrument creating or evidencing the mortgage or charge. 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.

Deadline for Delivery of this Form

7. This form should be delivered to the Registrar for registration within the registration period, i.e. within one month after the date on which the specified charge is created, or the date on which the acquisition is completed, or the date on which a registered non-Hong Kong company is registered under Part 16 of the Companies Ordinance, as the case may be.

In the case of a charge created by a local company outside Hong Kong and comprising property situate outside Hong Kong, this form should be delivered to the Registrar within one month after the date on which a certified copy of the instrument creating or evidencing the charge could, if despatched with due diligence, have been received in Hong Kong in due course of post.

Late delivery will not be accepted unless an order for extension of time is granted by the court.

Fee

8. This form must be delivered with the correct 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

9. This form may be signed by the mortgagor (i.e. the company itself), the mortgagee or the person interested in the charge in the following manner —

(a) When the form is delivered by the company as a mortgagor, the form should be signed by a director or company secretary of the company, or by a person authorized by the company for the purpose.
(b) If the mortgagee or the interested person is a natural person, the form should be signed by the mortgagee or the interested person personally, or by a person authorized by the mortgagee or the interested person for the purpose.
(c) If the mortgagee or the interested person is a body corporate, the form should be signed by a director or company secretary of the mortgagee or the interested person, or by a person authorized by the mortgagee or the interested person for the purpose.

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

Business Registration Number

10. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Instrument Creating or Evidencing the Charge (Section 2)

11. Please state the type or nature of the instrument creating or evidencing the charge, such as 'Mortgage', 'Debenture', 'Floating Charge', 'Trust Deed', etc.

12. A certified copy of the instrument creating or evidencing the charge described in this Section must be delivered together with this form for registration. A copy of an instrument in relation to a charge is a certified copy if it is certified as a true copy —

(a) by —
  (i) a director or company secretary of the company or registered non-Hong Kong company delivering the copy for registration; or
  (ii) a person authorized by that company or registered non-Hong Kong company for the purpose; or
(b) by —
  (i) any other person interested in the charge; or
  (ii) in the case of —
    (A) an interested person who is a natural person, a person authorized by the interested person for the purpose; or
    (B) an interested person that is a body corporate, a person authorized by the interested person for the purpose, or a director or company secretary of the interested person.

13. Please note that only a certified copy of the instrument creating or evidencing the charge is required to be delivered for registration. If the original charge instrument is mistakenly delivered to the Registrar instead of the certified copy, the Registrar will not be responsible for any damage to the original instrument that may result from the document image scanning process or for the safe return of the original charge instrument to the presentor.

14. If the language of the instrument is not in Chinese or English, the presentor is required to deliver, together with the instrument, a certified translation thereof in the language used in completing this form.

Particulars of Mortgagee or Chargee (Section 3)

15. Please use continuation sheet if there is more than one mortgagee or chargee.

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

Date of Acquisition of Property (Section 4)

17. This Section is only applicable to charges delivered for registration under section 338 or 339 of the Companies Ordinance. If the company has acquired a property that is subject to a charge when the property was acquired, please fill in the date on which the property was acquired in the box provided. A copy of the document effecting or evidencing the acquisition should also be delivered together with this form for verification.

Commission, Allowance or Discount Payable in Relation to the Debenture (Section 5)

18. If any commission, allowance or discount has been paid or made, directly or indirectly, by a company or registered non-Hong Kong company to any person in consideration of the person —

(a) subscribing or agreeing to subscribe, absolutely or conditionally, for any debenture of the company or registered non-Hong Kong company; or
(b) procuring or agreeing to procure absolute or conditional subscriptions for any debenture of the company or registered non-Hong Kong company;

the company or registered non-Hong Kong company must deliver a statement of the particulars of the commission, allowance or discount in this form to the Registrar for registration.

公司註冊處
Companies Registry

償付／清償債項或解除押記等的通知書
Notification of Payment／Satisfaction of Debt, Release from Charge, etc.

表格 Form **NM2**

商業登記號碼
Business Registration 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

姓名／名稱 Name

8 9 **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

3 解除押記的資料 Particulars of the Discharge

10 **A. 設立該項押記或證明有該項押記的文書描述**
Description of the Instrument Creating or Evidencing the Charge

3 **提交人資料 Presentor's Reference**
姓名／名稱 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 **NM2**

商業登記號碼
Business Registration Number

3 解除押記的資料 Particulars of the Discharge (續上頁 cont'd)

B. 設立押記的日期
Date of Creation of the Charge

日 DD	**月** MM	**年** YYYY

11 – 13 **C. 解除押記的文書描述**
Description of the Instrument Evidencing the Discharge of the Charge
(文書的經核證副本須連同本表格交付 A certified copy of the instrument must be delivered with this form)

D. 解除押記的日期
Date of Discharge of the Charge

日 DD	**月** MM	**年** YYYY

E. 解除押記類別 Type of Discharge
請在適用的空格內加上 ✓ 號 Please tick the relevant box

I ☐ **藉已登記押記保證的債項已全部償付或清償。**
The debt secured by the registered charge has been paid or satisfied in whole.

II ☐ **藉已登記押記保證的債項已部分償付或清償，金額為—**
The debt secured by the registered charge has been paid or satisfied in part to the extent of —

貨幣單位 Currency	**款額** Amount

III ☐ **全部受已登記押記規限的財產或業務已解除押記而不再受該項押記規限。**
The whole property or undertaking subject to the registered charge has been released from the charge.

IV ☐ **部分受已登記押記規限的財產或業務已解除押記而不再受該項押記規限。**
Part of the property or undertaking subject to the registered charge has been released from the charge.

V ☐ **全部受已登記押記規限的財產或業務已不再構成有關公司的財產或業務的一部分。**
The whole property or undertaking subject to the registered charge has ceased to form part of the company's property or undertaking.

VI ☐ **部分受已登記押記規限的財產或業務已不再構成有關公司的財產或業務的一部分。**
Part of the property or undertaking subject to the registered charge has ceased to form part of the company's property or undertaking.

6 **簽署** Signed :

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

公司／承按人／承押記人*
(董事／公司秘書／授權代表*)
Company／Mortgagee／Chargee *
(Director／Company Secretary／
Authorized Representative *)

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

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

《公司條例》(第 622 章)
第 345 條規定交付的

償付／清償債項或解除押記等的通知書

填表須知 — 表格 NM2

附註

引言

1. 根據《公司條例》第345條，如—

(a) 藉已登記押記保證的債項，已全部或部分償付或清償；或
(b) 受已登記押記規限的財產或業務的全部或任何部分—
(i) 已解除押記而不再受該項押記規限；或
(ii) 已不再構成有關公司或註冊非香港公司的財產或業務的一部分，

有關公司、註冊非香港公司、承按人或對有關押記享有權利的人，可將償付、清償、解除押記或財產或業務不再構成公司財產或業務的一部分一事，以本表格通知公司註冊處處長(「處長」)。

2. 請劃一以中文或英文申報各項所需資料，所選的語文***必須***與用以描述本表格第 3C 項所述的解除押記的文書的語文相同。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。

費用

5. 本表格必須連同正確的費用一併交付，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. 本表格可由按揭人(即有關公司)、承按人或對有關押記享有權利的人簽署—

(a) 如本表格是由有關公司以按揭人身分交付，表格必須由其董事或公司秘書，或為此目的獲授權的人簽署。
(b) 如承按人或對有關押記享有權利的人是自然人，本表格必須由承按人或對有關押記享有權利的人親自簽署，或由其為此目的授權的人簽署。
(c) 如承按人或對有關押記享有權利的人是法人團體，本表格必須由承按人或對有關押記享有權利的人的董事或公司秘書，或獲承按人或對有關押記享有權利的人為此目的授權的人簽署。

公司註冊處不接納未簽妥的表格。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

承按人或承押記人資料（第 2 項）

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. 如曾經轉換承按人或承押記人，請連同本表格交付轉換承按人或承押記人的證明文件。如承按人或承押記人是自然人，該證明文件必須由承按人或承押記人親自簽署或由獲其授權的人簽署。如承按人或承押記人是法人團體，則該證明文件須由承按人或承押記人的董事、公司秘書或獲授權的人簽署。本項要求並不適用於根據香港法例的任何條例完成的按揭轉讓或押記轉讓。

設立該項押記或證明有該項押記的文書的描述（第 3A 項）

10. 在本項所填報設立該項押記或證明有該項押記的文書的描述，必須與該押記在公司註冊處登記時的表格內填報的描述相同。

解除押記的文書描述（第 3C 項）

11. 交付本表格時須附上證明有關償付、清償、解除押記或財產或業務不再構成公司財產或業務的一部分的文書的經核證副本。任何文書的副本，如經以下的人核證為真實副本，即屬經核證副本—

(a) 承按人或對有關押記享有權利的人；或
(b) 如—
  (i) 承按人或對有關押記享有權利的人是自然人，獲承按人或對該項押記享有權利的人為此目的授權的人；或
  (ii) 承按人或對有關押記享有權利的人是法人團體—
    (A) 獲承按人或對有關押記享有權利的人為此目的授權的人；或
    (B) 承按人或對該項押記享有權利的人的董事或公司秘書。

12. 請注意，登記時只須交付證明解除押記的文書的經核證副本。如誤把證明解除押記的文書的正本而非經核證副本交付處長，處長不會就該文書正本在文件影像掃描過程中可能造成的任何損壞負責，亦不會就該文書正本可否安全交還提交人負責。

13. 如解除押記的文書所用的語文並非中文或英文，提交人須一併交付一份和本表格所用的語文相同的文書的經核證譯本。

NOTIFICATION OF PAYMENT／SATISFACTION OF DEBT, RELEASE FROM CHARGE, ETC.

For the purposes of section 345 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM2

Introduction

1. Pursuant to section 345 of the Companies Ordinance, if —

(a) the debt secured by a registered charge has been paid or satisfied in whole or in part; or
(b) the whole or any part of the property or undertaking subject to a registered charge —
  (i) has been released from the charge; or
  (ii) has ceased to form part of the company's or registered non-Hong Kong company's property or undertaking,

the company or registered non-Hong Kong company, or the mortgagee or person entitled to the charge, may notify the Registrar of Companies (the Registrar) of the payment, satisfaction, release or cessation in this form.

2. Please fill in all particulars and complete all items consistently in either Chinese or English ***AND*** in the same language used in Section 3C of this form to describe the instrument evidencing the discharge of the charge. 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 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 may be signed by the mortgagor (i.e. the company itself), the mortgagee or the person entitled to the charge in the following manner —

(a) When the form is delivered by the company as a mortgagor, the form should be signed by a director or company secretary of the company, or by a person authorized by the company for the purpose.
(b) If the mortgagee or the entitled person is a natural person, the form should be signed by the mortgagee or the entitled person personally, or by a person authorized by the mortgagee or the entitled person for the purpose.
(c) If the mortgagee or the entitled person is a body corporate, the form should be signed by a director or company secretary of the mortgagee or the entitled person, or by a person authorized by the mortgagee or the entitled person for the purpose.

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

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Particulars of Mortgagee or Chargee (Section 2)

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. If there has been a change of mortgagee or chargee, document evidencing the change in the mortgagee or chargee must be delivered with this form. If the mortgagee or chargee is a natural person, the evidence should be signed by the mortgagee or chargee or by his or her authorized representative. If the mortgagee or chargee is a body corporate, the evidence should be signed by its director, company secretary or authorized representative. This requirement does not apply in the case of the transfer or assignment of a mortgage or charge which has been effected pursuant to an Ordinance of the Laws of Hong Kong.

Description of the Instrument Creating or Evidencing the Charge (Section 3A)

10. The description of the instrument creating or evidencing the charge to be included in this Section should be the same as the description included in the form filed with the Registrar when this charge was first registered.

Description of the Instrument Evidencing the Discharge of the Charge (Section 3C)

11. This form must be delivered with a certified copy of any instrument for the purpose of evidencing the payment, satisfaction, release or cessation. A copy of an instrument is a certified copy if it is certified as a true copy by —

(a) the mortgagee or the person entitled to the charge; or
(b) in the case of —
  (i) a mortgagee or entitled person who is a natural person, a person authorized by the mortgagee or entitled person for the purpose; or
  (ii) a mortgagee or entitled person that is a body corporate —
    (A) a person authorized by the mortgagee or entitled person for the purpose; or
    (B) a director or company secretary of the mortgagee or entitled person.

12. Please note that only a certified copy of evidence of discharge is required to be delivered for registration. If the original evidence of discharge is mistakenly delivered to the Registrar instead of the certified copy, the Registrar will not be responsible for any damage to the original document that may result from the document image scanning process or for the safe return of the original document to the presentor.

13. If the language of the instrument evidencing the discharge is not in Chinese or English, the presentor is required to deliver, together with the instrument, a certified translation thereof in the language used in completing this form.

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**

商業登記號碼
Business Registration 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

(如超過一名承按人或承押記人，請用續頁A 填報 Use Continuation Sheet A if more than 1 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

8 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

9 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

3 提交人資料 Presentor's Reference

姓名／名稱 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**

商業登記號碼
Business Registration Number

2 承按人或承押記人資料 Particulars of Mortgagee or Chargee (續上頁 cont'd)

10 **承按人或承押記人地址 Address of Mortgagee or Chargee**

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／ State／ Postal Code etc.

國家／地區
Country／Region

11 **承按人或承押記人電郵地址 Email Address of Mortgagee or Chargee**

12 **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

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

表格 Form **NM3**

商業登記號碼
Business Registration Number

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 B 填報 Use Continuation Sheet B 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(s)

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

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 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

表格 Form **NM3**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration Number

承按人或承押記人資料 (第 2 項)
Particulars of Mortgagee or Chargee (Section 2)

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

8 **身分識別 Identification**

(寫在 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

9 **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

10 **承按人或承押記人地址 Address of Mortgagee or Chargee**

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／ State／ Postal Code etc.

國家／地區
Country／Region

11 **承按人或承押記人電郵地址 Email Address of Mortgagee or Chargee**

表格
Form **NM3**

續頁 B Continuation Sheet B

商業登記號碼
Business Registration 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

商業登記號碼
Business Registration Number

承按人或承押記人(自然人) – 受保護資料
Mortgagee or Chargee (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

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.

(每一頁 PI-NM3 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-NM3 頁填報。
Each PI-NM3 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-NM3 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

(交付表格 NM3 時，請將所有 PI-NM3 頁置於最後。
Please place all PI-NM3 sheets at the end when delivering the Form NM3.)

《公司條例》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

承按人或承押記人資料 (第 2 項)

8. (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 (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) ***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。

每一頁 PI-NM3 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-NM3 頁填報。

(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」，亦無須提交 PI-NM3 頁。

9. 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。

10. 請申報承按人或承押記人的詳細地址，本處不接納「轉交」地址及郵政信箱號碼。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。

11. 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)

12. 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)

13. 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。

每一頁 PI-NM3 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-NM3 頁填報。

14. 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 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Particulars of Mortgagee or Chargee (Section 2)

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 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 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 mortgagee or chargee separately on a PI-NM3 sheet. PI-NM3 sheet and the information reported therein are withheld from public inspection.

Each PI-NM3 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-NM3 sheet(s).

(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.

9. 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.

10. Please provide the full address of the mortgagee or chargee. 'Care of' addresses and 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.

11. 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)

12. 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)

13. 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.

Each PI-NM3 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-NM3 sheet(s).

14. 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 mortgagee or chargee.

公司註冊處
Companies Registry

承按人不再管有財產通知書
Notice of Mortgagee Going out of Possession of Property

表格 Form **NM4**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 承按人或承押記人的名稱 Name of Mortgagee or Chargee

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

日 DD 月 MM 年 YYYY

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

日 DD 月 MM 年 YYYY

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

表格 Form **NM4**

商業登記號碼
Business Registration Number

5 承按人或承押記人不再管有的財產的描述
Description of Property in respect of which the Mortgagee or Chargee has Gone out of Possession
(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)

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

5 簽署 Signed :

姓名 Name : _____ **日期** Date : _____
(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 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

表格
Form **NM4**

續頁 Continuation Sheet

商業登記號碼
Business Registration Number

承按人或承押記人不再管有的財產的描述（第 5 項）
Description of Property in respect of which the Mortgagee or Chargee has Gone out of Possession (Section 5)

《公司條例》(第 622 章)
第 350(3) 條規定交付的

承按人不再管有財產通知書

填表須知 — 表格 NM4

附註

引言

1. 如任何人以承按人身分，不再管有公司財產或註冊非香港公司已押記財產，該人須在不再管有該財產或已押記財產後的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。此外，所選用的語文***必須***與有關的表格 M3 或 NM3 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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

NOTICE OF MORTGAGEE GOING OUT OF POSSESSION OF PROPERTY

For the purposes of section 350(3) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM4

Introduction

1. If a person, as mortgagee goes out of possession of the property of a company, or the charged property of a registered non-Hong Kong company, the person must, within 7 days after going out of possession of the property or charged property, 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 ***AND*** in the same language used in the related Form M3 or NM3. 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 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

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**

商業登記號碼
Business Registration 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

8 ☐ **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**

9 **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／名稱 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**

商業登記號碼
Business Registration 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

(如委任超過一名接管人／經理人，請用續頁 A 填報 Use Continuation Sheet A if more than 1 receiver／manager is 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

中文姓名 Name in Chinese

英文姓名 Name in English
姓氏 Surname
名字 Other Names

10 **地址 Address**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／ Province／ State／ Postal Code etc.

國家／地區 Country／Region

11 **電郵地址 Email Address**

12 **身分識別 Identification**

(寧在 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**

指明編號 1/2023(2023 年 12 月) Specification No. 1/2023 (December 2023)

表格
Form **NM5**

商業登記號碼
Business Registration 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*

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

表格 Form **NM5**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration 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

中文姓名
Name in Chinese

英文姓名
Name in English
姓氏 Surname
名字 Other Names

10 **地址 Address**

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／ State／ Postal Code etc.

國家／地區
Country／Region

11 **電郵地址**
Email Address

12 **身分識別 Identification**

(頁在 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

商業登記號碼
Business Registration 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

商業登記號碼
Business Registration 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

13

請於本頁申報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 Receiver or Manager should be reported on this page.

(每一頁 PI-NM5 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-NM5 頁填報。
Each PI-NM5 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-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

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

(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》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

委任方式 (第 2A 項)

8. 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。

9. 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)

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

11. 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。

12. (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 (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) ***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 只可填報一名自然人的受保護資料。如超過一名自然人資料，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」，亦無須提交 PI-NM5 頁。

接管人或經理人的委任 - 受保護資料 (PI-NM5)

13. 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 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NM5 頁填報。

14. 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 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Mode of Appointment (Section 2A)

8. 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.

9. 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)

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

11. 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.

12. (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 natural person. If there is information for more than 1 natural person, 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)

13. 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 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NW5 sheet(s).

14. 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

停任接管人或經理人通知書
Notice of Cessation of Appointment of Receiver or Manager

表格 Form **NM6**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

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

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏 Surname

名字 Other Names

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

日 DD 月 MM 年 YYYY

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

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

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

日 DD 月 MM 年 YYYY

5 停任日期
Date of Ceasing to Act

日 DD 月 MM 年 YYYY

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

停任接管人或經理人的人士
Receiver or Manager ceasing to act

日 DD / 月 MM / 年 YYYY

3 **提交人資料 Presentor's Reference**
姓名／名稱 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

《公司條例》(第 622 章)
第 350(2) 條規定交付的

停任接管人或經理人通知書

填表須知 — 表格 NM6

附註

引言

1. 如任何人經法院命令或根據任何文書所載的權力獲委任為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,該人須在停任接管人或經理人的日期後的7日內,將關於停任一事的陳述,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。此外,所選用的語文***必須***與有關的表格 M5 或 NM5 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. 本表格必須由停任接管人或經理人的人士親自簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

NOTICE OF CESSATION OF APPOINTMENT OF RECEIVER OR MANAGER

For the purposes of section 350(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM6

Introduction

1. A person appointed by a court order or under the powers contained in an instrument as the receiver or manager of the property of a company or the charged property of a registered non-Hong-Kong company must, within 7 days after the date of his / her ceasing to act as receiver or manager, deliver a statement of the cessation 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 ***AND*** in the same language used in the related Form M5 or NM5. 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 person who ceased to act as receiver or manager personally. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

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**

商業登記號碼
Business Registration 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

3 提交人資料 Presentor's Reference

姓名／名稱 Name:
代號 Code:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email:
檔號 Reference:

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表格 Form **NM7**

商業登記號碼
Business Registration 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)

A. 現時在公司註冊處登記的詳情 (續上頁)
Particulars Currently Registered with the Companies Registry (cont'd)

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

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

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

(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)

日 DD 月 MM 年 YYYY

姓氏 Surname

名字 Other Names

表格 Form **NM7**

商業登記號碼
Business Registration 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)

8 **B. 更改詳情 Details of Change(s)** (續上頁)
請只填報有更改的項目 Please complete item(s) with change(s) only (cont'd)

9 **(d) 地址**
Address

生效日期
Effective Date

室／樓／座等
Flat／Floor／Block, etc.

日 DD **月** MM **年** YYYY

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／
State／Postal Code etc.

國家／地區
Country／Region

10 **(e) 電郵地址**
Email Address

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

(*須在 PI-NM7 頁填報完整身分識別號碼 Provide full identification number in PI-NM7 sheet*)

(g) 護照
Passport

簽發國家／地區 Issuing Country／ Region

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

☐ **是 Yes** ☐ **否 No**

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*

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

PI-NM7

商業登記號碼
Business Registration 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

12 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

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

(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》(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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

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 (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)

8. 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。

9. 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」地址及郵政信箱號碼。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。

11. (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 7。

(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)

12. 在 PI-MN7 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。

13. 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 or manager or the 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

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

7. (a) For identification purposes, please provide the ***partial number*** of Hong Kong Identity Card number 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 full 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)

8. 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.

9. Please provide the full address of the receiver, manager, mortgagee or chargee. 'Care of' addresses and 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.

10. 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.

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 receiver, manager, mortgagee or chargee. Please refer to Note 7 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)

12. 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.

13. 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

押記詳情的陳述
(屬一個債權證系列的組成部分的債權證)
Statement of Particulars of Charge
(For Debenture Forming Part of a Series)

表格 Form **NM8**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 A. 提述載有該項指明押記的文書的簽立日期
Date of Execution of the Instrument by Reference to which a Specified Charge is Given

日 DD | 月 MM | 年 YYYY

或 OR

B. 簽立有關債權證系列的首份債權證以設立指明押記的日期
Date of Execution of the First Debenture of the Series Creating a Specified Charge

日 DD | 月 MM | 年 YYYY

3 債權證持有人的受託人(如有的話) 的姓名或名稱
Names of Trustees, if any, for the Debenture Holders

8 4 有關債權證應支付的佣金、津貼或折扣
Commission, Allowance or Discount Payable in Relation to the Debenture

A. 款額 Amount

或 OR

B. 百分率 Percentage

3 提交人資料 Presentor's Reference

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NM8**

商業登記號碼
Business Registration Number

5 隨本表格交付的文書類別
Type of Instrument Delivered with this Form

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

☐ **提述載有該項指明押記的文書的經核證副本**
A certified copy of the Instrument by reference to which the specified charge is given

或 OR

☐ **債權證系列的任何一份債權證的經核證副本**
A certified copy of any one debenture of the series

6 **簽署** Signed :

姓名 Name : _____ **日期** Date : _____

公司／承按人／承押記人* **日** DD / **月** MM / **年** YYYY
(董事／公司秘書／授權代表*)
Company／Mortgagee／Chargee *
(Director／Company Secretary／
Authorized Representative *)

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

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

《公司條例》(第 622 章)
第 335(2)、336(2) 及 340(3) 條規定交付的

押記詳情的陳述
(屬一個債權證系列的組成部分的債權證)

填表須知 — 表格 NM8

附註

引言

1. 根據《公司條例》第335(2)、336(2)及340(3)條，本地公司或註冊非香港公司必須將有關屬一個債權證系列的組成部分的債權證押記詳情的陳述，以本表格連同有關的指明的文書的經核證副本，交付公司註冊處處長(「處長」) 登記。本表格適用於以下情況—

(a) 本地公司設立的指明押記—第335(2)條

(i) 如公司設立了一項指明押記，而該項押記是藉在屬一個債權證系列的組成部分的債權證提述任何其他載有該項押記的文書而由該債權證給予的(不論該債權證是否亦載有該項押記)，而每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利，公司須在指明的登記期內，以本表格將關於該項押記的詳情的陳述，連同載有該項押記的文書(指明文書)的經核證副本，交付處長登記。指明的登記期為簽立該文書後的一個月。如有關指明押記是在香港以外設立，並且包含在香港以外的財產，則登記期是有關指明文書的經核證副本(如付出應有努力發送) 可在經正常的郵遞程序於香港接獲的日期後的一個月。

(ii) 如公司設立了一項指明押記，而該項押記是載於屬一個債權證系列的組成部分的債權證，但不是藉在該債權證提述任何其他文書而由該債權證給予的，而每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利，公司須在指明的登記期內，以本表格將關於該項押記的詳情的陳述，連同有關債權證系列的任何一份債權證(指明文書)的經核證副本，交付處長登記。指明的登記期為簽立有關債權證系列的首份債權證後的一個月。如有關指明押記是在香港以外設立，並且包含在香港以外的財產，則登記期是有關指明文書的經核證副本(如付出應有努力發送)可在經正常的郵遞程序於香港接獲的日期後的一個月。

(b) 註冊非香港公司就其在香港境內的財產設立的指明押記—第336(2)條

(i) 如註冊非香港公司就其在香港境內的財產設立了一項指明押記，而該項押記是藉在屬一個債權證系列的組成部分的債權證提述任何其他載有該項押記的文書而由該債權證給予的(不論該債權證是否亦載有該項押記)，而每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利，註冊非香港公司須在簽立該文書後的一個月內，以本表格將關於該項押記的詳情的陳述，連同載有該項押記的文書的經核證副本，交付處長登記。

(ii) 如註冊非香港公司就其在香港境內的財產設立了一項指明押記，而該項押記是載於屬一個債權證系列的組成部分的債權證，但不是藉在該債權證提述任何其他文書而由該債權證給予的，而每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利，註冊非香港公司須在簽立有關債權證系列的首份債權證後的一個月內，以本表格將關於該項押記的詳情的陳述，連同有關債權證系列的任何一份債權證的經核證副本，交付處長登記。

(c) 註冊非香港公司在註冊日期前就其在香港境內的財產已設立的押記—第340(3)條

在註冊非香港公司根據《公司條例》第16 部註冊的日期，如該公司有在香港境內的受該公司設立的押記規限的財產，或受在取得該財產時已存在的押記規限的財產，而該項押記所屬的種類，是假使它是在該公司根據第16部註冊後才由該公司設立，或該公司是在該項註冊後才取得該財產，則該公司便須按《公司條例》第336(1)或339(3)條的規定將關於該項押記的詳情的陳述交付登記者—

(i) 如該項押記是藉在屬一個債權證系列的組成部分的債權證提述任何其他載有該項押記的文書而由該債權證給予的(不論該債權證是否亦載有該項押記)，而每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利，該註冊非香港公司須在其根據第16部註冊的日期後的一個月內，以本表格將關於該項押記的詳情的陳述，連同載有該項押記的文書的經核證副本，交付處長登記。

(ii) 如該項押記是載於屬一個債權證系列的組成部分的債權證，但不是藉在該債權證提述任何其他文書而由該債權證給予的，而每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利，該註冊非香港公司須在其根據第16部註冊的日期後的一個月內，以本表格將關於該項押記的詳情的陳述，連同有關債權證系列的任何一份債權證的經核證副本，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。

費用

5. 本表格必須連同正確的費用一併交付，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. 本表格可由按揭人(即有關公司)、承按人或擁有該項押記的權益的人簽署—

(a) 如本表格是由有關公司以按揭人身分交付，本表格必須由其董事或公司秘書，或為此目的獲授權的人簽署。
(b) 如承按人或擁有該項押記的權益的人是自然人，本表格必須由承按人或擁有該項押記的權益的人親自簽署，或由其爲此目的授權的人簽署。
(c) 如承按人或擁有該項押記的權益的人是法人團體，本表格必須由承按人或擁有該項押記的權益的人的董事或公司秘書，或獲承按人或擁有該項押記的權益的人爲此目的授權的人簽署。

公司註冊處不接納未簽妥的表格。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

有關債權證應支付的佣金、津貼或折扣 (第 4 項)

8. 如公司或註冊非香港公司直接或間接支付或提供任何佣金、津貼或折扣予任何人，作為該人作出以下事情的代價—

(a) 無條件或有條件地認購該公司或註冊非香港公司的任何債權證，或同意如此認購該等債權證；或
(b) 促致或同意促致無條件或有條件地認購該公司或註冊非香港公司的任何債權證；

公司或註冊非香港公司須將有關佣金、津貼或折扣的詳情的陳述，以本表格交付處長登記。

STATEMENT OF PARTICULARS OF CHARGE
(FOR DEBENTURE FORMING PART OF A SERIES)

For the purposes of sections 335(2), 336(2) and 340(3) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM8

Introduction

1. According to sections 335(2), 336(2) and 340(3) of the Companies Ordinance, a local company or a registered non-Hong Kong company must deliver to the Registrar of Companies (the Registrar) for registration a statement of particulars of charge which is given in a debenture forming part of a series by reference to any other instrument containing the charge or is contained in a debenture forming part of a series, together with a certified copy of the specified instrument. This form is applicable to the following situations —

(a) Specified charge created by local companies – Section 335(2)

(i) Where a specified charge created by a company is given in a debenture forming part of a series by reference to any other instrument containing the charge (whether or not also contained in the debenture) and every holder of the debentures of the series is entitled equally to the benefit of the charge, the company must deliver a statement of the particulars of the charge in this form, together with a certified copy of the instrument by reference to which the specified charge is given (specified instrument), to the Registrar for registration within the specified registration period. The specified registration period is one month after the execution of the specified instrument. Where the specified charge is created outside Hong Kong and comprising property situate outside Hong Kong, the registration period is one month after the date on which a certified copy of the specified instrument could, if despatched with due diligence, have been received in Hong Kong in due course of post.

(ii) Where a specified charge created by a company is contained in a debenture forming part of a series (but not given in the debenture by reference to any other instrument) and every holder of the debentures of the series is entitled equally to the benefit of the charge, the company must deliver a statement of the particulars of the charge in this form, together with a certified copy of any one debenture of the series (specified instrument), to the Registrar for registration within the specified registration period. The specified registration period is one month after the execution of the first debenture of the series. Where the specified charge is created outside Hong Kong and comprising property situate outside Hong Kong, the registration period is one month after the date on which a certified copy of the specified instrument could, if despatched with due diligence, have been received in Hong Kong in due course of post.

(b) Specified charge created by registered non-Hong Kong companies – Section 336(2)

(i) Where a specified charge created by a registered non-Hong Kong company on property in Hong Kong of the company is given in a debenture forming part of a series by reference to any other instrument containing the charge (whether or not also contained in the debenture) and every holder of the debentures of the series is entitled equally to the benefit of the charge, the registered non-Hong Kong company must deliver a statement of the particulars of the charge in this form, together with a certified copy of the instrument by reference to which the specified charge is given, to the Registrar for registration within one month after the execution of the instrument by reference to which the specified charge is given.

(ii) Where a specified charge created by a registered non-Hong Kong company is contained in a debenture forming part of a series (but not given in the debenture by reference to any other instrument) and every holder of the debentures of the series is entitled equally to the benefit of the charge, the registered non-Hong Kong company must deliver a statement of the particulars of the charge in this form, together with a certified copy of any one debenture of the series, to the Registrar for registration within one month after the execution of the first debenture of the series.

(c) Charge existing on property on date of registration of a registered non-Hong Kong company – Section 340(3)

If a registered non-Hong Kong company has, on the date of its registration under Part 16 of the Companies Ordinance (the Ordinance), property in Hong Kong subject to a charge created by the company or a charge that subsisted when the property was acquired; and the charge is of a kind that a statement of its particulars would have been required by section 336(1) or 339(3) of the Ordinance to be delivered for registration had the charge been created by the company or had the property been acquired by the company after the company has been registered under Part 16 of the Ordinance; and

(i) the charge created by a company is given in a debenture forming part of a series by reference to any other instrument containing the charge (whether or not also contained in the debenture); and every holder of the debentures of the series is entitled equally to the benefit of the charge, the registered non-Hong Kong company must deliver a statement of the particulars of the charge in this form, together with a certified copy of the instrument by reference to which the specified charge is given to the Registrar for registration within one month after the date on which the registered non-Hong Kong company is registered under Part 16 of the Ordinance.

(ii) the charge is contained in a debenture forming part of a series (but not given in the debenture by reference to any other instrument); and every holder of the debentures of the series is entitled equally to the benefit of the charge, the registered non-Hong Kong company must deliver a statement of the particulars of the charge in this form, together with a certified copy of any one debenture of the series to the Registrar for registration within one month after the date on which the registered non-Hong Kong company is registered under Part 16 of the 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.

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 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 may be signed by the mortgagor (i.e. the company itself), the mortgagee or the person interested in the charge in the following manner —

(a) When the form is delivered by the company as a mortgagor, the form should be signed by a director or company secretary of the company, or by a person authorized by the company for the purpose.
(b) If the mortgagee or the interested person is a natural person, the form should be signed by the mortgagee or the interested person personally, or by a person authorized by the mortgagee or the interested person for the purpose.
(c) If the mortgagee or the interested person is a body corporate, the form should be signed by a director or company secretary of the mortgagee or the interested person, or by a person authorized by the mortgagee or the interested person for the purpose.

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

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated/ registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Commission, Allowance or Discount Payable in Relation to the Debenture (Section 4)

8. If any commission, allowance or discount has been paid or made, directly or indirectly, by a company or registered non-Hong Kong company to any person in consideration of the person —

(a) subscribing or agreeing to subscribe, absolutely or conditionally, for any debenture of the company or registered non-Hong Kong company; or
(b) procuring or agreeing to procure absolute or conditional subscriptions for any debenture of the company or registered non-Hong Kong company,

the company or registered non-Hong Kong company must deliver a statement of the particulars of the commission, allowance or discount in this form to the Registrar for registration.

公司註冊處
Companies Registry

債權證系列的發行詳情的陳述
Statement of Particulars of Issue of Debentures of a Series

表格 Form **NM9**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 是次發行債權證的日期
Date of the Present Issue

日 DD | 月 MM | 年 YYYY

3 是次發行債權證的款額
Amount of the Present Issue

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

公司／承按人／承押記人*
(董事／公司秘書／授權代表*)
Company／Mortgagee／Chargee *
(Director／Company Secretary／
Authorized Representative *)

日 DD / 月 MM / 年 YYYY

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

3 提交人資料 Presentor's Reference
姓名／名稱 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 341(2) 條規定交付的

債權證系列的發行詳情的陳述

填表須知 — 表格 NM9

附註

引言

1. 如—

(a) 有屬一個債權證系列的組成部分的債權證，當中—
(i) 載有公司或註冊非香港公司設立的押記；或
(ii) 藉提述任何其他載有公司或註冊非香港公司設立的押記的文書，而給予該項押記；
(b) 每名該債權證系列的債權證的持有人，均對該項押記的權益享有同等權利；及
(c) 關於該項押記的詳情的陳述，須根據《公司條例》第335(2)、336(2)或340(3) 條交付登記，

公司或註冊非香港公司須在發行日期後的一個月內，將關於上述債權證系列的每次發行的詳情的陳述，以本表格交付公司註冊處處長(「處長」)登記。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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. 本表格可由按揭人(即有關公司)、承按人或擁有該項押記的權益的人簽署—

(a) 如本表格是由有關公司以按揭人身分交付，本表格必須由其董事或公司秘書，或為此目的獲授權的人簽署。
(b) 如承按人或擁有該項押記的權益的人是自然人，本表格必須由承按人或擁有該項押記的權益的人親自簽署，或由其爲此目的授權的人簽署。
(c) 如承按人或擁有該項押記的權益的人是法人團體，本表格必須由承按人或擁有該項押記的權益的人的董事或公司秘書，或獲承按人或擁有該項押記的權益的人爲此目的授權的人簽署。

公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

STATEMENT OF PARTICULARS OF ISSUE OF DEBENTURES OF A SERIES

For the purposes of section 341(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NM9

Introduction

1. If —

(a) a debenture forming part of a series —
  (i) contains a charge created by a company or registered non-Hong Kong company; or
  (ii) gives a charge created by a company or registered non-Hong Kong company, by reference to any other instrument containing the charge;
(b) every holder of the debentures of the series is entitled equally to the benefit of the charge; and
(c) a statement of the particulars of the charge is required to be delivered for registration under section 335(2), 336(2) or 340(3) of the Companies Ordinance,

the company or registered non-Hong Kong company must deliver a statement of the particulars of every issue of the debentures of the series in this form to the Registrar of Companies (the Registrar) for registration within one month after the date of the issue.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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 may be signed by the mortgagor (i.e. the company itself), the mortgagee or the person interested in the charge in the following manner —

(a) When the form is delivered by the company as a mortgagor, the form should be signed by a director or company secretary of the company, or by a person authorized by the company for the purpose.
(b) If the mortgagee or the interested person is a natural person, the form should be signed by the mortgagee or the interested person personally, or by a person authorized by the mortgagee or the interested person for the purpose.
(c) If the mortgagee or the interested person is a body corporate, the form should be signed by a director or company secretary of the mortgagee or the interested person, or by a person authorized by the mortgagee or the interested person for the purpose.

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

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

公司註冊處
Companies Registry

擔保有限公司成員人數增加通知書
Notice of Increase in Number of Members of Company Limited by Guarantee

表格 Form **NMEM1**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 成員人數增加的詳情 Details of Increase in Number of Members

上述公司的成員人數已增加如下—
This company has increased the number of its members as follows —

增加前的註冊成員人數
Registered number of members before the increase

成員人數增加至
Number of members increased to

1 3 公司議決增加成員人數的日期／公司成員人數增加的日期
Date when the Increase is Resolved by the Company or Takes Place

日 DD 月 MM 年 YYYY

5 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*

3

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

《公司條例》(第 622 章)
第 114(1)條規定交付的

擔保有限公司成員人數增加通知書

填表須知 — 表格 NMEM1

附註

引言

1. 擔保有限公司如將其成員人數增加至超越註冊人數，須在該公司議決增加成員人數或成員人數增加後的15日內(兩個日期中以較早者為準)，將關於成員人數增加的通知，以本表格交付公司註冊處處長(「處長」)登記。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

費用

7. 本表格必須連同正確的費用一併交付，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。

NOTICE OF INCREASE IN NUMBER OF MEMBERS OF COMPANY LIMITED BY GUARANTEE

For the purposes of section 114(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NMEM1

Introduction

1. If a company limited by guarantee increases the number of its members beyond the registered number, the company must, within 15 days after the increase is resolved by the company or takes place (whichever is the earlier), deliver to the Registrar of Companies (the Registrar) for registration a notice of the increase in this form.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Fee

7. This form must be delivered with the correct 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.

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
(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區 District	
地區 Region	香港／HONG KONG

4

提交人資料 Presentor's Reference

中文姓名／名稱 Name in Chinese	
英文姓名／名稱 Name in English	
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**

9 **3 在香港的主要營業地點 Principal Place of Business in Hong Kong** (續上頁 cont'd)

(c) 電郵地址
Email Address

(d) 香港聯絡電話號碼
Hong Kong Contact Telephone Number **+852**

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
(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

國家／地區
Country／Region

(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
(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

國家／地區
Country／Region

9 **(c) 電郵地址 Email Address**

表格
Form **NN1**

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)

(如超過一名獲授權代表屬自然人，請用續頁A 填報 Use Continuation Sheet A if more than 1 authorized representative is a natural person)

中文姓名
Name in Chinese

英文姓名 **姓氏** Surname
Name in English

名字
Other Names

香港地址 Hong Kong Address
(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

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** **簽發國家／地區**
Passport 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**

10 **5 在香港的獲授權代表 Authorized Representative in Hong Kong** (續上頁 cont'd)

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 B 填報 Use Continuation Sheet B 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**

(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

11 **電郵地址**
Email Address

委任日期 Date of Appointment

日 DD	月 MM	年 YYYY

表格
Form **NN1**

6 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 C 填報 Use Continuation Sheet C if more than 1 company secretary is a natural person)

14 **中文姓名**
Name in Chinese

英文姓名 **姓氏**
Name in English 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**

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

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／
State／ Postal Code etc.

國家／地區
Country／Region

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** **簽發國家／地區**
Passport 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**

6 公司秘書 Company Secretary

18 **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 D 填報 Use Continuation Sheet D if more than 1 company secretary is a body corporate)

中文名稱
Name in Chinese

英文名稱
Name in English

19 **地址 Address**

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

國家／地區
Country／Region

16 **電郵地址**
Email Address

20 **商業登記號碼 Business Registration 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E 填報 Use Continuation Sheet E 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)

21 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

22 **通訊地址 Correspondence Address**

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

(須在 PI-NN1 頁填報董事通常住址 Provide director's usual residential address in PI-NN1 sheet)

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／ Postal Code etc.

國家／地區 Country／Region

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**

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)

21 **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

22 **通訊地址 Correspondence Address**

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

(須在 PI-NN1 頁填報董事通常住址 Provide director's usual residential address in PI-NN1 sheet)

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

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**

7 董事 Director (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 F 填報 Use Continuation Sheet F 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)

21 **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

23 **地址 Address**

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／ Postal Code etc.

國家／地區 Country／Region

16 **電郵地址 Email Address**

20 **商業登記號碼 Business Registration 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**

24 **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

25 **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)*

26 **A. 根據《公司(非香港公司)規例》(第 622J 章)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 (Cap. 622J)

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	

27 **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 622 章)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 (Cap. 622) 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**	**E**	**F**
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 : _____
日 DD / **月** MM / **年** YYYY

董事／公司秘書／經理／獲授權代表*
Director／Company Secretary／Manager／Authorized Representative*
**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(自然人)詳情(第 5A 項)**
Details of Authorized Representative (Natural Person) in Hong Kong (Section 5A)

中文姓名
Name in Chinese

英文姓名 **姓氏**
Name in English Surname

名字
Other Names

香港地址 Hong Kong Address
(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

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** **簽發國家／地區**
Passport 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 B Continuation Sheet B

10 **在香港的獲授權代表(非自然人)詳情(第 5B 項)**
Details of Authorized Representative (Other than Natural Person) in Hong Kong (Section 5B)

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**
(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

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 C Continuation Sheet C

公司秘書(自然人)詳情(第 6A 項)
Details of Company Secretary (Natural Person) (Section 6A)

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

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

國家／地區
Country／Region

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

18 公司秘書(法人團體)詳情(第 6B 項)
Details of Company Secretary (Body Corporate) (Section 6B)

中文名稱
Name in Chinese

英文名稱
Name in English

19 地址 Address
(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

國家／地區
Country／Region

16 電郵地址
Email Address

20 商業登記號碼 Business Registration 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 E Continuation Sheet E

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)

21 **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

22 **通訊地址 Correspondence Address**

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

(須在 PI-NN1 頁填報董事通常住址 Provide director's usual residential address in PI-NN1 sheet)

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

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 F Continuation Sheet F

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)

21 **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

23 **地址 Address**
(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／ Postal Code etc.

國家／地區
Country／Region

16 **電郵地址**
Email Address

20 **商業登記號碼 Business Registration 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

28 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

29 **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

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

室／樓／座等 Flat／Floor／Block etc.
大廈 Building
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
區／市／省／州／郵遞區號等 District／City／ Province／ State／ Postal Code etc.
國家／地區 Country／Region

(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.)

《公司條例》(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》(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。公司註冊處會以電郵或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622J章)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(c)、3(d)及 4(c)項)

9. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電話號碼其後有任何更改，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 (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)	A123 * * * (*)
AA123456(7)	AA123 * * * (*)

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) ***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」地址及郵政信箱號碼。

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. 如在香港註冊的法人團體公司秘書及董事，請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

21. 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。

22. 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。

23. 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)

24. 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)

25. (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)

26. 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。

27. 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)

28. 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。

29. 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。

30. 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」地址及郵政信箱號碼。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 email or 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 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 (Cap. 622J). 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(c), 3(d) and 4(c))

9. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, 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)	A123 * * * (*)
AA123456(7)	AA123 * * * (*)

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 and 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. If the company secretary or director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the ''No.'' on the ''Certificate of Incorporation'' or ''Certificate of Registration of Non-Hong Kong Company'' issued by the Companies Registry.

21. 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.

22. 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).

23. 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)

24. 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)

25. (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)

26. 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.

27. 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)

28. 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).

29. 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.

30. 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 and 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**

商業登記號碼
Business Registration Number

註 Note

7 **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

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

3 **提交人資料 Presentor's Reference**
姓名／名稱 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **NN2**

商業登記號碼 Business Registration Number

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

中文名稱 Name in Chinese

英文名稱 Name in English

9 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.

10 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 : _____ (**日** DD / **月** MM / **年** YYYY)

董事／公司秘書／經理／獲授權代表* Director／ Company Secretary／ Manager／ Authorized Representative*

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

《公司條例》(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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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 (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報「無」。

書面終止通知 (第 2B 項)

9. 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)

10. 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Registration of Non-Hong Kong Company" issued 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 of the Authorized Representative 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 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)

9. 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)

10. 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**

商業登記號碼
Business Registration Number

註 Note

8 **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 622 章)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 (Cap. 622) 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」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區 District	
地區 Region	香港／HONG KONG

9 **(b) 電郵地址 Email Address**

9 **(c) 香港聯絡電話號碼 Hong Kong Contact Telephone Number** +852

3 **提交人資料 Presentor's Reference**
姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NN3**

商業登記號碼
Business Registration Number

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

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／
State／Postal Code etc.

國家／地區
Country／Region

(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

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／
State／Postal Code etc.

國家／地區
Country／Region

9 **(c) 電郵地址 Email Address**

表格 Form **NN3**

商業登記號碼 Business Registration Number

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)

(如超過一名獲授權代表屬自然人，請用續頁 A 填報 Use Continuation Sheet A if more than 1 authorized representative is a natural person)

中文姓名 Name in Chinese

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

10 香港地址 Hong Kong Address
- 室／樓／座等 Flat／Floor／Block etc.
- 大廈 Building
- 街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
- 區 District
- 地區 Region: 香港／HONG KONG

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

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

13 香港地址 Hong Kong Address
- 室／樓／座等 Flat／Floor／Block etc.
- 大廈 Building
- 街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
- 區 District
- 地區 Region: 香港／HONG KONG

11 電郵地址 Email Address

表格 Form **NN3**

商業登記號碼 Business Registration Number

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)

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
- 室／樓／座等 Flat／Floor／Block etc.
- 大廈 Building
- 街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
- 區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
- 國家／地區 Country／Region

16 電郵地址 Email Address

17 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)

18 中文名稱 Name in Chinese

英文名稱 Name in English

19 地址 Address
- 室／樓／座等 Flat／Floor／Block etc.
- 大廈 Building
- 街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
- 區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
- 國家／地區 Country／Region

16 電郵地址 Email Address

20 商業登記號碼 Business Registration 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**

商業登記號碼
Business Registration Number

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)

21 **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

15 **通訊地址 Correspondence Address**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

16 **電郵地址 Email Address**

17 **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 **NN3**

商業登記號碼
Business Registration Number

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)

21 **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

15 **通訊地址 Correspondence Address**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

16 **電郵地址 Email Address**

17 **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**

商業登記號碼
Business Registration Number

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)

21 **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

19 **地址 Address**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

16 **電郵地址**
Email Address

20 **商業登記號碼 Business Registration 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**

商業登記號碼 Business Registration Number

22 **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

23 **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

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

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

商業登記號碼
Business Registration Number

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
Name in English

姓氏 Surname

名字 Other Names

10 **香港地址** **Hong Kong Address**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區 District

地區 Region: 香港／HONG KONG

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

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(es)

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**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區 District

地區 Region: 香港／HONG KONG

11 **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

商業登記號碼
Business Registration Number

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)

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

16 **電郵地址**
Email Address

17 **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)

18 **中文名稱**
Name in Chinese

英文名稱
Name in English

19 **地址**
Address

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

16 **電郵地址**
Email Address

20 **商業登記號碼 Business Registration 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

商業登記號碼
Business Registration Number

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)

21 **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

15 **通訊地址 Correspondence Address**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

16 **電郵地址 Email Address**

17 **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

商業登記號碼
Business Registration Number

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)

21 **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

19 **地址 Address**
室／樓／座等 Flat／Floor／Block etc.
大廈 Building
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
國家／地區 Country／Region

16 **電郵地址**
Email Address

20 **商業登記號碼 Business Registration Number**
(只適用於在香港註冊的法人團體
Only applicable to body corporate registered in Hong Kong)

21 **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

19 **地址 Address**
室／樓／座等 Flat／Floor／Block etc.
大廈 Building
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
國家／地區 Country／Region

16 **電郵地址**
Email Address

20 **商業登記號碼 Business Registration 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》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

公司名稱 (第 1 項)

8. 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)

9. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如上述資料有任何更改，請以表格 NN9 通知公司註冊處。

在香港的獲授權代表 (第 7 項)

10. 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」地址及郵政信箱號碼。

11. 請提供獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改，請以表格 NN8C 通知公司註冊處。

12. (a) 請填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」。

13. 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」地址及郵政信箱號碼。

公司秘書或董事 (第 8 及 9 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。

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) 如公司秘書或董事屬自然人，並曾根據附註 12 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」。

18. 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。

19. 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。

20. 如在香港註冊的法人團體公司秘書及董事，請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

21. 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)

22. 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。

23. 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Company Name (Section 1)

8. 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)

9. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there is any change in the above information, please use Form NN9 to notify the Companies Registry.

Authorized Representative in Hong Kong (Section 7)

10. Please provide the Hong Kong address of the authorized representative who is a natural person. 'Care of' addresses and post office box numbers are not acceptable.

11. Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any changes in the email address, please use Form NN8C to notify the Companies Registry.

12. (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 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.

13. 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 and post office box numbers are not acceptable.

Company Secretary or Directors (Sections 8 and 9)

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 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.

16. Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any changes in the email address, please use Form NN7 to notify the Companies Registry.

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 who is a natural person. Please refer to Note 12 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 12 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.

18. 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).

19. 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 are not acceptable.

20. If the company secretary or director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

21. 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)

22. 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.

23. 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憲章、法規或章程大綱等的申報表
Return of Change in the Charter, Statutes or Memorandum etc. of Registered Non-Hong Kong Company

表格 Form **NN5**

商業登記號碼
Business Registration Number

註 Note

7 **1 公司名稱 Company Name**

8 **2 經更改的對公司的組織作出規定的文書名稱**
Name of Instrument Defining the Company's Constitution which has been Changed

有關文書的經核證副本必須連同本表格交付
A certified copy of the relevant instrument must be delivered with this form

請在適用的空格內加上✓號以標示該份文書已經更改 Please tick the relevant box(es) to indicate which instrument has been changed

☐ **憲章 Charter**

☐ **法規 Statutes**

☐ **章程大綱(包括章程細則(如有的話))**
Memorandum of Association (including Articles, if any)

☐ **其他 (請註明) Others (Please specify)**

3 生效日期 Effective Date of Change

日 DD	月 MM	年 YYYY

3 **提交人資料 Presentor's Reference**
姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NN5**

商業登記號碼
Business Registration Number

4 更改詳情 Details of the Change

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》(第 622 章)
第 791(1) 及(2)(a) 條規定交付的

註冊非香港公司更改憲章、法規或章程大綱等的申報表

填表須知 — 表格 NN5

附註

引言

1. 如註冊非香港公司更改其憲章、法規或章程大綱(包括章程細則(如有的話)),或對該公司的組織作出規定的其他文書,該公司須在出現更改的日期後的一個月內,將更改的詳情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,所選的語文***必須***與連同本表格交付的對公司組織作出規定的文書的語文相同。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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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。

經更改的對公司的組織作出規定的文書名稱 (第 2 項)

8. 本表格必須連同一份該註冊非香港公司的憲章、法規或章程大綱(包括章程細則(如有的話)) 在更改後的經核證副本,或對該公司的組織作出規定的其他文書在更改後的經核證副本一併交付。如該憲章、法規或章程大綱(包括章程細則(如有的話)),或對該公司的組織作出規定的其他文書既非採用英文,亦非採用中文,則***只須*** 交付該憲章、法規、章程大綱或文書的經核證英文或中文譯本。

RETURN OF CHANGE IN THE CHARTER, STATUTES OR MEMORANDUM ETC. OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 791(1) and (2)(a) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN5

Introduction

1. If there is a change in the charter, statutes or memorandum (including articles, if any) of a registered non-Hong Kong company or other instruments defining the company's constitution, the company must, within 1 month after the date of the change, deliver a return containing the particulars of the change 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 ***AND*** in the same language used in the instrument defining the company's constitution which is delivered with this form. 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. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Registration of Non-Hong Kong Company" issued 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.

Name of Instrument Defining the Company's Constitution which has been Changed (Section 2)

8. This form must be accompanied by a certified copy of the charter, statutes or memorandum (including articles, if any) of the company or any other instruments defining the company's constitution after the change. If the charter, statutes or memorandum (including articles, if any) of the company or any other instruments defining the company's constitution is in a language other than English or Chinese, ***only*** a certified translation of the charter, statutes, memorandum or instruments in English or Chinese is required to accompany this form.

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**

商業登記號碼 Business Registration Number

註 Note

8

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)

9 **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)

10 **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

或 OR

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

12 **中文名稱 Name in Chinese**

英文名稱 Name in English

B. 停任詳情 Details of Cessation

13 **停任日期 Date of Cessation** 日 DD 月 MM 年 YYYY

14 **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／名稱 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**

商業登記號碼 Business Registration 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)

15 **身分 Capacity**

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

代替 Alternate to

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 **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)

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

18 **電郵地址 Email Address**

19 **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

20 **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**

商業登記號碼 Business Registration 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)

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

22 **中文名稱 Name in Chinese**

22 **英文名稱 Name in English**

23 **地址 Address**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

24 **電郵地址 Email Address**

25 **商業登記號碼 Business Registration 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

26 **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

商業登記號碼
Business Registration 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)

9 **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)

10 **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

或 OR

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

12 **中文名稱 Name in Chinese**

英文名稱 Name in English

B. 停任詳情 Details of Cessation

13 **停任日期 Date of Cessation**
日 DD **月** MM **年** YYYY

14 **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

商業登記號碼
Business Registration 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)

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

代替 Alternate to

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 **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)
室／樓／座等 Flat／Floor／Block etc.
大廈 Building
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
國家／地區 Country／Region

18 **電郵地址 Email Address**

19 **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

20 **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

商業登記號碼
Business Registration 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)

21 **身分 Capacity**

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

代替 Alternate to

22 **中文名稱 Name in Chinese**

22 **英文名稱 Name in English**

23 **地址 Address**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

24 **電郵地址 Email Address**

25 **商業登記號碼 Business Registration 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

26 **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

商業登記號碼
Business Registration 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-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

16 **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**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

(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.)

《公司條例》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

公司名稱 (第 1 項)

8. 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)

9. 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。

10. 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。

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***。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」。

12. 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。

13. 如公司秘書或董事去世，請申報其去世日期，作為停任日期。

14. 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)

15. 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。

16. 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。

17. (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。

18. 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。

19. (a) 請填報公司秘書或董事的香港身分證號碼的***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) ***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」。

20. 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)

21. 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。

22. 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。

23. 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。

24. 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。

25. 如在香港註冊的法人團體公司秘書及董事，請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

26. 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)

27. 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。

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-NN6 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」地址及郵政信箱號碼。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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Company Name (Section 1)

8. 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)

9. 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.

10. 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.

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 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.

12. 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).

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

14. 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)

15. 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.

16. 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.

17. (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).

18. 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.

19. (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 11 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.

20. 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)

21. 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.

22. 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).

23. 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 are not acceptable.

24. 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.

25. If the company secretary or director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

26. 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)

27. 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).

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-NN6 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 and 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**

商業登記號碼
Business Registration Number

註 Note

8 **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)

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

10 **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

4 **提交人資料 Presentor's Reference**
姓名／名稱 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NN7**

商業登記號碼
Business Registration 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)

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

14 **(a) 中文姓名 Name in Chinese**

15

(b) 英文姓名 Name in English

姓氏 Surname

名字 Other Names

16 **(c) 別名 Alias**

中文 Chinese　　**英文** English

17 **(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)

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

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

19 **(f) 電郵地址 Email Address**

20 **(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**

商業登記號碼
Business Registration 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)

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

12 **公司秘書／董事的名稱 Name of Company Secretary／Director**

中文 Chinese

英文 English

13 **商業登記號碼 Business Registration Number**
(只適用於在香港註冊的法人團體
Only applicable to body corporate registered in Hong Kong)

14 ### 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

21 **(a) 公司秘書／董事的名稱 Name of Company Secretary／Director**

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

中文 Chinese

英文 English

22 **(b) 地址 Address**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

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

19 **(c) 電郵地址 Email Address**

生效日期 Effective Date — **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 : _____

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 **NN7**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration 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)

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

10 **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

14 **B. 更改詳情 Details of Change(s)**

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

生效日期 Effective Date
日 DD 月 MM 年 YYYY

(a) 中文姓名 Name in Chinese

15

(b) 英文姓名 Name in English

姓氏 Surname

名字 Other Names

16 **(c) 別名 Alias**
中文 Chinese **英文** English

17 **(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)

18 **(e) 通訊地址 Correspondence Address**
室／樓／座等 Flat／Floor／Block etc.
大廈 Building
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
國家／地區 Country／Region

19 **(f) 電郵地址 Email Address**

20 **(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

商業登記號碼
Business Registration 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)

9 **身分 Capacity**

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

12 **公司秘書／董事的名稱 Name of Company Secretary／Director**

中文 Chinese

英文 English

13 **商業登記號碼 Business Registration Number**
(只適用於在香港註冊的法人團體
Only applicable to body corporate registered in Hong Kong)

14 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

21 **(a) 公司秘書／董事的名稱 Name of Company Secretary／Director**

生效日期
Effective Date

日 DD **月** MM **年** YYYY

中文 Chinese

英文 English

22 **(b) 地址 Address**

室／樓／座等
Flat／Floor／Block etc.

日 DD **月** MM **年** YYYY

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

19 **(c) 電郵地址 Email Address**

日 DD **月** MM **年** YYYY

PI-NN7

商業登記號碼
Business Registration 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

23 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

10 **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

24 **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

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

(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》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

公司名稱 (第 1 項)

8. 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)

9. 請述明詳情有所更改者的身分。

10. 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。

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***。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」。

12. 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。

13. 如在香港註冊的法人團體公司秘書及董事，請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

更改詳情 (第 2B 及 3B 項)

14. 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。

15. 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。

16. 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。

17. 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。

18. 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。

19. 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。

20. (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11。

(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。

21. 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。

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。

公司秘書／董事詳情更改 (自然人) - 受保護資料 (PI-NN7)

23. 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。

24. 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。

25. 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」地址及郵政信箱號碼。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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Company Name (Section 1)

8. 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)

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

10. 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.

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 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.

12. 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).

13. If the company secretary or director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

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

14. 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.

15. 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.

16. 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.

17. 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).

18. 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.

19. 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.

20. (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 11 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.

21. 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.

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 are not acceptable.

Change in Particulars of Company Secretary／Director (Natural Person) - Protected Information (PI- NN7)

23. 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).

24. 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.

25. 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 and 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**

商業登記號碼
Business Registration Number

註 Note

8 **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

獲授權代表的詳情(自然人) Particulars of 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

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

獲授權代表的詳情(非自然人) Particulars of Authorized Representative (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
Name in Chinese

英文名稱
Name in English

10 停任日期
Date of Cessation

日 DD　月 MM　年 YYYY

4 **提交人資料 Presentor's Reference**

姓名／名稱 Name:

地址 Address:

電話 Tel:　傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NN8**

商業登記號碼
Business Registration Number

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

11 **香港地址**
Hong Kong Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region 香港／HONG KONG

12 **電郵地址**
Email Address

13 **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-NN8 頁填報完整身分識別號碼 Provide full identification number in PI-NN8 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 **NN8**

商業登記號碼
Business Registration Number

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

14 **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

15 **香港地址**
Hong Kong Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region　香港／HONG KONG

16 **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 : _____

董事／公司秘書／經理／獲授權代表*
Director／Company Secretary／Manager／Authorized Representative*

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

**Delete whichever does not apply*

表格
Form **NN8**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration Number

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

獲授權代表的詳情(自然人) Particulars of 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

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 Number

或 OR

獲授權代表的詳情(非自然人) Particulars of Authorized Representative (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
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 **NN8**

續頁 B Continuation Sheet B

商業登記號碼
Business Registration Number

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

11 **香港地址**
Hong Kong Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

12 **電郵地址**
Email Address

13 **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-NN8 頁填報完整身分識別號碼 Provide full identification number in PI-NN8 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

表格
Form **NN8**

續頁 C Continuation Sheet C

商業登記號碼
Business Registration Number

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

14 **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

15 **香港地址**
Hong Kong Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region 香港／HONG KONG

16 **電郵地址**
Email Address

委任日期
Date of Appointment

日 DD	月 MM	年 YYYY

PI-NN8

商業登記號碼
Business Registration Number

委任獲授權代表 (自然人) – 受保護資料
Appointment of Authorized Representative (Natural Person) – Protected Information

17 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

18 **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

(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》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

公司名稱 (第 1 項)

8. 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)

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 (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」。

10. 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)

11. 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」地址及郵政信箱號碼。

12. 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。

13. (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 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-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)

14. 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。

15. 請申報獲授權代表在香港的營業地址。本處不接納「轉交」地址及郵政信箱號碼。

16. 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)

17. 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。

18. 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Company Name (Section 1)

8. 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)

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 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.

10. 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)

11. Please provide the Hong Kong address of the authorized representative who is a natural person. 'Care of' addresses and post office box numbers are not acceptable.

12. 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.

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 authorized representative. 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 authorized representative 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)

14. 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.

15. Please state the business address in Hong Kong of the authorized representative who is not a natural person. 'Care of' addresses and post office box numbers are not acceptable.

16. 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)

17. 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).

18. 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**

商業登記號碼
Business Registration Number

註 Note

8 **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

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／名稱 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**

商業登記號碼 Business Registration Number

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)

10 **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

11 **(c) 香港地址 Hong Kong Address**

日 DD 月 MM 年 YYYY

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區 District

地區 Region 香港／HONG KONG

12 **(d) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

13 **(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-NN8C 頁填報完整身分識別號碼 Provide full identification number in PI-NN8C sheet)

(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**

商業登記號碼
Business Registration Number

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

生效日期
Effective Date

(a) 獲授權代表的名稱 Name of Authorized Representative

日 DD 月 MM 年 YYYY

中文 Chinese

英文 English

(b) 香港地址 Hong Kong Address

室／樓／座等
Flat／Floor／Block etc.

日 DD 月 MM 年 YYYY

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

(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*

表格
Form **NN8C**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration Number

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
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

10 **B. 更改詳情 Details of Change(s)**

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

生效日期 Effective Date

(a) 中文姓名 Name in Chinese

日 DD 月 MM 年 YYYY

(b) 英文姓名 Name in English

姓氏 Surname

名字 Other Names

日 DD 月 MM 年 YYYY

11 **(c) 香港地址 Hong Kong Address**

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

日 DD 月 MM 年 YYYY

12 **(d) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

13 **(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-NN8C 頁填報完整身分識別號碼 Provide full identification number in PI-NN8C sheet)

(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

商業登記號碼
Business Registration Number

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

10 **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

14 **(a) 獲授權代表的名稱 Name of Authorized Representative**

日 DD 月 MM 年 YYYY

中文 Chinese

英文 English

15 **(b) 香港地址 Hong Kong Address**

室／樓／座等
Flat／Floor／Block etc.

日 DD 月 MM 年 YYYY

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

12 **(c) 電郵地址 Email Address**

日 DD 月 MM 年 YYYY

PI-NN8C

商業登記號碼
Business Registration Number

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

16 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

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

(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》(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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

公司名稱 (第 1 項)

8. 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)

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 **(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」。

更改詳情 (第 2B 及 3B 項)

10. 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。

11. 請更新獲授權代表的香港地址，本處不接納「轉交」地址及郵政信箱號碼。

12. 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。

13. (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 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-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。

14. 在申報屬非自然人的獲授權代表更改名稱時，須列明新的全名(即中文及英文名稱)。例如：屬非自然人的獲授權代表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，便須在填報獲授權代表新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。

15. 如獲授權代表屬非自然人，請申報其在香港的新營業地址。本處不接納「轉交」地址及郵政信箱號碼。

獲授權代表詳情更改 (自然人) - 受保護資料 (PI-NN8C)

16. 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。

17. 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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Company Name (Section 1)

8. 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)

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 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)

10. 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.

11. Please update the Hong Kong address of the authorized representative. 'Care of' addresses and post office box numbers are not acceptable.

12. 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.

13. (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 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 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.

14. For reporting a change of name of an authorized representative other than a natural person, please state the new name in full (i.e. both English and Chinese names). For example, if the name of an authorized representative other than a natural person 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 authorized representative.

15. For an authorized representative other than a natural person, please report the new business address in Hong Kong if it is changed. 'Care of' addresses and post office box numbers are not acceptable.

Change in Particulars of Authorized Representative (Natural Person) - Protected Information (PI-NN8C)

16. 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).

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 authorized representative.

公司註冊處
Companies Registry

註冊非香港公司更改地址申報表
Return of Change of Address of Registered Non-Hong Kong Company

表格 Form **NN9**

商業登記號碼
Business Registration Number

註 Note

7 **1 公司名稱 Company Name**

2 在香港的主要營業地點 Principal Place of Business in Hong Kong

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

(a) 在香港的主要營業地點的新地址
New Address of the Principal Place of Business in Hong Kong

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

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區 District	
地區 Region	香港／HONG KONG

生效日期 Effective Date

日 DD	月 MM	年 YYYY

8 **(b) 新電郵地址(如適用)**
New Email Address (if applicable)

生效日期 Effective Date

日 DD	月 MM	年 YYYY

8 **(c) 新香港聯絡電話號碼(如適用)**
New Hong Kong Contact Telephone Number (if applicable)

+852

生效日期 Effective Date

日 DD	月 MM	年 YYYY

3 **提交人資料 Presentor's Reference**

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NN9**

商業登記號碼
Business Registration Number

3 在成立為法團所在地方的營業地點 Places of Business in Place of Incorporation
只需申報有更改的項目 Please complete item(s) with change(s) only

(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)的新地址
New Address of the Registered Office (or its equivalent) in Place of Incorporation
(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

生效日期 Effective Date

日 DD	月 MM	年 YYYY

(b) 在成立為法團所在地方的主要營業地點的新地址
New Address of the Principal Place of Business in Place of Incorporation
(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

生效日期 Effective Date

日 DD	月 MM	年 YYYY

8 **(c) 新電郵地址(如適用)**
New Email Address (if applicable)

生效日期 Effective Date

日 DD	月 MM	年 YYYY

5 **簽署** Signed :

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

董事／公司秘書／經理／獲授權代表*
Director／Company Secretary／Manager／Authorized Representative*

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

《公司條例》(第 622 章)
第 791(1) 及 (2)(d) 條規定交付的

註冊非香港公司更改地址申報表

填表須知 — 表格 NN9

附註

引言

1. 如註冊非香港公司在香港的主要營業地點的地址、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)或主要營業地點的地址有任何更改,該公司必須在出現更改的日期後的一個月內,將更改的詳情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。

簽署

5. 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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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營業地點
(第 2(b)、2(c)及 3(c)項)

8. 請提供或更新公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電話號碼其後有任何更改,亦請以本表格通知公司註冊處。

RETURN OF CHANGE OF ADDRESS OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 791(1) and (2)(d) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN9

Introduction

1. If there is a change in the address of a registered non-Hong Kong company's principal place of business in Hong Kong, or of its registered office (or its equivalent) or of its principal place of business in its place of incorporation, the company must, within 1 month after the date of the change, deliver a return 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.

Signature

5. 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Registration of Non-Hong Kong Company" issued 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.

Principal Place of Business in Hong Kong and Places of Business in Place of Incorporation (Sections 2(b), 2(c) and 3(c))

8. Please provide or update the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, please also use this form to notify the Companies Registry.

公司註冊處
Companies Registry

註冊非香港公司變更法團名稱申報表
Return of Alteration of Corporate Name of Registered Non-Hong Kong Company

表格 Form **NN10**

商業登記號碼
Business Registration Number

註 Note

8 **1 前法團名稱 Former Corporate Name**

9 **2 新法團名稱 New Corporate Name**

3 變更的生效日期 Effective Date of the Alteration

日 DD	月 MM	年 YYYY

10 **4 隨本表格交付的變更法團名稱證明文件**
Name of Document Effecting the Alteration of Corporate Name Delivered with this Form

6 **簽署** Signed :

姓名 Name : _____ **日期** Date : _____

董事／公司秘書／經理／獲授權代表* 日 DD / 月 MM / 年 YYYY
Director／Company Secretary／Manager／
Authorized Representative*

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

3 **提交人資料 Presentor's Reference**
姓名／名稱 Name:

地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 778(8) 條規定交付的

註冊非香港公司變更法團名稱申報表

填表須知 — 表格 NN10

附註

引言

1. 註冊非香港公司增加、更改或停用法團名稱，須在有關變更的生效日期後的 1 個月內，向公司註冊處處長(「處長」)交付本表格登記。「法團名稱」就註冊非香港公司而言，指該公司在香港公司登記冊內註冊所用的本土名稱或本土名稱的譯名。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。公司註冊處會以電郵或傳真方式通知提交人親身領取新的註冊證明書。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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

前法團名稱 (第 1 項)

8. 請按照公司註冊處發給該註冊非香港公司的最近一份註冊證明書，填報公司的名稱。

新法團名稱 (第 2 項)

9. (a) 除新法團名稱外，請填報在變更的生效日期後，公司繼續在公司註冊處註冊的名稱。

(b) 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。

隨本表格交付的變更法團名稱證明文件 (第 4 項)

10. 證明文件須是一份***證明有關變更及其生效日期***的更改名稱證明書，或等同於該證明書的文件，並須由該公司成立所在地的有關政府部門發出。如交付的文件***並非***正本，則須交付其經核證副本。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。如變更是有關本土名稱的額外譯名，請按照《公司(非香港公司)規例》(第 622J 章)第 7(2)條訂明的規定，交付本表格時須隨附證明文件的有關部份的經核證譯本。如變更譯名(即採用、更改或停用譯名)不是因為有關本土名稱有所變更，所須證明文件則包括一份述明有關變更及其生效日期的特別決議。

RETURN OF ALTERATION OF CORPORATE NAME OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 778(8) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN10

Introduction

1. Where there is an addition, change or cessation of corporate name, a registered non-Hong Kong company should, within 1 month after the date of the alteration, deliver a return in this form to the Registrar of Companies (the Registrar) for registration. Corporate name, in relation to a registered non-Hong Kong company, means a domestic name, or a translation of a domestic name, by which the company is registered in the Companies Register of Hong Kong.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required. The Companies Registry will notify the presentor by email or fax to collect the fresh 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 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 a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Former Corporate Name (Section 1)

8. Please state the name of the company as it appeared in the certificate of registration last issued by the Companies Registry.

New Corporate Name (Section 2)

9. (a) Apart from the new corporate name, please also state the name which will continue to be registered with the Companies Registry after the effective date of the alteration.

(b) 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.

Name of Document Effecting the Alteration of Corporate Name Delivered with this Form (Section 4)

10. The document should be the company's certificate of change of name (or its equivalent) issued by the relevant government authority in its place of incorporation ***showing the alteration and the effective date***. If the document is ***not*** the original, it must 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. If the alteration relates to an additional translation of the domestic name, this return must be accompanied by a certified translation of the relevant part of the document in accordance with section 7(2) of the Companies (Non-Hong Kong Companies) Regulation (Cap. 622J). In cases where the alteration (adoption, change or cessation) of a translated name is not a result of an alteration of the domestic name, the document includes a special resolution authorizing the alteration and stating the effective date of the alteration.

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**

商業登記號碼
Business Registration Number

註 Note

7

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
姓名／名稱 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 **NN11**

商業登記號碼
Business Registration Number

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
室／樓／座等 Flat／Floor／Block etc.
大廈 Building
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.
國家／地區 Country／Region

8 **電郵地址 Email Address**

9 **身分識別 Identification**

(資在 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<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 **NN11**

商業登記號碼
Business Registration Number

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／ Province／ State／ Postal Code etc.

國家／地區 Country／Region

8 **電郵地址 Email Address**

委任日期 Date of Appointment

日 DD	月 MM	年 YYYY

表格 Form **NN11**

商業登記號碼
Business Registration Number

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 **姓氏** Surname
Name in English

名字 Other Names

10 **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

11 **停任日期 Date of Cessation**

日 DD **月** MM **年** YYYY

表格 Form **NN11**

商業登記號碼
Business Registration Number

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

12 **身分識別 Identification**

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

(b) **護照部分號碼**
Partial Number of Passport

表格 Form **NN11**

商業登記號碼 Business Registration Number

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)

13 **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) 地址 Address

室／樓／座等
Flat／Floor／Block etc.

日 DD 月 MM 年 YYYY

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

國家／地區
Country／Region

(d) 電郵地址 Email Address

14

日 DD 月 MM 年 YYYY

15

(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

日 DD 月 MM 年 YYYY

簽發國家／地區 Issuing Country／Region

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

指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

表格 Form **NN11**

商業登記號碼
Business Registration Number

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)

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

室／樓／座等
Flat／Floor／Block etc.

日 DD 月 MM 年 YYYY

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／ State／ Postal Code etc.

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

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	

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 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

表格
Form **NN11**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration Number

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

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／ State／ Postal Code etc.

國家／地區
Country ／Region

❽ **電郵地址**
Email Address

❾ **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

表格
Form **NN11**

續頁 B Continuation Sheet B

商業登記號碼
Business Registration Number

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

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／ State／ Postal Code etc.

國家／地區
Country／Region

8 **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

商業登記號碼 Business Registration Number

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

10 **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

11 **停任日期 Date of Cessation**

日 DD **月** MM **年** YYYY

表格 Form **NN11**

續頁 D Continuation Sheet D

商業登記號碼 Business Registration Number

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 Name in English
姓氏 Surname

名字 Other Names

12 身分識別 Identification

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

(b) 護照部分號碼 Partial Number of Passport

B. 更改詳情 Details of Change(s)

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

生效日期 Effective Date 日 DD 月 MM 年 YYYY

(a) 中文姓名 Name in Chinese

(b) 英文姓名 Name in English

姓氏 Surname

名字 Other Names

(c) 地址 Address

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

(d) 電郵地址 Email Address

14

15 (e) 香港身分證部分號碼 Partial Number 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)

(f) 護照 Passport

簽發國家／地區 Issuing Country／Region

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

表格
Form **NN11**

續頁 E Continuation Sheet E

商業登記號碼
Business Registration Number

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

13 **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

室／樓／座等
Flat／Floor／Block etc.

日 DD 月 MM 年 YYYY

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／ State／ Postal Code etc.

國家／地區
Country／Region

(d) 電郵地址 Email Address

14

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

商業登記號碼
Business Registration Number

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

16 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

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

(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》(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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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。

委任清盤人／臨時清盤人 (第 3 及 4 項)

8. 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。

9. (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 (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) ***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)

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***。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) 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」。

11. 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)

12. (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 9。

(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」。

13. 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。

14. 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。

15. (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 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-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)

16. 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。

17. 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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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.

Appointment of Liquidator／Provisional Liquidator (Sections 3 and 4)

8. 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.

9. (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)

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. Please refer to Note 9 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.

11. 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)

12. (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 9 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.

13. 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.

14. 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.

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 liquidator or provisional liquidator. 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 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)

16. Hong Kong Identity Card number or passport number reported on PI-NN11 sheet are 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).

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 liquidator or provisional liquidator.

公司註冊處
Companies Registry

註冊非香港公司在香港經營業務時採用的經批准名稱申報表
Return of Approved Name for Carrying on Business in Hong Kong by Registered Non-Hong Kong Company

表格 Form **NN12**

商業登記號碼
Business Registration Number

註 Note

8 **1 法團名稱 Corporate Name**

2 在香港經營業務時採用的經批准名稱
Approved Name for Carrying on Business in Hong Kong
(請填報 A 或 B 項 Please complete Section A or B as appropriate)

9 **A. 根據《公司條例》(第 622 章)第 782 條經公司註冊處處長批准在香港經營業務時採用的名稱**
Name approved by the Registrar of Companies for carrying on business in Hong Kong under section 782 of the Companies Ordinance (Cap. 622)

3 **提交人資料 Presentor's Reference**

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NN12**

商業登記號碼
Business Registration Number

2 在香港經營業務時採用的經批准名稱 (續上頁)
Approved Name for Carrying on Business in Hong Kong (cont'd)

B. 根據《公司條例》第 785 條更改經公司註冊處處長批准在香港經營業務時採用的名稱
Change of the name approved by the Registrar of Companies for carrying on business in Hong Kong under section 785 of the Companies Ordinance

(a) 經公司註冊處處長批准在香港經營業務時採用的前名稱
The former name approved by the Registrar of Companies for carrying on business in Hong Kong

9 **(b) 根據《公司條例》第 785 條經公司註冊處處長批准在香港經營業務時採用的新名稱**
New name approved by the Registrar of Companies for carrying on business in Hong Kong under section 785 of the Companies Ordinance

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*

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

《公司條例》(第 622 章)
第 782(4)及 785(4)條規定交付的

註冊非香港公司在香港經營業務時採用的經批准名稱申報表

填表須知 — 表格 NN12

附註

引言

1. 如註冊非香港公司因為某法團名稱或因為相對某法團名稱而言的經批准名稱，獲公司註冊處處長(「處長」)根據第 780(1)條送達通知，則該公司可向處長提出書面申請，要求批准另一名稱，作為該公司在香港經營業務時採用的名稱。註冊非香港公司亦可向處長提出書面申請，要求更改該公司的經批准名稱。該公司獲處長批准名稱／新名稱後，須在本表格內指明該名稱，並將本表格交付處長登記。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。公司註冊處會以電郵或傳真方式通知提交人親身領取新註冊證明書。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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

法團名稱 (第 1 項)

8. 請按照公司註冊處發給該註冊非香港公司的最近一份註冊證明書，填報公司的名稱。

在香港經營業務時採用的經批准名稱 (第 2 項)

9. (a) 申報表內指明的名稱必須已獲處長批准。

(b) 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。

RETURN OF APPROVED NAME FOR CARRYING ON BUSINESS IN HONG KONG BY REGISTERED NON-HONG KONG COMPANY

For the purposes of sections 782(4) and 785(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN12

Introduction

1. If a registered non-Hong Kong company is served with a notice under section 780(1) for a corporate name or for an approved name in relation to a corporate name, the company may apply in writing to the Registrar of Companies (the Registrar) for approval of another name under which the company is to carry on business in Hong Kong. A registered non-Hong Kong company may also apply in writing to the Registrar for change of an approved name. After approval is given by the Registrar, the company should deliver to the Registrar for registration a return in this form specifying the name／new name so approved.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required. The Companies Registry will notify the presentor by email or fax to collect the fresh 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 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 a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Corporate Name (Section 1)

8. Please state the name of the company as it appeared in the certificate of registration last issued by the Companies Registry.

Approved Name for Carrying on Business in Hong Kong (Section 2)

9. (a) The name specified in the return must have been approved by the Registrar.

(b) 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.

公司註冊處
Companies Registry

註冊非香港公司
不再在香港設有營業地點通知書
Notice of Cessation of Place of Business in Hong Kong of Registered Non-Hong Kong Company

表格 Form **NN13**

商業登記號碼
Business Registration Number

註 Note

7 **1 公司名稱 Company Name**

2 公司不再在香港設有營業地點的日期
Date of Cessation of the Company's Place of Business in Hong Kong

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*

3 **提交人資料 Presentor's Reference**
姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email:
檔號 Reference:

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《公司條例》(第 622 章)
第 794(1) 條規定交付的

註冊非香港公司不再在香港設有營業地點通知書

填表須知 — 表格 NN13

附註

引言

1. 如註冊非香港公司不再在香港設有營業地點,該公司須在不再在香港設有營業地點後的 7 日內,以本表格將關於該事實的通知交付公司註冊處處長(「處長」)登記。

2. 如以中文申報本表格內的資料,請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意,否則無須另加附函。

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、經理或獲授權代表簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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。

NOTICE OF CESSATION OF PLACE OF BUSINESS IN HONG KONG OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 794(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN13

Introduction

1. If a registered non-Hong Kong company ceases to have a place of business in Hong Kong, the company must, within 7 days after the cessation, deliver to the Registrar of Companies (the Registrar) a notice of that fact in this form for registration.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Registration of Non-Hong Kong Company" issued 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.

公司註冊處
Companies Registry

註冊非香港公司解散通知書
Notice of Dissolution of Registered Non-Hong Kong Company

表格 Form **NN14**

商業登記號碼
Business Registration Number

註 Note

7 **1 公司名稱 Company Name**

2 解散日期 Date of Dissolution

日 DD	月 MM	年 YYYY

8 **3 使公司得以解散的文書名稱 Name of Instrument Effecting the Dissolution**

有關文書的經核證副本必須連同本表格交付
A certified copy of the relevant instrument must be delivered with this form

4 確認書 Confirmation

本人確認有權代表該公司。
I confirm that I have authority to act on behalf of the Company.

5 **簽署** Signed :

姓名 Name : _____ **日期** Date : _____

董事／公司秘書／經理／獲授權代表／清盤人*
Director/Company Secretary/Manager/Authorized Representative/Liquidator*

日 DD / 月 MM / 年 YYYY

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

3 **提交人資料 Presentor's Reference**
姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 795(1) 條規定交付的

註冊非香港公司解散通知書

填表須知 — 表格 NN14

附註

引言

1. 如註冊非香港公司解散，該公司的獲授權代表須在解散日期後的15 日內，將關於解散一事的通知，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。

簽署

5. 本表格可由一名前董事、公司秘書、經理、獲授權代表或清盤人簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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。

使公司得以解散的文書名稱 (第 3 項)

8. 本表格必須連同一份使該公司得以解散的文書的經核證副本一併交付。如該文書既非採用英文亦非採用中文，則只須交付該文書的經核證英文或中文譯本。交付的文書須顯示有關解散的生效日期。

NOTICE OF DISSOLUTION OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 795(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN14

Introduction

1. If a registered non-Hong Kong company is dissolved, an authorized representative of the company must, within 15 days after the date of dissolution, deliver a notice of dissolution 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.

Signature

5. This form can be signed by a former director, company secretary, manager, authorized representative or liquidator of the company. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued 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.

Name of Instrument Effecting the Dissolution (Section 3)

8. This form should be delivered with a certified copy of the instrument effecting the dissolution or, in the case of an instrument not in English or Chinese, a certified translation of the instrument in English or Chinese. The instrument delivered should show the effective date of the dissolution.

公司註冊處
Companies Registry

註冊非香港公司修改帳目陳述書
Statement of Revision of Accounts of Registered Non-Hong Kong Company

表格 Form **NN15**

商業登記號碼
Business Registration Number

註 Note

7 **1 公司名稱 Company Name**

2 本公司現按照《公司條例》(第 622 章)第 790(4) 條作出預警陳述 — 公司的董事決定根據《公司條例》第 790(1)條修改公司下述的帳目。
In accordance with section 790(4) of the Companies Ordinance (Cap. 622), a warning statement is hereby given that the directors of the company decided to revise the following accounts of the company under section 790(1) of the Companies Ordinance.

涵蓋以下會計期的帳目 Accounts Covering the Period

日 DD	月 MM	年 YYYY	至 To	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*

3

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

《公司條例》(第 622 章)
第 790(4) 條規定交付的

註冊非香港公司修改帳目陳述書

填表須知 — 表格 NN15

附註

引言

1. 如註冊非香港公司的董事決定根據《公司條例》第790(1)條修改帳目，該公司須在該決定作出後的15日內，將一份述明該帳目將會根據該條款修改的預警陳述，以本表格交付公司註冊處處長(「處長」)登記。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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、經理或獲授權代表簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

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。

STATEMENT OF REVISION OF ACCOUNTS OF REGISTERED NON-HONG KONG COMPANY

For the purposes of section 790(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN15

Introduction

1. If the directors of a registered non-Hong Kong company decide to revise any accounts of the company under section 790(1) of the Companies Ordinance, the company must, within 15 days after the decision, deliver to the Registrar of Companies (the Registrar) for registration a warning statement, in this form, that the accounts will be so revised.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the “Certificate of Registration of Non-Hong Kong Company” issued 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.

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 **擬經營業務性質 Nature of Proposed Business**

編碼 Code **描述** Description

11 **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

(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區 District	
地區 Region	香港／HONG KONG

4 **提交人資料 Presentor's Reference**

中文姓名／名稱 Name in Chinese	
英文姓名／名稱 Name in English	
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 **4 公司的聯絡資料 Contact Information of the Company**

電郵地址 Email Address	
香港聯絡電話號碼 Hong Kong Contact Telephone Number	**+852**

13 **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	**貨幣單位** 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					

14 **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**

15 6 創辦成員 Founder Members

(如超過一名創辦成員，請用續頁 A 填報 Use Continuation Sheet A if more than 1 founder member)

中文姓名／名稱
Name in Chinese

英文姓名 **姓氏**
Name in English Surname

名字
Other Names

或 OR

英文名稱
Name in English

地址 Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

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	**貨幣單位** Currency	**總款額** Total Amount
總值 Total			

表格
Form **NNC1**

16 7 首任公司秘書 First 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)

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**

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

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

19 **電郵地址**
Email Address

20 **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

21 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**

請填報牌照編號或在適用的空格內加上✓號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 Reason:

表格
Form **NNC1**

16 **7 首任公司秘書 First Company Secretary** **(續上頁 cont'd)**

22 **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 C 填報 Use Continuation Sheet C if more than 1 company secretary is a body corporate)

中文名稱
Name in Chinese

英文名稱
Name in English

23 **香港地址 Hong Kong Address**

(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

19 **電郵地址**
Email Address

24 **商業登記號碼 Business Registration Number**

21 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**

請填報牌照編號或在適用的空格內加上✓號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 *Reason:*

表格 Form **NNC1**

16 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D 填報 Use Continuation Sheet D if more than 1 director is a natural person)

25

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

26

通訊地址 Correspondence Address

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

(領在 PI-NNC1 頁填報董事通常住址 Provide director's usual residential address in PI-NNC1 sheet)

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc

區／市／省／州／郵遞區號等 District／City／ Province／ State／ Postal Code etc.

國家／地區 Country／Region

27

電郵地址 Email Address

28

身分識別 Identification

(領在 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

31

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.**

32

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**

16 **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 E 填報 Use Continuation Sheet E if more than 1 director is a body corporate)

中文名稱
Name in Chinese

英文名稱
Name in English

29 **地址 Address**
(本處不接納「轉交」地址及郵政信箱號碼 'Care of ' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

國家／地區
Country／Region

27 **電郵地址**
Email Address

30 **商業登記號碼 Business Registration Number**
(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

31

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.**

32 **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 ：

姓名 Name ：_____
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*

☐ **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**

7 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 622 章)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 (Cap. 622). 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	E
頁數 Number of pages					

PI-NNC1 (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 : _____

創辦成員 Founder Member 日 DD / 月 MM / 年 YYYY

表格
Form **NNC1**

續頁 A Continuation Sheet A

15 創辦成員詳情 (第 6 項) Details of Founder Members (Section 6)

中文姓名／名稱
Name in Chinese

英文姓名 **Name in English**

姓氏
Surname

名字
Other Names

或 OR

英文名稱
Name in English

地址 Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

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	**貨幣單位** Currency	**總款額** Total Amount
總值 Total			

表格
Form **NNC1**

續頁 B Continuation Sheet B

16 首任公司秘書(自然人)詳情 (第 7A 項)
Details of First Company Secretary (Natural Person) (Section 7A)

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

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region
香港／HONG KONG

19 **電郵地址**
Email Address

20 **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

21 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**
請填報牌照編號或在適用的空格內加上✓號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 *Reason:*

表格
Form **NNC1**

續頁 C Continuation Sheet C

16 首任公司秘書(法人團體)詳情 (第 7B 項)
22 Details of First Company Secretary (Body Corporate) (Section 7B)

中文名稱
Name in Chinese

英文名稱
Name in English

23 **香港地址 Hong Kong Address**
(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region
香港／HONG KONG

19 **電郵地址**
Email Address

24 **商業登記號碼 Business Registration Number**

21 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**
請填報牌照編號或在適用的空格內加上✓號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 *Reason:*

表格
Form **NNC1**

續頁 D Continuation Sheet D

16 首任董事(自然人)詳情 (第 8A 項) Details of First Directors (Natural Person) (Section 8A)

25 **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

26 **通訊地址 Correspondence Address**
(本處不接納郵政信箱號碼 Post office box numbers are not acceptable)

(須在 PI-NNC1 頁填報董事通常住址 Provide director's usual residential address in PI-NNC1 sheet)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／ State／ Postal Code etc.

國家／地區
Country／Region

27 **電郵地址**
Email Address

28 **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

31

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.**

32 **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 E Continuation Sheet E

16 首任董事(法人團體)詳情 (第 8B 項) Details of First Directors (Body Corporate) (Section 8B)

中文名稱
Name in Chinese

英文名稱
Name in English

29 **地址 Address**
(本處不接納「轉交」地址及郵政信箱號碼 'Care of ' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／
State／Postal Code etc.

國家／地區
Country／Region

27 **電郵地址**
Email Address

30 **商業登記號碼 Business Registration Number**
(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

31

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.**

32 **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 ：

姓名 Name ：_____
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*

☐ **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.

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

33 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

17 25 **中文姓名 Name in Chinese**

英文姓名 Name in English
姓氏 Surname
名字 Other Names

34 **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

35 **董事的通常住址 Usual Residential Address of Director**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／ Province／ State／ Postal Code etc.

國家／地區 Country／Region

(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.)

《公司條例》(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》(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。公司註冊處會以電郵或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。

10. 請按照公司註冊處網站(www.cr.gov.hk)提供的業務性質類別填報公司擬經營業務性質的編碼及描述。如公司擬經營多類業務，請填報最主要的一類。

公司在香港的註冊辦事處的建議地址 (第 3 項)

11. 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」地址及郵政信箱號碼。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。

公司的聯絡資料 (第 4 項)

12. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電話號碼其後有任何更改，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)

13. 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 單位 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)

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。

創辦成員 (第 6 項)

15. 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)

16. (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。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)

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及郵政信箱號碼。

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 **(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)	A123 * * * (*)
AA123456(7)	AA123 * * * (*)

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) ***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。

21. 根據《打擊洗錢及恐怖分子資金籌集條例》(第 615 章) (「該條例」) 第 53F 條，任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務，即屬犯罪。

如公司秘書為信託或公司服務持牌人，請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務；或並非以業務形式在香港經營信託或公司服務，因而未領有牌照，請在適用的空格內加上✓號，並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問，請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情，或向該辦事處查詢。如有需要，請就有關事宜尋求獨立的法律意見。

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 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」地址及郵政信箱號碼。

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」地址及郵政信箱號碼。

24. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

首任董事 (第 8A 及 8B 項)

25. 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。

26. 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。

27. 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。

28. (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-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」。

29. 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」地址及郵政信箱號碼。

30. 如董事是在香港註冊的法人團體，請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

31. 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。

32. 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，請同時提供該簽署人的全名。

首任公司秘書／董事(自然人) – 受保護資料 (PI-NNC1)

33. 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。

34. 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，則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。

35. 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」地址及郵政信箱號碼。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 email or 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 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.

10. Please provide the code and description of the nature of proposed business of the company in accordance with the categories of business nature which are available from the Companies Registry's website (www.cr.gov.hk). If the company proposes to carry on more than one category of business, please provide the major category.

Proposed Address of the Company's Registered Office in Hong Kong (Section 3)

11. 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 and 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.

Contact Information of the Company (Section 4)

12. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, please notify the Companies Registry by completing Form NR1.

Share Capital and Initial Shareholdings on the Company's Formation (Section 5)

13. 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 單位 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)

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 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)

15. 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)

16. (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 if the sole director of that body corporate is also 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 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)

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 and 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 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.

21. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his ／ her ／ its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

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 7B). Non-Hong Kong addresses, 'care of' addresses and 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 and post office box numbers are not acceptable.

24. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

First Directors (Sections 8A and 8B)

25. The name of the 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.

26. 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).

27. 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.

28. (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-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.

29. 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 and post office box numbers are not acceptable.

30. If the director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

31. 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.

32. 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. Please also provide the full name of the signatory who signs on behalf of the body corporate.

First Company Secretary／Director (Natural Person) – Protected Information (PI- NNC1)

33. 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).

34. 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.

35. 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 and 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

10 **擬經營業務性質 Nature of Proposed Business**

編碼 Code | **描述** Description

4 **提交人資料 Presentor's Reference**

中文姓名／名稱 Name in Chinese

英文姓名／名稱 Name in English

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 **NNC1G**

11 **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
(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區 District	
地區 Region	香港／HONG KONG

12 **4 公司的聯絡資料 Contact Information of the Company**

電郵地址 Email Address		
香港聯絡電話號碼 Hong Kong Contact Telephone Number	**+852**	

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

13 **公司建議註冊的成員人數**
Number of members with which the company proposes to register

14 **每名屬公司的成員的人均承諾，為《公司條例》(第 622 章)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 (Cap. 622).

成員類別 Class of Members	**貨幣單位** Currency	**款 額** Amount

表格
Form **NNC1G**

15 **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	**貨幣單位** 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					

16 **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**

17 7 創辦成員 Founder Members

(如超過一名創辦成員，請用續頁 A 填報 Use Continuation Sheet A if more than 1 founder member)

中文姓名／名稱
Name in Chinese

英文姓名 **Name in English**

姓氏 Surname

名字 Other Names

或 OR

英文名稱
Name in English

地址 Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

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	**貨幣單位** 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**

18 8 首任公司秘書 First 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)

19

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

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

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

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

21 **電郵地址**
Email Address

22 **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

23 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**

請填報牌照編號或在適用的空格內加上✓號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 *Reason:*

表格
Form **NNC1G**

18 **8 首任公司秘書 First Company Secretary** (續上頁 cont'd)

24 **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 C 填報 Use Continuation Sheet C if more than 1 company secretary is a body corporate)

中文名稱
Name in Chinese

英文名稱
Name in English

25 **香港地址 Hong Kong Address**

(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

21 **電郵地址**
Email Address

26 **商業登記號碼 Business Registration Number**

23 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**

請填報牌照編號或在適用的空格內加上✓號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 *Reason:*

表格 Form **NNC1G**

18 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 D 填報 Use Continuation Sheet D if more than 1 director is a natural person)

27 **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

28 **通訊地址 Correspondence Address**

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

(須在 PI-NNC1G 頁填報董事通常住址 Provide director's usual residential address in PI-NNC1G sheet)

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

29 **電郵地址** Email Address

30 **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**

33 **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.

34 **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**

18 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 E 填報 Use Continuation Sheet E if more than 1 director is a body corporate)

中文名稱
Name in Chinese

英文名稱
Name in English

31 地址 Address

(本處不接納「轉交」地址及郵政信箱號碼 'Care of ' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

國家／地區
Country／Region

29 電郵地址
Email Address

32 商業登記號碼 Business Registration Number

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

33

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.

34 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 ：

姓名 Name ：_____

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*

☐ **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**

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**	**E**
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

17 創辦成員詳情 (第 7 項) Details of Founder Members (Section 7)

中文姓名／名稱
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

或 OR

英文名稱
Name in English

地址 Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

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	**貨幣單位** 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

18 首任公司秘書(自然人)詳情 (第 8A 項)
Details of First Company Secretary (Natural Person) (Section 8A)

19

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

20 **香港通訊地址 Hong Kong Correspondence Address**
(本處不接納郵政信箱號碼 Post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region
香港／HONG KONG

21 **電郵地址**
Email Address

22 **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

23 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**
請填報牌照編號或在適用的空格內加上✓號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 Reason:

表格
Form **NNC1G**

續頁 C Continuation Sheet C

18 首任公司秘書(法人團體)詳情 (第 8B 項)
24 Details of First Company Secretary (Body Corporate) (Section 8B)

中文名稱
Name in Chinese

英文名稱
Name in English

25 香港地址 Hong Kong Address
(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

21 電郵地址 Email Address

26 商業登記號碼 Business Registration Number

23 信託或公司服務提供者牌照 Trust or Company Service Provider Licence
請填報牌照編號或在適用的空格內加上✓號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 *Reason:*

表格 Form **NNC1G**

續頁 D Continuation Sheet D

18 首任董事(自然人)詳情 (第 9A 項) Details of First Directors (Natural Person) (Section 9A)

27 **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

28 **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)

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

29 **電郵地址 Email Address**

30 **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**

33

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.**

34 **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 E Continuation Sheet E

18 首任董事(法人團體)詳情 (第 9B 項) Details of First Directors (Body Corporate) (Section 9B)

中文名稱
Name in Chinese

英文名稱
Name in English

31 地址 Address

(本處不接納「轉交」地址及郵政信箱號碼 'Care of ' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／ Postal Code etc.

國家／地區
Country／Region

29 電郵地址 Email Address

32 商業登記號碼 Business Registration Number

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

33

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.

34 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 ：

姓名 Name ：_____

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*

☐ **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.

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

35 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

19 27 **中文姓名 Name in Chinese**

英文姓名 Name in English
姓氏 Surname
名字 Other Names

36 **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

37 **董事的通常住址 Usual Residential Address of Director**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／ Province／ State／ Postal Code etc.

國家／地區 Country／Region

(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》(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》(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。公司註冊處會以電郵或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。

10. 請按照公司註冊處網站(www.cr.gov.hk)提供的業務性質類別填報公司擬經營業務性質的編碼及描述。如公司擬經營多類業務,請填報最主要的一類。

公司在香港的註冊辦事處的建議地址 (第 3 項)

11. 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」地址及郵政信箱號碼。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。

公司的聯絡資料 (第 4 項)

12. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電話號碼其後有任何更改，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)

13. 請註明公司在組成時**建議**註冊的成員***人數***，***不可***填上「無限」。

14. 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)

15. 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	貨幣單位 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)

16. 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)

17. 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)

18. (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。如私人無限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，該私人無限公司***不得***委任法人團體為董事。

首任公司秘書 (第 8A 及 8B 項)

19. 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。

20. 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及郵政信箱號碼。

21. 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。

22. (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 (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)	A123 * * * (*)
AA123456(7)	AA123 * * * (*)

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) ***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。

23. 根據《打擊洗錢及恐怖分子資金籌集條例》(第 615 章) (「該條例」) 第 53F 條，任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務，即屬犯罪。

如公司秘書為信託或公司服務持牌人，請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務；或並非以業務形式在香港經營信託或公司服務，因而未領有牌照，請在適用的空格內加上✓號，並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問，請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情，或向該辦事處查詢。如有需要，請就有關事宜尋求獨立的法律意見。

24. 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」地址及郵政信箱號碼。

25. 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」地址及郵政信箱號碼。

26. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼 (即商業登記證號碼的首 8 位數字，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

首任董事 (第 9A 及 9B 項)

27. 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。

28. 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。

29. 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。

30. (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22。

(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」。

31. 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」地址及郵政信箱號碼。

32. 如董事是在香港註冊的法人團體，請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

33. 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。

34. 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，請同時提供該簽署人的全名。

首任公司秘書／董事(自然人) – 受保護資料 (PI-NNC1G)

35. 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。

36. 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。

37. 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」地址及郵政信箱號碼。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 email or 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 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.

10. Please provide the code and description of the nature of proposed business of the company in accordance with the categories of business nature which are available from the Companies Registry's website (www.cr.gov.hk). If the company proposes to carry on more than one category of business, please provide the major category.

Proposed Address of the Company's Registered Office in Hong Kong (Section 3)

11. 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 and 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.

Contact Information of the Company (Section 4)

12. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, please notify the Companies Registry by completing Form NR1.

Number and Liability of Members of a Company Limited by Guarantee (Section 5)

13. Please indicate the ***number*** of members with which the company **proposes** to register on its formation. Please ***do not*** state 'unlimited'.

14. 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)

15. 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 單位 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)

16. 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)

17. 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)

18. (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 if the sole director of that body corporate is also the sole director of the private company. If the private unlimited company is a member of a group of companies of which a listed company is a member, the private unlimited company ***cannot*** appoint a body corporate as its director.

First Company Secretary (Sections 8A and 8B)

19. 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.

20. 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 and post office box numbers are not acceptable.

21. 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.

22. (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.

23. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his／her／its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

24. 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 and post office box numbers are not acceptable.

25. 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 and post office box numbers are not acceptable.

26. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the ''No.'' on the ''Certificate of Incorporation'' or ''Certificate of Registration of Non-Hong Kong Company'' issued by the Companies Registry.

First Directors (Sections 9A and 9B)

27. 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.

28. 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).

29. 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.

30. (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 22 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.

31. 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 and post office box numbers are not acceptable.

32. If the director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the ''No.'' on the ''Certificate of Incorporation'' or ''Certificate of Registration of Non-Hong Kong Company'' issued by the Companies Registry.

33. 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.

34. 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. Please also provide the full name of the signatory who signs on behalf of the body corporate.

First Company Secretary／Director (Natural Person) – Protected Information (PI-NNC1G)

35. 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).

36. 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.

37. 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 and post office box numbers are not acceptable. A company secretary is not required to report such information.

公司註冊處
Companies Registry

更改公司名稱通知書
Notice of Change of Company Name

表格 Form **NNC2**

商業登記號碼
Business Registration Number

註 Note

9 **1 現有公司英文名稱 Existing English Company Name**

現有公司中文名稱 Existing Chinese Company Name

2 **2 更改公司名稱的特別決議日期**
Date of Special Resolution for Change of Company Name

日 DD | 月 MM | 年 YYYY

10 **3 擬用的公司英文名稱 Intended English Company Name**

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

7 **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*

4 **提交人資料 Presentor's Reference**

中文姓名／名稱
Name in Chinese

英文姓名／名稱
Name in English

地址
Address

電話 Tel | **傳真** Fax

電郵 Email

檔號 Reference

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 107(2)及 770(2)條規定交付的

更改公司名稱通知書

填表須知 — 表格 NNC2

附註

引言

1. 凡公司根據《公司條例》第 107(2)條藉特別決議更改公司名稱，必須在特別決議通過的日期後的 15 日內，將有關通知以本表格交付公司註冊處處長(「處長」)登記。公司名稱的更改，在有關更改名稱證明書發出的日期生效。

凡公司根據《公司條例》第 770(2)條以特別決議更改公司名稱，必須在其恢復註冊後的 28 日內，將有關更改以本表格通知處長。公司名稱的更改，在有關更改名稱證明書發出的日期生效。

2. 更改公司名稱的特別決議***無須***提交公司註冊處。

3. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

4. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。公司註冊處會以電郵或傳真方式通知提交人親身領取「公司更改名稱證明書」。如提交人委託他人代領，需簽署授權書。

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

7. 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。

商業登記號碼

8. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

現有公司名稱 (第 1 項)

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

擬用的公司名稱 (第 3 項)

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

NOTICE OF CHANGE OF COMPANY NAME

For the purposes of sections 107(2) and 770(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NNC2

Introduction

1. Where a company passes a special resolution changing its name pursuant to section 107(2) of the Companies Ordinance, the company must deliver a notice of the change of its name in this form to the Registrar of Companies (the Registrar) for registration within 15 days after the date of passing the resolution. The change of company name has effect from the date on which the certificate of change of name is issued.

Where a company passes a special resolution changing its name pursuant to section 770(2) of the Companies Ordinance, the company must give notice of the change of its name in this form to the Registrar within 28 days after the restoration of the company. The change of company name has effect from the date on which the certificate of change of name is issued.

2. The special resolution for change of company name is ***not*** required for filing with the Companies Registry.

3. 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 email or fax to collect the Certificate of Change of Name in person. A written authorization will be required if the presentor sends a representative to collect the certificate.

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 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

7. 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.

Business Registration Number

8. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Existing Company Name(s) (Section 1)

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

Intended Company Name(s) (Section 3)

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

公司註冊處
Companies Registry

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

表格 Form **NNC3**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

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

A. 董事為自然人 Natural Person as Director

姓名
Name

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

B. 董事為法人團體 Body Corporate as Director

名稱
Name

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

❸

提示 Advisory Note

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

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

❺ **提交人資料 Presentor's Reference**

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 74 條規定交付的

出任首任董事職位同意書

填表須知 — 表格 NNC3

附註

1. 沒有在法團成立表格內簽署「出任董事職位同意書」的首任公司董事，必須填妥及簽署本表格，並在公司成立為法團後的 15 日內，將簽妥的表格交付公司註冊處處長(「處長」)登記。如董事屬法人團體，本表格必須由該法人團體的董事、公司秘書或獲該法人團體授權的人士代為簽署，請同時提供該簽署人的全名。每份表格 NNC3 只供一名董事使用，公司註冊處不接納未簽妥的表格。

2. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

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

4. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

5. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

6. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

CONSENT TO ACT AS FIRST DIRECTOR

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

Notes for Completion of Form NNC3

1. A person appointed as the first director of a company, who has not signed the Consent to Act on the incorporation form, must complete and sign this form. The signed form must be delivered to the Registrar of Companies (the Registrar) for registration not later than 15 days after the date of incorporation of the company. If the director is a body corporate, this form must be signed by a director or the company secretary of the body corporate or an authorized person acting on its behalf. Please also provide the full name of the signatory who signs on behalf of the body corporate. Each Form NNC3 can be used by one director only. A form which is not properly signed will be rejected by the Companies Registry.

2. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the ''No.'' on the ''Certificate of Incorporation'' issued by the Companies Registry.

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

4. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

5. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

6. This form can be delivered by post or in person to ''The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong''. If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

公司註冊處
Companies Registry

法院命令禁制公司使用名稱通知書
Notice of Court Order Restraining Company from Use of Name

表格 Form **NNC4**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 法院命令所惠及人士發出的通知
Notice Given by the Person in whose Favour a Court Order was Made

本人／我們謹此發出通知，法院已作出命令禁制上述公司使用以下名稱或該名稱任何部分 —
I／We hereby give notice that an order has been made by the Court restraining the above named company from using the following name or any part of that name —

1 **3** 隨本表格交付的法院命令的日期
Date of Court Order Delivered with this Form

日 DD / 月 MM / 年 YYYY

5 簽署 Signed :

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

3 提交人資料 Presentor's Reference

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 108(2) 條規定交付的

法院命令禁制公司使用名稱通知書

填表須知 — 表格 NNC4

附註

引言

1. 根據《公司條例》第 108(2) 條的規定，在公司以某名稱註冊後，如法院作出命令禁制公司使用該名稱或該名稱任何部分，而該命令所惠及的人將該命令的正式文本及以本表格發出的通知交付公司註冊處處長(「處長」) 登記，則處長可指示該公司在其發出的書面通知所指明的期限內更改該名稱。

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. 本表格必須由法院命令所惠及的人簽署，如該惠及者並非自然人，則由其獲授權代表簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF COURT ORDER RESTRAINING COMPANY FROM USE OF NAME

For the purposes of section 108(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NNC4

Introduction

1. In accordance with section 108(2) of the Companies Ordinance, after a company is registered by a name, if an office copy of a court order restraining the company from using the name or any part of the name and a notice of such an order in this form are delivered to the Registrar of Companies (the Registrar) for registration by a person in whose favour the order is made, the Registrar may direct the company to change its name within the period specified in the written notice issued to the company.

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 person in whose favour the court order is made, or if the person is not a natural person, its authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

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

9 **擬經營業務性質 Nature of Proposed Business**

編碼 Code | **描述** Description

3 **提交人資料 Presentor's Reference**

中文姓名／名稱 Name in Chinese

英文姓名／名稱 Name in English

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 **NNC5**

10 **3 公司在香港的註冊辦事處地址**
Address of the Company's Registered Office in Hong Kong
(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區 District	
地區 Region	香港／HONG KONG

11 **4 公司的聯絡資料 Contact Information of the Company**

電郵地址 Email Address	
香港聯絡電話號碼 Hong Kong Contact Telephone Number	**+852**

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 622 章) 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 (Cap. 622).

成員類別 Class of Members	**貨幣單位** Currency	**款額** Amount

表格
Form **NNC5**

14 **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	**貨幣單位** 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					

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 **NNC5**

16 7 成員 Members

(如超過一名成員，請用續頁 A 填報 Use Continuation Sheet A if more than 1 member)

中文姓名／名稱
Name in Chinese

英文姓名 **姓氏** Surname
Name in English

名字 Other Names

或 OR

英文名稱
Name in English

地址 Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

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	**貨幣單位** 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**

17 **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)

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**

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

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

20 **電郵地址**
Email Address

21 **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

22 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**

請填報牌照編號或在適用的空格內加上✓號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 Reason:

表格
Form **NNC5**

17 **8 公司秘書 Company Secretary** (續上頁 cont'd)

23 **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 C 填報 Use Continuation Sheet C if more than 1 company secretary is a body corporate)

中文名稱
Name in Chinese

英文名稱
Name in English

24 **香港地址 Hong Kong Address**
(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region
香港／HONG KONG

20 **電郵地址**
Email Address

25 **商業登記號碼 Business Registration Number**

22 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**
請填報牌照編號或在適用的空格內加上✓號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 Reason:

表格 Form **NNC5**

17 **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 D 填報 Use Continuation Sheet D if more than 1 director is a natural person)

26 **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

27 **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)

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／ Province／ State／ Postal Code etc.

國家／地區 Country／Region

28 **電郵地址 Email Address**

29 **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<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>**

32

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.**

33 **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**

17 **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E 填報 Use Continuation Sheet E if more than 1 director is a body corporate)

中文名稱
Name in Chinese

英文名稱
Name in English

30 **地址 Address**
(本處不接納「轉交」地址及郵政信箱號碼 'Care of ' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／ Province／
State／ Postal Code etc.

國家／地區
Country ／Region

28 **電郵地址**
Email Address

31 **商業登記號碼 Business Registration Number**
(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

32

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.

33 **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 ：

姓名 Name ：

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**

1 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

1 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

6 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**	**E**
頁數 Number of pages					

PI-NNC5 (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 : _____

成員 Member 日 DD / 月 MM / 年 YYYY

表格
Form **NNC5**

續頁 A Continuation Sheet A

16 成員詳情 (第 7 項) Details of Members (Section 7)

中文姓名／名稱
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

或 OR

英文名稱
Name in English

地址 Address

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／Postal Code etc.

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	**貨幣單位** 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

17 公司秘書(自然人)詳情 (第 8A 項)
Details of Company Secretary (Natural Person) (Section 8A)

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

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

20 **電郵地址**
Email Address

21 **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

22 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**
請填報牌照編號或在適用的空格內加上✓號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 Reason:

表格
Form **NNC5**

續頁 C Continuation Sheet C

17 公司秘書(法人團體)詳情 (第 8B 項)
23 Details of Company Secretary (Body Corporate) (Section 8B)

中文名稱
Name in Chinese

英文名稱
Name in English

24 香港地址 Hong Kong Address
(本處不接納「轉交」地址及郵政信箱號碼 'Care of' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區
District

地區
Region

香港／HONG KONG

20 電郵地址
Email Address

25 商業登記號碼 Business Registration Number

22 信託或公司服務提供者牌照 Trust or Company Service Provider Licence
請填報牌照編號或在適用的空格內加上✓號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 *Reason:*

表格 Form **NNC5**

續頁 D Continuation Sheet D

17 董事(自然人)詳情 (第 9A 項) Details of Directors (Natural Person) (Section 9A)

26

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

27

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)

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

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／State／ Postal Code etc.

國家／地區
Country／Region

28

電郵地址
Email Address

29

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

32

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.**

33

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 E Continuation Sheet E

17 董事(法人團體)詳情 (第 9B 項) Details of Directors (Body Corporate) (Section 9B)

中文名稱
Name in Chinese

英文名稱
Name in English

30 地址 Address
(本處不接納「轉交」地址及郵政信箱號碼 'Care of ' addresses and post office box numbers are not acceptable)

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／
State／Postal Code etc.

國家／地區
Country／Region

28 電郵地址
Email Address

31 商業登記號碼 Business Registration Number
(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

32

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.

33 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 :

姓名 Name : _____

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

34 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

18 26 **中文姓名 Name in Chinese**

英文姓名 Name in English
姓氏 Surname
名字 Other Names

35 **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

36 **董事的通常住址 Usual Residential Address of Director**

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／ Province／ State／ Postal Code etc.

國家／地區 Country／Region

(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.)

《公司條例》(第 622 章)
第 807(2)條規定交付的

合資格公司的註冊申請書

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。公司註冊處會以電郵或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。

9. 請按照公司註冊處網站(www.cr.gov.hk)提供的業務性質類別填報公司擬經營業務性質的編碼及描述。如公司擬經營多類業務，請填報最主要的一類。

公司在香港的註冊辦事處的地址 (第 3 項)

10. 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」地址及郵政信箱號碼。

公司的聯絡資料 (第 4 項)

11. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電話號碼其後有任何更改，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**建議**註冊的成員***人數***，***不可***填上「無限」。

13. 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)

14. 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	貨幣單位 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)

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。

成員 (第 7 項)

16. 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)

17. (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。如私人無限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，該私人無限公司***不得***委任法人團體為董事。

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及郵政信箱號碼。

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 (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)	A123 *** (*)
AA123456(7)	AA123 *** (*)

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) ***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。

22. 根據《打擊洗錢及恐怖分子資金籌集條例》(第 615 章) (「該條例」) 第 53F 條，任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務，即屬犯罪。

如公司秘書為信託或公司服務持牌人，請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務；或並非以業務形式在香港經營信託或公司服務，因而未領有牌照，請在適用的空格內加上✓號，並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問，請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情，或向該辦事處查詢。如有需要，請就有關事宜尋求獨立的法律意見。

23. 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」地址及郵政信箱號碼。

24. 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」地址及郵政信箱號碼。

25. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

董事 (第 9A 及 9B 項)

26. 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。

27. 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。

28. 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。

29. (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-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」。

30. 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」地址及郵政信箱號碼。

31. 如董事是在香港註冊的法人團體，請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

32. 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。

33. 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，請同時提供該簽署人的全名。

公司秘書／董事(自然人) – 受保護資料 (PI-NNC5)

34. 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。

35. 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。

36. 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」地址及郵政信箱號碼。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 email or 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 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.

9. Please provide the code and description of the nature of proposed business of the company in accordance with the categories of business nature which are available from the Companies Registry's website (www.cr.gov.hk). If the company proposes to carry on more than one category of business, please provide the major category.

Address of the Company's Registered Office in Hong Kong (Section 3)

10. 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 and post office box numbers are not acceptable.

Contact Information of the Company (Section 4)

11. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, 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 registration. Please ***do not*** state "unlimited".

13. 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)

14. 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 單位 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)

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 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)

16. 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)

17. (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 if the sole director of that body corporate is also the sole director of the private company. If the private unlimited company is a member of a group of companies of which a listed company is a member, the private unlimited company ***cannot*** appoint a body corporate as its director.

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 and 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-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.

22. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his／her／its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

23. 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 and post office box numbers are not acceptable.

24. 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 and post office box numbers are not acceptable.

25. Please provide the the business registration number (i.e. first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated／registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Directors (Sections 9A and 9B)

26. 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.

27. 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).

28. 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.

29. (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-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.

30. 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 and post office box numbers are not acceptable.

31. If the director is a body corporate registered in Hong Kong, please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

32. 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.

33. 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. Please also provide the full name of the signatory who signs on behalf of the body corporate.

Company Secretary／Director (Natural Person) – Protected Information (PI- NNC5)

34. 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).

35. 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.

36. 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 and post office box numbers are not acceptable. A company secretary is not required to report such information.

公司註冊處
Companies Registry

註冊辦事處地址更改通知書
Notice of Change of Address of Registered Office

表格 Form **NR1**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 更改詳情 Details of Change

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

(a) 在香港的新註冊辦事處地址 New Address of Registered Office in Hong Kong

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

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區 District

地區 Region

香港／HONG KONG

生效日期 Effective Date

日 DD / 月 MM / 年 YYYY

7 **(b) 新電郵地址(如適用) New Email Address (if applicable)**

生效日期 Effective Date

日 DD / 月 MM / 年 YYYY

7 **(c) 新香港聯絡電話號碼(如適用) New Hong Kong Contact Telephone Number (if applicable)**

+852

生效日期 Effective Date

日 DD / 月 MM / 年 YYYY

5 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*

3 **提交人資料 Presentor's Reference**

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 658(3) 條規定交付的

註冊辦事處地址更改通知書

填表須知 — 表格 NR1

附註

引言

1. 每間在香港成立為法團的公司，必須在香港設有一個註冊辦事處，讓所有通訊及通知均可致予該辦事處。如公司的註冊辦事處地址有所更改，公司須於更改後的15日內以本表格通知公司註冊處處長(「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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

新電郵地址及新聯絡電話號碼 (第 2(b)及 2(c)項)

7. 請提供或更新公司的電郵地址及香港聯絡電話號碼以方便聯絡。如電郵地址或聯絡電話號碼其後有任何更改，亦請以本表格通知公司註冊處。

NOTICE OF CHANGE OF ADDRESS OF REGISTERED OFFICE

For the purposes of section 658(3) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NR1

Introduction

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

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

New Email Address and New Contact Telephone Number (Sections 2(b) and 2(c))

7. Please provide or update the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there are any subsequent changes in the email address or the contact telephone number, please also use this form to notify the Companies Registry.

公司註冊處
Companies Registry

登記冊及公司紀錄備存地點通知書
Notice of Location of Registers and Company Records

表格 Form **NR2**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 登記冊及公司紀錄的備存地點 Location of Registers and Company Records

A. 登記冊／公司紀錄 Registers／Company Records

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

4

☐ **成員登記冊**
Register of Members

☐ **董事登記冊**
Register of Directors

☐ **押記登記冊**
Register of Charges
(本地公司及註冊非香港公司均適用
Applicable to both local companies and registered non-Hong Kong companies)

☐ **債權證持有人登記冊**
Register of Debenture Holders

☐ **董事或成員決議的文本／董事會議或成員大會的議事程序紀錄／唯一董事或成員的決定的書面紀錄**
Copies of Resolutions of Directors or Members, Minutes of Proceedings of Directors' Meetings or General Meetings and Written Records of Decisions of Sole Director or Member

☐ **管理合約的文本或列出該合約的條款的書面備忘錄**
Copy of Management Contract or a Written Memorandum Setting out the Terms of the Contract

☐ **重要控制人登記冊**
Significant Controllers Register

☐ **公司秘書登記冊**
Register of Company Secretaries

☐ **設立押記的文書的副本**
Copies of Instruments Creating Charges
(本地公司及註冊非香港公司均適用
Applicable to both local companies and registered non-Hong Kong companies)

☐ **第 384 條所述的載有相關詳情的登記冊**
Register of Particulars Referred to in section 384

☐ **獲准許的彌償條文的文本或一份列明該條文的條款的書面備忘錄**
Copy of Permitted Indemnity Provision or a Written Memorandum Setting out the Terms of the Provision

6

提交人資料 Presentor's Reference
姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **NR2**

商業登記號碼
Business Registration Number

2 登記冊及公司紀錄的備存地點 Location of Registers and Company Records (續上頁 cont'd)

B. 備存地點 Location

(如登記冊或公司紀錄備存在多於一個地點，請用續頁填報 Use Continuation Sheet(s) if the Registers or Company Records are kept in more than 1 place)

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

10 ☐ **備存地點(註冊辦事處以外) Location (Other than Registered Office) #**

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區 District	
地區 Region	香港／Hong Kong

11 ☐ **轉為備存於註冊辦事處 Changed to be Kept at Registered Office #**

生效日期 Effective Date

日 DD	月 MM	年 YYYY

12 **備註 Remarks**

 # 就註冊非香港公司的登記冊及公司紀錄的備存地點而言，在提述有關「註冊辦事處」時，即提述註冊非香港公司在香港的「主要營業地點」。A reference to the "Registered Office" in relation to the location where registers and company records are kept by a registered non-Hong Kong company is a reference to its "Principal Place of Business" in Hong Kong.

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

8 **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 **NR2**

續頁 Continuation Sheet

商業登記號碼
Business Registration Number

登記冊及公司紀錄的備存地點(第 2 項)
Location of Registers and Company Records (Section 2)

A. 登記冊／公司紀錄 Registers／Company Records

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

4

- ☐ **成員登記冊** **Register of Members**
- ☐ **董事登記冊** **Register of Directors**
- ☐ **押記登記冊** **Register of Charges**
  (本地公司及註冊非香港公司均適用
  Applicable to both local companies and registered non-Hong Kong companies)
- ☐ **債權證持有人登記冊** **Register of Debenture Holders**
- ☐ **董事或成員決議的文本／董事會議或成員大會的議事程序紀錄／唯一董事或成員的決定的書面紀錄** **Copies of Resolutions of Directors or Members, Minutes of Proceedings of Directors' Meetings or General Meetings and Written Records of Decisions of Sole Director or Member**
- ☐ **管理合約的文本或列出該合約的條款的書面備忘錄** **Copy of Management Contract or a Written Memorandum Setting out the Terms of the Contract**
- ☐ **重要控制人登記冊** **Significant Controllers Register**
- ☐ **公司秘書登記冊** **Register of Company Secretaries**
- ☐ **設立押記的文書的副本** **Copies of Instruments Creating Charges**
  (本地公司及註冊非香港公司均適用
  Applicable to both local companies and registered non-Hong Kong companies)
- ☐ **第 384 條所述的載有相關詳情的登記冊** **Register of Particulars Referred to in section 384**
- ☐ **獲准許的彌償條文的文本或一份列明該條文的條款的書面備忘錄** **Copy of Permitted Indemnity Provision or a Written Memorandum Setting out the Terms of the Provision**

B. 備存地點 Location

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

10 ☐ **備存地點(註冊辦事處以外) Location (Other than Registered Office) #**

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區 District	
地區 Region	香港／Hong Kong

11 ☐ **轉為備存於註冊辦事處 Changed to be Kept at Registered Office #**

生效日期 Effective Date

日 DD	月 MM	年 YYYY

12 **備註 Remarks**

就註冊非香港公司的登記冊及公司紀錄的備存地點而言，在提述有關「註冊辦事處」時，即提述註冊非香港公司在香港的「主要營業地點」。
A reference to the "Registered Office" in relation to the location where registers and company records are kept by a registered non-Hong Kong company is a reference to its "Principal Place of Business" in Hong Kong.

《公司條例》(第 622 章)
第309(2)和(3)、351(4)和(5)、354(1)和(2)、385(2)和(3)、471(4)、543(5)、619(2)和(3)、628(2)和(3)、641(4)和(5)、648(4)和(5)、653M(2)和(3)以及653N(1)和(2)條規定交付的

登記冊及公司紀錄備存地點通知書

填表須知 — 表格 NR2

附註

引言

1. 公司必須根據《公司條例》的規定，備存各類登記冊及公司紀錄於公司的註冊辦事處或某個根據《公司條例》第356及657條訂立的規例所訂明公司註冊辦事處以外的地方。該等登記冊及公司紀錄包括—

(a) 成員登記冊(第 627 條)
(b) 重要控制人登記冊(第 653H 條)
(c) 董事登記冊(第 641 條)
(d) 公司秘書登記冊(第 648 條)
(e) 押記登記冊(第 352 條)
(f) 設立押記的文書的副本(第 351 條)
(g) 債權證持有人登記冊(第 308 條)
(h) 第384 條所述的載有相關詳情的登記冊(第384 條)
(i) 董事或成員決議的文本、董事會議或成員大會的議事程序紀錄及唯一董事或成員的決定的書面紀錄(第481、483和618 條)
(j) 獲准許的彌償條文的文本或一份列明該條文的條款的書面備忘錄(第 471 條)及
(k) 管理合約的文本或列出該合約的條款的書面備忘錄(第 543 條)。

根據《公司條例》第 657 條訂立的規例所訂明的地方是香港境內的地方。

2. 註冊非香港公司必須根據《公司條例》的規定，備存押記登記冊及設立押記的文書的副本於公司在香港的主要營業地點，或根據《公司條例》第 356 條訂立的規例所訂明公司在香港的主要營業地點以外的地方。根據《公司條例》第 356 條訂立的規例所訂明的地方是香港境內的地方。

3. 公司或註冊非香港公司須將登記冊或公司紀錄備存的地方，通知公司註冊處處長(「處長」)。除非該等登記冊及紀錄時刻備存在公司的註冊辦事處(或就有備存押記登記冊及設立押記的文書的副本的註冊非香港公司而言，備存於公司在香港的主要營業地點)，公司或註冊非香港公司必須在該些登記冊或公司紀錄首次在該些地方備存後，及在備存的地方有任何更改後的15日內，交付本表格予處長登記。

4. 原有公司(指在《2018 年公司(修訂)條例》生效日期前已存在的公司)在符合下列情況下，無須將其重要控制人登記冊備存所在的地方通知處長—

(a) 如自該公司的重要控制人登記冊開始存在時起，已將該登記冊時刻備存於該公司的註冊辦事處，***又或***

(b) (i) 自該生效日期起，該公司的成員登記冊繼續時刻備存於在緊接該生效日期前該登記冊所備存的地方，而在緊接該生效日期前，該公司已就其成員登記冊所備存的地方，將根據《公司條例》第 628 條所規定的通知交付處長；及
(ii) 自該公司的重要控制人登記冊開始存在時起，該登記冊亦已時刻備存於該公司的成員登記冊所備存的同一地方。

5. 請劃一以中文或英文申報各項所需資料。如以中文申報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

6. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

7. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

8. 本表格必須由一名董事或公司秘書簽署。如屬註冊非香港公司，本表格亦可由一名經理或獲授權代表簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

9. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立／註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。

登記冊及公司紀錄的備存地點 (第 2B 項)

10. 如第 2A 項所選的登記冊或公司紀錄的備存地點為公司註冊辦事處以外的地方，請於「備存地點(註冊辦事處以外)」的空格內加上 ✓ 號，並申報其在***香港***的備存地點的詳細地址。本處不接納非香港地址及郵政信箱號碼。

11. 如第 2A 項所選的登記冊或公司紀錄的備存地點由公司註冊辦事處以外的地方轉為公司註冊辦事處，請於「轉為備存於註冊辦事處」的空格內加上 ✓ 號。

12. 如公司將某登記冊或公司紀錄的不同部分備存於不同的地點，請於「備註」一欄內清楚述明備存於該地點的相關部分。例如，公司將某登記冊按時段備存於不同的地點時，須於「備註」一欄內述明備存於該地點的登記冊所涵蓋的時段，並用續頁填報其餘地點。

NOTICE OF LOCATION OF REGISTERS AND COMPANY RECORDS

For the purposes of sections 309(2)&(3), 351(4)&(5), 354(1)&(2), 385(2)&(3), 471(4), 543(5), 619(2)&(3), 628(2)&(3), 641(4)&(5), 648(4)&(5), 653M(2)&(3) and 653N(1)&(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NR2

Introduction

1. A company is required to keep various registers and company records pursuant to the requirements of the Companies Ordinance at its registered office or at places other than the registered office as prescribed by regulations made under sections 356 and 657 of the Companies Ordinance. These registers and company records include –

(a) register of members (section 627)
(b) significant controllers register (section 653H)
(c) register of directors (section 641)
(d) register of company secretaries (section 648)
(e) register of charges (section 352)
(f) copy of every instrument creating a charge (section 351)
(g) register of debenture holders (section 308)
(h) register of particulars referred to in section 384 (section 384)
(i) copies of resolutions of directors or members, minutes of proceedings of directors' meetings or general meetings and written records of decisions of the sole director or member (sections 481, 483 and 618)
(j) copy of a permitted indemnity provision or a written memorandum setting out the terms of the provision (section 471), and
(k) copy of a management contract or a written memorandum setting out the terms of the contract (section 543).

The place prescribed by regulations made under section 657 of the Companies Ordinance is a place in Hong Kong.

2. A registered non-Hong Kong company is required to keep a register of charges and copies of instruments creating charges pursuant to the requirements of the Companies Ordinance at its principal place of business in Hong Kong or at places other than a company's principal place of business in Hong Kong as prescribed by regulations made under section 356 of the Companies Ordinance. The place prescribed by regulations made under section 356 of the Companies Ordinance is a place in Hong Kong.

3. A company or a registered non-Hong Kong company must notify the Registrar of Companies (the Registrar) of the places at which the registers and company records are kept. Unless the registers and records have at all times been kept at the registered office of the company (or the principal place of business in Hong Kong for the register of charges and copies of instruments creating charges kept by a registered non-Hong Kong company), the company must notify the Registrar in this form of the locations of the registers and company records within 15 days after they are first kept at those places and of any changes in those locations.

4. An existing company (that is a company that came into existence before the commencement of the Companies (Amendment) Ordinance 2018) is not required to notify the Registrar of the place at which its significant controllers register is kept if,:

(a) since the company's significant controllers register came into existence, the register has at all times been kept at the company's registered office; ***OR***

(b) (i) since the commencement date, the company's register of members has at all times been kept at the place at which it was kept immediately before that date, and immediately before the commencement date, the company has delivered to the Registrar notice(s) to notify the Registrar of the place at which the register of members is kept (as required under section 628); and
(ii) since the company's significant controllers register came into existence, the register has at all times been kept at the same place at which the company's register of members is kept.

5. Please fill in all particulars and complete all items consistently in either Chinese or English. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

6. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

7. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

Signature

8. This form must be signed by a director or the company secretary. For a registered non-Hong Kong company, this form can also be signed by a manager or the authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

9. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated / registered on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" or "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Location of Registers and Company Records (Section 2B)

10. If the register or company record indicated in section 2A is kept at a place other than the company's registered office, please put a tick in the box of "Location (Other than Registered Office)" and state the full address of the location in ***Hong Kong*** at which the register or company record is kept. Non-Hong Kong addresses and post office box numbers are not acceptable.

11. If the location of the register or company record indicated in section 2A is changed from a place other than the company's registered office to the company's registered office, please put a tick in the box "Changed to be Kept at Registered Office".

12. Where different parts of a register or company record are kept at different places, please state clearly in the "Remarks" box the specific parts of the register or company record kept in the stated location (e.g. in the case where a register covering different periods is kept at different locations, state the period covered by the specific part of the register that is kept at the stated location in the relevant "Remarks" box) and use continuation sheet(s) to report the remaining location(s).

公司註冊處
Companies Registry

有關債權證持有人登記支冊的通知書
Notice Relating to Branch Register of Debenture Holders

表格 Form **NR3**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 2 開始備存債權證持有人登記支冊
Commencement of Keeping a Branch Register of Debenture Holders

A. 備存登記支冊所在的地址 Address where the Branch Register is Kept

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

B. 生效日期 Effective Date

日 DD	月 MM	年 YYYY

3 3 更改備存債權證持有人登記支冊所在的地址
Change in the Address where a Branch Register of Debenture Holders is Kept

A. 前地址 Previous Address

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

6 提交人資料 Presentor's Reference

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **NR3**

商業登記號碼 Business Registration Number

3 更改備存債權證持有人登記支冊所在的地址 (續上頁) Change in the Address where a Branch Register of Debenture Holders is Kept (cont'd)

B. 新地址 New Address

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

C. 生效日期 Effective Date

日 DD	**月** MM	**年** YYYY

4 4 中止債權證持有人登記支冊 Discontinuance of a Branch Register of Debenture Holders

A. 備存登記支冊中止前所在的地址 Address where the Branch Register was Kept before Discontinuance

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

B. 轉移記項 Transfer of Entries

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

☐ **上述登記支冊的所有記項均已轉移至該公司在香港以外的同一地方備存的另一登記支冊。 All the entries in the above branch register have been transferred to some other branch register kept in the same place outside Hong Kong by the company.**

備存該另一登記支冊所在的地址 Address where that Other Branch Register is Kept

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

☐ **上述登記支冊的所有記項均已轉移至該公司的債權證持有人登記冊。 All the entries in the above branch register have been transferred to the company's register of debenture holders.**

C. 生效日期 Effective Date

日 DD	**月** MM	**年** YYYY

8 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*

《公司條例》(第 622 章)
第 312 及 315 條規定交付的

有關債權證持有人登記支冊的通知書

填表須知 — 表格 NR3

附註

引言

1. 公司如在香港以外地方，發行一系列不可藉交付而轉讓的債權證，或任何該等債權股證，而該公司的章程細則批准它在當地備存居於當地的債權證持有人或債權股證持有人的登記支冊，則它可安排於當地備存該登記支冊。

2. 開始備存債權證持有人登記支冊的公司，須在如此行事後的15日內，將述明備存該登記支冊所在的地址的通知，以本表格交付公司註冊處處長(「處長」)登記。

3. 備存債權證持有人登記支冊的公司，亦須在備存該登記支冊所在的地址有所更改後的15日內，將該項更改的通知，以本表格交付處長登記。

4. 如公司中止登記支冊，該登記支冊的所有記項，均須轉移至該公司在香港以外的同一地方備存的另一登記支冊，或該公司的債權證持有人登記冊。如公司中止登記支冊，該公司須在如此行事後的15 日內，將中止該登記支冊及有關記項轉移至的登記冊的通知，以本表格交付處長登記。

5. 請劃一以中文或英文申報各項所需資料。如以中文申報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

6. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

7. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

8. 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。

商業登記號碼

9. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE RELATING TO BRANCH REGISTER OF DEBENTURE HOLDERS

For the purposes of sections 312 and 315 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NR3

Introduction

1. If a company issues in a place outside Hong Kong a series of debentures, or any debenture stock, that are not transferable by delivery, the company may, if it is authorized to do so by its articles, cause to be kept there a branch register of the holders of the debentures or debenture stock who are resident there.

2. A company that begins to keep a branch register of debenture holders must deliver to the Registrar of Companies (the Registrar) for registration a notice in this form within 15 days after doing so, stating the address where the branch register is kept.

3. A company that keeps a branch register of debenture holders must also deliver to the Registrar for registration a notice in this form of any change in the address where the branch register is kept, within 15 days after the change.

4. If a company discontinues a branch register, all the entries in that register must be transferred to some other branch register kept in the same place outside Hong Kong by the company or the company's register of debenture holders. The company must, within 15 days after the discontinuance, deliver to the Registrar for registration a notice in this form informing the Registrar of the discontinuance and the register to which the entries have been transferred.

5. Please fill in all particulars and complete all items consistently in either Chinese or English. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

6. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

7. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

Signature

8. 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.

Business Registration Number

9. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

有關成員登記支冊的通知書
Notice Relating to Branch Register of Members

表格 Form **NR4**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 2 開始備存成員登記支冊
Commencement of Keeping a Branch Register of Members

A. 備存登記支冊所在的地址 Address where the Branch Register is Kept

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

B. 生效日期 Effective Date

日 DD	月 MM	年 YYYY

3 3 更改備存成員登記支冊所在的地址
Change in the Address where a Branch Register of Members is Kept

A. 前地址 Previous Address

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

6 提交人資料 Presentor's Reference

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **NR4**

商業登記號碼 Business Registration Number

3 更改備存成員登記支冊所在的地址 (續上頁)
Change in the Address where a Branch Register of Members is Kept (cont'd)

B. 新地址 New Address

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

C. 生效日期 Effective Date

日 DD	**月** MM	**年** YYYY

4 4 中止成員登記支冊 Discontinuance of a Branch Register of Members

A. 備存登記支冊中止前所在的地址 Address where the Branch Register was Kept before Discontinuance

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

B. 轉移記項 Transfer of Entries

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

☐ **上述登記支冊的所有記項均已轉移至該公司在香港以外的同一地方備存的另一登記支冊。**
All the entries in the above branch register have been transferred to some other branch register kept in the same place outside Hong Kong by the company.

備存該另一登記支冊所在的地址 Address where that Other Branch Register is Kept

室／樓／座等 Flat／Floor／Block etc.	
大廈 Building	
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	
區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.	
國家／地區 Country／Region	

☐ **上述登記支冊的所有記項均已轉移至該公司的成員登記冊。**
All the entries in the above branch register have been transferred to the company's register of members.

C. 生效日期 Effective Date

日 DD	**月** MM	**年** YYYY

8 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*

《公司條例》(第 622 章)
第 636 及 639 條規定交付的

有關成員登記支冊的通知書

填表須知 — 表格 NR4

附註

引言

1. 如有股本的公司的章程細則批准它在香港以外地方備存該公司居於當地的成員的登記支冊，該公司可於當地備存該登記支冊。

2. 開始備存成員登記支冊的公司，須在如此行事後的15日內，將述明備存該登記支冊所在的地址的通知，以本表格交付公司註冊處處長(「處長」)登記。

3. 備存成員登記支冊的公司，亦須在備存該登記支冊所在的地址有所更改後的15日內，將該項更改的通知，以本表格交付處長登記。

4. 如公司中止登記支冊，該登記支冊的所有記項，均須轉移至該公司在香港以外的同一地方備存的另一登記支冊，或該公司的成員登記冊。如公司中止登記支冊，該公司須在如此行事後的15日內，將中止該登記支冊及有關記項轉移至的登記冊的通知，以本表格交付處長登記。

5. 請劃一以中文或英文申報各項所需資料。如以中文申報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

6. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

7. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

8. 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。

商業登記號碼

9. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE RELATING TO BRANCH REGISTER OF MEMBERS

For the purposes of sections 636 and 639 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NR4

Introduction

1. A company having a share capital may keep in a place outside Hong Kong a branch register of its members resident there if it is authorized to do so by its articles.

2. A company that begins to keep a branch register of members must deliver to the Registrar of Companies (the Registrar) for registration a notice in this form within 15 days after doing so, stating the address where the branch register is kept.

3. A company that keeps a branch register of members must also deliver to the Registrar for registration a notice in this form of any change in the address where the branch register is kept, within 15 days after the change.

4. If a company discontinues a branch register, all the entries in that register must be transferred to some other branch register kept in the same place outside Hong Kong by the company or the company's register of members. The company must, within 15 days after the discontinuance, deliver to the Registrar for registration a notice in this form informing the Registrar of the discontinuance and the register to which the entries have been transferred.

5. Please fill in all particulars and complete all items consistently in either Chinese or English. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

6. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

7. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

Signature

8. 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.

Business Registration Number

9. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處

表格 **NRE1**

向少數股東發出的通知－全面收購
(要約人全面收購少數股東的股份的權利)

商業登記號碼

(公司)

註

1 公司名稱 (公司)

2 要約人名稱

3 此通知現發給公司的下述少數股東：

姓名／名稱

地址

4 背景

❷ 要約人於 _____ 年 _____月 _____ 日作出收購要約，收購該公司的所有(一) _____股份(要約人所持有的股份除外)(二) _____

_____

_____。

要約人已憑藉該要約獲接受，而收購或訂立合約承諾無條件收購該要約關乎的股份中的最少90%。／原訟法庭於_____ 年 _____月 _____ 日作出命令，授權要約人發出本通知*。

5 通知

要約人現依據《公司條例》(第 622 章)第 693 條發出以下通知—

(1) 要約人有意收購你所持有公司的 _____ 股份。

* *請將不適用者刪去*

商業登記號碼

* (2) (a) 上述的收購要約讓股份持有人選擇代價，有關選項的詳情為：

3

(b) 你可在本通知的日期後的2個月內，藉著按下文第(5)段指明的地址送交要約人的信件，就上文(a)段所述的選項詳情，示明你的選擇。

(c) 如你沒有根據上文(b)段所述的選項示明一個選擇，則該要約指明的下述代價會適用，即：

4

* (3) (a) 上述的收購要約訂定股份持有人會收取要約人的股份或債權證，亦可選擇收取由第三者提供的其他代價以作代替，即：

5

* (b) 而收購要約的條款包括該選擇權。

* (b) 但你有收取由要約人提供的其他代價的相應選擇權，即：

6

如你有意行使此項相應選擇權，必須在由本通知的日期後的 2 個月內，藉著按下文第(5)段指明的地址送交要約人的信件，示明你的選擇。

* *請將不適用者刪去*

向少數股東發出的通知－全面收購
(要約人全面收購少數股東的股份的權利)

商業登記號碼

(4) 除非原訟法庭應你在本通知的發出日期後的2 個月內提出的申請，根據《公司條例》第695(3)條作出命令，否則要約人有權並須按收購要約的條款，包括按照上文第(2)及(3)段(如適用的話)所提述的代價及選擇權，收購有關股份。

* **(5) 根據上文第(2)或(3)段的條文指明送交要約人的信件的地址是：**

_____

_____

_____

簽署 :

姓名 : _____ **日期** : _____

要約人

* *請將不適用者刪去*

《公司條例》(第 622 章)
第 694(1)(a) 條規定的

向少數股東發出的通知 — 全面收購
(要約人全面收購少數股東的股份的權利)

填表須知 — 表格 NRE1

附註

1. 在符合《公司條例》第 693(1)、693(2) 或 693(7)條所列明的條件的情況下，要約人可向要約所關乎的任何未收購的或未訂立合約承諾無條件收購的股份的持有人發出通知，表明要約人有意收購該等股份。要約人必須以本表格向有關的股份持有人發出通知。

2. (一) 如要約只關乎某一類別或某些類別的股份，請述明該類別或該等類別。
(二) 請簡述要約的性質。

3. 請在空位內述明各項代價選項的詳情。

4. 如股份持有人沒有示明一個選擇，請述明適用的代價。

5. 請述明有關選擇權的詳情。

6. 如可供選擇的(b)節適用的話，請在空位內述明相應選擇權的詳情。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

Companies Registry

Form **NRE1**

Notice to Minority Shareholders — Takeover

(Right of Offeror to Buy out Minority Shareholders)

Business Registration Number

(the Company)

Note

1 Company Name (the Company)

2 Name of the Offeror

3 This notice is hereby given to the following Minority Shareholder of the Company :

Name

Address

4 Background

On the _____ day of _____ the offeror made a takeover offer to acquire all the [a] _____ shares in the Company except those held by the offeror [b] _____ .

2

The offeror has, by virtue of acceptances of the offer, acquired, or contracted unconditionally to acquire, at least 90% in number of the shares to which the offer relates. ／ The Court has by an order dated _____ _____ authorized the offeror to give this notice*.

5 Notice

Pursuant to section 693 of the Companies Ordinance (Cap. 622) the offeror hereby gives you notice as follows :

(1) The offeror desires to acquire the _____ shares held by you in the Company.

** Delete whichever does not apply*

Notice to Minority Shareholders – Takeover

(Right of Offeror to Buy out Minority Shareholders)

Business Registration Number

* **(2) (a) The said takeover offer gives the holder of shares a choice of consideration, particulars of the choices are :**

3 _____

_____

_____ ;

(b) You may within 2 months after the date of this notice indicate your choice referred to in the preceding sub-paragraph (a) by a letter sent to the offeror at the address specified in paragraph (5) below.

(c) If you do not indicate a choice in accordance with the preceding sub-paragraph (b), the following consideration specified in the offer will apply, viz :

4 _____

_____

_____

* **(3) (a) The said takeover offer provides that the holder of shares is to receive shares in or debentures of the offeror, with an option to receive some other consideration to be provided by a third party instead, viz :**

5 _____

_____

_____

*** (b) and the terms of the takeover offer include the said option.**

6 *** (b) but you have a corresponding option to receive some other consideration to be provided by the offeror, viz :**

_____

_____

_____

and if you wish to exercise this corresponding option you must do so within 2 months after the date of this notice by letter sent to the offeror at the address specified in paragraph (5) below.

** Delete whichever does not apply*

Specification No. 1/2023 (December 2023)

Notice to Minority Shareholders – Takeover

(Right of Offeror to Buy out Minority Shareholders)

Business Registration Number

(4) **Unless the Court makes an order under section 695(3) of the Companies Ordinance upon an application made by you within 2 months after the date on which this notice is given, the offeror is entitled and bound to acquire the _____ shares held by you in the Company on the terms of the takeover offer including the consideration and option as determined in accordance with paragraphs (2) and (3) above if applicable.**

* **(5)** **The address of the offeror to which any letter is to be sent under the provisions of paragraph (2) or (3) above is :**

_____

_____

_____

Signed :

Name : _____ Date : _____

The offeror

** Delete whichever does not apply*

NOTICE TO MINORITY SHAREHOLDERS – TAKEOVER
(RIGHT OF OFFEROR TO BUY OUT MINORITY SHAREHOLDERS)

For the purposes of section 694(1)(a) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NRE1

1. If the conditions set out in section 693(1), 693(2) or 693(7) of the Companies Ordinance are satisfied, the offeror may give notice to the holder of any shares to which the offer relates that the offeror has not acquired or contracted unconditionally to acquire that it desires to acquire those shares. This form must be used by the offeror for giving the notice to such shareholder.

2. (a) If the offer is limited to a certain class or classes of shares, please state the class or classes to which the offer relates.

   (b) Please state shortly the nature of the offer.

3. Please state the particulars of the choices of consideration in the space provided.

4. Please state the consideration which will apply if the shareholder does not indicate a choice.

5. Please state the particulars of the option.

6. If the alternative sub-paragraph (b) is applicable, please state the particulars of the corresponding option in the space provided.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處

表格 **NRE2**

向少數股東發出的通知－全面收購

(少數股東要求要約人全面收購股份的權利)

商業登記號碼

(公司)

註

1 公司名稱 (公司)

2 要約人名稱

3 此通知現發給公司的下述少數股東：

姓名／名稱

地址

4 背景

3 **要約人於 _____ 年 _____ 月 _____ 日作出收購要約，收購該公司的所有(一) _____ 股份(要約人所持有的股份除外) (二) _____ _____ 。**

該要約的要約期已於／將於* _____ 年 _____ 月 _____ 日終結。

由要約人控制的公司股份，佔要約所關乎的該公司的股份中的最少90%，而你持有公司的 _____ 股份，但並沒有接受要約人作出的要約。

5 通知

要約人現依據《公司條例》(第 622 章)第 701 條發出以下通知—

(1) (a) 你可藉致予要約人的信件要求要約人收購你所持有公司的 _____ _____ 股份；如你作出該要求，要約人有權並須按有關收購要約的條款收購有關股份，或以你與要約人議定的其他條款收購有關股份，或按法院應你或要約人的申請而作出的命令所指明的條款，收購有關股份。

* *請將不適用者刪去*

向少數股東發出的通知－全面收購
(少數股東要求要約人全面收購股份的權利)

商業登記號碼

(b) 因此通知是在收購要約的要約期終結前發出的，該要約仍然可予接受。

(c) 如你有意行使上文(a)節所提述的權利，你必須在要約期終結時或發出本通知的日期(以較後者計)之後的3 個月內，將致予要約人的信件送交 _____ _____ _____。

4

* (2) (a) 上述的收購要約讓股份持有人選擇代價，有關選項的詳情為：

_____
_____
_____

5

(b) 你可於上文(1)段所述的信件中，示明你的選擇。

(c) 如你沒有示明一個選擇，則該要約指明的下述代價會適用，即：

_____
_____
_____

6

* (3) (a) 上述的收購要約訂定股份持有人會收取要約人的股份或債權證，亦可選擇收取由第三者提供的其他代價以作代替，即：

_____
_____
_____

7

* (b) 而收購要約的條款包括該選擇權；

* (b) 但你有收取由要約人提供的其他代價的相應選擇權，即

_____
_____
_____

8

你可藉上文第(1)段所指要求要約人收購你所持有的股份的信件，行使此項相應選擇權。

簽署 :

姓名 : _____ 日期 : _____

要約人

* *請將不適用者刪去*

指明編號 1/2023 (2023 年 12 月)

《公司條例》(第 622 章)
第 702(1)(a) 條規定的

向少數股東發出的通知—全面收購
(少數股東要求要約人全面收購股份的權利)

填表須知 — 表格 NRE2

附註

1. 在符合《公司條例》第 700(1)(a)及(b)或 700(2)(a)及(b)條所列明的條件的情況下,要約所關乎的股份而在要約期終結前沒有接受該要約的持有人,可藉致予要約人的信件要求要約人收購該等股份。

2. 如任何股份的持有人根據《公司條例》第 700 條有權要求要約人收購該等股份,則要約人須向該持有人發出通知,告知該持有人—

(a) 該持有人根據該條具有的權利;及
(b) 行使該權利的限期。

要約人必須以本表格向有關股份持有人發出通知。

3. (一) 如要約只關乎某一類別或某些類別的股份,請述明該類別或該等類別。
(二) 請簡述要約的性質。

4. 請指明有關股份持有人須把信件送交的地址。

5. 請在空位內述明各項代價選項的詳情。

6. 如股份持有人沒有示明一個選擇,請述明適用的代價。

7. 請述明要約有關選擇權的詳情。

8. 如可供選擇的(b)節適用的話,請在空位內述明相應選擇權的詳情。

商業登記號碼

9. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字),「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

Companies Registry

Form **NRE2**

Notice to Minority Shareholders – Takeover

(Right of Minority Shareholders to be Bought out by Offeror)

Business Registration Number

(the Company)

Note

1 Company Name (the Company)

2 Name of the Offeror

3 This notice is hereby given to the following Minority Shareholder of the Company:

Name

Address

4 Background

3 **On the _____ day of _____ the offeror made a takeover offer to acquire all the [(a)] _____ shares in the Company except those held by the offeror [(b)] _____**

and the offer period ended / will end * on _____.

The shares in the Company controlled by the offeror represent at least 90% in number of the shares to which the offer relates. You hold _____ shares in the Company and have not accepted the said offer by the offeror.

5 Notice

Pursuant to section 701 of the Companies Ordinance (Cap. 622) the offeror hereby gives you notice as follows:

(1) (a) You may by a letter addressed to the offeror require the offeror to acquire your said holding of _____ shares in the Company and if you do so the offeror is entitled and bound to acquire the shares on the terms of the takeover offer or on other terms as agreed between you and the offeror or on the terms as the Court, on application by you or the offeror, may order.

* **(b) As this notice is given before the end of the offer period of the takeover offer, the offer is still open for acceptance.**

** Delete whichever does not apply*

Notice to Minority Shareholders – Takeover

(Right of Minority Shareholders to be Bought out by Offeror)

Business Registration Number

4 **(c) If you wish to exercise the rights referred to in the preceding sub-paragraph (a) you must send the letter to the offeror at** _____

_____

within 3 months after the end of the offer period or the date of this notice, whichever is the later.

* **(2) (a) The said takeover offer gives the holder of shares a choice of consideration, particulars of the choices are :**

5 _____

_____

_____

(b) You may indicate your choice in the letter referred to in the preceding paragraph (1).

(c) If you do not indicate a choice, the following consideration specified in the offer will apply, viz :

6 _____

_____

_____

* **(3) (a) The said takeover offer provides that the holder of shares is to receive shares in or debentures of the offeror with an option to receive some other considerations to be provided by a third party instead, viz :**

7 _____

_____

_____

* **(b) and the terms of the takeover offer include the option.**

* **(b) but you have a corresponding option to receive the following consideration to be provided by the offeror, viz :**

8 _____

_____

_____

and you may exercise this corresponding option when requiring the offeror to acquire your shares by the letter referred to in paragraph (1) above.

Signed :

Name : _____ Date : _____

The Offeror

* *Delete whichever does not apply*

NOTICE TO MINORITY SHAREHOLDERS – TAKEOVER
(RIGHT OF MINORITY SHAREHOLDERS TO BE BOUGHT OUT BY OFFEROR)

For the purposes of section 702(1)(a) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NRE2

1. If the conditions set out in section 700(1)(a) and (b) or 700(2)(a) and (b) of the Companies Ordinance are satisfied, the holder of any shares to which the offer relates who has not accepted the offer before the end of the offer period may, by a letter addressed to the offeror, require the offeror to acquire those shares.

2. If the holder of any shares is entitled under section 700 to require an offeror to acquire the shares, the offeror must give notice to the holder of —

(a) the holder's rights under that section; and
(b) the period within which those rights are exercisable.

This form must be used by the offeror for giving the notice to such shareholder.

3. (a) If the offer is limited to a certain class or classes of shares, please state the class or those classes to which the offer relates.

(b) Please state shortly the nature of the offer.

4. Please specify the address to which the shareholder's letter should be sent.

5. Please state the particulars of the choices of consideration in the space provided.

6. Please state the consideration which will apply if the shareholder does not indicate a choice.

7. Please state the particulars of the option.

8. If the alternative sub-paragraph (b) is applicable, please state the particulars of the corresponding option in the space provided.

Business Registration Number

9. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處

表格 **NRE3**

向少數股東發出的通知－全面回購

(回購公司全面回購少數股東的股份的權利)

商業登記號碼

(回購公司)

1 公司名稱 (回購公司)

2 此通知現發給回購公司的下述少數股東：

姓名／名稱

地址

3 背景

❷ 回購公司於 _____ 年 _____月 _____ 日作出《公司條例》(第 622 章)第 707 條所指的公開要約，回購公司的所有(一) _____股份(二)

_____

_____ 。

回購公司已憑藉該要約獲接受而回購或訂立合約承諾無條件回購該要約所關乎的股份中的最少90%。 ／ 原訟法庭於_____ 年 _____月 _____ 日作出命令，授權回購公司發出本通知*。

4 通知

回購公司現依據《公司條例》第 712 條發出以下通知—

(1) 回購公司有意回購你所持有公司的 _____ 股份。

* *請將不適用者刪去*

向少數股東發出的通知－全面回購
(回購公司全面回購少數股東的股份的權利)

商業登記號碼

* **(2) (a) 上述的公開要約讓股份持有人選擇代價，有關選項的詳情為：**

3

4

(b) 你可在本通知的日期後的2 個月內，藉著按下文第(4)段指明的地址送交回購公司的信件，就上文(a)段所述的選項詳情，示明你的選擇。

(c) 如你沒有根據上文(b)段所述的選項示明一個選擇，則該要約指明的下述代價會適用，即：

(3) 除非原訟法庭應你在本通知的發出日期後的2 個月內提出的申請，根據第714(3)條作出命令，否則回購公司有權並須按公開要約的條款，包括按上文第(2)段(如適用的話)所提述的代價，回購你持有的_____ 股份；

* **(4) 根據上文第(2)段的條文指明送交回購公司的信件的地址是：**

簽署 :

姓名 : _____ **日期** : _____

代表回購公司的
董事／公司秘書 *

* *請將不適用者刪去*

《公司條例》(第 622 章)
第 713(1)(a) 條規定的

向少數股東發出的通知 — 全面回購
(回購公司全面回購少數股東的股份的權利)

填表須知 — 表格 NRE3

附註

1. 在符合《公司條例》第 712(1)及712(2)、712(3) 或 712(8)條所列明的條件的情況下，回購公司可向要約所關乎的任何未回購的或未訂立合約承諾無條件回購的股份的持有人發出通知，表明公司有意回購該等股份。回購公司必須以本表格向有關的股份持有人發出通知。

2. (一) 如公開要約只關乎某一類別或某些類別的股份，請述明該類別或該等類別。
(二) 請簡述要約的性質。

3. 請在空位內述明各項代價選項的詳情。

4. 如股份持有人沒有示明一個選擇，請述明適用的代價。

商業登記號碼

5. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

Companies Registry

Form **NRE3**

Notice to Minority Shareholders – General Offer for Share Buy-back

(Right of Repurchasing Company to Buy out Minority Shareholders)

Business Registration Number

(the Repurchasing Company)

Note

1 Company Name (the Repurchasing Company)

2 This notice is hereby given to the following Minority Shareholder of the Repurchasing Company:

Name

Address

3 Background

2 **On the _____ day of _____ the Repurchasing Company made a general offer within the meaning of section 707 of the Companies Ordinance (Cap. 622) to buy back all the [(a)] _____ shares in the Repurchasing Company [(b)] _____**

The Repurchasing Company has, by virtue of acceptances of the offer, bought back or contracted unconditionally to buy back at least 90% in number of the shares to which the offer relates. ／ The Court has by an order dated _____ authorized the Repurchasing Company to give this notice*.

4 Notice

Pursuant to section 712 of the Companies Ordinance the Repurchasing Company hereby gives you notice as follows:

(1) The Repurchasing Company desires to buy back the _____ shares held by you in the Repurchasing Company.

** Delete whichever does not apply*

Notice to Minority Shareholders – General Offer for Share Buy-back

(Right of Repurchasing Company to Buy out Minority Shareholders)

Business Registration Number

* **(2) (a) The said general offer gives the holder of shares a choice of consideration, particulars of the choices are:**

3 _____

_____

_____

(b) You may within 2 months after the date of this notice indicate your choice referred to in the preceding sub-paragraph (a) by a letter sent to the Repurchasing Company at the address specified in paragraph (4) below.

(c) If you do not indicate a choice in accordance with the preceding sub-paragraph (b), the following consideration specified in the offer will apply, viz :

_____

4 _____

_____

(3) Unless the Court makes an order under section 714(3) of the Companies Ordinance upon an application by you made within 2 months after the date on which this notice is given, the Repurchasing Company is entitled and bound to buy back the _____ shares held by you on the terms of the general offer as determined in accordance with paragraph (2) above if applicable.

* **(4) The address of the Repurchasing Company to which any letter is to be sent under paragraph (2) above is :**

_____

_____

_____

Signed :

Name : _____ Date : _____

Director／Company Secretary *
for the Repurchasing Company

* *Delete whichever does not apply*

NOTICE TO MINORITY SHAREHOLDERS – GENERAL OFFER FOR SHARE BUY-BACK (RIGHT OF REPURCHASING COMPANY TO BUY OUT MINORITY SHAREHOLDERS)

For the purposes of section 713(1)(a) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NRE3

1. If the conditions set out in sections 712(1) and 712(2), 712(3) or 712(8) of the Companies Ordinance are satisfied, the repurchasing company may give notice to the holder of any shares to which the general offer relates that the repurchasing company has not bought back, or contracted conditionally to buy back, that it desires to buy back those shares. This form must be used by the repurchasing company for giving the notice to such shareholder.

2. (a) If the general offer is limited to a certain class or classes of shares, please state the class or classes to which the offer relates.

(b) Please state shortly the nature of the offer.

3. Please state the particulars of the choices of consideration in the space provided.

4. Please state the consideration which will apply if the shareholder does not indicate a choice.

Business Registration Number

5. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處

表格 **NRE4**

向少數股東發出的通知－全面回購
(少數股東要求回購公司全面回購股份的權利)

商業登記號碼

(回購公司)

註

1 公司名稱 (回購公司)

2 此通知現發給回購公司的下述少數股東：

姓名／名稱

地址

3 背景

3 回購公司於 _____ 年 _____ 月 _____ 日作出《公司條例》(第 622 章) 第 707 條所指的公開要約，回購公司的所有 (一) _____ 股份 (二) _____ _____。

該要約的要約期已於／將於* _____年_____月_____日終結。回購公司控制的公司股份，佔要約所關乎的股份中的最少 90%，而你持有公司的 _____ 股份，但並沒有接受回購公司作出的要約。

4 通知

回購公司現依據《公司條例》第 719 條發出以下通知—

(1) (a) 你可藉致予回購公司的信件，要求公司回購你所持有公司的 _____ 股份；如你作出該要求，回購公司有權並須按有關公開要約的條款回購有關股份，或以你與公司議定的其他條款回購有關股份，或按法院應你或回購公司的申請而作出的命令所指明的條款，回購有關股份。

* *請將不適用者刪去*

向少數股東發出的通知－全面回購
(少數股東要求回購公司全面回購股份的權利)

商業登記號碼

* (b) 此通知是在公開要約的要約期終結前發出的，該要約仍然可予接受。

(c) 如你有意行使上文(a)節所提述的權利，你必須在要約期終結時或發出本通知的日期(以較後者計)之後的3 個月內，將致予回購公司的信件送交

4 _____ 。

* (2) (a) 上述的公開要約讓股份持有人選擇代價，有關選項的詳情為：

5 _____

_____

_____

(b) 你可於上文(1)段所述的信件中，示明你的選擇。

(c) 如你沒有示明一個選擇，則該要約指明的下述代價會適用，即：

6 _____

_____

_____

簽署 :

姓名 : _____ 日期 : _____

代表回購公司的
董事／公司秘書 *

* *請將不適用者刪去*

指明編號 1/2023 (2023 年 12 月)

《公司條例》(第 622 章)
第 720(1)(a) 條規定的

向少數股東發出的通知－全面回購
(少數股東要求回購公司全面回購股份的權利)

填表須知 — 表格 NRE4

附註

1. 在符合《公司條例》第718(1)及718(2)條或718(3)條所列明的條件的情況下，要約所關乎的股份而在要約期終結前沒有接受該要約的持有人，可藉致予回購公司的信件，要求公司回購該等股份。

2. 如任何股份的持有人根據《公司條例》第718 條有權要求回購公司回購該等股份，則該公司須向該持有人發出通知，告知該持有人—

(a) 該持有人根據該條具有的權利；及
(b) 行使該權利的限期。

回購公司必須以本表格向有關股份持有人發出通知。

3. (一) 如要約只關乎某一類別或某些類別的股份，述明該類別或該等類別。
(二) 請簡述要約的性質。

4. 請指明有關股份持有人須把信件送交的地址。

5. 請在空位內述明各項代價選項的詳情。

6. 如股份持有人沒有示明一個選擇，請述明適用的代價。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

Companies Registry

Form **NRE4**

Notice to Minority Shareholders – General Offer for Share Buy-back

(Right of Minority Shareholders to be Bought out by Repurchasing Company)

Business Registration Number

(the Repurchasing Company)

Note

1 Company Name (the Repurchasing Company)

2 This notice is hereby given to the following Minority Shareholder of the Repurchasing Company:

Name

Address

3 Background

3 **On the _____ day of _____the Repurchasing Company made a general offer within the meaning of section 707 of the Companies Ordinance (Cap. 622) to buy back all the [(a)]_____ shares in the Repurchasing Company [(b)] _____**

_____

and the offer period ended ／ will end * on _____.

The shares in the Repurchasing Company now controlled by the Repurchasing Company represent at least 90% in number of the shares to which the offer relates. You hold _____ shares in the Repurchasing Company and has not accepted the said offer by the Repurchasing Company.

4 Notice

Pursuant to section 719 of the Companies Ordinance the Repurchasing Company hereby gives you notice as follows :

(1) (a) You may by a letter addressed to the Repurchasing Company require it to buy back your said holding of _____ shares in the company and if you do so the Repurchasing Company is entitled and bound to buy back the shares on the terms of the general offer or on other terms as agreed between you and the Repurchasing Company or on the terms as the Court, on application by yourself or the Repurchasing Company, may order.

* **(b) As this notice is given before the end of the offer period of the general offer, the offer is still open for acceptance.**

** Delete whichever does not apply*

Notice to Minority Shareholders – General Offer for Share Buy-back

(Right of Minority Shareholders to be Bought out by Repurchasing Company)

Business Registration Number

4 **(c) If you wish to exercise the rights referred to in the preceding sub-paragraph (a) you must send the letter to the Repurchasing Company at** _____

_____

within 3 months after the end of the offer period or the date of this notice, whichever is the later.

* **(2) (a) The said general offer gives to the holder of shares a choice of consideration, particulars of the choices are :**

5 _____

_____

_____

(b) You may indicate your choice in the letter referred to in the preceding paragraph (1).

(c) If you do not indicate a choice then the following consideration specified in the offer will apply, viz :

6 _____

_____

_____

Signed :

Name : _____ Date : _____

Director／Company Secretary *
for the Repurchasing Company

** Delete whichever does not apply*

Specification No. 1/2023 (December 2023)

NOTICE TO MINORITY SHAREHOLDERS – GENERAL OFFER FOR SHARE BUY-BACK
(RIGHT OF MINORITY SHAREHOLDERS TO BE BOUGHT OUT BY REPURCHASING COMPANY)

For the purposes of section 720(1)(a) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NRE4

1. If the conditions set out in sections 718(1) and 718(2) or 718(3) of the Companies Ordinance are satisfied, the holder of any shares to which the offer relates who has not accepted the offer before the end of the offer period may, by a letter addressed to the repurchasing company, require that company to buy back those shares.

2. If the holder of any shares is entitled under section 718 to require a repurchasing company to buy back the shares, the repurchasing company must give notice to the holder of —

(a) the holder's rights under that section; and
(b) the period within which those rights are exercisable.

This form must be used by the repurchasing company for giving the notice to such shareholder.

3. (a) If the offer is limited to a certain class or classes of shares, please state the class or those classes to which the offer relates.

(b) Please state shortly the nature of the offer.

4. Please specify the address to which the shareholder's letter should be sent.

5. Please state the particulars of the choices of consideration in the space provided.

6. Please state the consideration which will apply if the shareholder does not indicate a choice.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處

表格 **NS1**

申請新股份證明書

商業登記號碼

註

致：

（公司名稱）

1 申請人資料

姓名

姓氏　　名字

地址

身分　☐ 登記持有人　☐ 登記持有人的受讓人

(請在適當空格內加上 ✓ 號)

❷ **2 遺失了股份證明書的股份的詳情**

股份類別		
股份數目		
股份證明書編號		
該等股份的識別號碼	至	至
最後錄得的成交價的日期		
最後錄得的每股成交價	$	$
股份的最新總值	$	$
有關股份的總值	$	

簽署 ： _____ 日期 ： _____

申請人

《公司條例》(第 622 章)
第 163(1)條規定的

申請新股份證明書

填表須知 — 表格 NS1

附註

1. 如上市公司股份的股份證明書已遺失，合資格人士可向該公司申請新股份證明書。本表格是用以提出此項申請。

合資格人士就上市公司的股份而言，指—
(a) 該等股份的登記持有人；或
(b) 聲稱有權就該等股份將其姓名或名稱記入公司的成員登記冊內的人。

2. (a) 請述明股份的類別，即普通股、優先股、遞延股或其他類別。

(b) 如已就有關股份發出多張股份證明書，請述明股份證明書的編號。如編號不詳，請述明「不詳」。

(c) 另請在適當的空位內述明有關股份的識別號碼。如號碼不詳，請述明「不詳」。

(d) 最新價值指公司同一類別的股份於提出新股份證明書的申請前，在香港聯合交易所有限公司營辦的證券市場最後錄得的成交價計算的價值。詳情請參閱《公司條例》第164(8)條。

(e) 請把各類股份的「股份的最新總值」相加，並將總和填寫在「有關股份的總值」一欄內。

商業登記號碼

3. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

Form **NS1**

Companies Registry

Application for New Share Certificate

Business Registration Number

Note

To :

(Company Name)

1 Particulars of Applicant

Name

Surname Other names

Address

Capacity ☐ **Registered holder** ☐ **Transferee from the registered holder**

(Please tick appropriate box)

2 **2 Details of the Shares for which the Share Certificates have been Lost**

Class of Shares		
No. of Shares		
Share Certificate Numbers		
Distinguishing Numbers of the Shares	**To**	**To**
Date of Last Recorded Price		
Last Recorded Price of Each Share	**$**	**$**
Latest Total Value	**$**	**$**
Grand Total Value of the Shares	**$**	

Signed : _____ Date : _____

Applicant

APPLICATION FOR NEW SHARE CERTIFICATE

For the purposes of section 163(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NS1

1. If a share certificate for shares in a listed company has been lost, an eligible person may apply to the company for a new certificate. This form should be used for such an application.

Eligible person, in relation to shares in a listed company, means —
(a) a registered holder of the shares; or
(b) a person who claims to be entitled to have the person's name entered in the register of members of the company in respect of the shares.

2. (a) Please state the class of shares, i.e. Ordinary, Preference, Deferred or as appropriate.

(b) If separate share certificates have been issued for the shares, please state the share certificate numbers. If the numbers are unknown, please state 'Unknown'.

(c) Please also state the distinguishing numbers of the shares in the appropriate space. If the numbers are unknown, please state 'Unknown'.

(d) 'Latest value' of shares means the value of the shares calculated at the last recorded price paid for shares of the same class in the company at the stock market operated by the Stock Exchange of Hong Kong Limited prior to the making of the application for the new certificate. Please refer to section 164(8) of the Companies Ordinance for details.

(e) Please add up the 'Latest Total Value' of different classes of shares and state the aggregate amount under the item 'Grand Total Value of the Shares'.

Business Registration Number

3. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處

表格 **NS3**

擬發出新股份證明書的公告

商業登記號碼

註

公司名稱

❷ 上述公司現接獲申請，要求該公司就以下已聲明遺失的股份證明書發出　一張／多於一張 * 的新股份證明書：

申請人 (a)	登記持有人 (b)	股份證明書編號 (c)	識別號碼 (d)	股份數目 (e)	股份類別 (f)

在符合以下條件的情況下，本公司可應《公司條例》(第 622 章)第 163 條所指的申請，發出一張 ／ 多於一張 * 新股份證明書—

(a) 本公司已公布第164(2)(a)條所指的公告，而該公告已在一段為期最少一個月的期間內，無間斷地在本公司的網站上提供*；及

或

本公司已公布並刊登第164 (2)(b)條所指的公告，而該公告已在一段為期最少3 個月的期間內，無間斷地在本公司的網站上提供，並按照第164(3)條於憲報刊登*；及

(b) 本公司沒有接獲就有關股份而提出的任何其他申索的通知。

本人證明，上述公司已將上述公告的文本交付香港聯合交易所有限公司，並已從該交易所的獲授權人員處取得一份證明書，證明該文本正按照《公司條例》第164(5)條展示。

特此公告。

日期 ： _____

(姓名／名稱)
公司秘書／股份登記員 *

(公司名稱)

* *請刪去不適用者*

《公司條例》(第 622 章)
第 164(1)條規定的

擬發出新股份證明書的公告

填表須知 — 表格 NS3

附註

1. 上市公司如擬應《公司條例》第163 條所指的申請發出新股份證明書，須按照第164 條刊登符合指明格式的公告。本表格是用以刊登公告時使用。

2. 請在適當的空位內述明以下資料—

(a) 申請人的姓名／名稱(如申請人是該等股份的登記持有人，請刪去此欄)；
(b) 於公告日期在公司成員登記冊所載該等股份的登記持有人的姓名／名稱；
(c) 股份證明書的編號；
(d) 股份的識別號碼(如號碼不適用，請刪去此欄)；
(e) 股份的數目，即股份的數量；及
(f) 股份的類別，即普通股、優先股、遞延股或其他類別。

商業登記號碼

3. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

Companies Registry

Form **NS3**

Notice of Intention to Issue New Share Certificate

Business Registration Number

Note

Company Name

2 **NOTICE is hereby given that application has been received by the above-mentioned Company for the issue of a new certificate／new certificates * in respect of the following share certificates which have been declared lost :**

Applicant (a)	Registered Holder (b)	Certificate Number (c)	Distinguishing Number (d)	Number of Shares (e)	Class of Shares (f)

AND TAKE NOTICE that the above-mentioned Company may issue a new certificate ／ new certificates * on application under section 163 of the Companies Ordinance (Cap. 622) if:

(a) a notice is published under section 164(2)(a) and the notice has been made available on the Company's website throughout a period of at least one month * ; and
OR
a notice is published under section 164(2)(b) and the notice has been made available on the Company's website throughout a period of at least 3 months and published in the Gazette in accordance with section 164(3) * ; and

(b) the Company has not received notice of any other claim in respect of the shares.

I certify that the above-mentioned Company has delivered a copy of the above Notice to the Stock Exchange of Hong Kong Limited and that an authorized officer of that company has certified to the Company in writing that the said copy of the Notice is being exhibited in accordance with the provisions of section 164(5) of the Companies Ordinance.

Date : _____

_____
(Name)
Company Secretary／Share Registrar *
of

_____
(Name of Company)

** Delete whichever does not apply*

NOTICE OF INTENTION TO ISSUE NEW SHARE CERTIFICATE

For the purposes of section 164(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NS3

1. A listed company that intends to issue a new share certificate on an application under section 163 of the Companies Ordinance must publish a notice in the specified form in accordance with section 164. This form should be used for the publication of the notice.

2. Please state the following in the appropriate space —

(a) the name of the applicant (If the applicant is the registered holder of the shares, please delete this column);
(b) the name of the person who appears in the Register of Members of the company as the registered holder of the shares at the date of the Notice;
(c) the share certificate numbers;
(d) the distinguishing numbers of the shares (If the numbers are not applicable, please delete this column);
(e) number, i.e. quantity, of shares; and
(f) class of shares, i.e. Ordinary, Preference, Deferred or as appropriate.

Business Registration Number

3. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處

表格 **NS4**

有關取消原有股份證明書及發出新股份證明書的公告

商業登記號碼

註

公司名稱

❷ 依據《公司條例》(第 622 章)第 165 條的規定，上述公司已取消以下的股份證明書：

登記持有人 (a)	股份證明書編號 (b)	識別號碼 (c)	股份數目 (d)	股份類別 (e)

並由於已取消此等股份證明書，該公司已發出以下新股份證明書：

新股份證明書持有人 (f)	新股份證明書編號 (g)	識別號碼 (c)	股份數目 (d)	股份類別 (e)

本公告的文本已交付香港聯合交易所有限公司。

特此公告。

日期 ： _____

(姓名／名稱)
公司秘書／股份登記員 *

(公司名稱)

* *請刪去不適用者*

《公司條例》(第 622 章)
第 166(1) 條規定的

有關取消原有股份證明書及發出新股份證明書的公告

填表須知 — 表格 NS4

附註

1. 凡上市公司按照《公司條例》第165 條發出新股份證明書，該公司須按照該條例第166(1)條的規定，以指明格式公布及刊登公告。本表格是用以公布及刊登此項公告時使用。

2. 請在適當的空位內述明以下資料—

(a) 於原有股份證明書被取消及新股份證明書發出之前，在公司成員登記冊所載該等股份的登記持有人的姓名／名稱；
(b) 原有股份證明書的編號；
(c) 股份的識別號碼(如號碼不適用，請刪去此欄)；
(d) 股份的數目，即股份的數量；
(e) 股份的類別，即普通股、優先股、遞延股或其他類別；
(f) 獲發給新股份證明書的人的姓名／名稱；及
(g) 新股份證明書的編號。

商業登記號碼

3. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

Companies Registry

Form **NS4**

Notice of Cancellation of Original Share Certificate and Issue of New Certificate

Business Registration Number

Note

Company Name

❷ **NOTICE is hereby given that pursuant to the provisions of section 165 of the Companies Ordinance (Cap. 622), the above-mentioned Company has cancelled the following share certificates :**

Registered Holder (a)	Certificate Number (b)	Distinguishing Number (c)	Number of Shares (d)	Class of Shares (e)

and having cancelled such certificates, the Company has issued the following new share certificates :

Holder of New Share Certificate (f)	New Certificate Number (g)	Distinguishing Number (c)	Number of Shares (d)	Class of Shares (e)

A copy of this Notice has been delivered to the Stock Exchange of Hong Kong Limited.

Date : _____

_____
(Name)
Company Secretary／Share Registrar *
of

_____
(Name of Company)

** Delete whichever does not apply*

NOTICE OF CANCELLATION OF ORIGINAL SHARE CERTIFICATE AND ISSUE OF NEW CERTIFICATE

For the purposes of section 166(1) of the Companies Ordinance (Cap. 622)

Notes for Completion of Form NS4

1. A listed company that issues a new share certificate under section 165 of the Companies Ordinance must publish a notice in the specified form in accordance with section 166(1). This form should be used for the publication of the notice.

2. Please state the following in the appropriate space —

   (a) the name of the person who appeared in the Register of Members of the Company as registered holder of the shares prior to the cancellation of the original share certificates and issue of the new certificates;
   (b) the original share certificate numbers;
   (c) the distinguishing numbers of the shares (If the numbers are not applicable, please delete the column);
   (d) number, i.e. quantity of shares;
   (e) class of shares, i.e. Ordinary, Preference, Deferred or as appropriate;
   (f) the name of the person to whom the new share certificates have been issued; and
   (g) the new share certificate numbers.

Business Registration Number

3. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

股份配發申報書
Return of Allotment

表格 Form **NSC1**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

7 **2 配發股份的日期 Date of Allotment**

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

3 是次股份配發的總款額 Totals of this Allotment

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

☐ **上述公司的已發行股本因是次配發股份而增加的款額如下：**
As a result of this allotment, the company's issued share capital is increased by the following amount:

貨幣單位 Currency	款額 Amount

☐ **上述公司的已發行股本並未因是次配發股份而增加(在此情況不用申報第 4 項)**
The company's issued share capital is not increased as a result of this allotment. (No need to complete Section 4 in this situation)

4 配發股份的詳情 Details of Shares Allotted

A. 以金錢代價配發的股份 Shares Allotted for Cash Consideration

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	所配發的股份數目 Number of Shares Allotted	已為或視作已為每一股份繳付的款額 Amount Paid or Regarded as Paid on Each Share	尚未為或視作尚未為每一股份繳付的款額 Amount Unpaid or Regarded as Unpaid on Each Share

3 **提交人資料 Presentor's Reference**
姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NSC1**

商業登記號碼
Business Registration Number

4 配發股份的詳情 Details of Shares Allotted (續上頁 cont'd)

B. 全部或部分以非金錢代價配發的股份 Shares Allotted Wholly or Partly for Non-Cash Consideration

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	所配發的股份數目 Number of Shares Allotted	已為或視作已為每一股份繳付的款額 Amount Paid or Regarded as Paid on Each Share	尚未為或視作尚未為每一股份繳付的款額 Amount Unpaid or Regarded as Unpaid on Each Share

8 **C. 股份配發的非金錢代價的詳情**
Details of Non-Cash Consideration for which the Shares have been Allotted

請在適用的空格內加上 ✓ 號，並在「詳情」一欄申報相關的資料 Please tick the relevant box and complete the box for "Particulars"

☐ **公司以非金錢代價根據《公司條例》(第 622 章)第 13 部第 2 分部作出的安排進行股份配發，詳情如下：**
Shares are allotted for non-cash consideration under an arrangement made under Division 2 of Part 13 of the Companies Ordinance (Cap. 622). The particulars are listed below.

☐ **所配發股份已入帳列為已繳足股款(不論有否經過資本化)，詳情如下：**
Shares allotted are credited as fully paid up whether on or without a capitalization. The particulars are listed below.

☐ **公司以非金錢代價配發上述股份，該配發關乎《公司條例》第 142(2)(d)(iii) 條所述的合約，而該合約是以書面形式訂立。詳情如下：**
Shares are allotted wholly or partly for non-cash consideration in respect of a written contract mentioned in section 142(2)(d)(iii) of the Companies Ordinance. The particulars are listed below.

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

☐ **公司以非金錢代價配發上述股份，該配發關乎《公司條例》第 142(2)(d)(iii)條所述的合約，而該合約並非以書面形式訂立。現隨本表格附上載有該合約細則的附表一。**
Shares are allotted for non-cash consideration in respect of a contract mentioned in section 142(2)(d)(iii) of the Companies Ordinance. The contract is not reduced to writing. A Schedule 1 containing the particulars of the contract is attached to this form.

表格 Form **NSC1**

商業登記號碼 Business Registration Number

9 5 獲配發股份者的詳情 Details of Allottee(s)

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

☐ **獲配發股份者的詳情列於附表二**
Details of Allottee(s) are listed in Schedule 2

☐ **獲配發股份者的詳情列於隨本表格附上的唯讀光碟或唯讀型數碼多功能光碟**
Details of Allottee(s) are listed in the CD-ROM or DVD-ROM attached to this form
(載於唯讀光碟或唯讀型數碼多功能光碟內的獲配發股份者的詳情，會以 PDF 格式供公眾以電子方式查閱。Details of allottees recorded in the CD-ROM or DVD-ROM will be available for public search electronically in PDF format.)

11 6 股本說明 (以緊接股份配發之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Allotment of Shares)

A. 股本 Share Capital

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

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 (a)	已繳或視作已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)

12 B. 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

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

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) 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)

本申報書包括下列續頁／附表 This Return includes the following Continuation Sheet(s)／Schedule(s)

	續頁 Continuation Sheet(s)			附表一 Schedule 1	附表二 Schedule 2
	A	B	C		
頁數 Number of pages					

5 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 **NSC1**

附表一 Schedule 1

商業登記號碼
Business Registration Number

8 **配發股份的非金錢代價關乎《公司條例》第 142(2)(d)(iii)條所述的合約**
(若配發的合約並非以書面形式訂立)
Non-cash consideration for which shares have been allotted in respect of a contract mentioned in section 142(2)(d)(iii) of the Companies Ordinance
(Where the contract for allotting shares is not reduced to writing)

A. **如作出該項配發是作為清償全部或部分財產的買價，請述明該項財產以及清償買價的詳情：**
If the allotment is made in satisfaction or part satisfaction of the purchase price of property, please describe the property and the details as regards how the purchase price is to be satisfied :

(1) **財產的簡述**
Brief description of property

(2) **買價**
Purchase price

	股份數目 Number of Shares	貨幣單位 Currency	款額 Amount
(a) **以非金錢支付股款而獲配發股份所付代價的總款額** **Total amount of consideration paid for shares allotted otherwise than in cash**			
(b) **現金** **Cash**			
(c) **購買人所解除的債項或所承擔的債務的款額(包括按揭及購買人就收購財產所解除的債項或所承擔的債務)** **Amount of debt released or liabilities assumed by the purchaser (including mortgages and any debts released or liabilities assumed by the purchaser on the property acquired)**			
總買價 **Total purchase price**			

B. **如配發該等股份的代價為服務或非上文第 A 項所述的其他代價，請述明該項代價的性質，以及所配發股份的數目**
If the consideration for the allotment of such shares is services, or any consideration other than that mentioned in Section A above, please state the nature of such consideration and the number of shares so allotted

表格
Form **NSC1**

附表一 Schedule 1

商業登記號碼
Business Registration Number

C. 上文第 A 項所述財產的總買價的細目分類：
Breakdown of the total purchase price of the property mentioned in Section A above :

	貨幣單位 Currency	款額 Amount
(1) 永久業權財產的法定產業權及在永久業權財產上的固定工業裝置及機械及其他固定裝置（凡該等財產是在按揭的規限下出售，應列明總價值。）Legal estates in freehold property and fixed plant and machinery and other fixtures thereon (Where such properties are sold subject to mortgage, the gross value should be shown.)		
(2) 批租土地財產的法定產業權（凡該等財產是在按揭的規限下出售，應列明總價值。）Legal estates in leasehold property (Where such properties are sold subject to mortgage, the gross value should be shown.)		
(3) 批租土地財產上的固定工業裝置及機械 Fixed plant and machinery on leasehold property		
(4) 永久業權財產或批租土地財產的衡平法權益(凡該等財產是在按揭的規限下出售，應列明總價值。) Equitable interests in freehold or leasehold property (Where such properties are sold subject to mortgage, the gross value should be shown.)		
(5) 活動工業裝置及機械、商品存貨及其他實產 Loose plant and machinery, stock-in-trade, and other chattels		
(6) 商譽及合約的利益 Goodwill and benefit of contracts		
(7) 專利、設計、商標、特許、版權等 Patents, designs, trade marks, licences, copyrights, etc.		

表格
Form **NSC1**

附表一 Schedule 1

商業登記號碼
Business Registration Number

	貨幣單位 Currency	款額 Amount
(8) 帳面債項及其他債項 Book and other debts		
(9) 手頭現金及銀行來往帳戶內的現金、匯票、票據等 Cash in hand and at bank on current account, bills, notes, etc.		
(10) 存放於銀行或其他地方的現金 Cash on deposit at bank or elsewhere		
(11) 股份、債權證及其他投資 Shares, debentures and other investments		
(12) 其他財產 Other property		
總買價 Total purchase price		

表格
Form **NSC1**

附表二 Schedule 2

商業登記號碼
Business Registration Number

9 獲配發股份者的詳情（第 5 項）Details of Allottee(s) (Section 5)

10 *(如超過兩名獲配發股份者或配發的股份超過一種類別，可另加附表二。另外，公司可選擇以唯讀光碟或唯讀型數碼多功能光碟提供獲配發股份者的詳情。 If there are more than 2 allottees, or if there is more than one class of shares, please use additional Schedule 2. Alternatively, the company can choose to provide details of allottees in the form of CD-ROM or DVD-ROM.)*

股份類別
Class of Shares

配發此類別股份的總數
Total Shares Allotted for this Class

1 中文姓名／名稱
Name in Chinese

獲配發股份的數目
No. of Shares Allotted

英文姓名
Name in English

姓氏 Surname　　**名字** Other Names

或 OR
英文名稱
Name in English

☐ 股份是聯名持有
Shares are Jointly Held

(如適用，請加 ✓ 號
Please tick if applicable.)

地址
Address

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

10 **備註***
Remarks*

**例如聯名持有股份的詳情。 For example, details of jointly held shares.*

2 中文姓名／名稱
Name in Chinese

獲配發股份的數目
No. of Shares Allotted

英文姓名
Name in English

姓氏 Surname　　**名字** Other Names

或 OR
英文名稱
Name in English

☐ 股份是聯名持有
Shares are Jointly Held

(如適用，請加 ✓ 號
Please tick if applicable.)

地址
Address

室／樓／座等 Flat／Floor／Block etc.

大廈 Building

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.

國家／地區 Country／Region

10 **備註***
Remarks*

**例如聯名持有股份的詳情。 For example, details of jointly held shares.*

表格
Form **NSC1**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration Number

8 **股份配發的非金錢代價的詳情（第 4C 項）**
Details of Non-Cash Consideration for which the Shares have been Allotted (Section 4C)

詳情 Particulars

表格
Form **NSC1**

續頁 B Continuation Sheet B

商業登記號碼
Business Registration Number

11 **股本說明（以緊接股份配發之後當時的狀況為準）**
Statement of Capital (As at the Time Immediately After the Allotment of Shares)

股本（第 6A 項）
Share Capital (Section 6A)

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 (a)	**已繳或視作已繳的總款額** Total Amount Paid up or Regarded as Paid up (b)	**未繳或視作未繳的總款額** Total Amount Unpaid or Regarded as Unpaid (a) - (b)

表格
Form **NSC1**

續頁 C Continuation Sheet C

商業登記號碼
Business Registration Number

⓫ 股本說明（以緊接股份配發之後當時的狀況為準）
Statement of Capital (As at the Time Immediately After the Allotment of Shares)

⓬ 股份所附帶的權利的詳情 （第 6B 項）
Particulars of Rights Attached to Shares (Section 6B)

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) 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)

《公司條例》(第 622 章)
第 142(1) 條規定交付的

股份配發申報書

填表須知 — 表格 NSC1

附註

引言

1. 本表格是用以通知公司註冊處處長(「處長」)有關股份有限公司配發股份的詳情，並須在股份配發後的 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. 請提供提交人的資料。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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

配發股份的日期 (第 2 項)

7. 本表格可用作申報在某一日或某一段期間內(一個月內)所作出的股份配發。如曾在一段期間內作出多次配發，只須申報首次及末次配發的日期。如只在某一日作出配發，請在第一個日期空格申報。

股份配發的非金錢代價的詳情 (第 4C 項)

8. (a) 如公司全部或部分為非金錢代價而按根據《公司條例》第13 部第 2 分部作出的安排進行配發，請述明載有認許該安排的原訟法庭的命令的詳情。
(b) 如配發的股份已入帳列為已繳足股款(不論有否經過資本化)，請述明視作已為每一股份繳付的款額及載有授權進行該項資本化或配發的決議的詳情。
(c) 如在任何其他情況下全部或部分為非金錢代價而進行配發，請根據《公司條例》第142(2)(d)(iii)條述明該等股份配發所關乎的售賣合約的詳情，或為服務或其他代價而訂立的合約的詳情。
(d) 如公司全部或部分為非金錢代價配發股份，而該股份配發所關乎《公司條例》第142(2)(d)(iii)條所述的合約並非以書面形式訂立，公司在交付本表格時，須填寫並附上載有該合約細則的附表一。

獲配發股份者的詳情 (第 5 項)

9. 公司申報獲配發股份者的詳情，可使用(a)附表二；或(b)唯讀光碟或唯讀型數碼多功能光碟。如使用唯讀光碟或唯讀型數碼多功能光碟，請以公司註冊處指定格式的 Excel 檔案申報獲配發股份者的詳情，該 Excel 檔案可在公司註冊處網站(www.cr.gov.hk)下載。如已交付相關的光碟，則附表二無須夾附於本表格。

10. 請填報每名獲配發股份者的姓名／名稱及地址及獲配發股份的數目。

如果股份是由 2 名或多於 2 名人士聯名持有，請—

(i) 先填報***載於成員登記冊上就該些股份排名最先的聯名持有人士***的姓名／名稱及地址，並填上與其他人士聯名獲配發股份的數目；

(ii) 在相關的空格內加上 ✓ 號，以顯示該些股份為聯名持有；

(iii) 在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名／名稱；及

(iv) 在接著於用以填報獲配發股份者詳情的相關空格內，填報***所有其他聯名持有人士***的姓名／名稱及地址及在「獲配發股份的數目」空格內填上「不適用」。相關的空格內亦應加上 ✓ 號，以顯示該些股份是聯名持有，並在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名／名稱。

在填報聯名股份持有人士的資料時，請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。如有需要，請就申報有關詳情尋求獨立的法律意見。

股本說明 (第 6 項)

11. 如本表格是用作申報某一段期間內所作出的配發，股本說明應以緊接股份末次配發之後當時的狀況為準。

股份所附帶的權利的詳情 (第 6B 項)

12. 如公司的股本分為不同類別的股份，請就每一類別的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(包括在進行清盤時)參與該項分派的權利的詳情；及

(d) 是否屬可贖回股份。

RETURN OF ALLOTMENT

For the purposes of section 142(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC1

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of the allotment of shares by a company limited by shares. It should be delivered to the Registrar for registration within one month after an allotment of shares.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Date of Allotment (Section 2)

7. This form may be used for allotments made on a single day or over a period of time (within one month). If more than one allotment has been made over a period of time, please enter only the first and last dates that apply. If only one date is applicable, please enter it in the first date box.

Details of Non-Cash Consideration for which the Shares have been Allotted (Section 4C)

8. (a) In the case of an allotment wholly or partly for non-cash consideration under an arrangement made under Division 2 of Part 13 of the Companies Ordinance, please state the particulars of the order of the Court sanctioning the arrangement.

(b) Where shares allotted are credited as fully paid up whether on or without a capitalization, please state the amount regarded as paid on each share and the particulars of the resolution authorizing the capitalization or allotment.

(c) In any other case of an allotment of shares wholly or partly for non-cash consideration, please state the particulars of the contract for sale, or for services or other consideration in respect of which the shares were allotted pursuant to section 142(2)(d)(iii) of the Companies Ordinance.

(d) Where shares are allotted wholly or partly for non-cash consideration in respect of a contract mentioned in section 142(2)(d)(iii) of the Companies Ordinance which is not reduced to writing, please complete and attach to this form a Schedule 1 containing the particulars of the contract.

Details of Allottee(s) (Section 5)

9. A company can provide details of allottee(s) either (a) in Schedule 2, or (b) in the form of CD-ROM or DVD-ROM. If CD-ROM or DVD-ROM is used, details of allottee(s) must be provided in Excel file format and in the form specified by the Companies Registry which can be downloaded from the Companies Registry's website (www.cr.gov.hk). If a CD-ROM or DVD-ROM is delivered, Schedule 2 is not required to be attached to this form.

10. Please provide the full name and address of each allottee and the number of shares allotted.

In case a share is / shares are jointly held by 2 or more persons, please —

(i) report the full name and address of the ***joint shareholder whose name appears first in order in respect of such shares in the register of members*** and fill in the number of shares allotted with other joint shareholders;
(ii) tick the relevant box to indicate that the shares are jointly held;
(iii) report all the other joint shareholders' names in the "Remarks" box; and
(iv) report the names and addresses of ***all the other joint shareholders*** in the subsequent boxes for reporting details of allottees and state "N/A" in the "No. of Shares Allotted" box provided. The box to indicate that the shares are jointly held should be ticked if it is so and the names of all the other joint shareholders should be stated in the "Remarks" box.

When completing the information of joint shareholders, please refer to the example provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.

Statement of Capital (Section 6)

11. Where the form is used for allotments made over a period of time, the Statement of Capital should reflect the share capital of the company as at the time immediately after the last allotment.

Particulars of Rights Attached to Shares (Section 6B)

12. If the share capital of the company is 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 the class are redeemable shares.

公司註冊處
Companies Registry

贖回或回購股份申報表
Return of Share Redemption or Buy-back

表格 Form **NSC2**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 公司贖回或回購股份的詳情
Details of Shares Redeemed or Bought Back

股份的類別（如普通股／優先股等） Class of Shares (e.g. Ordinary／Preference etc.)	股份的數目 Number of Shares	股份交付公司的日期 Date on which the Shares were Delivered to the Company (日 DD / 月 MM / 年 YYYY)	上市公司須申報下列各項 Listed company must complete this Section	
			該等股份繳付的最高價格 Maximum Price Paid for the Shares	該等股份繳付的最低價格 Minimum Price Paid for the Shares

為該等股份繳付的總款額 Aggregate Amount Paid for the Shares	
貨幣單位 Currency	款額 Amount

3 付款詳情（在贖回或回購所需資金是從資本中撥出的情況下）
Particulars of Payment (In the Case of a Redemption or Buy-back Financed by a Payment out of Capital)

所需資金的款額 Amount of the Payment

付款日期 Date of Payment

日 DD 月 MM 年 YYYY

3 提交人資料 Presentor's Reference

姓名／名稱 Name:

地址 Address:

電話 Tel: 傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **NSC2**

商業登記號碼 Business Registration Number

4 股本說明 (以緊接贖回或回購股份之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Redemption or Buy-back)

A. 股本 Share Capital *(如空位不足，請用續頁 A 填報 Use Continuation Sheet A if the space is insufficient)*

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 (a)	已繳或視作已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)

7 **B. 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

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

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) 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)

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
頁數 Number of pages		

5 **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 **NSC2**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration Number

股本說明 (以緊接贖回或回購股份之後當時的狀況為準)
Statement of Capital (As at the Time Immediately After the Redemption or Buy-back)

股本 (第 4A 項)
Share Capital (Section 4A)

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 (a)	**已繳或視作已繳的總款額** Total Amount Paid up or Regarded as Paid up (b)	**未繳或視作未繳的總款額** Total Amount Unpaid or Regarded as Unpaid (a) - (b)

表格
Form **NSC2**

續頁 B Continuation Sheet B

商業登記號碼
Business Registration Number

股本說明 (以緊接贖回或回購股份之後當時的狀況為準)
Statement of Capital (As at the Time Immediately After the Redemption or Buy-back)

❼ **股份所附帶的權利的詳情 (第 4B 項)**
Particulars of Rights Attached to Shares (Section 4B)

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) 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)

《公司條例》(第 622 章)
第 270(1) 條規定交付的

贖回或回購股份申報表

填表須知 — 表格 NSC2

附註

引言

1. 公司在贖回或回購任何股份後，必須在該等股份交付公司的日期後的 15 日內，將本申報表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。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

股份所附帶的權利的詳情 (第 4B 項)

7. 如公司的股本分為不同類別的股份，請就每一類別的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(包括在進行清盤時)參與該項分派的權利的詳情；及
(d) 是否屬可贖回股份。

RETURN OF SHARE REDEMPTION OR BUY-BACK

For the purposes of section 270(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC2

Introduction

1. Where a company redeems or buys back any shares, it must, within 15 days after the date on which the shares are delivered to the company, deliver a return 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.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Particulars of Rights Attached to Shares (Section 4B)

7. If the share capital of the company is 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.

公司註冊處
Companies Registry

向原訟法庭申請撤銷從資本中撥款作付款的特別決議通知書
Notice of Application to Court for Cancellation of Special Resolution for Payment out of Capital

表格 Form **NSC3**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 申請要求撤銷從資本中撥款作付款的特別決議
Application for Cancellation of Special Resolution for Payment out of Capital

上述公司現通知：有人已向原訟法庭提出申請，要求撤銷從公司的資本中撥款作付款贖回或回購公司本身的股份的特別決議。
This company gives notice that an application has been made to the Court for cancellation of the special resolution for payment out of capital in respect of the redemption or buy-back of the company's own shares.

申請書送達公司的日期
The Day on which the Application is Served on the Company

日 DD	月 MM	年 YYYY

5 **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*

3

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

《公司條例》(第 622 章)
第 263(4) 條規定交付的

向原訟法庭申請撤銷
從資本中撥款作付款的特別決議通知書

填表須知 — 表格 NSC3

附註

引言

1. 如公司通過一項特別決議，批准公司從資本中撥款作付款贖回或回購本身的任何股份，則公司成員(已同意或已表決贊成有關決議的成員除外)或債權人均可在該項特別決議的日期後的 5 個星期內，向原訟法庭提出申請要求撤銷該項決議。如有人提出申請，公司須在申請書送達該公司的日期後的 7 日內，以本表格向公司註冊處處長(「處長」) 發出關於該項申請的通知。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF APPLICATION TO COURT FOR CANCELLATION OF SPECIAL RESOLUTION FOR PAYMENT OUT OF CAPITAL

For the purposes of section 263(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC3

Introduction

1. Where a company passes a special resolution approving a payment out of capital for the redemption or buy-back of any of its own shares, a member (other than one who consented to or voted in favour of the special resolution) or creditor of the company may within 5 weeks after the date of the special resolution apply to the Court for cancellation of the resolution. If an application is made, the company must give notice of the application to the Registrar of Companies (the Registrar) in this form within 7 days after the day on which the application is served on the company.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

支付獲批准的佣金通知書
Notice of Permitted Share Commission

表格 Form **NSC6**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 批准支付佣金的章程細則
Company's Article Authorizing Payment of Commission

章程細則第 條
Article No.

3 為認購／同意認購／促致認購／同意促致認購公司的股份而須支付的佣金
Commission for Subscribing／Agreeing to Subscribe／Procuring Subscriptions／Agreeing to Procure Subscriptions for Shares in the Company

佣金的款額
Amount of Commission

或 OR

佣金率
Rate of Commission

%

4 有關的人為收取佣金而同意無條件地認購的股份(如有的話)的數目
Number of Shares (if any) that Persons have Agreed for a Commission to Subscribe for Absolutely

5 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

3

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

《公司條例》(第 622 章)
第 148(2)(c)(i) 條規定交付的

支付獲批准的佣金通知書

填表須知 — 表格 NSC6

附註

引言

1. 如《公司條例》第148(2) 條的條件獲符合，公司可支付佣金予某人作為代價，以交換該人認購該公司的股份，或同意如此認購該等股份，或促致或同意促致認購該公司的股份。如公司沒有向公眾人士作出認購有關股份的要約，公司須在支付有關款項前交付本表格予公司註冊處處長(「處長」) 登記，以披露佣金的款額或佣金率及有關的人為收取佣金而同意無條件地認購的股份(如有的話) 的數目。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF PERMITTED SHARE COMMISSION

For the purposes of section 148(2)(c)(i) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC6

Introduction

1. If the conditions in section 148(2) of the Companies Ordinance are satisfied, a company may pay a commission to a person in consideration of the person subscribing or agreeing to subscribe, or procuring or agreeing to procure subscriptions for shares in the company. If the shares are not offered to the public for subscription, the company should, before making the payment, deliver to the Registrar of Companies (the Registrar) for registration a notice in this form disclosing the amount or rate of the commission and the number of shares (if any) that persons have agreed for a commission to subscribe for absolutely.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

向原訟法庭申請限制為購入股份而提供資助的通知書
Notice of Application to Court for Restraining the Giving of Financial Assistance for Acquisition of Shares

表格 Form **NSC9**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 申請限制為購入股份而提供資助
Application for Restraining the Giving of Financial Assistance for Acquisition of Shares

上述公司現通知：有人已向原訟法庭提出申請，尋求一項限制公司為購入其股份或其控權公司的股份而提供資助的命令。
This company gives notice that an application has been made to the Court for an order restraining the giving of financial assistance for acquisition of shares in the company or its holding company.

申請書送達公司的日期
The Day on which the Application is Served on the Company

日 DD	月 MM	年 YYYY

5 **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*

3

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

《公司條例》(第 622 章)
第 286(5) 條規定交付的

向原訟法庭申請限制為購入股份
而提供資助的通知書

填表須知 — 表格 NSC9

附註

引言

1. 凡公司根據《公司條例》第 285(1)(d) 條的規定，通過一項決議，批准公司為購入其股份或其控權公司的股份而提供資助，或為減少或解除為該項購入而招致的債務而提供資助，則合資格的公司成員可根據《公司條例》第 286 條，在該項決議的日期後的 28 日內，向原訟法庭提出申請，尋求一項限制提供資助的命令。如有成員提出該項申請，公司須在申請書送達該公司的日期後的 7 日內，以本表格通知公司註冊處處長(「處長」) 關於該項申請。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF APPLICATION TO COURT FOR RESTRAINING THE GIVING OF FINANCIAL ASSISTANCE FOR ACQUISITION OF SHARES

For the purposes of section 286(5) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC9

Introduction

1. Where a company passes a resolution approving the giving of financial assistance by the company for the acquisition of a share in the company or its holding company or for reducing or discharging a liability incurred for such an acquisition under section 285(1)(d) of the Companies Ordinance, eligible members of the company may, within 28 days after the day on which the resolution is passed, apply to the Court under section 286 of the Companies Ordinance for an order restraining the giving of financial assistance. If an application is made, the company must give notice to the Registrar of Companies (the Registrar) in this form within 7 days after the day on which the application is served on the company.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

更改股本通知書
Notice of Alteration of Share Capital

表格 Form **NSC11**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 更改股本的詳情 Details of Alteration of Share Capital

A. 生效日期 Effective Date

日 DD	月 MM	年 YYYY

B. 更改詳情 Details of Alteration

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

☐ **上述公司的已發行股本因是次股本的更改而增加。**
This company's issued share capital is increased by this alteration.

增加的款額 Amount of the increase

④

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

表格 Form **NSC11**

商業登記號碼 Business Registration Number

3 股本說明 (以緊接更改股本之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Alteration of Share Capital)

A. 股本 Share Capital *(如空位不足，請用續頁 A 填報 Use Continuation Sheet A if the space is insufficient)*

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 (a)	已繳或視作已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)

8 **B. 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

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

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) 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)

本通知書包括下列續頁 This Notice includes the following Continuation Sheet(s)

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

6 **簽署 Signed** :

姓名 Name : _____ **日期 Date** : _____

董事 Director／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 **NSC11**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration Number

股本說明 (以緊接更改股本之後當時的狀況為準)
Statement of Capital (As at the Time Immediately After the Alteration of Share Capital)

股本 (第 3A 項)
Share Capital (Section 3A)

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 (a)	**已繳或視作已繳的總款額** Total Amount Paid up or Regarded as Paid up (b)	**未繳或視作未繳的總款額** Total Amount Unpaid or Regarded as Unpaid (a) - (b)

表格
Form **NSC11**

續頁 B Continuation Sheet B

商業登記號碼
Business Registration Number

股本說明（以緊接更改股本之後當時的狀況為準）
Statement of Capital (As at the Time Immediately After the Alteration of Share Capital)

❽ **股份所附帶的權利的詳情 （第 3B 項）**
Particulars of Rights Attached to Shares (Section 3B)

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) 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)

《公司條例》(第 622 章)
第 171 (1)條規定交付的

更改股本通知書

填表須知 — 表格 NSC11

附註

引言

1. 根據《公司條例》第170條，有限公司可藉以下的任何一種或多於一種方式，更改其股本—

(a) 配發及發行新股份，以增加其股本；
(b) 在沒有配發及發行新股份的情況下，增加其股本，但前提是增加股本所需的資金或其他資產，是由該公司的成員提供的；
(c) 在有或沒有配發及發行新股份的情況下，將其利潤資本化；
(d) 在有或沒有增加其股本的情況下，配發及發行紅股；
(e) 將其全部或任何股份，轉換為更大或更小數目的股份；
(f) 取消以下股份—
  (i) 截至關乎取消股份的決議通過當日，尚未獲任何人承購或同意承購的股份；或
  (ii) 被沒收的股份。

除股本更改涉及股份配發外，公司須在根據第 170 條更改其股本後的一個月內，將關於該項更改的通知，以本表格交付公司註冊處處長(「處長」)登記。

2. 如股本更改涉及股份配發，公司無需以本表格通知處長。《公司條例》第 142 條就股份的配發，規定公司須將股份配發申報書(表格 NSC1)交付處長登記。

3. 請劃一以中文或英文申報各項所需資料。如以中文申報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

4. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

5. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

股份所附帶的權利的詳情 (第 3B 項)

8. 如公司的股本分為不同類別的股份，請就每一類別的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(包括在進行清盤時)參與該項分派的權利的詳情；及
(d) 是否屬可贖回股份。

NOTICE OF ALTERATION OF SHARE CAPITAL

For the purposes of section 171(1) of Companies Ordinance (Cap.622)

Notes for Completion of Form NSC11

Introduction

1. Under section 170 of the Companies Ordinance, a limited company may alter its share capital in any one or more of the following ways —

(a) increase its share capital by allotting and issuing new shares;
(b) increase its share capital without allotting and issuing new shares, if the funds or other assets for the increase are provided by the members of the company;
(c) capitalize its profits, with or without allotting and issuing new shares;
(d) allot and issue bonus shares with or without increasing its share capital;
(e) convert all or any of its shares into a larger or smaller number of shares;
(f) cancel shares —
  (i) that, at the date the resolution for cancellation is passed, have not been taken or agreed to be taken by any person; or
  (ii) that have been forfeited.

Except for an alteration of share capital which involves an allotment of shares, a company must deliver to the Registrar of Companies (the Registrar) for registration a notice in this form within one month after altering its share capital under section 170.

2. A company is not required to deliver a notice in this form in relation to an alteration of share capital involving an allotment of shares. For an allotment of shares, section 142 of the Companies Ordinance requires a company to deliver a return of allotment (Form NSC1) 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 a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Particulars of Rights Attached to Shares (Section 3B)

8. If the share capital of the company is 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 the class are redeemable shares.

公司註冊處
Companies Registry

股本幣值重訂通知書
Notice of Redenomination of Share Capital

表格 Form **NSC13**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 股本幣值重訂的決議 Resolution for Redenomination of Share Capital

上述公司已通過決議對其股本作幣值重訂。
This company has passed a resolution redenominating the company's share capital.

決議通過日期
Date of Passing the Resolution

日 DD	月 MM	年 YYYY

3 股本幣值重訂的詳情 Details of Redenomination of Share Capital

股份的類別（如普通股／優先股等） Class of Shares (e.g. Ordinary／Preference etc.)	重訂前的貨幣單位 Currency Before Redenomination	重訂前已發行股本的總款額 Total Amount of Issued Capital Before Redenomination	重訂後的貨幣單位 Currency After Redenomination	重訂後已發行股本的總款額 Total Amount of Issued Capital After Redenomination	決議所指定的匯率 Exchange Rate Specified in the Resolution

❸ **提交人資料 Presentor's Reference**

姓名／名稱 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NSC13**

商業登記號碼
Business Registration Number

4 股本說明 (以緊接股本幣值重訂之後當時的狀況為準)
Statement of Capital (As at the Time Immediately After the Redenomination of Share Capital)

7 **A. 股本 Share Capital** *(如空位不足，請用續頁A 填報 Use Continuation Sheet A if the space is insufficient)*

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 (a)	**已繳或視作已繳的總款額** Total Amount Paid up or Regarded as Paid up (b)	**未繳或視作未繳的總款額** Total Amount Unpaid or Regarded as Unpaid (a) - (b)

8 **B. 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

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

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) 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)

本通知書包括下列續頁 This Notice includes the following Continuation Sheet(s)

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

5 **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 **NSC13**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration Number

股本說明（以緊接股本幣值重訂之後當時的狀況為準）
Statement of Capital (As at the Time Immediately After the Redenomination of Share Capital)

❼ **股本（第 4A 項）**
Share Capital (Section 4A)

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 (a)	**已繳或視作已繳的總款額** Total Amount Paid up or Regarded as Paid up (b)	**未繳或視作未繳的總款額** Total Amount Unpaid or Regarded as Unpaid (a) - (b)

表格
Form **NSC13**

續頁 B Continuation Sheet B

商業登記號碼
Business Registration Number

股本說明 (以緊接股本幣值重訂之後當時的狀況為準)
Statement of Capital (As at the Time Immediately After the Redenomination of Share Capital)

8 **股份所附帶的權利的詳情 (第 4B 項)**
Particulars of Rights Attached to Shares (Section 4B)

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) 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)

《公司條例》(第 622 章)
第 173(1)條規定交付的

股本幣值重訂通知書

填表須知 — 表格 NSC13

附註

引言

1. 有限公司可藉其決議，將其股本或任何類別的股份，由以某種貨幣計值轉換為以另一種貨幣計值。公司須在通過該項決議後的一個月內，就股本幣值重訂將一份通知，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。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

股本 (第 4A 項)

7. 公司已發行股份的類別及總數，***不會***因是次在此表格申報的股本幣值重訂而有所更改。如公司根據《公司條例》第 170 條更改其股本，請以適當的表格通知公司註冊處。例如：公司配發股份，請以表格 NSC1 申報；公司將其股份轉換為更大或更小數目的股份，則請以表格 NSC11 申報。

股份所附帶的權利的詳情 (第 4B 項)

8. 如公司的股本分為不同類別的股份，請就每一類別的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(包括在進行清盤時)參與該項分派的權利的詳情；及
(d) 是否屬可贖回股份。

NOTICE OF REDENOMINATION OF SHARE CAPITAL

For the purposes of section 173(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC13

Introduction

1. A limited company may, by resolution of the company, convert its share capital or any class of shares from one currency to another currency. Within one month after passing such a resolution, the company must deliver a notice in this form to the Registrar of Companies (the Registrar) for registration in relation to the redenomination.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Share Capital (Section 4A)

7. The class and total number of issued shares of the company should ***not*** be altered because of the redenomination reported on this form. If the company alters its share capital pursuant to section 170 of the Companies Ordinance, please notify the Companies Registry by completing the appropriate form(s). For example : There is an allotment of shares by the company, please report on Form NSC1; the company converts its shares into a larger or smaller number of shares, please report on Form NSC11.

Particulars of Rights Attached to Shares (Section 4B)

8. If the share capital of the company is 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.

公司註冊處
Companies Registry

股額再轉換為股份通知書
Notice of Reconversion of Stock into Shares

表格 Form **NSC14**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 股額再轉換為股份的決議 Resolution for Reconversion of Stock into Shares

上述公司已通過決議，將股額再轉換為繳足股款的股份。
This company has passed a resolution reconverting stock into paid up shares.

決議通過日期
Date of Passing the Resolution

日 DD	月 MM	年 YYYY

3 股額再轉換為股份的詳情 Details of Reconversion of Stock into Shares

股額的價值 Value of the Stock	股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.)	再轉換後已繳足股款的股份 Paid Up Shares After Reconversion	
		總數目 Total Number	已繳股款總額 Total Paid Up Amount

3 提交人資料 Presentor's Reference
姓名／名稱 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **NSC14**

商業登記號碼 Business Registration Number

4 股本說明（以緊接再轉換股額之後當時的狀況為準） Statement of Capital (As at the Time Immediately After the Reconversion of Stock)

A. 股本 Share Capital *(如空位不足，請用續頁 A 填報 Use Continuation Sheet A if the space is insufficient)*

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 (a)	已繳或視作已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)

7 **B. 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

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

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) 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)

本通知書包括下列續頁 This Notice includes the following Continuation Sheet(s)

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

5 **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 **NSC14**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration Number

股本說明（以緊接再轉換股額之後當時的狀況為準）
Statement of Capital (As at the Time Immediately After the Reconversion of Stock)

股本（第 4A 項）
Share Capital (Section 4A)

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 (a)	**已繳或視作已繳的總款額** Total Amount Paid up or Regarded as Paid up (b)	**未繳或視作未繳的總款額** Total Amount Unpaid or Regarded as Unpaid (a) - (b)

表格
Form **NSC14**

續頁 B Continuation Sheet B

商業登記號碼
Business Registration Number

股本說明（以緊接再轉換股額之後當時的狀況為準）
Statement of Capital (As at the Time Immediately After the Reconversion of Stock)

❼ **股份所附帶的權利的詳情（第 4B 項）**
Particulars of Rights Attached to Shares (Section 4B)

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) 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)

《公司條例》(第 622 章)
第 175(1) 條規定交付的

股額再轉換為股份通知書

填表須知 — 表格 NSC14

附註

引言

1. 如公司在被《公司條例》廢除將繳足股款的股份轉換為股額的權力前，已將繳足股款的股份轉換為股額，該公司可藉其決議，將該股額再轉換為繳足股款的股份。公司須在通過決議後的1 個月內，就股額再轉換一事將一份通知，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。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

股份所附帶的權利的詳情（第4B 項）

7. 如公司的股本分為不同類別的股份，請就每一類別的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(包括在進行清盤時)參與該項分派的權利的詳情；及
(d) 是否屬可贖回股份。

NOTICE OF RECONVERSION OF STOCK INTO SHARES

For the purposes of section 175(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC14

Introduction

1. A company that has converted paid up shares into stock (before the repeal by the Companies Ordinance of the power to do so) may, by resolution of the company, reconvert that stock into paid up shares. Within one month after passing such a resolution, the company must deliver a notice in this form to the Registrar of Companies (the Registrar) for registration in relation to the reconversion of stock.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Particulars of Rights Attached to Shares (Section 4B)

7. If the share capital of the company is 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.

公司註冊處
Companies Registry

更改股份所附帶的權利通知書
Notice of Variation of Rights Attached to Shares

表格 Form **NSC15**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 某類別股份所附帶的權利的更改 Variation of the Rights Attached to Shares in a Class

A. 批准該項更改 Authorization of the Variation

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

☐ **批准該項更改的決議或其他文件的文本已根據《公司條例》(第 622 章)的另一條文交付公司註冊處處長登記。**
A copy of the resolution or other document which authorized the variation has been delivered to the Registrar of Companies for registration under another provision of the Companies Ordinance (Cap. 622).

☐ **隨本表格一併交付批准該項更改的決議的文本。**
A copy of the resolution which authorized the variation is delivered with this form.

☐ **隨本表格一併交付批准該項更改的其他文件的文本。**
A copy of other document which authorized the variation is delivered with this form.

請說明 Please specify _____

2 **B. 更改的生效日期**
Date on which the Variation Takes Effect

日 DD	月 MM	年 YYYY

C. 更改的詳情 Details of Variation *(如空位不足，請用續頁 A 填報 Use Continuation Sheet A if the space is insufficient)*

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) 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)

4 **提交人資料 Presentor's Reference**

姓名／名稱 Name:

地址 Address:

電話 Tel: **傳真** Fax:

電郵 Email :

檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **NSC15**

商業登記號碼
Business Registration Number

3 股本說明 (以緊接該項更改生效之後當時的狀況為準)
Statement of Capital (As at the Time Immediately After the Variation Takes Effect)

A. 股本 Share Capital *(如空位不足，請用續頁 B 填報 Use Continuation Sheet B if the space is insufficient)*

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 (a)	已繳或視作已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)

8 **B. 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

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

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) 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)

本通知書包括下列續頁 This Notice includes the following Continuation Sheet(s)

續頁 Continuation Sheet(s)	A	B	C
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*

表格
Form **NSC15**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration Number

更改的詳情（第 2C 項）
Details of Variation (Section 2C)

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) 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)

表格
Form **NSC15**

續頁 B Continuation Sheet B

商業登記號碼
Business Registration Number

股本說明（以緊接該項更改生效之後當時的狀況為準）
Statement of Capital (As at the Time Immediately After the Variation Takes Effect)

股本（第 3A 項）
Share Capital (Section 3A)

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 (a)	**已繳或視作已繳的總款額** Total Amount Paid up or Regarded as Paid up (b)	**未繳或視作未繳的總款額** Total Amount Unpaid or Regarded as Unpaid (a) - (b)

表格
Form **NSC15**

續頁 C Continuation Sheet C

商業登記號碼
Business Registration Number

股本說明（以緊接該項更改生效之後當時的狀況為準）
Statement of Capital (As at the Time Immediately After the Variation Takes Effect)

❽ **股份所附帶的權利的詳情（第 3B 項）**
Particulars of Rights Attached to Shares (Section 3B)

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） 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)

《公司條例》(第 622 章)
第 184(1) 條規定交付的

更改股份所附帶的權利通知書

填表須知 — 表格 NSC15

附註

引言

1. 有股本的公司如某類別股份的股份所附帶的權利被更改，該公司須在該項更改的生效日期後的 1 個月內，將更改的通知以本表格交付公司註冊處處長(「處長」)登記。除非批准該項更改的決議或其他文件的文本，已根據《公司條例》的另一條文交付處長，否則本表格必須連同批准該項更改的決議或其他文件的文本一併交付。

2. 如權利是在有關類別股份的持有人按照《公司條例》第180(4A)條給予的同意下更改—

(A) 如有關同意屬《公司條例》第180(4A)條訂明的全體同意，該項更改在該全體同意的日期或在該全體同意內指明的較後日期生效。

(B) 如有關同意不屬《公司條例》第180(4A)條訂明的全體同意—

(a) 如沒有人根據《公司條例》第182 條向原訟法庭提出否決該項更改的申請，該項更改在更改作出日期後的28 日期間結束時生效；或

(b) 如有人根據《公司條例》第182 條向原訟法庭提出否決該項更改的申請，該項更改—

(i) 在該項申請被撤回或獲終局裁定之時生效；或

(ii) (如有多於一項申請)在該等申請中最後的一項申請被撤回或獲終局裁定之時生效。

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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

股份所附帶的權利的詳情 (第 3B 項)

8. 如公司的股本分為不同類別的股份，請就每一類別的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(包括在進行清盤時)參與該項分派的權利的詳情；及

(d) 是否屬可贖回股份。

NOTICE OF VARIATION OF RIGHTS ATTACHED TO SHARES

For the purposes of section 184(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC15

Introduction

1. Where a company having a share capital varies the rights attached to shares in a class, the company must within 1 month after the date on which the variation takes effect deliver to the Registrar of Companies (the Registrar) for registration a notice in this form giving details of the variation, together with a copy of the resolution or other document that authorized the variation if that has not been delivered to the Registrar under another provision of the Companies Ordinance.

2. For rights varied with the consent of holders of shares in the class given in accordance with section 180 of the Companies Ordinance, the variation takes effect –

(A) if the consent is full consent pursuant to section 180(4A) of the Companies Ordinance, on the date of the full consent or such later date as may be specified in the full consent; or

(B) if the consent is not full consent pursuant to section 180(4A) of the Companies Ordinance –

(a) if no application to Court is made under section 182 of the Companies Ordinance for the variation to be disallowed, at the end of the period of 28 days after the date on which the variation is made; or

(b) if an application to Court is made under section 182 of the Companies Ordinance for the variation to be disallowed –

(i) at the time when the application is withdrawn or finally determined; or

(ii) (if there is more than one application) at the time when the last of the applications is withdrawn or finally determined.

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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Particulars of Rights Attached to Shares (Section 3B)

8. If the share capital of the company is 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.

公司註冊處
Companies Registry

更改某類別成員的權利通知書
(無股本公司)
Notice of Variation of Rights of a Class of Members (Company Without a Share Capital)

表格 Form **NSC16**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 某類別成員的權利的更改 Variation of the Rights of a Class of Members

A. 批准該項更改 Authorization of the Variation

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

☐ **批准該項更改的決議或其他文件的文本已根據《公司條例》(第 622 章)的另一條文交付公司註冊處處長登記。**
A copy of the resolution or other document which authorized the variation has been delivered to the Registrar of Companies for registration under another provision of the Companies Ordinance (Cap. 622).

☐ **隨本表格一併交付批准該項更改的決議的文本。**
A copy of the resolution which authorized the variation is delivered with this form.

☐ **隨本表格一併交付批准該項更改的其他文件的文本。**
A copy of other document which authorized the variation is delivered with this form.

請說明 Please specify _____

② **B. 更改的生效日期**
Date on which the Variation Takes Effect

日 DD	**月** MM	**年** YYYY

C. 更改的詳情 Details of Variation *(如空位不足，請用續頁填報 Use Continuation Sheet if the space is insufficient)*

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

⑥ **簽署** Signed :

姓名 Name : _____ **日期** Date : _____

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

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

④ **提交人資料 Presentor's Reference**

姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格
Form **NSC16**

續頁 Continuation Sheet

商業登記號碼
Business Registration Number

更改的詳情（第 2C 項）
Details of Variation (Section 2C)

《公司條例》(第 622 章)
第 192(1) 條規定交付的

更改某類別成員的權利通知書
(無股本公司)

填表須知 — 表格 NSC16

附註

引言

1. 如無股本的公司的某類別成員的權利被更改，該公司須在該項更改的生效日期後的一個月內，將更改的通知以本表格交付公司註冊處處長(「處長」)登記。除非批准該項更改的決議或其他文件的文本，已根據《公司條例》的另一條文交付處長，否則本表格須連同批准該項更改的決議或其他文件的文本一併交付。

2. 如權利是在有關類別成員按照《公司條例》第188條給予的同意下更改—
(A) 如有關同意屬《公司條例》第188(4A)條訂明的全體同意，該項更改在該全體同意的日期或在該全體同意內指明的較後日期生效。
(B) 如有關同意不屬《公司條例》第188(4A)條訂明的全體同意—
(a) 如沒有人根據《公司條例》第190條向原訟法庭提出否決該項更改的申請，該項更改在更改作出日期後的28日期間結束時生效；或
(b) 如有人根據《公司條例》第190條向原訟法庭提出否決該項更改的申請，該項更改—
(i) 在該項申請被撤回或獲終局裁定之時生效；或
(ii) (如有多於一項申請)在該等申請中最後的一項申請被撤回或獲終局裁定之時生效。

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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF VARIATION OF RIGHTS OF A CLASS OF MEMBERS
(COMPANY WITHOUT A SHARE CAPITAL)

For the purposes of section 192(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC16

Introduction

1. Where a company without a share capital varies the rights of a class of members, the company must within 1 month after the date on which the variation takes effect deliver to the Registrar of Companies (the Registrar) for registration a notice in this form giving details of the variation, together with a copy of the resolution or other document that authorized the variation if that has not been delivered to the Registrar under another provision of the Companies Ordinance.

2. For rights varied with the consent of the members of the class given in accordance with section 188 of the Companies Ordinance, the variation takes effect –

(A) if the consent is full consent pursuant to section 188(4A) of the Companies Ordinance, on the date of the full consent or such later date as may be specified in the full consent; or

(B) if the consent is not full consent pursuant to section 188(4A) of the Companies Ordinance –

(a) if no application to Court is made under section 190 of the Companies Ordinance for the variation to be disallowed, at the end of the period of 28 days after the date on which the variation is made; or

(b) if an application to Court is made under section 190 of the Companies Ordinance for the variation to be disallowed –

(i) at the time when the application is withdrawn or finally determined; or

(ii) (if there is more than one application) at the time when the last of the applications is withdrawn or finally determined.

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.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

償付能力陳述書
Solvency Statement

表格 Form **NSC17**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 陳述 Statement

本人／我們* 是上述公司的 唯一董事／全體董事* ，現按照《公司條例》(第622章)第5 部第2 分部陳述－
I／We *, being the sole director／all the directors * of the company, hereby state in accordance with Division 2 of Part 5 of the Companies Ordinance (Cap. 622) that —

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

☐ 上述公司建議藉著償付能力陳述，支持以特別決議減少其股本。償付能力陳述是根據《公司條例》第216(1)條作出的。
This company is proposing to reduce its share capital by special resolution supported by a solvency statement and this solvency statement is made in accordance with section 216(1) of the Companies Ordinance.

☐ 上述公司建議就贖回或回購本身的股份從資本中撥款作付款。償付能力陳述是根據《公司條例》第259(1)條作出的。
This company is proposing to make a payment out of capital in respect of a redemption or buy-back of its own shares and this solvency statement is made in accordance with section 259(1) of the Companies Ordinance.

3 意見 Opinion

本人／我們* 已查究上述公司的事務狀況及前景，及考慮公司的所有債務(包括或有負債及潛在負債)，並且已得出下列的意見－
I／We * have inquired into the company's state of affairs and prospects and taken into account all the liabilities of the company (including contingent and prospective liabilities). I／We * have formed the opinion that —

(a) 在緊接上述第2 項的事宜的進行後，將會沒有認定上述公司無能力償付其債項的理由；及
Immediately after the transaction in Section 2 above, there will be no ground on which the company could be found to be unable to pay its debts; and

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

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

表格 Form **NSC17**

商業登記號碼
Business Registration Number

3 意見 Opinion (續上頁 cont'd)

(b) (i) 如公司的清盤擬在上述第2項事宜的日期後的12個月內展開，在展開清盤後的12個月內，該公司將會有能力悉數償付其債項；或
if it is intended to commence the winding up of the company within 12 months after the date of the transaction stated in Section 2 above, the company will be able to pay its debts in full within 12 months after the commencement of the winding up; or

(ii) 在任何其他情況，該公司將會有能力償付其在緊接上述第2項事宜後的12個月內到期的債項。
in any other case, the company will be able to pay its debts as they become due during the period of 12 months immediately following the date of the transaction stated in Section 2 above.

5 4 唯一董事或全體董事簽署 Signature(s) of the Sole Director or All Directors

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

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

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

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

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

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

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

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

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

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

本陳述書所包括的續頁數目
Number of Continuation Sheet(s) included in this Statement

表格
Form **NSC17**

續頁 Continuation Sheet

商業登記號碼
Business Registration Number

❺ 唯一董事或全體董事簽署 Signature(s) of the Sole Director or All Directors

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

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

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

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

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

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

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

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

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

《公司條例》(第 622 章)
第 216(1) 及 259(1) 條規定交付的

償付能力陳述書

填表須知 — 表格 NSC17

附註

引言

1. 如公司計劃—

(a) 按照《公司條例》第5部第3分部第2次分部，藉特別決議減少其股本;或
(b) 按照《公司條例》第5部第4分部第6次分部，從資本中撥款作支付贖回或回購本身的股份，

公司的所有董事須在通過相關事宜的特別決議前，以本表格作出償付能力陳述。有關的特別決議須在作出償付能力陳述的日期後的15日內通過。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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公司註冊處處長(「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. 本表格必須由公司的唯一董事或全體董事簽署。所填報的董事姓名／名稱**必須**與公司註冊處的紀錄相同。公司註冊處不接納未簽妥的表格。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

SOLVENCY STATEMENT

For the purposes of sections 216(1) and 259(1) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC17

Introduction

1. If a company proposes to —

(a) reduce its share capital by special resolution under Subdivision 2 of Division 3 in Part 5 of the Companies Ordinance; or

(b) make a payment out of capital in respect of a share redemption or buy-back under Subdivision 6 of Division 4 in Part 5 of the Companies Ordinance,

all directors of the company must make a solvency statement in this form before the date of passing the special resolution for the relevant transactions. The related special resolution must be passed within 15 days after the date of the solvency statement.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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 of Companies (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 sole director or all the directors of the company. Please note that the name(s) of the director(s) given under this Section **must be** identical to the name(s) kept in the Companies Registry's record. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

向原訟法庭申請撤銷議決減少股本的特別決議通知書
Notice of Application to Court for Cancellation of Special Resolution for Reduction of Share Capital

表格 Form **NSC18**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 申請要求撤銷議決減少股本的特別決議
Application for Cancellation of Special Resolution for Reduction of Share Capital

上述公司現通知：有人已向原訟法庭提出申請，要求撤銷議決減少公司股本的特別決議，申請書已送達公司。
This company gives notice that an application has been made to the Court for cancellation of the special resolution for reduction of the company's share capital and the application is served on the company.

申請書送達公司的日期
The Day on which the Application is Served on the Company

日 DD	月 MM	年 YYYY

❺ **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*

❸ **提交人資料 Presentor's Reference**
姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email :
檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 220(4) 條規定交付的

向原訟法庭申請撤銷議決減少股本的特別決議通知書

填表須知 — 表格 NSC18

附註

引言

1. 如公司已根據《公司條例》第 215 條通過特別決議減少其股本，則公司成員(已同意或已表決贊成有關決議的成員除外)或債權人均可在議決該項特別決議的日期後的 5 個星期內，向原訟法庭提出申請，要求撤銷該項決議。如有人提出申請，公司須在申請書送達該公司的日期後的 7 日內，以本表格向公司註冊處處長(「處長」)發出關於該項申請的通知。

2. 如以中文申報本表格內的資料，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

NOTICE OF APPLICATION TO COURT FOR CANCELLATION OF SPECIAL RESOLUTION FOR REDUCTION OF SHARE CAPITAL

For the purposes of section 220(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC18

Introduction

1. Where a company passes a special resolution for reduction of its share capital under section 215 of the Companies Ordinance, a member (other than one who consented to or voted in favour of the special resolution) or creditor of the company may, within 5 weeks after the date of the special resolution, apply to the Court for cancellation of the resolution. If an application is made, the company must give notice of the application to the Registrar of Companies (the Registrar) in this form within 7 days after the day on which the application is served on the company.

2. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.

3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

公司註冊處
Companies Registry

股本減少申報表
(藉著以償付能力陳述支持的特別決議)
Return of Reduction of Share Capital
(by Special Resolution Supported by Solvency Statement)

表格 Form **NSC19**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 藉著以償付能力陳述支持的特別決議減少股本
Reduction of Share Capital by Special Resolution Supported by Solvency Statement

上述公司已通過特別決議減少其股本。
This company has passed a special resolution for reduction of the company's share capital.

決議通過日期
Date of Passing the Resolution

日 DD	月 MM	年 YYYY

3 向原訟法庭提出申請撤銷決議
Application to Court for Cancellation of Resolution

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

☐ **無人根據《公司條例》(第 622 章)第 220 條在議決減少股本的特別決議的日期後的 5 個星期內提出申請，要求撤銷該項決議。**
No application is made to the Court under section 220 of the Companies Ordinance (Cap. 622) for cancellation of the special resolution for reduction of share capital within 5 weeks after the date of the relevant special resolution.

☐ **有人根據《公司條例》第 220 條就議決減少股本的特別決議提出申請。**
An application is made under section 220 of the Companies Ordinance in respect of the special resolution for reduction of share capital.

☐ **原訟法庭根據《公司條例》第 222 條作出確認該項決議的命令。隨本表格一併交付該命令的正式文本。**
The Court makes an order under section 222 of the Companies Ordinance confirming the special resolution. An office copy of the order is delivered with this form.

法庭命令的日期
Date of Court Order

日 DD	月 MM	年 YYYY

☐ **該項申請的法律程序，在沒有原訟法庭裁定下結束。**
The proceedings on the application are ended without determination by the Court.

法律程序結束的日期
Date on which proceedings are ended

日 DD	月 MM	年 YYYY

5

提交人資料 Presentor's Reference
姓名／名稱 Name:
地址 Address:

電話 Tel: **傳真** Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **NSC19**

商業登記號碼 Business Registration Number

4 股本減少的詳情 Particulars of the Reduction of Share Capital

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	已發行股本的減少 Reduction of Issued Share Capital			
		總數 Total Number	總款額 Total Amount (a)	已繳的款額 Amount Paid up (b)	未繳的款額 Amount Unpaid (a) - (b)

5 股本說明 (以緊接股本減少之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Reduction of Share Capital)

A. 股本 Share Capital *(如空位不足，請用續頁A 填報 Use Continuation Sheet A if the space is insufficient)*

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 (a)	已繳或視作已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)

9 **B. 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

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

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) 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)

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
頁數 Number of pages		

7 **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 **NSC19**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration Number

股本說明 (以緊接股本減少之後當時的狀況為準)
Statement of Capital (As at the Time Immediately After the Reduction of Share Capital)

股本 (第 5A 項)
Share Capital (Section 5A)

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 (a)	已繳或視作已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)

表格
Form **NSC19**

續頁 B Continuation Sheet B

商業登記號碼
Business Registration Number

股本說明（以緊接股本減少之後當時的狀況為準）
Statement of Capital (As at the Time Immediately After the Reduction of Share Capital)

9 **股份所附帶的權利的詳情（第 5B 項）**
Particulars of Rights Attached to Shares (Section 5B)

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) 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)

《公司條例》(第 622 章)
第 224 及 225 條規定交付的

股本減少申報表
(藉著以償付能力陳述支持的特別決議)

填表須知 — 表格 NSC19

附註

引言

1. 公司可按照《公司條例》第5 部第3 分部第2 次分部，藉特別決議減少其股本。如—
(a) 無人根據《公司條例》第220 條在議決減少股本的特別決議的日期後的5 個星期內，提出申請要求撤銷該項決議；或
(b) 有人根據第220 條就議決減少股本的特別決議提出申請，而原訟法庭根據第222 條作出確認該項決議的命令；或
(c) 有人根據第220 條就議決減少股本的特別決議提出申請，而關於該項申請的法律程序，在沒有原訟法庭裁定下結束，

公司須交付本表格予公司註冊處處長(「處長」) 登記。

2. 本申報表須於以下時限交付處長登記—
(a) 如無人根據第220 條就議決減少股本的特別決議提出申請要求撤銷該項決議，在該項決議的日期後的5 個星期後並在該項決議的日期後的7 個星期之前的期間內；或
(b) 在原訟法庭作出第222 條所指的命令後的15 日內，或在原訟法庭命令的任何較長限期內；或
(c) 在法律程序於沒有原訟法庭裁定下結束後的15 日內，或如有多於一項該等法律程序，在該等法律程序中的最後一項如此結束後的15 日內。

3. 在處長登記關於股本減少的第224 或225 條所指的本申報表時，有關特別決議及股本減少即告生效。

4. 請劃一以中文或英文申報各項所需資料。如以中文申報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。

5. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。

6. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

簽署

7. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

8. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼（即商業登記證號碼的首 8 位數字），「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

股份所附帶的權利的詳情 (第 5B 項)

9. 如公司的股本分為不同類別的股份，請就每一類別的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(包括在進行清盤時)參與該項分派的權利的詳情；及
(d) 是否屬可贖回股份。

RETURN OF REDUCTION OF SHARE CAPITAL
(BY SPECIAL RESOLUTION SUPPORTED BY SOLVENCY STATEMENT)

For the purposes of sections 224 and 225 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC19

Introduction

1. A company may reduce its share capital by special resolution in accordance with Subdivision 2 of Division 3 in Part 5 of the Companies Ordinance. The company must deliver a return in this form to the Registrar of Companies (the Registrar) for registration if —

(a) no application to the Court for cancellation of the special resolution for reduction of share capital is made within 5 weeks after the date of the special resolution under section 220 of the Companies Ordinance; or

(b) an application to the Court is made under section 220 and the Court makes an order under section 222 confirming the special resolution; or

(c) an application to the Court is made under section 220 and the proceedings on the application to the Court are ended without determination by the Court.

2. This return must be delivered —

(a) no earlier than 5 weeks and no later than 7 weeks after the date of the special resolution if no application is made to the Court for cancellation of the special resolution under section 220; or

(b) within 15 days after the making of an order by the Court under section 222, or within any longer period ordered by the Court; or

(c) within 15 days after the proceedings (or the last proceedings if more than one) are ended without determination by the Court.

3. The special resolution and the reduction of share capital take effect when this return under section 224 or 225 in relation to the reduction is registered by the Registrar.

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.

Signature

7. 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.

Business Registration Number

8. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Particulars of Rights Attached to Shares (Section 5B)

9. If the share capital of the company is 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.

公司註冊處
Companies Registry

股本減少申報表
(經原訟法庭確認)
Return of Reduction of Share Capital
(Confirmed by Court)

表格 Form **NSC20**

商業登記號碼
Business Registration Number

註 Note

1 公司名稱 Company Name

2 特別決議及向原訟法庭提出要求確認股本減少的申請
Special Resolution and Application to Court for Confirmation of Reduction of Share Capital

A. 上述公司已通過一項特別決議減少其股本，並藉呈請書向原訟法庭提出申請，要求發出一項確認股本減少的命令。
This company gives notice that a special resolution for reduction of the company's share capital was passed. The company has also applied by petition to the Court for an order confirming the reduction.

確認股本減少的命令的日期
Date of Court Order Confirming the Reduction

日 DD	月 MM	年 YYYY

B. 隨本表格一併交付下述確認股本減少的文件一
The following documents confirming the reduction of share capital are delivered with this form —

(i) 確認股本減少的命令的正式文本一份；及
An office copy of the order confirming the reduction of share capital; and

(ii) 經原訟法庭批准的紀錄一份。
A minute that is approved by the Court.

3 提交人資料 Presentor's Reference
姓名／名稱 Name:
地址 Address:

電話 Tel: 傳真 Fax:
電郵 Email:
檔號 Reference:

請勿填寫本欄 For Official Use

表格 Form **NSC20**

商業登記號碼 Business Registration Number

3 股本減少的詳情 Particulars of the Reduction of Share Capital

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	已發行股本的減少 Reduction of Issued Share Capital			
		總數 Total Number	總款額 Total Amount (a)	已繳的款額 Amount Paid up (b)	未繳的款額 Amount Unpaid (a) - (b)

4 股本說明 (以緊接股本減少之後當時的狀況為準) Statement of Capital (As at the Time Immediately After the Reduction of Share Capital)

A. 股本 Share Capital *(如空位不足，請用續頁 A 填報 Use Continuation Sheet A if the space is insufficient)*

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 (a)	已繳或視作已繳的總款額 Total Amount Paid up or Regarded as Paid up (b)	未繳或視作未繳的總款額 Total Amount Unpaid or Regarded as Unpaid (a) - (b)

7 **B. 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

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

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) 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)

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
頁數 Number of pages		

5 **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 **NSC20**

續頁 A Continuation Sheet A

商業登記號碼
Business Registration Number

股本說明（以緊接股本減少之後當時的狀況為準）
Statement of Capital (As at the Time Immediately After the Reduction of Share Capital)

股本 (第 4A 項)
Share Capital (Section 4A)

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 (a)	**已繳或視作已繳的總款額** Total Amount Paid up or Regarded as Paid up (b)	**未繳或視作未繳的總款額** Total Amount Unpaid or Regarded as Unpaid (a) - (b)

表格
Form **NSC20**

續頁 B Continuation Sheet B

商業登記號碼
Business Registration Number

股本說明（以緊接股本減少之後當時的狀況為準）
Statement of Capital (As at the Time Immediately After the Reduction of Share Capital)

❼ **股份所附帶的權利的詳情（第 4B 項）**
Particulars of Rights Attached to Shares (Section 4B)

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） 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)

《公司條例》(第 622 章)
第 230 條規定交付的

股本減少申報表
(經原訟法庭確認)

填表須知 — 表格 NSC20

附註

引言

1. 如公司根據《公司條例》第5部第3分部第3次分部，通過一項議決減少股本的特別決議，並藉呈請書向原訟法庭提出申請，要求發出一項確認股本減少的命令，原訟法庭可根據《公司條例》第229條作出一項確認股本減少的命令。公司必須在原訟法庭作出該命令後的15日內，或在原訟法庭命令的任何較長限期內，將下述文件交付公司註冊處處長(「處長」)登記—

(a) 本申報表;
(b) 該命令的正式文本一份；及
(c) 經原訟法庭批准的紀錄一份，就經有關命令更改的公司股本而述明—
- 股本額；
- 公司所發行的股份的總數；
- 每股股份的股款款額；及
- 每股股份已繳付的股款款額及(如有的話)尚未繳付的股款款額。

獲有關命令確認的有關特別決議，在處長登記該項命令、紀錄及本申報表時，即告生效。

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。

商業登記號碼

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首8位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

股份所附帶的權利的詳情(第 4B 項)

7. 如公司的股本分為不同類別的股份，請就每一類別的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(包括在進行清盤時)參與該項分派的權利的詳情；及
(d) 是否屬可贖回股份。

RETURN OF REDUCTION OF SHARE CAPITAL
(CONFIRMED BY COURT)

For the purposes of section 230 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NSC20

Introduction

1. Where a company passes a special resolution for reduction of share capital under Subdivision 3 of Division 3 in Part 5 of the Companies Ordinance and applies by petition to the Court for an order confirming the reduction, the Court may make an order confirming the reduction of share capital under section 229 of the Companies Ordinance. The company should, within 15 days after the making of the order, or within any longer period ordered by the Court, deliver to the Registrar of Companies (the Registrar) for registration —

(a) a return in this form;
(b) an office copy of the order; and
(c) a minute that is approved by the Court, stating with respect to the company's share capital as altered by the order —
- the amount of the share capital;
- the total number of issued shares;
- the amount of each share; and
- the amount paid up and the amount (if any) remaining unpaid on each share.

The special resolution for reduction of share capital, as confirmed by the order, takes effect on registration of the order, minute and this 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.

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.

Business Registration Number

6. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

Particulars of Rights Attached to Shares (Section 4B)

7. If the share capital of the company is 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.

公司註冊處
Companies Registry

重新註冊為股份有限公司申請書
Application for Re-registration as Company Limited by Shares

表格 Form **NU1**

商業登記號碼
Business Registration Number

註 Note

8 **1 公司名稱 Company Name**

1 **2 上述公司已通過議決公司將重新註冊為股份有限公司的特別決議**
This company has passed a special resolution resolving that it is to be re-registered as a company limited by shares

決議通過日期
Date of Passing the Resolution

日 DD	月 MM	年 YYYY

9 **3 重新註冊時的股本 Share Capital on Re-registration**

貨幣單位 Currency	公司在重新註冊時已認購的股本總額 Total Amount of Subscribed Share Capital on Re-registration	公司在重新註冊時已發行的股份總數的已繳付或視為已繳付的總款額 Total Amount Paid Up or Regarded as Paid Up on Issued Shares on Re-registration

10 **4 隨本表格交付的文件 Documents Delivered with this Form**

現隨本表格交付特別決議的文本及有關特別決議建議修改的公司章程細則的文本。該等文本與公司備存的正本文件相同。
A copy of the special resolution and a copy of the company's articles as proposed to be altered by the special resolution are delivered with this form. The copies of the documents are the same as the original documents kept by the company.

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*

3 **提交人資料 Presentor's Reference**

姓名／名稱 Name:

地址 Address:

電話 Tel:　　**傳真** Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

《公司條例》(第 622 章)
第 131 條規定交付的

重新註冊為股份有限公司申請書

填表須知 — 表格 NU1

附註

引言

1. 已註冊的無限公司可根據《公司條例》第 130 條通過特別決議，議決公司將重新註冊為股份有限公司，並以本表格向公司註冊處處長(「處長」) 提出申請重新註冊。根據《公司條例》第 131(2)條的規定，此項申請只可在處長已收取根據《公司條例》第 622 條交付處長的特別決議的文本的當日或之後交付處長。根據《公司條例》第 622 條，公司須在有關決議通過後的 15 日內，將決議的文本交付處長登記。

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。公司註冊處會以電郵或傳真方式通知提交人親身領取「公司註冊證書」。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。

商業登記號碼

7. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

公司名稱 (第 1 項)

8. 請填報現有公司名稱，請勿在公司名稱後加上“有限公司”及／或“Limited”。

重新註冊時的股本 (第 3 項)

9. 申報的股本總額須與根據《公司條例》第 130 條通過的特別決議所載有關股本的指明陳述相符。

隨本表格交付的文件 (第 4 項)

10. 根據《公司條例》第 131(1)(b)條的規定，重新註冊的申請須隨附有關特別決議建議修改的有關公司章程細則的文本。請連同有關特別決議的文本一併交付。

APPLICATION FOR RE-REGISTRATION AS COMPANY LIMITED BY SHARES

For the purposes of section 131 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NU1

Introduction

1. A registered unlimited company may pass a special resolution under section 130 of the Companies Ordinance resolving that the company is to be re-registered as a company limited by shares and apply to the Registrar of Companies (the Registrar) for re-registration in this form. Section 131(2) of the Companies Ordinance provides that such an application may only be delivered to the Registrar on or after the date on which the Registrar receives a copy of the special resolution delivered under section 622 of the Companies Ordinance. Section 622 of the Companies Ordinance provides that a copy of the resolution should be delivered to the Registrar for registration within 15 days after it is passed.

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 email or fax to collect the Certificate of Incorporation 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 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 a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

7. Please provide the business registration number (i.e. the first 8 digits of the Business Registration Certificate number) issued by the Business Registration Office of the Inland Revenue Department. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" issued by the Companies Registry.

Company Name (Section 1)

8. Please state the existing company name(s) and do not add the word "Limited" and／or "有限公司" after the name(s).

Share Capital on Re-registration (Section 3)

9. The amount stated should be consistent with the specified statement in respect of share capital as contained in the special resolution passed under section 130 of the Companies Ordinance.

Documents Delivered with this Form (Section 4)

10. Section 131(1)(b) of the Companies Ordinance provides that an application for re-registration must be accompanied by a copy of the company's articles as proposed to be altered by the special resolution. Please also deliver a copy of the special resolution.