



E-incorporation Service

Miss Nancy YAU
Acting Deputy Registry Manager
(Company Formation and Enforcement)

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What is e-Incorporation ?

- Launched on 18 March 2011
- Incorporate a company electronically via Companies Registry's e-Registry (www.eregistry.gov.hk) portal
- On line completion of e-Incorporation form
- Use of Model / Customised M&A
- On-line payment
- Electronic Certificate of Incorporation and Business Registration Certificate (Collaboration with the Inland Revenue Department)



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Benefits of using E-Incorporation

- Fast : 1 hour
- Data input once : Incorporation form → Model M&A (Information consistency)
- On-line preliminary name checking
- Easy payment : Deposit Account
- Environmental-friendly
- Cost saving



Start – User Registration @ e-Registry

Individual User Registration

- Founder Member who will sign the Incorporation form
- Director(s) who will sign the Consent to Act on the Incorporation Form

Company User Registration

- Corporate Founder Member / Directors

Individual User Registration

User Registration (It takes about 20 minutes to complete all the steps. If you cannot complete within 60 minutes, the registration process will be terminated automatically.)

Please read the following carefully and prepare the necessary information before starting the user registration process.

Step 1: Fill in the User ID, Password, Password Hint Question and Answer, and User Type. (About 2 mins.)

Step 2: Fill in User's particulars and Attach proof of Identity (About 15 mins.)

- Individual user - Hong Kong Identity Card No. is required. If you do not have a Hong Kong Identity Card, please provide your Overseas Passport No.; if both are not available, you may provide the People's Republic of China Identity Card No. or Macau Identity Card No. If you are a resident of the People's Republic of China or Macau, Attach your [electronic certificate](#) for verification. If you do not have an electronic certificate, attach a [certified true copy](#) of the identification document. (See Note) or submit the original document to [Companies Registry](#) in person for verification. [View Personal Information Collection Statement](#)
- Company registered with the Hong Kong Companies Registry - [Company No.](#) and [Company Code](#) are required. No identity proof is required.
- Business registered with the Business Registration Office of the Hong Kong Inland Revenue Department only - [Business Registration No.](#) and the e-Registry's User ID of the [authorised person](#) are required. Attach a copy of the valid Business Registration Certificate. (See Note).

Step 3: Review User's particulars and Submit the request for user registration. (About 2 mins.)

Step 4: Save or Print the acknowledgement of request for user registration. (About 1 min.)

Note - Certified copies of identification documents / copies of business registration certification are scrutinised by the Registry's officers during office hours (Monday to Friday, 9:45 a.m. to 5:30 p.m.) before accepting the registration. It normally takes half a working day to complete the scrutiny process.

Step 1
Fill in the User ID, Password, Password Hint Question and Answer, and User Type. Items marked with * are mandatory.

User ID* MARKETCONSEP
 Password* *****
 Confirm Password* *****
 Password Hint Question* What is your favourite food?
 Password Hint Answer* apple

Self selected User ID and Password (=PIN for e-signature)

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Step 2
Fill in User's particulars and Attach proof of identity. Items marked with * are mandatory.

User ID MARKETCONSEP

Registered Name*
 YAU English Surname
 NANCY English Other Names
 Chinese Name

Identification Document and Number*
 Hong Kong Identity Card No.
 People's Republic of China Identity Card No.
 Macau Identity Card No.
 Overseas Passport No.
 Passport Issuing Country BERMUDA

Address (Line 1)* FLAT A, 3/G, HAPPY BUILDING
 Address (Line 2) 33 HAPPY ROAD
 Address (Line 3) KWUN TONG
 Country/Region* HONG KONG
 District (for Hong Kong only)* KOWLOON

Email Address* nancyyau@cr.gov.hk
 Confirm Email Address* nancyyau@cr.gov.hk
 Contact Telephone No.* 28670000
 Fax No.
 Language for Correspondence* ENGLISH

Please select the way of identity proof *
 Attach Electronic Certificate
 Attach Certified True Copy of Identification Document
 Submit Identification Document to Companies Registry in person

Attach Electronic Certificate

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Company User Registration – Application for company code

- [Main Page](#)
- [Message Box](#)
- [User Account Maintenance](#)
- [Deposit Services](#)
- [Registered Agent \(RA\)](#)
- [Company Code](#)
 - [Request Company Code](#)
 - [Change Company Code](#)
- [e-Submission Services](#)
- [Third Party Software Interface \(TPSI\)](#)
- [e-Monitor](#)
- [Annual Return e-Reminder](#)
- [e-Services User Guides](#)
- [Helpdesk](#)

註冊易
公司註冊 更快更易
Delivers efficiency for companies

[Main Page](#) > [Company Code](#) > [Request Company Code](#)

Request for Company Code

<p>Request Type Applicant's User ID Applicant's Registered English Name Applicant's Registered Chinese Name Identification Document Identification No. Applicant's Email Address Company No. Registered Company Name</p>	<p>First Time Application BIGPANDA YAU, OI SUM 邱愛臻 Hong Kong Identity Card O888999(1) nancyyau@cr.gov.hk <input type="text" value="1212"/> Retrieve INVESTMENT LIMITED 投資有限公司</p>
--	--

I hereby declare that I am an officer of the above company or duly authorised by an officer of the above company to apply for a Company Code.
[Note: You may be required to provide the authorisation letter.#]

Back Submit

公司註冊處
COMPANIES REGISTRY

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Company User Registration – Application for company code

pccwapp@icris.cr.gov.hk
08/08/2012 18:41

To: nancyyau@cr.gov.hk

cc: _____

bcc: _____

Subject: e-Registry - Company Code

Urgent
 Return receipt
 Sign
 Encrypt

Dear Customer,

We have received the application for Company Code (or Change of Company Code) for the following company. The Company Code is stated below:

Company No. : 121
 Company Name: INVESTMENT LIMITED 投資有限公司
 Company Code: 181983161568323

Please keep safe custody of the Company Code.

Thank you for using our e-Registry services!
 Companies Registry

公司註冊處
COMPANIES REGISTRY

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Company User Registration

Step 1
Fill in the User ID, Password, Password Hint Question and Answer, and User Type.

Step 2
Fill in User's particulars and Attach proof of identity. Items marked with * are mandatory.

Step 3
Review User's particulars and Submit the request for user registration.

Step 4
Acknowledgement of request for user registration. Please save or print this screen for enquiry on the registration.

User ID: MARKETCOMP

Please select:
 Company registered with the Companies Registry
 Business registered with the Business Registration Office only

Please input the Company No. and Company Code:
 Company No.: 1212345
 Company Code*: 181983161568323

Registered Company Name*: 裕豐有限公司
 Address (Line 1)*: 香港灣仔
 Address (Line 2):
 Address (Line 3):
 Region*: HONG KONG
 District (for Hong Kong only):
 Email Address*: nancyau@cr.gov.hk
 Name of Contact Person*: MISS YAU
 Contact Telephone No.*: 28670000

Save Print Close

Company name and RO address will be retrieved from CR's database automatically

CR 公司註冊處
COMPANIES REGISTRY

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註冊易
REGISTRY

User Account Association

Main Page

Message Box

- User Account Maintenance
 - Change Password
 - Change Particulars
 - Personnel Main Page
 - Account Association
 - Close User Account
- Deposit Services
- Registered Agent (RA)

Account Association

Please enter the Company Code to access this function

Registered Agent (RA) Company Code: 181983161568323

Account Association > Create

User ID*: BIGPANDA Retrieve

Registered English Surname: YAU
 Registered English Other Name: OI SUM
 Registered Chinese Name: 邱愛棠
 Registered Company / Business Name: [Dropdown]
 Associate the above user to my account in the capacity of: Director
 Match to the officer of my company (see Note below): YAU OI SUM 邱愛棠
 Share Deposit Account*: Yes
 Start Date*: 09-08-2012

Note:
 (1) If the user is associated as an officer of the company, the information has to match with the record in the database of the Companies Registry. Otherwise, the association will be rejected.
 (2) A Reserve Director is only acceptable for matching after the reserve director is deemed to be a director pursuant to section 153A(8) of the Companies Ordinance.

Submit

Account Association

Status: Current
 User ID: [Input]
 Capacity: [Input]

Capacity	Share Deposit Account	Start Date & Time	End Date & Time

Create Change Remove

Select Create association

By Company User Account holder

Select Create association

CR 公司註冊處
COMPANIES REGISTRY

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註冊易
REGISTRY

E-Incorporation Process

1. Select model or customised MA

2. Fill in guided wizard

According to sections 6 and 12 of the Companies Ordinance (Chapter 32 of the Laws of Hong Kong Memorandum and Articles of Association (M&A) should be signed by each founder member. If you adopt the M&A provided at the e-Registry, please ensure that each founder member has read the contents of the selected model M&A. After the related information has been populated in the selected model M&A, please remember to save and print the M&A for signing by each founder member. The signed copy should be kept by the company.

The copy model M&A submitted for registration through e-Incorporation process is not required to be a signed copy under section 15 of the Companies Ordinance.

Select M&A

M&A Model M&A Customised M&A

Model M&A Sample A (Table A) [View Explanatory Notes](#)

Input Founder Member and Officer Information

Founder Member / Officer Type Capacity

Individual Founder Member

Corporate / Firm Director Secretary

Name of Individual Founder Member / Officer

English Surname: YAU Add

English Other Names: OI SUM

Chinese Name: 區家傑

Occupation of Individual Founder Member (or completion of Model M&A entry)

Merchant

Name of Corporate Founder Member / Officer

English:

Chinese:

Founder Member(s) / Officer(s) input from the above

Back Continue

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E-Incorporation Process

3a. Fill in e-form and sign consent to act as director

法團成立表格 (股份有限公司)
Incorporation Form (Company Limited by Shares)
(《公司條例》第144條)
表格 Form NC1

填寫時請參閱有關的註釋。
Please read the accompanying Notes when completing this form.

1 擬採用的公司名稱 Intended Company Name **註釋 1/16**

擬採用的公司英文名稱 Intended English Company Name
PRESENTATION SAMPLE & LIMITED

擬採用的公司中文名稱 Intended Chinese Company Name

2 公司類別 Type of Company **註釋 1/16**

請在表格的指定位置填寫。 **註釋 1/16** Please tick the relevant box.

私人 Private 非私人 Non-private

3 公司在香港的註冊辦事處地址的用途 The Intended Address of the Company's Registered Office in Hong Kong **註釋 1/16**

行 1: 會議室/辦公室
行 2: 商務大樓/樓宇/地址
行 3: 香港

1. 姓名 Name **註釋 5/16**

中文姓名: 區家傑

英文姓名 Name in English: YAU

其他姓名 Name in Other Languages: OI SUM

2. 居住地址 Residential Address **註釋 5/16**

行 1: Flat A, JFC Happy Garden,
行 2: Huipei Road,
行 3: Fu Tin Tong,
行 4: Hong Kong

3. 身份證明 Identification **註釋 5/16**

香港身份證號碼 Hong Kong Identity Card Number: C889990

4. 簽署 Sign **註釋 5/16**

簽署人 Name: PN Digitally Signed

5. 同意聲明 Consent to Act as Director **註釋 5/16**

本人同意在公司成立為法團時出任其董事，並確認本人已年滿 18 歲。
I consent to act as a director of the company on its incorporation and confirm that I have attained the age of 18 years.

出任董事職位須俾時於公司成立為法團的日期後 14 天內提交。
The Consent to Act as Director will be submitted not later than 14 days after the date of incorporation of the company.

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E-Incorporation Process

3b. Select no. of years for BRC and sign the e-form



啟得業登記署通知書 Notice to Business Registration Office

以下資料只用作獲准登記用途，這等資料會轉送稅務局作處理，在獲准登記申請等資料會存放在獲准登記冊上，供公眾查閱，但不會存放在公司註冊處的登記冊上。

The following information is only collected for the purpose of Business Registration. The information will be transmitted to the Commissioner of Inland Revenue for processing. After the business registration application has been approved, the information will be kept under the Business Registry, but not in the Companies Registry's register, for public search.

如在此後任何時間有在何適用獲准登記用途(《獲准登記條例》(第 319 章)第 6 條中界定)就本公司發出，本人或獲准該等商業登記冊內所註明日期內自其內所註明的生效日期起計的 3 年屆滿之日。

I declare that the expiry date to be endorsed on all applicable business registration certificates (as defined in section 6 of the Business Registration Ordinance (Cap. 319)) to be issued at any time hereafter in respect of this company shall be the date of the expiration of 3 years from the date of commencement endorsed thereon.

是 Yes 否 No



表格 Form NC1

9 創辦成員陳述書 Statement of Founder Member [註解 9-10](#)

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 authorised person of a corporate founder member (if applicable) and am authorised by the other founder members (if any) to sign this incorporation form.

(b) 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該董事，每名個人董事並已年滿 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 individual director has attained the age of 18 years.

(c) 所有創辦成員已簽署(《公司條例》第 4 及 12 條簽署公司的組織章程大綱及組織章程細則(如有的話))，並確認該等本表格交付的公司章程大綱及章程細則(如有的話)的副本的內容，與由所有創辦成員簽署的該等章程大綱及章程細則的內容相同。
The company's Memorandum of Association and Articles of Association (if any) have been signed by all founder members in accordance with sections 4 and 12 of the Companies Ordinance. The contents of the copies of the company's Memorandum and Articles (if any) delivered together with this form are the same as those of the Memorandum and Articles signed by all founder members.

(d) 本表格所載的詳情屬準確，以及與公司組織章程大綱及章程細則所載的詳情相符。
The particulars contained in this form are accurate and consistent with those contained in the Memorandum and Articles of Association of this company.

(e) 公司已遵從《公司條例》中與註冊有關的所有規定及與註冊的先決及附帶事宜有關的所有規定。
This company has complied with all the requirements of the Companies Ordinance in respect of registration and of matters precedent and incidental thereto.

[Click here to select the you option for Business Registration Ordinance](#)

簽署 Signed: Sign by PIN

姓名 Name: YAU OI SUM 創辦成員 Founder Member 日期 Date: 09 / 08 / 2012
DD / MM / YYYY



E-Incorporation Process

3c. Automatic population of information onto Model MA

THE COMPANIES ORDINANCE (CHAPTER 32)

Private Company Limited by Shares

MEMORANDUM OF ASSOCIATION

OF

PRESENTATION SAMPLE A LIMITED

First: The name of the company is
"PRESENTATION SAMPLE A LIMITED"

Second: The registered office of the company will be situated in Hong Kong.

Third: The liability of the members is limited.

Fourth: The share capital of the company is HKD10,000 divided into 10,000 Ordinary share(s) of HKD1 each.

I/WE, the undersigned whose name(s), address(es) and description(s) is/are given below, wish to form a company, in pursuance of this memorandum of association, and I/we respectively agree to take the number of share(s) in the capital of the company set opposite my/our respective name(s).

Name(s), Address(es) and Description(s) of Founder Members	Number of Share(s) Taken by Each Founder Member
YAU OI SUM(楊雲琪)	Ordinary 1,000
Plr A, 3/F Hogg Oaks, 33 Hogg Road, Tsim Sha Tsui, Hong Kong	
Member	



E-Incorporation Process

Submission Result

4. Submission of e-form and payment of fees

Submission time	09-Aug-2012 09:45 GMT +0800
Submission Result	Accepted
Preliminary Check Result	Passed
Intended Company Name	PRESENTATION SAMPLE A LIMITED

Receipt

Case No.: 142026394
 Company No.: N/A
 Payment Order No.: N/A
 Payment Reference No.: N/A
 Paid Date: 09-Aug-2012
 Paid By: Deduct from account
 Deposit Account No.: 010000010875
 Amount Paid: HK\$2,170.00

Receipt No.	Document Code	Description	Amount (HK\$)
D77119207558	IRBR1 113	費費 Levy	450.00
		Sub Total	450.00
D77119207559	NC1 114	公司註冊費 Registration fee of company	1,425.00
	115	法團成立表格存放費 Lodgement fee for Incorporation Form	295.00
		Sub Total	1,720.00
		Total Paid	2,170.00

Total Amount(HK\$)	2,170.00
Description	Amount (HK\$)
費費 Levy	450.00
公司註冊費 Registration fee of company	1,425.00
法團成立表格存放費 Lodgement fee for Incorporation Form	295.00
Amount (HK\$)	2,170.00

You can make payment through the following:

VISA MASTERCARD PAS

Deduct from account [010000010875(BGPANDA) HK\$7,830.00]

Cancel Back Continue



E-Incorporation Process

5. Download electronic CI and BRC from email notification

No. 1441180
 編號

CR Sample
 公司註冊處
 COMPANIES REGISTRY

CERTIFICATE OF INCORPORATION
 公司註冊證書

I hereby certify that
 本人謹此證明

PRESENTATION SAMPLE A LIMITED

Is this day incorporated in Hong Kong under the Companies Ordinance
 於今日在 香港《公司條例》(香港法例第32章)
 (Chapter 32 of the Laws of Hong Kong) and that this company is limited.
 為一間註冊成有限公司。

Issued on 9 August 2012.
 本證書於二〇一二年八月九日發出。

(Signature)

Ms. Adelle CHENG
 Registrar of Companies
 Hong Kong Special Administrative Region
 香港特別行政區公司註冊處處長

Note 18:
 Registration of a company name with the Companies Registry does not confer any trade mark rights or any other intellectual property rights in respect of the company name or any part thereof.
 公司在註冊公司名稱時，並不表示獲賦予該公司名稱或其任何部分的特權或任何其他的知識產權。

FORM 1
 註冊表格 (第 108 章)
 BUSINESS REGISTRATION ORDINANCE (Chapter 32)
 (商業登記條例)
 BUSINESS REGISTRATION REGULATIONS
 註冊 / 商業登記 Business Registration Regulations

名稱 / 註冊名稱
 Name of Business Corporation: PRESENTATION SAMPLE A LIMITED

地址 / 分行名稱
 Address: *****

地址
 Address: HONG KONG

公司名稱
 Name of Business: Sample

註冊日期
 Date of Incorporation: 09/08/2012

註冊日期
 Date of Expiry: 08/08/2013

公司註冊號碼
 Corporation No.: 000-08-12-7

註冊費
 Fee and Levy: \$450
 (印花費 \$100 + \$ 450)

請注意下列(商業登記條例)的規定! Please note the following requirements of the Business Registration Ordinance.

1. 第 6(1)條規定任何業務經營者應註冊或分行登記牌，除非申請註冊或分行登記牌的人士或經營該業務的個人或公司符合任何法律規定的任何法律規定。
 2. 第 12 條規定各業務經營者其有的商業登記牌或有條件分行登記牌於每一營業地點展示。

1. Section 6(1) provides that the issue of a business registration certificate or a branch registration certificate shall not be deemed to apply that the requirements of any law in relation to such business or to the person carrying on the same or regulated business have been complied with.
 2. Section 12 provides that valid business registration certificate or valid branch registration certificate shall be displayed at every address where business is carried on.

繳納註冊費及印花費: RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.

09/08/2012 2872 8 \$450.00



Special Features



Receipt

Case No.: 142023132
 Company No.: N.A.
 Payment Order No.: N.A.
 Payment Reference No.: A201204230000162
 Paid Date: 23-Apr-2012
 Paid By: VISA
 Deposit Account No.: N.A.
 Amount Paid: HK\$2,180.00

Receipt No.	Document	Code	Description	Amount (HK\$)
W77009202411	IRBR1	113	徵費 Levy	450.00
			Sub Total	450.00
W77009202412	NC1	02	名義股本註冊費 Capital fee	10.00
		114	公司註冊費 Registration fee of company	1,425.00
		115	法團成立表格存放費 Lodgement fee for Incorporation Form	295.00
			Sub Total	1,730.00
			Total Paid	2,180.00

You may wish to save or print this receipt for reference.

[Do a Similar Transaction](#)
[Return to Main Page](#)
[Save](#)
[Print](#)

Do a Similar Transaction



Bulk Submission

If your submission contains payable document(s), please make sure that you have a deposit account with sufficient amount for payment before you proceed with the submission. You can upload a maximum of 10 e-forms each time, the size of each file should not exceed 10MB.

e-Form File(s)	Size	Status
<input checked="" type="checkbox"/> 201204231552 Limited vif	3.39M	accept
<input checked="" type="checkbox"/> Happyppah Limited vif	3.39M	accept
<input checked="" type="checkbox"/> Luckykicu Limited vif	3.39M	accept
<input checked="" type="checkbox"/> Wealthytlaw Limited vif	3.39M	accept

Back Upload

Upload several e-form files at one time



Electronic change of company name

- ✓ Signed by director or secretary of the company
- ✓ User Registration
- ✓ User Association



Select Company

Company No.

Back Search Show All Companies Represented

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Company No.	English Company Name	Chinese Company Name
1461380	PRESENTATION SAMPLE LIMITED	

Results 1 - 1 of 1.

Fill in and sign e-Form NC2

更改公司名稱通知書
 Notification of Change of Company Name
 (公司條例第 221A 條)
 (Companies Ordinance s. 221A)

換核 Form NC2

或按序辦理有關註冊 - Please read the accompanying Notes when completing this form.

公司編號 Company Number: 461380

1 現有公司英文名稱 Existing English Company Name: PRESENTATION SAMPLE LIMITED

現有公司中文名稱 Existing Chinese Company Name:

2 原公司名稱特別決議日期 Date of Special Resolution for Change of Company Name: 01 / 06 / 2012

3 擬用的公司英文名稱 Intended English Company Name: PRESENTATION CBANCBOPAL LIMITED

擬用的公司中文名稱 Intended Chinese Company Name:

簽署 Signed: PIN
 姓名 Name: YAU, OR SUM
 職銜 Director
 日期 01 / 06 / 2012



E-change of company name

1. Submit signed e-Form NC2 and pay fee.
2. Download Certificate of Change of Name from email notification.



Receipt

Case No.	142026388
Company No.	1461380
Payment Order No.	N/A
Payment Reference No.	A201208090000084
Paid Date	09-Aug-2012
Paid By	VISA
Deposit Account No.	N/A
Amount Paid	HK\$295.00

Receipt No.	Document	Code	Description	Amount (HK\$)
W77009202966	NC2	06	發出公司更改名稱證書的費用 Fee for issuing Certificate of Change of Name	55.00
		25	更改公司名稱通知書存款費 Lodgement fee for Notification of Change of Company Name	240.00
			Sub Total	295.00
			Total Paid	295.00



No. 1461380
編號

CR
公司註冊處
COMPANIES REGISTRY

Sample

CERTIFICATE OF CHANGE OF NAME
公司更改名稱證書

I hereby certify that
本人謹此證明

PRESENTATION SAMPLE A LIMITED

having by special resolution changed its name, is now incorporated under the
已藉特別決議更改其名稱，現公司根據

Companies Ordinance (Chapter 32 of the Laws of Hong Kong) in the name of
(公司條例)(香港法例第32章)註冊的名稱為

PRESENTATION CHANGE OF A LIMITED

Issued on 9 August 2012.
本證書於二〇一二年八月九日發出。

(Signature)

Ms ABILL CHUNG
Registrar of Companies
Hong Kong Special Administrative Region
香港特別行政區公司註冊處處長兼署理

Note 註:
Registration of a company name with the Companies Registry does not confer any trade mark rights or any other intellectual property rights in respect of the company name or any part thereof.
公司名稱獲公司註冊處註冊，並不表示獲授予該公司名稱或其任何部分的所有權或任何其他知識產權。



Thank You!

