

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 傳真 FAX: (852) 2869 6817 電郵 E-MAIL: crenq@cr.gov.hk 網址 WEBSITE: www.cr.gov.hk

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 <u>Annex</u> with advice on how Form NAR1 can be prepared correctly in the first place for delivery to the Registry.

6. The list at <u>Annex</u> 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

<u>Annex</u>

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:

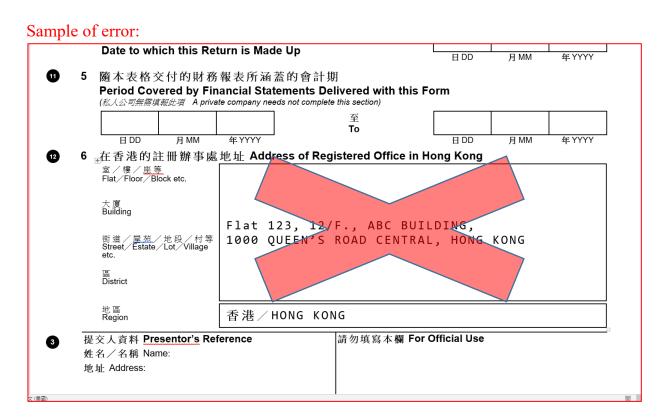
CR	周年申報表 Annual Return	
公 司 註 冊 處 Companies Registry		^{表格} NAR1
		商業登記號碼 Business Registration Number 12346578 - 000
<mark>誰</mark> №ote 1 公司名稱 Company Name		

大 廈 Building	ABC BUILDING
街道/屋苑/地段/村等 Street/Estate/Lot/Village_etc.	1888 KING'S ROAD
) District	
地 區 Region	香港/HONG KONG
17 電郵地址 Email Address	
❶ 商業登記號碼 Business Registrati	ion Number 12345678-000

- Advice: (i) Please provide the business registration number (i.e. the <u>first 8</u> <u>digits of the Business Registration Certificate Number</u>) 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



Original Format:

22 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.↩	ø	÷
大度 ↩ Building ↩	ç	÷
街道/屋苑/地段/村等→ Street/Estate/Lot/Village → etc. ৶	ų	÷
區.↩ District↩	Ŷ	ŕ
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:

CR 周年申報表 Annual-Return	* ×	CR 周年申報表 Annual Return
: 司 乾 岳 逸. Impanies Registry	表格 NAR1 Form NAR1 ★素法記書 Businese Registration Number	소 또 관 중 2 Compasses Registy Form A Scient Dataset Registrion Inspect
→ 公司名稱 Company Name.		88-Motes 1→公司此職 Company Name。
φ.	a	1 → 22 tt 22 mm Company warne.
→ 耐棄名募(如有的話) Business Name (If any).		Q→商業 2務(均有的語)·Business Name (If any).
- 公司蔡则 Type of Company. - 经过渡时过程时过去了好 Rease tick the relevant box.		- 公司標別 Type of Company. → 建電道問知識和加点 / 4 Please this ne relevant box.
私人公司 人 公案公司 法 接保有职公司	ed by guarantee	● 金融での通知が出す。 ● 名人会司 ・ 金魚会司 ・ 伊奇市現会司 Private company - Public company Company limited by guarantee
经管理器性资 Businese-Nature		Evalues Nature
▲申報表的結算日期。 本申報表的結算日期。	Description	
Date to which this Return is Made Up	BDD BANK #YYYY	4 本中報表的結算日期 Date to which this Return is Made Up 日の 日
→ 随本 表格交付的財務報表所涵蓋的會計期。 ◆ Period Covered by Financial Statements Delivered with this Fe ◆ (二人の第二編集集集集集集) - A contact content with section.	rm.	● 5→陳本表格交付的財務報表所最苦的會計期。 > Period Covered by Financial Statements Delivered with this Form.
<u></u>	x x x	→ (流ノム) 電気構成化会学、A private company needs not complete this section) - ユーム ス To ユーム ハ
800 月//// #YYYY 在香港的註書辦事處地址 Address of Registered Office in H	BDO BNN #YYYY ang-Kong	□ 0 月/// #YYYY □ 0 0 月/// #YYYY □ 6→在香港的註冊辦事成地址 Address of Registered Office in Hong Kong.
至/章/王章 Fat/Floor/Blook etc		五/库/高早 Fut/Flost/Hookett.。
大臣 Building:		χΞ Butong,
著語/展月/総局/村年 Stool/Esste/Lot/Wage do		新建ノ世界/光路/竹塚 Brong/Flashin/Log/Hage の
Series ,		Barat.
#Begin: 智港/HONG · KONG ·		
を人営料 Presentor's Reference 操句域志太福 For C 地名人名特 Name:	fficial Use	一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一
# Address: ·		建築 Automatication 目的日 差社 Automatication 日本語 学校会社
	4	
12話 Tel: 傳道 Fax: 12部 Email:		
29 Ernan: 29 Reference: 2021 1003 (1023 & 12 g) Specification No. 10003 (December 2023)		법값 (비한 영요 (비원) 연중 Email: 평광 Reference: 민준 나라
202 1003 (203 4 12 A) Specification No. 12003 (Decamber 203)		者工業業計 1/2/23 (2023 高 12 月) 与pacification No. 1/2/023 (December 2023)
	N Aliantin c	
	Missing	Extra QR code added fo
	es.e	presentor's own use
	12	
	同語語	

- 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.

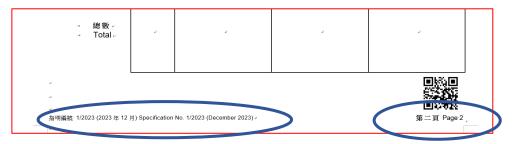
A4. The form contains pages of mixed versions

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

提交人資料 Presentor's F	Reference	請勿填寫本欄 For fficial Use。	
姓名/名稱 Name:。。	IT IN		
地址 Address:			
	回殺		
ø			
			जार जा
電話 Tel:	傳真 Fax: 。		60.9880
電郵 Email:。。			
W W Reference:			

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

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



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

Email Address		
公司編號 Company Number。	ę	é
۵		
指明編號 1/2022 (2022 年 10 月) Specification No. 1/2022 (October 2022)♡	第三頁日	Page-3.↓ ↓

Advice: (i) Please submit the whole form in the same and the latest version.

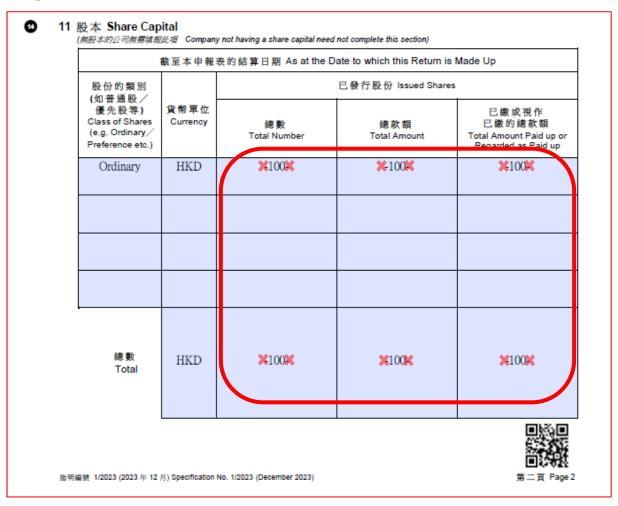
(ii) Please do not mix different versions of pages in one single form.

(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:



- 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 NA	R1					- Schedule 1
				((非上市公司適用 F	OR NON-LIS	STED COMPANY)
	本申報表的結算E	ヨ期				雨	商業 登記 號 碼
	Date to which this	Return is	Made Up			Business	Registration Number
	27 1	2	2023				12345678
	日 DD 月	MM ±	₽ ΥΥΥΥ			le	
30	非上市公司的成	員詳情 (第	; 14 項) Part	ticula	rs of Member(s) of a Nor	n-listed Comp	pany (Section 14)
33	Non-listed company having additional Schedule 1. Alt	g a share capital ternatively, the c	can complete this ompany can choos	page. e to prov	可另加附表一。另外,公司可選擇以唯讀 If there are more than 2 members, or if ide particulars of members in the form of	there is more than on CD-ROM or DVD-RO	e class of shares, please use)M.)
	截至本申報表的結	算日期的	龙員詳情 Pa	rticular	rs of Member(s) as at the Dat	e to which this F	Return is Made Up
	股份類別 Class of Shares	O	rdinary		此類別股份的已發行總數 Total Number of Issued Sha		s 10000
	4				mate 1 - X -		
	1 中文姓名/名稱 Name in Chinese				陳大文		持有股份數目 No. of Shares Held
	** -> 14. 11	-		11			
	英文姓名 Name in English	CI	HAN		Tai Man		
	<u>或 OR</u>	姓氏	Surname		名字 Other Names		股衍定蕲石持有
	英文名稱						Shares are Jointly Held
	Name in English						(如邇用,請加 イ 號 Please tick if applicable.)
		/樓/座等 por/Block etc.	Flat A, 35/F	.,		•	
		大廈 Building	ABD Buildi	ng			
	街道/屋苑/ Street/Estate/Lo	2000 King's Road					
	區/市/省/州/郵遞區號等 District/City/Province/ State/Postal Code etc.			Quarry Bay			
	Co	國家/地區 ountry/Region	Hong Kong				
33	備註* Remarks*						
		*例如聯名持?	有股份、股份轉	讀等的	詳 <i>情 。</i> For example, details of jointly h	neld shares, share tra	ansfer, 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]

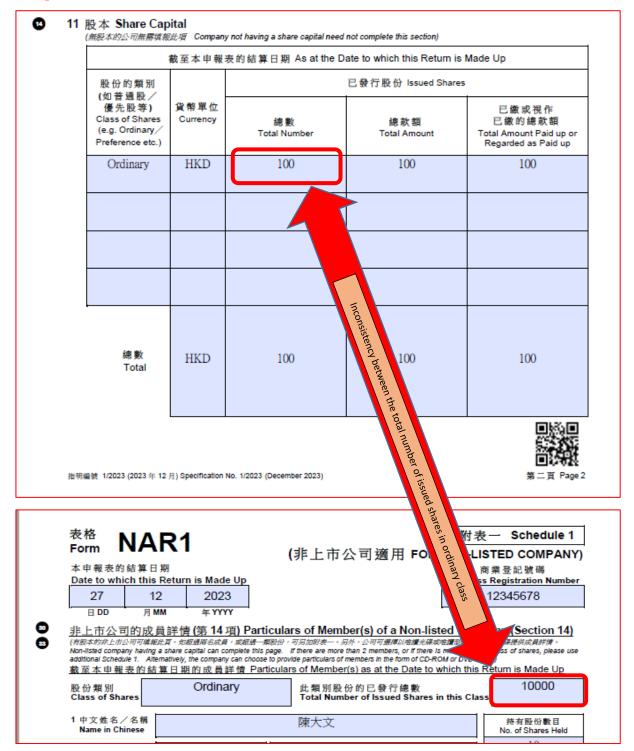
27 12 2023 12345678 目DD 月 MM 年 YYYY 非上市公司的成員詳情(第14/項) Particulars of Member(s) of a Non-listed Company (Section 14) (#想求時止力ぶ可可能成業) - 地球目前のなまままままままままままままままままままままままままままままままままままま	e of error:					
本 申 報 表的 結 算 日 期 Date to which this Return is Made Up 27 12 2023 日 DD 月 MM 年 YYYY 非上市公司的成員詳情(第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14) (何然初於上が、同可成報経算・年間構成後後月、成後日一般的小可加減後一一般的小可加減後一一般的一般的小可加減後一部構成後期本は現象の後期のような 中国の市政会員計算(第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14) (何然初於上が、同可成報経算・年間は、個人の日本 12345678 12345678 12345678 12345678 12345678 12345678 12345678 10000 1 中文集名/名標 Name in English 思 (Member) 1 House 1 Mode 12 E (Member) 1 House 1 Ho		AR1		(非上市公)	司 濓 田 FOR N	
27 12 2023 12345678 目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) (何思志時止力の可能成業) - 認知意意意的意思 (何思志時止力の可能成業) (日本) (何思志時止力の可能成長) 第12345678 (日本) (日本) (日本) (日本) (日本) 日本) 日本) (日本) (日本) (日本) (日本) (日本) 日本) 日本) (日本) (日本) <t< td=""><td>本申報表的結</td><td>算日期</td><td></td><td>(#LIPA)</td><td></td><td></td></t<>	本申報表的結	算日期		(#LIPA)		
日日の 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) (何思本がたかかかかかの「「「「「「」」」」」」」」」」」」」」」」」」」」」」」」」」」	Date to which	this Return	n is Made Up			Business Registration Number
L - 二 小 一 可的 人 員 詳 信 (第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14) (州部本語上市公司可構成正常 - 本部語書意味不知意用 - 本部語 - 本部語 - 本部語書意味不知意 - 本語書意味不知意 - 本書 - 本書 - 本書 - 本書 - 本書 - 本書 - 本 = - 本 =	27	12	2023			12345678
Restand LineSequence (加速の) (DNOOD (D	⊟ DD	月MM	年 YYYY		-	
Contract y	(有股本的非上市公司 Non-listed company additional Schedule	可填報此頁。如。 having a share c 1. Alternatively,	習過兩名成員,或超過一類思 apital can complete this pag the company can choose to	份,可另加附表—。另外, ge. If there are more than provide particulars of memi	公司可選擇以座鑽光碟或座 2 members, or if there Is n	讀型數碼多功能光碟提供成員詳博。 hore than one class of shares, please use
Name in Chinese PK/A 東文素名 Name in English 夏 QR Shareholders in ordinary class is not equal to the total number of shares in ordinary class 東文素相 Name in English 夏 文名相 Name in English Name in English 第 夏 文名相 Name in English Name in English 第 東大橋 FLAT A 35/F Address Pat / Ploor Building BUILDING Building ABC BUILDING Building 2000 KING'S ROAD 医/# / # /# ## 2000 KING'S ROAD 國家 / 地區 / HONG KONG State / Postal Code etc. Building Building *// MD# 名府有股份 KONG Mame in Chinese 國家 / 地區 # MD# 各府有股份 KONG @##* Remarks* *// MD# 名府有股份 · 股份 ## \$# 的評 # · For example, details of jointly held shares, share transfer, etc. 2 中文姓名 / 名稱 Mame in Chinese 英文姓名 Mame in Chinese 英文姓名 Mame in English 夏 ON 姓氏 Sumame 名字 Other Names Btl / 是載 公府有 Building Btl / 是載 公府 有		s	Ordinary			
Name in English shareholders in ordinary class is not equal to the total number of shares in ordinary class 第文名稿 Name in English Name in English FLAT A 35/F Address Flat. Floor. Block etc. ★ /# E Building BUILDING Building 2000 KING'S ROAD (# /# # # #) Bar /# (# # # # # # # # # # # # # # # # # #				陳大文		
英文名稱 Name in English Dataces are Jointly Heid (2007 # 357 / # 2007 # 2		sh sh	areholders in or	dinary class is no	ot equal to the	10
Name in English (回题节:#to < #		to	tal number of sh	nares in ordinary	class	
地址 室/様/座苓 Address Flat, Floor, Block etc. 上間 ABC BUILDING Building ABC BUILDING 街道/照着,地段/村準 2000 KING'S ROAD Street/Estate_Lot_Village etc. 2000 KING'S ROAD State/Postal Code etc. State/Postal Code etc. State/Postal Code etc. 画家/地區 Country, Region HONG KONG 御註* Remarks* *例如器名符有股份、股份轉攝等的詳情。For example, details of jointly held shares, share transfer, etc. 2 中文姓名/名橋 約有股份數目 Name in Chinese 約有股份數目 英文姓名 Mame in English 藍 OR 姓氏 Sumame 英文名橋 股份是聯名持有 Name in English 歴代 Sumame		sh				(如銀用・読加 × 號
Building Building · ···························		室/樓/函 at/Floor/Block	で等。 FLAT A 35/F			Please bck if appricable.)
Street / Estate / Lot / Village etc. 2000 Hit / O' S NOTE III / O' S NOTE III / O' S NOTE State / Postal Code etc. III / O' S NOTE State / Postal Code etc. III / O' S NOTE III / O' S NOTE III / O' S NOTE State / Postal Code etc. III / O' S NOTE III / O' S NOTE III / O' S NOTE III / O' S NOTE III / O' S NOTE III / O' S NOTE III / O' S NOTE III / O' S NOTE III / O' S NOTE III / O' S NOTE III / O' S NOTE III / O' S Note III / O' S NOTE III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III / O' S Note III			ABC BUILDI	NG		
E 「市」省 / 州 / 郵道區 就等 District, City, Province, State / Postal Code etc. Bit with Country, Region HONG KONG (備註* Remarks* *例如聯名符有股份、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 English E OR 英文 经名 Name in English E OR E 英文 名稱 E DATE OF Country Held E DATE OF Country Held E DATE OF Country Held E DATE OF Country E D				ROAD		
Country/Region Country/Region (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/名稿 Name in Chinese 持有股份數目 No. of Shares Held 英文姓名 Name in English 風份是聯名持有 Shares are Jointly Held 英文名稱 Name in English 姓氏 Surname 名字 Other Names 股份是聯名持有 Shares are Jointly Held	區/市/省 Distrie Sta	/州/郵遞區 ct / City / Provin te / Postal Code	挑等 ce/			
Remarks* *例如萘名許有股份、股份轉讓等的評情。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 英文名稱 Name in English 姓氏 Surname		國家/均 Country/Re	t KONG KONG	ł		
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 版份是攀名持有 Shares are Jointly Held (別編用・講知/聲)						
Name in Chinese No. of Shares Held 英文姓名 Name in English <u>國 OR</u> 姓氏 Sumame 英文名稱 Bd Chinese Name in English Dates are Jointy Held		*例如聯合	各持有股份、股份 轉讓 等	序的詳備。Forexample, o	details of jointly held share	es, share transfer, etc.
Name in English 或 OR 姓氏 Surname 名字 Other Names 股份是聯名持有 Shares are Jointly Held (別欄中 講知 / 號)						
英文名稱 Name in English (創業中 Jinty Hid Shares are Jointy Hid (創業中・詳加く教						
Name in English (N2007 - 1811) / 34		Ŷ	生氏 Surname	名字	Other Names	
		sh				(加速用・調加 イ 統 Please tick if applicable.)

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:



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:			
本申報表的結算 Date to which th 27	日期 is Return is Made Up 12 2023 MM 年 YYYY	↓ (非上市公司適用 FOR NON	时表— Schedule 1 -LISTED COMPANY) 商業登記號碼 iness Registration Number 12345678
 (州服本的非上市公司可集 Non-IIsted company havi additional Schedule 1.) 截至本申報表的: 	<i>韩此貢。如絕通兩名成員,或絕 ing a share capital can complete</i> Alternatively, the company can c 結算日期的成員詳情	Particulars of Member(s) of a Non-listed C 過一類股份:可另加例表一:另外:公司可遵保以強選米課或強選型 e this page. If there are more than 2 members, or if there is more th hoose to provide particulars of members in the form of CD-ROM or DU Particulars of Member(s) as at the Date to which the	毎多功能光碟提供成員評博。 an one class of shares, please use /D-ROM.)
股份類別 Class of Shares 1 中文姓名/名稱 Name in Chinese	Ordinary	此類別股份的已發行總數 Total Number of Issued Shares in this 陳大文	
英文姓名 Name in English <u>或 OR</u> 英文名稱	姓氏 Surname	名字 Other Names CHAN TAI MAN	10 股份是聯名持有 Shares are Jointly Held
	蛮/樓/座等 FLAT A Floor∕Block etc.		(別編用・調和 イ 健 Please tick # applicable.)
Street / Estate /	Lot / Village etc.	JILDING NG'S ROAD	
	11/郭靖區號等 City/Province/ 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	JAR1					— Schedule 1
-				(非上市公司適用 FOR M	ION-LIS	STED COMPANY)
本申報表的 Date to whic	結算日期 :h this Return is	Made Un				每業登記號碼 Registration Number
27	12	2023]	Dusiness	12345678
E DD	月 MM	年 YYYY		l		12545070
北上市公司	的成員詳情(2)	· 首14.1百)Pan	ticula	rs of Member(s) of a Non-liste	d Com	any (Section 14)
(有股本的非上市公	可可填報此頁。如超過	原名成員,或超過 一	類股份,	可另加附表一。另外,公司可選擇以座讀光碟或感	國型數碼多以	功能光碟提供成員詳博。
additional Schedul	e 1. Alternatively, the	company can choos	ie to prov	If there are more than 2 members, or if there is r ide particulars of members in the form of CD-ROI	I or DVD-RO	MA.)
			rticulai	rs of Member(s) as at the Date to wi	hich this F	
股份類別 Class of Shar		rdinary		此類別股份的已發行總數 Total Number of Issued Shares in	this Clas	10000 s
1中文姓名/	夕福			· · · · · · · · · · · · · · · · · · · ·		法女师从教口
Name in Chi				陳大文		持有股份數目 No. of Shares Held
英文姓名	0	HAN	1	Tai Man		10000
Name in Eng 或 OR		, Sumame		名字 Other Names		影必易離々技友
英文名稱					l	股份是聯名持有 Shares are Jointly Held
Name in Eng	lish					(如邇用・読加 ・ 號 Please tick if applicable.)
地址	室/樓/座等					
Address	Flat / Floor / Block etc		·			
	大應 Buildin	ZZZ Tower				
街道/ Street / Es	屋苑/地段/村等 tate/Lot/Village etc	3333 Queen	's Stre	et		
,	ale/ Eol/ Village ell 省/州/郵遞區號等 trict/City/Province/					
Dist	tate/Postal Code etc	Central				
	國家/地區	Hong Kong				
備註*		ļ.				
Remarks*						
	*例如聯名約	有股份 · 股份 轉	讀等的	样//// For example, details of jointly held shar	res, share tra	ansfer, etc.
2 中文姓名/ Name in Chir						持有股份數目
	nese					No. of Shares Held
英文姓名 Name in Eng	lish					
<u>或 OR</u>	姓氏	, Sumame		名字 Other Names		股份是聯名持有 Shares are Jointly Held
英文名稱 Name in Eng	lish					(如瀬田・読加 イ 観
40- 1.1						Please tick if applicable.)
地址 Address F	室/樓/座等 Flat/Floor/Block.etd					
	大應 Buildin					
街道/	屋苑/地段/村等					
Street / Es	tate/Lot/Village etc	L				
Dist	省/州/郵遞區號等 trict/City/Province/ tate/Postal Code etc	1				
	國家/地區					
//* ** *	Country/Regio	lj	-C-		000	
備註* Remarks*	1,000 sha	res were tran	sterrec	I from Wong Tai Man on 01/01/2	023.	
	*例如聯名相	有股份、股份间	庸等的	洋 // For example, details of jointly held shar	res, share tra	ansfer, etc.
						10.242.43

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]

a	1	0		
Samp	le	ot	err	or
Samp		U I	UII	U 1.

本申報表的結算 Date to which thi 27 日DD 月 3 (例服本的非上市公司944, Non-listed company harking automal Schedule 1. A automal Schedule 1. A	s Return is Made Up 12 2023 MM 年 YYYY 注目許信(第14項) Partie 報定員: 如思想得名成員: 或超過一級 g a share capital can complete this p termatively, ite company can choose i	└非上市公司適用 FOR NON	商業登記號碼 iness Registration Number 12345678 ompany (Section 14) N時多功能光確提供成員評算。 han one class of shares, please use OverOut, 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	10000 Class	
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	10	
<u>或 OR</u> 英文名稱 Name in English	姓氏 Surname	名字 Other Names	股份是聯名持有 Shares are Jointly Held (加編冊・講加 イ 號 Please tick # applicable.)	
	a / 樓 / 座等 FLAT A 35/F loor / Block etc. 大厦 ABC BUILD: Building			
街道/屋苑/ Street/Estate/U 區/市/省/州 District/C State/F	ot / Village etc.			
33 備註* Remarks*	1例約要交结实版心、股心藏護	Missing ren 等的計算 / For example, details of jointly held shares, sh	narks if shares are held	jointly
2 中文姓名/名稱 Name in Chinese	0150-99-9230 76 02 00 102 00 102 00 10 000	周美美	持有股份數目 No. of Shares Held	
英文姓名 Name in English	CHOW	MAY		
<u>或 OR</u> 英文名稱 Name in English	姓氏 Surname	名字 Other Names	■	
	⊈/樓/座等 loor∕Block etc. 大厦 XYZ BUILD			
街道/屋苑/ Street/Estate/l 區/市/省/州 District/C	Building 地段/村等 .ot/Village etc. 「郵遞區號等 (try Province/ CENTRAL	"S ROAD CENTRAL		
State / F	ostal Code etc. 國家/地區 ountry/Region	G		

- 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.

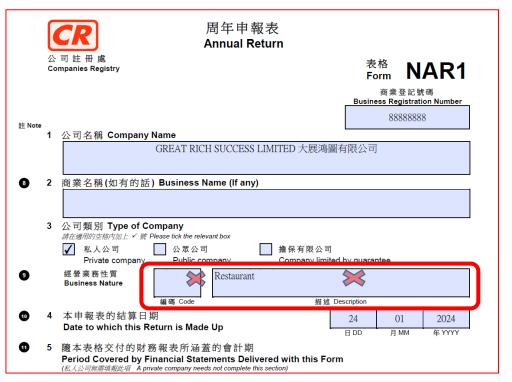
Other information in annual returns

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:



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

dation for neals and
formation
it or broadcasting, rell as the

- 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 <u>Continuation Sheet C</u> 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.										
39	提示 Advisory Note 所有公司著來他應閱續公司註冊處絕態的 / 著家妻年提引),並勉柔該提引所概述的著家一般妻年。										
	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	附表二			
		Α	В	С	D	E	Schedule 1	Schedule 2			
	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.