

**Updates to External Circulars
issued by the Companies Registry**

Companies Registry External Circular No. 3/2011
Commemorative Records of Registration

Paragraph 2 (Chinese version)

1. “一間仍在公司登記冊上的本地公司” which refers to a live local company should mean “一間仍註冊的本地公司”.

Paragraph 3 (English and Chinese versions)

2. Specimen of the application form and samples of the Commemorative Records of Registration at Annexes 1 and 2 have been updated and are attached at Annexes 1 and 2 to this update.

March 2014



申請公司註冊紀念證明書
Application for Commemorative Records of Registration

填表前請參閱附註。
Please read the accompanying notes before completing this form.

申請人資料 Particulars of Applicant (附註 Note 1)	
姓名 Name	
通訊地址 Correspondence Address	
聯絡電話號碼 Contact Tel. No.	
電郵地址 Email Address	
申請資料 Details of Application (附註 Note 2)	
公司名稱 Company Name (附註 3) (Note 3)	
公司編號 CR No.	
公司註冊紀念證明書數目 Number of Commemorative Records of Registration (請參閱樣本 Please refer to the samples) (附註 Note 4)	
款式 Design	數目 Number
A	
B	
C (附註 Note 5)	
D (附註 Note 5)	
總數 Total	
須付費用 (每份證明書港幣 345 元) Fee Payable (HK\$345 for each Record)	港幣 HK\$
申請人簽署 Signature of Applicant	
<p>_____</p> <p>(請簽署及蓋上公司印章 Please sign and affix company chop)</p>	<p>_____</p> <p>日期 Date</p>

請到香港金鐘道 66 號金鐘道政府合署 13 樓公司註冊處公眾查冊中心領件處提交填妥的申請表格及所須費用。費用可以現金、易辦事卡、八達通卡或抬頭人為『公司註冊處』的港元劃線支票繳付。

Please submit the completed application form with the required fee at the Collection Counter of the Public Search Centre of the Companies Registry on the 13th Floor of Queensway Government Offices, 66 Queensway, Hong Kong. Fees can be paid by cash, EPS, Octopus Card or crossed cheques made payable to "Companies Registry" in Hong Kong Dollars.

附註

1. 一間仍註冊的本地公司的董事，可為其公司申請公司註冊紀念證明書（「證明書」）。證明書只作展示用途。申請人的個人資料只會用於處理申請。
2. 公司註冊處有權接納或拒絕任何申請。申請如不獲接納，公司註冊處會安排退回申請費用。

證明書一般可於申請獲接納後的3個工作天內發出。如申請費用以支票繳付，證明書會於支票兌現後，即大概5個工作天後發出。

3. 證明書只會顯示公司的現用名稱。
4. 證明書樣本只供參考。
5. 申請人如選擇證明書的C款或D款，須將下列指明規格的照片檔案儲存於電腦光碟內，連同申請表格一併提交：

檔案格式	png / jpg / jpeg / gif / bmp
最小尺寸	1000 x 700 或 700 x 1000 像素 (相片將以3R之比例列印於證明書的指定空格內)

6. 證明書不可替代根據《公司條例》發出的「公司註冊證明書」。

Notes

1. Any director of a live local company may apply for a Commemorative Record of Registration (“Commemorative Record”) in respect of the company. The Commemorative Record is for display purposes only. Personal data of applicants will only be used for processing applications.
2. The Companies Registry may accept or reject any application at its sole and absolute discretion. In the event of any unsuccessful application, the Companies Registry will arrange for refund of application fees.

A Commemorative Record will normally be issued in three working days after acceptance of an application. Where application fees are paid by cheque, Commemorative Records will be issued after clearance of cheque in about five working days.

3. Only the current name of the company will be shown on the Commemorative Record.
4. Sample Commemorative Records are for reference only.
5. Applicant who selects Design C or D of the Commemorative Record should submit the application form together with a CD-ROM containing the image file of a photograph in specified format as follows:

File format	png / jpg / jpeg / gif / bmp
Minimum size	1000 x 700 or 700 x 1000 pixels (Photo will be printed in the scale of 3R in the specified box on the Commemorative Record)

6. Commemorative Record is not a replacement of the certificate of incorporation issued under the Companies Ordinance.

公司註冊紀念證明書
**Commemorative Record
of Registration**



公司註冊處
COMPANIES REGISTRY

編號 No. 8888888

本人謹此證明
I hereby certify that

e-Registry Demonstration Company Limited
註冊易示範有限公司

根據《公司條例》於 2011 年 2 月 22 日在香港成立為有限公司。
was incorporated in Hong Kong under the Companies Ordinance
as a limited company on 22 February 2011.

本證明書於 2014 年 3 月 3 日發出。
Issued on 3 March 2014.

(簽署 Signature)

香港特別行政區公司註冊處處長鍾麗玲

Ms Ada L L CHUNG

Registrar of Companies

Hong Kong Special Administrative Region

編號 No. 8888888

款式 B Design B



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COMPANIES REGISTRY

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*Commemorative Record
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Hong Kong Special Administrative Region

照片由申請
人提供

*Photo to
be provided
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*Photo to
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