



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

檔號 REF.: CR HQ/1-50/15 Pt. 5

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28 March 2024

Companies Registry External Circular No. 1 / 2024

Registration of Annual Returns with the Companies Registry

This circular sets out the common reasons for the Companies Registry (“the Registry”) to return the latest version of Form NAR1 - Annual Return to presentors for correction before registration. It also provides a general guide on how presentors can avoid common errors found in specified forms delivered to the Registry for registration.

Background

2. The Companies Registry External Circulars No. 2/2023 and No. 3/2023 issued on 29 September 2023 and 27 October 2023 respectively promulgated the **revision of 117 forms** specified by the Registrar of Companies (“the Registrar”) to facilitate the implementation of Phase 2 of Unique Business Identifier on 27 December 2023. The revised specified forms (with “Specification No. 1/2023 (December 2023)”) should be used with effect from 27 December 2023.

3. After the introduction of revised specified forms for three months, the Registry has completed a review on the revised specified forms received during the period and found a number of common errors in the completion of these forms, especially for the commonly used Form NAR1, which represented over 50% of all the general documents delivered to the Registry for registration.

4. Where errors are found on documents delivered for registration, the Registry will return the documents to the presentor for clarification and amendment. Although some errors are minor and clerical, they have to be corrected before the documents can

be registered. This generates additional work for the presentor as well as the Registry and affects the timely registration and availability of the documents for public inspection.

Common reasons for returning annual returns for correction

5. With a view to expedite the registration process of annual returns, the Registry has prepared a list of common reasons for returning annual returns for correction at **Annex** with advice on how Form NAR1 can be prepared correctly in the first place for delivery to the Registry.

6. The list at **Annex** should be read in conjunction with the following documents:

- (a) Specimens of completed Forms NAR1;
- (b) “Examples on how to complete Schedule 1 (Particulars of Member(s) of a Non-listed Company) and Schedule 2 (Particulars of Member(s) of a Listed Company) to Form NAR1”; and
- (c) List of Code and Description of Business Nature

These documents are available in the “Forms > Specified Forms > Local company and registered non-Hong Kong company” section on the Registry’s website (www.cr.gov.hk).

7. Companies and presentors are strongly advised to ensure that accurate and correct information is provided on documents delivered to the Registry for registration.

Enquiries

8. Enquiries concerning this circular can be directed to Ms Mendy LAM, Assistant Registry Manager (Registration), at 2867 4562 or crenq@cr.gov.hk.

Miss Helen TANG
Registrar of Companies

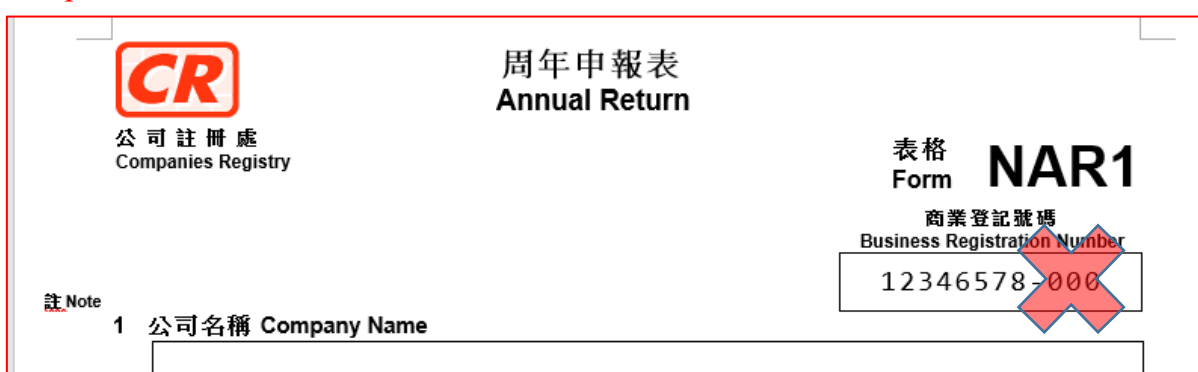
**Common reasons for
returning Annual Return (Form NAR1) for correction**

(A) General information which applies to all specified forms

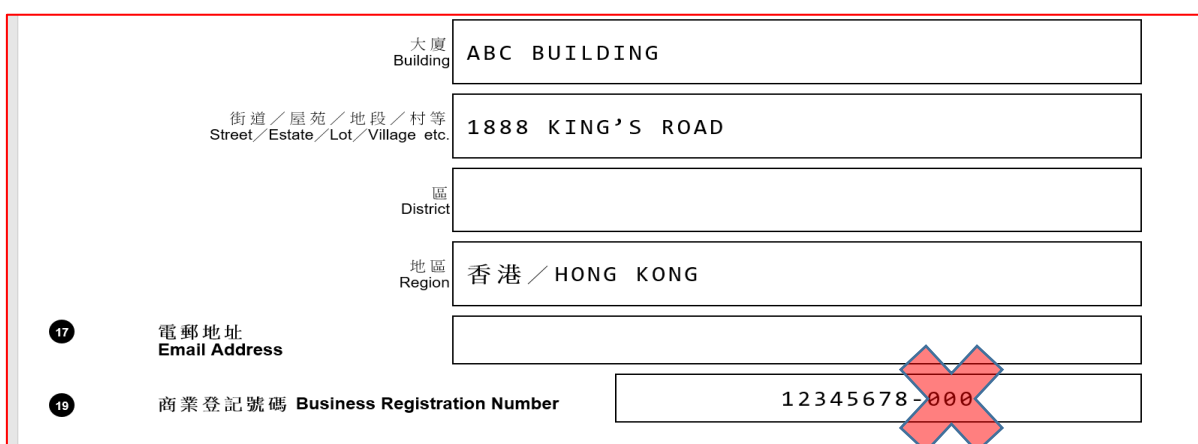
Business Registration Number

A1. Incorrect business registration number

Sample of error:



The image shows a sample of Form NAR1 (Annual Return) with a red 'X' over the Business Registration Number field. The form includes the Companies Registry logo and the text '周年申報表 Annual Return'. The Business Registration Number field contains '12346578-000', where the last three zeros are crossed out with a red 'X'. The form also includes a 'Note' section with the text '1 公司名稱 Company Name'.



The image shows a sample of Form NAR1 (Annual Return) with a red 'X' over the Business Registration Number field. The form includes the Companies Registry logo and the text '周年申報表 Annual Return'. The Business Registration Number field contains '12346578-000', where the last three zeros are crossed out with a red 'X'. The form also includes a 'Note' section with the text '1 公司名稱 Company Name'.

- Advice:
- (i) 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.
 - (ii) The [-] and the numbers that follow are **NOT** required.
 - (iii) This also applies to the completion of business registration number of corporate directors or corporate company secretaries.

Layout and format of specified forms

A2. Incorrectly merging the different boxes for the structured address format into one large box

Sample of error:

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

Flat 123, 12/F., ABC BUILDING,
1000 QUEEN'S ROAD CENTRAL, HONG KONG

香港／HONG KONG

3 提交人資料 **Presenter's Reference**

姓名／名稱 Name:

地址 Address:

請勿填寫本欄 **For Official Use**

Original Format:

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

- Advice:
- (i) Please do not alter the layout of the form and do not merge the address boxes into one large box.
 - (ii) Addresses should be reported in full according to the structured format as far as practicable.

A3. QR code affixed on the form is altered or removed, or extra QR code(s) is /are added to the form

Sample of error:

Annual Return (NAR1) form. A red box highlights the area where the QR code should be, but it is missing. Below the form, a red box contains a QR code and the word "Missing".

Missing



Annual Return (NAR1) form. A red box highlights an extra QR code added for the presenter's own use. Below the form, a red box contains the text "Extra QR code added for presenter's own use".

Extra QR code added for
presenter's own use

- Advice:
- (i) The QR code affixed on each page of specified form is unique to that particular page.
 - (ii) Please do not remove or alter the QR code on any page of the form.
 - (iii) Please do not add any extra QR code to the form.
 - (iv) The QR code should also be printed legibly and clearly in black ink.

A4. The form contains pages of mixed versions

Sample of error – A form with mixture of different versions:

Page 1 with Specification No. 1/2023 (December 2023)

提交人資料 **Presenter's Reference**
姓名／名稱 Name:
地址 Address:
電話 Tel:
傳真 Fax:
電郵 Email:
編號 Reference:
指明編號 1/2023 (2023 年 12 月) Specification No. 1/2023 (December 2023)

請勿填寫本欄 **For official Use**

Page 2 with Specification No. 1/2023 (December 2023)

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

第二頁 Page 2

Page 3 with Specification No. 1/2022 (October 2022)

Email Address:
公司編號 **Company Number**
指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)

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- Advice:
- (i) Please submit the whole form in the same and the latest version.
 - (ii) Please do not mix different versions of pages in one single form.

(B) Information specific to annual returns

Information on Share Capital and Shareholder

B1. Superfluous symbol is added to the number or amount of shares

[Section 11 of P. 2 of Form NAR1]

Sample of error:

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
Ordinary	HKD	×100×	×100×	×100×
總數 Total	HKD	×100×	×100×	×100×

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

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Advice: (i) Please only state the total number, total amount, and total amount paid up or regarded as paid up of issued shares in **numeric figures**, for example:

- ✓ 100
- ✓ 1000

(ii) Please do **not** add any superfluous symbol to the figures, for example:

- ✗ -100-
- ✗ 100@
- ✗ \$100

B2. Missing number of shares held by a shareholder

[Schedule 1 / Schedule 2 of Form NAR1]

Sample of error:

表格 Form		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		商業登記號碼 Business Registration Number	
27 日 DD	12 月 MM	2023 年 YYYY	12345678
30 非上市公司的成員詳情 (第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14) 33 (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	Ordinary	此類別股份的已發行總數 Total Number of Issued Shares in this Class	10000
1 中文姓名／名稱 Name in Chinese	陳大文		持有股份數目 No. of Shares Held
英文姓名 Name in English	CHAN	Tai Man	
或 OR	姓氏 Surname	名字 Other Names	
英文名稱 Name in English			<input type="checkbox"/> 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.	Flat A, 35/F.,	
	大廈 Building	ABD Building	
	街道／屋苑／地段／村等 Street/Estate/Lot/Village etc.	2000 King's Road	
	區／市／省／州／郵遞區號等 District/City/Province/State/Postal Code etc.	Quarry Bay	
	國家／地區 Country/Region	Hong Kong	
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.

Advice: Please ensure that the number of shares held by each and every shareholder have been completed.

B3. Inconsistency between the total number of issued shares in a class and the sum of the number of shares held by all shareholders in that class
 [Schedule 1 / Schedule 2 of Form NAR1]

Sample of error:

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		商業登記號碼 Business Registration Number	
27	12	12345678	
日 DD	月 MM	年 YYYY	
非上市公司的成員詳情 (第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14) <small>(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媒體光碟提供成員詳情。 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.)</small> 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	Ordinary	此類別股份的已發行總數 Total Number of Issued Shares in this Class	10000
1 中文姓名／名稱 Name in Chinese	陳大文		持有股份數目 No. of Shares Held
英文姓名 Name in English	The sum of the number of shares held by all shareholders in ordinary class is not equal to the total number of shares in ordinary class		10
或 OR 英文名稱 Name in English			
地址 Address	室／樓／座等 Flat/Floor/Block etc.	FLAT A 35/F	
	大廈 Building	ABC BUILDING	
	街道／屋苑／地段／村等 Street/Estate/Lot/Village etc.	2000 KING'S ROAD	
	區／市／省／州／郵遞區號等 District/City/Province/State/Postal Code etc.		
	國家／地區 Country/Region	HONG KONG	
備註* Remarks*			
<small>*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.</small>			
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 英文名稱 Name in English	姓氏 Surname	名字 Other Names	

Advice: Please ensure that the total number of issued shares in a class as stated in Schedule 1 or Schedule 2 is equal to the sum of the number of shares held by all shareholders in that class.

B4. Inconsistency in the total number of shares reported in different sections and schedules

[Section 11 of P. 2 of Form NAR1 and Schedule 1 / Schedule 2 of Form NAR1]

Sample of error:

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
Ordinary	HKD	100	100	100
總數 Total	HKD	100	100	100

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Inconsistency between the total number of issued shares in ordinary class

表格 **NAR1**

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

27 12 2023
日 DD 月 MM 年 YYYY

附表一 Schedule 1
(非上市公司適用 FOR NON-LISTED COMPANY)
商業登記號碼
Business Registration Number
12345678

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碟提供成員詳情。Alternatively, the company can choose to provide particulars of members in the form of CD-ROM or DVD. 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.)

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
Ordinary	10000

1 中文姓名 / 名稱
Name in Chinese 陳大文

持有股份數目
No. of Shares Held

Advice: The total number of shares in a class stated in section 11 of page 2 of the form should be consistent with the total number of shares in the same class stated in Schedule 1 / Schedule 2 of the form.

B5. Name in English of natural person shareholder is incorrectly stated in the box for name in English of non-natural person shareholder
 [Schedule 1 / Schedule 2 of Form NAR1]

Sample of error:

表格 Form		NAR1		附表一 Schedule 1	
(非上市公司適用 FOR NON-LISTED COMPANY)				商業登記號碼 Business Registration Number	
本申報表的結算日期 Date to which this Return is Made Up				12345678	
27	12	2023			
日 DD	月 MM	年 YYYY			
<p>30 非上市公司的成員詳情 (第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14)</p> <p>32 (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.)</p> <p>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</p>					
股份類別 Class of Shares	Ordinary		此類別股份的已發行總數 Total Number of Issued Shares in this Class	10000	
1 中文姓名／名稱 Name in Chinese	陳大文			持有股份數目 No. of Shares Held	10
英文姓名 Name in English					
或 OR	姓氏 Surname	名字 Other Names			
英文名稱 Name in English	CHAN TAI MAN			<input type="checkbox"/> 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.	FLAT A 35/F			
	大廈 Building	ABC BUILDING			
	街道／屋苑／地段／村等 Street/Estate/Lot/Village etc.	2000 KING'S ROAD			
	區／市／省／州／郵遞區號等 District/City/Province/ State/Postal Code etc.				

Advice: For natural person shareholder, please state his/her surname and other names in the respective boxes provided.

B6. Remarks regarding share transfer are stated in the wrong place
[\[Schedule 1 of Form NAR1\]](#)

Sample of error:


表格 Form		附表一 Schedule 1	
NAR1		(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		商業登記號碼 Business Registration Number	
27	12	12345678	
日 DD	月 MM	年 YYYY	
非上市公司的成員詳情 (第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14) <small>(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，公司可選擇以電腦光碟或電腦磁碟等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.)</small>			
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	Ordinary	此類別股份的已發行總數 Total Number of Issued Shares in this Class	10000
1 中文姓名／名稱 Name in Chinese	陳大文		持有股份數目 No. of Shares Held
英文姓名 Name in English	CHAN	Tai Man	10000
或 OR	姓氏 Surname	名字 Other Names	<input type="checkbox"/> 股份是聯名持有 Shares are Jointly Held <small>(如適用，請加 / 號 Please tick if applicable.)</small>
英文名稱 Name in English			
地址 Address	Room 1302,		
室／樓／座等 Flat/Floor/Block etc.			
大廈 Building	ZZZ Tower		
街道／屋苑／地段／村等 Street/Estate/Lot/Village etc.	3333 Queen's Street		
區／市／省／州／郵遞區號等 District/City/Province/State/Postal Code etc.	Central		
國家／地區 Country/Region	Hong Kong		
備註* Remarks*			
<small>*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.</small>			
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	<input type="checkbox"/> 股份是聯名持有 Shares are Jointly Held <small>(如適用，請加 / 號 Please tick if applicable.)</small>
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			
備註* Remarks*	1,000 shares were transferred from Wong Tai Man on 01/01/2023.		
<small>*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.</small>			

Advice: Please ensure that the remarks regarding a shareholder are stated in the correct “Remarks” box for that shareholder.

B7. Incorrect indication that shares are jointly held

[Schedule 1 / Schedule 2 of Form NAR1]

Sample of error:

表格 Form		附表一 Schedule 1	
NAR1		(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		商業登記號碼 Business Registration Number	
27	12	12345678	
日 DD	月 MM	年 YYYY	
非上市公司的成員詳情 (第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14) <small>(有股本的非上市公司可填此頁。如超過兩名成員，或超過一類股份，可另加附表一。另外，公司可選擇以電腦光碟或磁碟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.)</small> 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	Ordinary	此類別股份的已發行總數 Total Number of Issued Shares in this Class	10000
1 中文姓名／名稱 Name in Chinese	陳大文		持有股份數目 No. of Shares Held 10 <input checked="" type="checkbox"/> 股份是聯名持有 Shares are Jointly Held <small>(如適用，請加 / 號 Please tick if applicable.)</small>
英文姓名 Name in English	CHAN	TAI MAN	
或 OR	姓氏 Surname	名字 Other Names	
英文名稱 Name in English			
地址 Address	室／樓／座等 FLAT A 35/F 大廈 ABC BUILDING 街道／屋苑／地段／村等 2000 KING'S ROAD 區／市／省／州／郵遞區號等 District / City / Province / State / Postal Code etc. 國家／地區 HONG KONG		
備註* Remarks*	Missing remarks if shares are held jointly <small>*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.</small>		
2 中文姓名／名稱 Name in Chinese	周美美		持有股份數目 No. of Shares Held 10  <input checked="" type="checkbox"/> 股份是聯名持有 Shares are Jointly Held <small>(如適用，請加 / 號 Please tick if applicable.)</small>
英文姓名 Name in English	CHOW	MAY	
或 OR	姓氏 Surname	名字 Other Names	
英文名稱 Name in English			
地址 Address	室／樓／座等 FLAT C 42/F 大廈 XYZ BUILDING 街道／屋苑／地段／村等 1000 QUEEN'S ROAD CENTRAL 區／市／省／州／郵遞區號等 District / City / Province / State / Postal Code etc. 國家／地區 HONG KONG		

- Advice:
- (i) Shares that are jointly held refers to the shares held by a person **jointly** with one or more persons. Please refer to the Register of Members of the company to identify whether the shareholders are joint shareholders.
 - (ii) As to how to fill in particulars of joint shareholders, please refer to **Example 6** in the “Examples on how to complete Schedule 1 (Particulars of Member(s) of a Non-listed Company) and Schedule 2 (Particulars of Member(s) of a Listed Company) to Form NAR1” which is available on the Companies Registry’s website (www.cr.gov.hk) under the “Forms > Specified Forms” section.

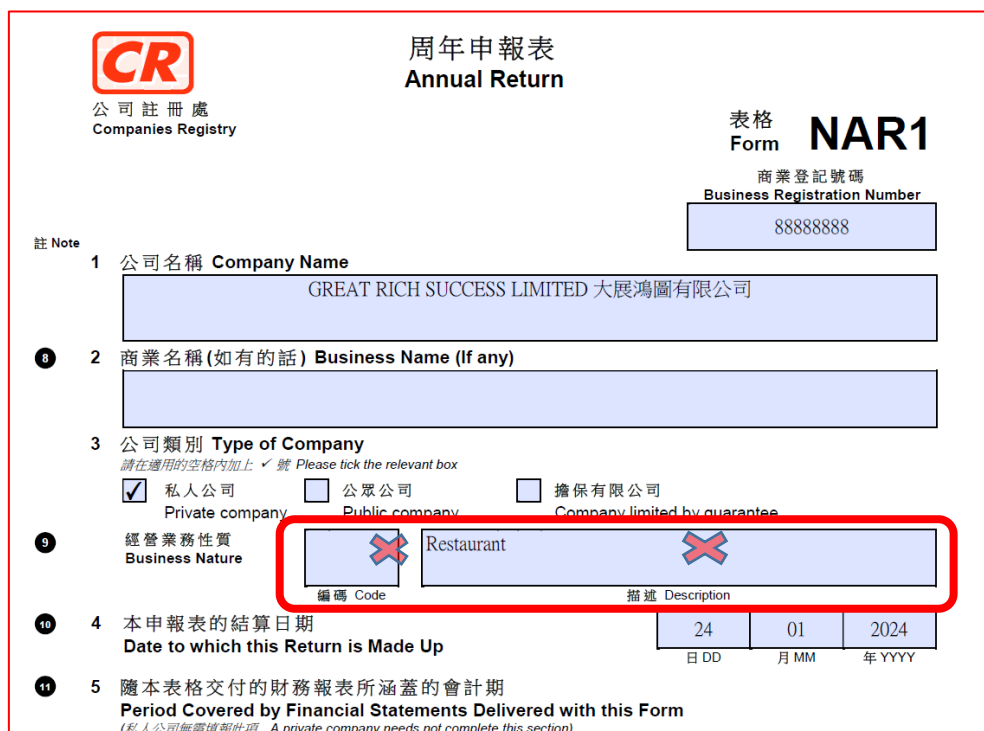
Other information in annual returns

B8. Inconsistency in Business Nature reported

[Section 3 of P. 1 of Form NAR1]

The code and description of the business nature reported in the form are inconsistent and do not follow the categories set out in the “List of Code and Description of Business Nature” on the Registry’s website.

Sample of error:



The image shows a sample of Form NAR1 (Annual Return) with a red box highlighting the 'Business Nature' section. The form is titled '周年申報表 Annual Return' and '表格 Form NAR1'. It includes the Companies Registry logo and the business registration number 88888888. The 'Business Nature' section (item 9) shows a red 'X' over the 'Restaurant' description, indicating an inconsistency. The form also includes sections for company name, business name, type of company, and date of return.

List of Code and Description of Business Nature – correct code and description:

	053	郵政及運遞活動	Postal and courier activities
I	住宿及膳食服務活動	本行業包括提供短期性住宿服務予旅客，及餐飲服務予顧客即時享用。	This industry includes the provision of short-stay accommodation for visitors and other travellers and the provision of complete meals and drinks fit for immediate consumption.
	055	短期住宿活動	Short term accommodation activities
	056	餐飲服務活動	Food and beverage service activities
J	資訊及通訊	本行業包括資訊與文化產品的製作及發行，以及提供傳送或發行這些產品及資料的方法，亦包括廣播、通訊、資訊科技活動、資料處理及其他資訊服務活動。	This industry includes the production and distribution of information and cultural products, the provision of the means to transmit or distribute these products as well as data. Also included are broadcasting, communications and information technology activities, as well as the processing of data and other information service activities.
	058	出版活動	Publishing activities

Advice: (i) Please provide the code as well as the description of the business nature.

(ii) Please provide the code and description in accordance with the categories of business nature set out in the “List of Code and Description of Business Nature” available on the Registry’s website.

B9. Incorrect number of pages of Continuation Sheet(s)

[P. 8 of Form NAR1]

In the previous version of Form NAR1, if a company has more than one director, the particulars of the other directors should be reported in Continuation Sheet B. For example, if a company has two directors, the second director should be reported in Continuation Sheet B. In this case, one page of Continuation Sheet B should be attached to the form and “1” should be stated in the box for number of pages of Continuation Sheet B.

However, in the **latest version** of Form NAR1, the particulars of the other directors should be reported in **Continuation Sheet C** instead. It is noted that, while companies can always attach the correct Continuation Sheet C to the form, they always state the number of pages of Continuation Sheet in an incorrect box.

Sample of error:

members of the company.

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提示 Advisory Note
所有公司董事均應閱讀公司註冊處編制的《董事責任指引》，並熟悉該指引所概述的董事一般責任。

While “1” page of Continuation **Sheet B** is reported here,
1 page of Continuation **Sheet C** is actually attached to the form instead of a Continuation Sheet B

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		1	✗				

Advice: Please ensure that the number of pages of Continuation Sheet(s) attached to the form is stated in the correct box(es) provided.

The above advice is given for general reference only and should not be regarded as a substitute for legal advice. The Companies Registry will consider each individual case with respect to the facts and circumstances of the case.

In cases of doubt, presentors should obtain legal advice to ensure proper compliance with the requirements under the Companies Ordinance.