



公 司 註 冊 處  
COMPANIES REGISTRY

香港金鐘道六十六號  
金鐘道政府合署十五樓

QUEENSWAY GOVERNMENT OFFICES  
15TH FLOOR, 66 QUEENSWAY  
HONG KONG

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20 February 2012

## Companies Registry External Circular No. 1/2012

### Electronic Submission of Specified Forms and Paper Submission of Appointment/Cessation of Registered Agents

This circular is to announce the launch of new services for submission of some commonly filed specified forms at the e-Registry portal ([www.eregistry.gov.hk](http://www.eregistry.gov.hk)) and paper submission of appointment/cessation of appointment of registered agents.

#### Electronic Submission of Specified Forms

2. With effect from **20 February 2012**, local companies may submit the following specified forms electronically at the e-Registry:-

<i>Form No.</i>	<i>Name of Form</i>
D2A	Notification of change of secretary and director (Appointment/Cessation)
D2B	Notification of change of particulars of secretary and director
D4	Notification of resignation of secretary and director
R1	Notification of change of address of registered office

3. The Registrar of Companies (the Registrar) has specified the electronic template of the above forms (see **Annexes 1(a) to (d)**) and they are now available under the “e-Submission Services > Local Companies” section of the e-Registry. Electronic forms may only be submitted through the e-Registry. Hard copies of completed electronic forms will not be accepted by the Companies Registry (the Registry) for submissions over the counter. The electronic forms can be submitted individually or in bulk through the e-Registry.

## **One-stop Notification of Change of Business Address**

4. To enhance our services, the Registry and the Inland Revenue Department (IRD) have jointly introduced an electronic one-stop notification service for a company to report, when appropriate, any change in the registered office address also as a change of business address which is stated on the Business Registration Certificate. Through this new service, the company may request the Registrar to notify the Commissioner of Inland Revenue (the Commissioner) on its behalf that its business address as registered under the Business Registration Ordinance has changed to its new registered office address with effect from the effective date of change as stated in the electronic Form R1 submitted at the e-Registry.

5. The notification to the Commissioner will be made by the Registry after the registration of the electronic Form R1. The Business Registration Office (BRO) of the IRD will normally issue an updated Business Registration Certificate to the company by post on the next working day following the date when the Registry registers the electronic Form R1. The BRO will also update the business address in the business register for public inspection. For further details relating to business registration matters, please refer to the “Frequently Asked Questions > One-stop Company and Business Registration and One-stop Notification of Change of Company Particulars” section of the IRD’s website ([www.ird.gov.hk](http://www.ird.gov.hk)).

6. The new one-stop electronic notification service provides an additional and convenient means for companies to notify the Commissioner of any change in the business address which is the same as a change in the registered office address. If a company does not opt to use the new service, the company must notify the IRD of a change of business address, irrespective of any filing of an electronic Form R1 with the Registry, within one month from the date of the change by submitting a written notification or a completed Form IRC3111A which is available on the IRD’s website.

7. For the avoidance of doubt, where a change in the business address does not involve any change in the registered office address, a written notification must be sent to the IRD within one month from the date of change in accordance with the requirements of the Business Registration Ordinance.

## **Paper Submission of Appointment/Cessation of Registered Agents**

8. With effect from 30 December 2011, Company and Individual Users of the e-Registry may appoint agents registered at the e-Registry for the purpose of electronic filing. Appointment of registered agents is an entirely voluntary and optional administrative arrangement. For details, please refer to Companies Registry External Circular No. 6/2011.

9. To facilitate individual company directors/secretaries who are not registered users of the e-Registry to appoint agents to deliver electronic documents on their behalves, the appointment / cessation of appointment of registered agents can now be made using a paper Form RAG1 (see **Annex 2**). Form RAG1 is available under the “Download” section of the e-Registry and the “Electronic Services > Electronic Services at the e-Registry” section of the Registry’s website ([www.cr.gov.hk](http://www.cr.gov.hk)).

10. Upon registration of Form RAG1 by the Registry, the registered agents so appointed may deliver electronic documents at the e-Registry on behalf of their respective principals. As the appointment of registered agents is to facilitate electronic filing, the arrangement is not applicable to delivery of documents in paper form to the Registry's offices.

### **Enquiries**

11. Enquiries concerning this circular should be directed to:-

Electronic submission of Forms D2A, D2B, D4 and R1	Mr Wren WU, Assistant Registry Manager (Registration)	(852) 2867 4565 wrenwu@cr.gov.hk
Appointment/Cessation of registered agents	Ms Veronica CHEUNG, Assistant Registry Manager (Systems Administration)	(852) 2867 2618 veronicheung@cr.gov.hk
Change of business address	Ms Doris LAU, Business Registration Officer, Inland Revenue Department	(852) 2594 3141 yk_lau@ird.gov.hk

**Ms Ada LL CHUNG**  
**Registrar of Companies**

c.c.: Commissioner of Inland Revenue  
CR HQ/13-30/3/4 Pt. 2



公司註冊處  
Companies Registry

秘書及董事更改通知書(委任／離任)  
Notification of Change of Secretary and Director  
(Appointment／Cessation)

Annex 1(a)

(《公司條例》第 158(4)、(4AA) 及 (9A)條)  
(Companies Ordinance s. 158(4), (4AA) & (9A))

表格  
Form **D2A**

公司編號 Company Number

1 公司名稱 Company Name

2 更改詳情 Details of Change

2A 秘書／董事的離任 Cessation to Act as Secretary／Director

1 身份 Capacity  秘書 Secretary  董事 Director  候補董事 Alternate Director

代替 Alternate to

個人秘書／董事的姓名 Name of Individual Secretary／Director

中文姓名

Name in Chinese

英文姓名

Name in English

姓氏  
Surname

名字  
Other Names

身份證明

Identification

香港身份證號碼 HK Identity Card Number

護照號碼 Passport Number

或 OR

法人團體秘書／董事的中文及英文名稱 Chinese and English Names of Corporate Secretary／Director

離任原因

Reason for Cessation

辭職／其他

Resignation／Others

去世

Deceased

離任日期

Date of Cessation

日 DD / 月 MM / 年 YYYY

請述明上述離任董事／候補董事在離任日期後，是否繼續擔任公司的候補董事／董事職位  
Please indicate whether the director／alternate director who is ceasing to act will continue to hold office as alternate director／director in the company after the date of cessation

是 Yes

否 No

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**2B 個人秘書／董事的委任 Appointment of Individual Secretary／Director**

1 身份  秘書  董事  候補董事 代替 Alternate to

Capacity Secretary Director Alternate Director

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

住址  
Residential Address

(「轉交」地址及郵政信箱號碼恕不接受  
Care of addresses and post office box numbers are not acceptable)

國家／地區  
Country/Region

電郵地址  
E-mail Address

**身份證明 Identification**

a 香港身份證號碼  
Hong Kong Identity Card Number

 (  )

b 護照  
Passport

簽發國家  
Issuing Country

號碼  
Number

委任日期  
Date of Appointment

日 DD / 月 MM / 年 YYYY

請述明董事／候補董事在獲得上述委任時，是否公司現任的候補董事／董事  是 Yes

Please indicate whether the director／alternate director whose appointment is reported above is already an existing alternate director／director in the company at the time of the above appointment  否 No

**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》的最新版本，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 the latest version of the 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide.

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

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

**2C 法人團體秘書／董事的委任 Appointment of Corporate Secretary／Director**

1 身份  
Capacity

秘書  
Secretary

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

地址  
Address

(「轉交」地址及郵政信箱號碼恕不接受  
Care of addresses and post office  
box numbers are not acceptable)




國家/地區  
Country/Region

電郵地址  
E-mail Address

公司編號 **Company Number**

(只適用於在香港註冊的法人團體)

Only applicable to body corporate registered in Hong Kong)

委任日期  
Date of Appointment

日 DD / 月 MM / 年 YYYY

請述明董事／候補董事在獲得上述委任時，是否公司現任的候補董事／董事  是 Yes  
Please indicate whether the director／alternate director whose appointment is reported above is  
already an existing alternate director／director in the company at the time of the above appointment  否 No

**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》的最新版本，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 the latest version of the 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide.

**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，上述公司同意出任公司的董事／候補董事。

I, acting on behalf of the above named company, confirm that the above company consents to act as a director / alternate director of this company.

<簽署人的身份 Capacity of signatory >

簽署 Signed :

姓名 Name :

日期 Date : \_\_\_\_\_ (日 DD / 月 MM / 年 YYYY)



公司註冊處  
Companies Registry

秘書及董事資料更改通知書  
Notification of Change of Particulars of  
Secretary and Director

(公司條例第 158(4)條)  
(Companies Ordinance s. 158(4))

Annex 1(b)

表格  
Form **D2B**

公司編號 Company Number

1 公司名稱 Company Name

2 個人秘書／董事資料更改 Change of Particulars of Individual Secretary／Director

A. 更改資料的個人秘書／董事

Identity of the Individual Secretary／Director whose Particulars have Changed

身份  
Capacity

秘書  
Secretary

董事  
Director

候補董事  
Alternate Director

代替 Alternate to

中文姓名  
Name in Chinese

英文姓名  
Name in English

姓氏  
Surname

名字  
Other Names

身份證明  
Identification

香港身份證號碼 HK Identity Card Number

護照號碼 Passport Number

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2 個人秘書／董事資料更改 (續上頁)

**Change of Particulars of Individual Secretary/Director** (cont'd)

**B. 更改詳情 Details of Change(s)**

生效日期  
Effective Date

(a) 中文姓名 Name in Chinese



日 DD/月 MM/年 YYYY

(b) 英文姓名 Name in English

姓氏  
Surname



名字  
Other Names

日 DD/ 月 MM/ 年 YYYY

(c) 別名 Alias

中文  
Chinese



英文  
English

日 DD/ 月 MM/ 年 YYYY

(d) 住址 Residential Address



日 DD/ 月 MM/ 年 YYYY



國家/地區  
Country/Region

(e) 電郵地址 E-mail Address



日 DD/ 月 MM/ 年 YYYY

(f) 香港身份證號碼 Hong Kong Identity Card Number

 (  )

日 DD/ 月 MM/ 年 YYYY

(g) 護照 Passport

簽發國家  
Issuing Country



號碼  
Number

日 DD/ 月 MM/ 年 YYYY



**3 法人團體秘書／董事資料更改**  
**Change of Particulars of Corporate Secretary／Director**

**A. 更改資料的法人團體秘書／董事**  
**Identity of the Corporate Secretary／Director whose Particulars have Changed**

身份 Capacity  秘書 Secretary  董事 Director  候補董事 Alternate Director

代替 Alternate to

**法人團體秘書／董事的名稱 Name of Corporate Secretary／Director**

中文  
Chinese

英文  
English

**公司編號 Company Number**

(只適用於在香港註冊的法人團體)

Only applicable to body corporate registered in Hong Kong)

**B. 更改詳情**  
**Details of Change(s)**

**(a) 法人團體的名稱 Name of Corporate Secretary／Director**

生效日期  
Effective Date

中文  
Chinese

日 DD/ 月 MM/ 年 YYYY

英文  
English

**(b) 地址 Address**

  
  


日 DD/ 月 MM/ 年 YYYY

國家／地區  
Country/Region

**(c) 電郵地址 E-mail Address**

日 DD/ 月 MM/ 年 YYYY

簽署 Signed :

姓名 Name : \_\_\_\_\_

日期 Date : \_\_\_\_\_ (日 DD / 月 MM / 年 YYYY)



公司註冊處  
Companies Registry

秘書及董事辭職通知書  
Notification of Resignation of  
Secretary and Director

(公司條例第 157D(2)條但書)  
(Companies Ordinance s. 157D(2) Proviso)

Annex 1(c)

表格  
Form

D4

公司編號 Company Number

1 公司名稱 Company Name

2 辭職秘書／董事的資料 Particulars of the Resigning Secretary／Director

身份 Capacity  秘書 Secretary  董事 Director  候補董事 Alternate Director 代替 Alternate to

個人秘書／董事的姓名 Name of Individual Secretary／Director

中文姓名  
Name in Chinese

英文姓名  
Name in English

姓氏  
Surname

名字  
Other Names

身份證明  
Identification

香港身份證號碼 HK Identity Card Number

護照號碼 Passport Number

或 OR

法人團體秘書／董事的中文及英文名稱  
Chinese and English Names of Corporate Secretary／Director

辭職日期  
Date of Resignation

日 DD / 月 MM / 年 YYYY

請述明上述離任董事／候補董事在離任日期後，是否繼續擔任公司的候補董事／董事職位  是 Yes

Please indicate whether the director / alternate director who is ceasing to act will continue to hold office as alternate director / director in the company after the date of cessation  否 No

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### 3 辭職通知 Notice of Resignation

- 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；本人亦已按照有關的規定發出該辭職通知。

**I am required by the articles of the above-named Company or by an agreement made with the Company to give notice of resignation to the Company and I have given such notice of resignation in accordance with the relevant 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。本人並未按照有關規定發出通知，但已藉郵遞方式將辭職通知書送交公司的註冊辦事處，或將該通知書留交該辦事處。

**I am required by the articles of the above-named Company or by an agreement made with the Company to give notice of resignation to the Company. I have not given the notice of resignation in accordance with the requirement but have sent the notice of resignation by post to, or by leaving 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 made with the Company to give notice of resignation to the Company.**

簽署 Signed :

姓名 Name : \_\_\_\_\_

日期 Date : \_\_\_\_\_ (日 DD / 月 MM / 年 YYYY)



公司註冊處  
Companies Registry

註冊辦事處地址更改通知書  
Notification of Change of Address of  
Registered Office

(《公司條例》第 92(3)條)  
(Companies Ordinance s. 92(3))

Annex 1(d)

表格 **R1**  
Form

公司編號 Company Number

1 公司名稱 Company Name

2 更改詳情 Details of Change

註冊辦事處地址 Address of Registered Office

(「轉交」地址及郵政  
信箱號碼恕不接受)

(Care of addresses  
and post office box  
numbers are not  
acceptable)




地區  
Region

生效日期 Effective Date

日 DD / 月 MM / 年 YYYY

3 電郵地址 E-mail Address

生效日期 Effective Date

日 DD / 月 MM / 年 YYYY

簽署 Signed :

姓名 Name : \_\_\_\_\_

日期 Date : \_\_\_\_\_ (日 DD / 月 MM / 年 YYYY)

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公司註冊處  
COMPANIES REGISTRY



## 註冊代理人的委任或終止委任通知書

### Notification of Appointment or Cessation of Appointment of A Registered Agent

表格  
Form **RAG1**

此表格只適用於非「註冊易」登記用戶的人士。

*This form is only applicable to an individual who is not a registered user of the e-Registry.*

(註 Note 1) **A 部 申報委任／終止委任註冊代理人的個人資料**

#### Part A Particulars of the Person notifying the appointment / cessation of appointment of a Registered Agent

個人資料 Particulars of the Person

英文姓名  
English Name

姓氏 Surname

名字 Other Names

中文姓名  
Chinese Name

(註 Note 2) 身份證明文件和號碼 Identification Document and Number

請選擇下列一類身份證明文件 Please select **one type** of identification document below

香港身份證  
Hong Kong Identity Card

海外護照號碼  
Overseas Passport

護照簽發國家 Passport Issuing Country

中華人民共和國身份證  
People's Republic of China Identity Card

澳門身份證  
Macau Identity Card

身份證明文件號碼  
Identification Document Number

電郵地址  
Email Address

聯絡電話  
Contact Telephone Number

通訊語言

英文 English

Language for Correspondence

繁體中文 Traditional Chinese

表格  
Form **RAG1**

(註 Note 3)

**B 部 註冊代理人的委任**  
**Part B Appointment of Registered Agent**

1 獲委任的代理人的資料(如屬公司)  
Particulars of the appointed agent which is a **Company**

代理人編號  
Agent No.

英文名稱  
Name in English

中文名稱  
Name in Chinese

2 獲委任的代理人的資料(如屬個人)  
Particulars of the appointed agent who is an **Individual**

英文姓名  
English Name

姓氏 Surname

名字 Other Names

中文姓名  
Chinese Name

代理人編號  
Agent No.

**C 部 終止註冊代理人的委任**  
**Part C Cessation of Appointment of Registered Agent**

1 被終止委任的代理人的資料(如屬公司)  
Particulars of the agent (which is a **Company**) ceasing to be appointed

代理人編號  
Agent No.

英文名稱  
Name in English

中文名稱  
Name in Chinese

表格  
Form **RAG1**

2 被終止委任的代理人的資料(如屬個人)  
Particulars of the agent (who is an **Individual**) ceasing to be appointed

英文姓名  
English Name

姓氏 Surname

名字 Other Names

中文姓名  
Chinese Name

代理人編號  
Agent No.

**D 部 A 部所述的個人的簽署**  
**Part D Signature of the Person named in Part A**

簽署 Signature:

姓名 Name:

\_\_\_\_\_

日期 Date:

\_\_\_\_\_

日 DD / 月 MM / 年 YYYY

## 填表須知 — 表格 RAG1

1. 任何人士可委任一名註冊代理人代表他／她個人身份以電子紀錄形式交付根據《公司條例》所指的任何文件。如該等人士並不是「註冊易」的登記用戶，他／她可使用本表格通知公司註冊處處長有關其註冊代理人的委任或終止委任。
2. 如果你是首次委任註冊代理人，請提供身份證明文件的核證副本，以作查核。
3. 代理人可以是公司或個人，但必須先在「註冊易」(www.eregistry.gov.hk) 登記成為註冊代理人。「註冊代理人的名單」載於「註冊易」供公眾人士查閱。
4. 請將填妥的表格連同身份證明文件的核證副本(如適用的話，見註 2)親自遞交或郵寄到香港金鐘道 66 號金鐘道政府合署 29 樓公司註冊處系統管理組。
5. 本通知書於公司註冊處登記後才正式生效。

## Notes for Completion of Form RAG1

1. A person may appoint a registered agent to deliver any document in the form of an electronic record on his/her personal behalf under the Companies Ordinance. If the person is not a registered user of the e-Registry, he/she may use this form to notify the Registrar of Companies of the appointment or cessation of appointment of his/her registered agent.
2. For the first appointment of a registered agent, please provide a certified copy of your identification document for verification purpose.
3. An agent, who must first register at the e-Registry (www.eregistry.gov.hk) as a registered agent, can be a company or an individual. A List of Registered Agents is available for public inspection at the e-Registry.
4. The completed form together with a certified copy of your identification document (if applicable, see Note 2) can be submitted in person or by post to the Systems Administration Section of the Companies Registry on 29th floor, Queensway Government Offices, 66 Queensway, Hong Kong.
5. This notification will only be effective upon registration by the Companies Registry.



## 收集個人資料聲明

### 收集目的

任何在此表格向公司註冊處處長（處長）提供的個人資料，處長只會作為下列一項或一項以上的用途：

- (a) 處理註冊代理人的委任或終止委任的通知；及
- (b) 便利註冊代理人代表其委任人以電子紀錄形式向處長交付文件。

### 公告

依據《個人資料(私隱)條例》第 18 和 22 條的規定，任何個人均有權查閱與更正在公司註冊處有關其本人的資料。如須查閱和改正這些資料，可到香港金鐘道 66 號金鐘道政府合署 29 樓公司註冊處，向代表處長辦事的人員提出要求。

## Personal Information Collection Statement

### Purpose of Collection

Personal data provided to the Registrar of Companies ("the Registrar") contained in this form will be used by the Registrar for one or more of the following purposes:-

- (a) to process notification for appointment or cessation of appointment of a registered agent; and
- (b) to facilitate the registered agent to deliver documents in the form of electronic records to the Registrar on behalf of his/her principal.

### Notice

Individuals have a right to request access to and correction of his/her personal data held in the Companies Registry pursuant to Sections 18 and 22 of the Personal Data (Privacy) Ordinance, Cap 486. Any such request for access to and correction of such personal data may be made to any officer acting for or on behalf of the Registrar at the Companies Registry, 29th floor, Queensway Government Offices, 66 Queensway, Hong Kong.