



公司註冊處  
Companies Registry

# 公司秘書及董事辭職通知書

## Notice of Resignation of Company Secretary and Director

表格 **ND4**  
Form

商業登記號碼  
Business Registration Number

註 Note

### 1 公司名稱 Company Name

### 2 公司秘書／董事的辭職 Resignation of Company Secretary／Director

#### A. 現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)

7

身分  
Capacity

☐ 公司秘書  
Company Secretary

☐ 董事  
Director

☐ 候補董事  
Alternate Director

代替 Alternate to

#### 公司秘書／董事的詳情 (自然人) Particulars of Company Secretary／Director (Natural Person)

8

中文姓名  
Name in Chinese

英文姓名  
Name in English

姓氏  
Surname

名字  
Other Names

9

身分識別  
Identification

\*

\*

\*

(

\*

)

香港身分證部分號碼  
Partial Number of Hong Kong Identity Card

護照部分號碼  
Partial Number of Passport

或 OR

#### 公司秘書／董事的詳情 (法人團體) Particulars of Company Secretary／Director (Body Corporate)

10

公司秘書／董事的名稱 Name of Company Secretary／Director

中文 Chinese

英文 English

#### B. 辭職詳情 Details of Resignation

辭職日期  
Date of Resignation

日 DD

月 MM

年 YYYY

11

上述董事或候補董事在辭職日期後，是否仍然擔任這公司的候補董事或董事職位？  
Will this director or alternate director continue to hold office as alternate director or director in this company after the date of resignation?

☐ 是  
Yes

☐ 否  
No

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提交人資料 Presentor's Reference

姓名／名稱 Name:

地址 Address:

電話 Tel:

傳真 Fax:

電郵 Email:

檔號 Reference:

請勿填寫本欄 For Official Use

**12 3 辭職通知 Notice of Resignation**

請在適用的空格內加上 ✓ 號 Please tick the relevant box

☐ 按照上述公司的章程細則或本人／我們\* 與該公司訂立的協議的規定，本人／我們\* 須向該公司發出辭職通知；本人／我們\* 亦已按照該規定發出辭職通知。

**I am／We are \* required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company and I／we \* have given notice of resignation in accordance with the requirement.**

☐ 按照上述公司的章程細則或本人／我們\* 與該公司訂立的協議的規定，本人／我們\* 須向該公司發出辭職通知。本人／我們\* 並未按照該規定發出通知，但已將辭職通知的印本送交該公司；或將該通知的電子版發送予該公司；或將該通知留在該公司的註冊辦事處。

**I am／We are \* required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company. I／We \* have not given notice of resignation in accordance with the requirement but I／we \* have sent the notice of resignation to the Company in hard copy form or in electronic form, or have left it at the registered office of the Company.**

☐ 按照上述公司的章程細則或本人／我們\* 與該公司訂立的任何協議，本人／我們\* 不須向該公司發出辭職通知。

**I am／We are \* not required by the articles of the above-named Company or by any agreement with the Company to give notice of resignation to the Company.**

**5 簽署 Signed :**

姓名 Name : \_\_\_\_\_ 日期 Date : \_\_\_\_\_  
 辭職的公司秘書／董事 \* 日 DD / 月 MM / 年 YYYY  
 Resigning Company Secretary／Director \*

\* 請刪去不適用者 Delete whichever does not apply



**《公司條例》(第 622 章)  
第 464(3) 及 477(3) 條規定交付的**

**公司秘書及董事辭職通知書**

**填表須知 — 表格 ND4**

**附註**

**引言**

1. (a) 辭職的公司秘書或董事(包括候補董事但不包括備任董事)如有合理理由相信公司將不會就其辭職一事以表格 **ND2A** 通知公司註冊處處長(「處長」)，須自行將辭職一事，以本表格通知處長。
- (b) 辭職的備任董事如有合理理由相信公司將不會就其辭職一事以表格 **ND5** 通知處長，須自行將辭職一事，以表格 **ND8** 通知處長。
2. 請劃一以中文或英文申報各項所需資料。如以中文申報，請用繁體字。以手寫方式填寫的表格或不會被公司註冊處接納。
3. 請提供提交人資料。除非有特別事項需要公司註冊處注意，否則無須另加附函。
4. 你可郵寄本表格到「香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處」，或親身到上址交付。如以郵寄方式交付表格而處長並沒有收到該表格的話，則該表格不會視作曾為遵從《公司條例》中有關條文的規定而交付處長。

**簽署**

5. 本表格必須由辭職的公司秘書或董事簽署。公司註冊處不接納未簽妥的表格。

**商業登記號碼**

6. 請填報由稅務局轄下的商業登記署所發出的商業登記號碼(即商業登記證號碼的首 8 位數字)，「-」後的數字無須填寫。於 2023 年 12 月 27 日或之後成立的公司，商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」上的編號。

**現時在公司註冊處登記的詳情 (第 2A 項)**

7. 請述明辭職者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
8. 屬自然人的公司秘書或董事的姓名，必須與其香港身分證上所載的姓名一致。如該人並非香港身分證持有人，則必須與其護照上所載的姓名一致。

9. (a) 為識別身分，請填報香港身分證的 **部分號碼**。如該人並非香港身分證持有人，請提供其所持護照的 **部分號碼**。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指－

- (i) 如組成身分識別號碼的字母或數目字元序列的字元數目是雙數(不包括空位、標點符號及標記符號)－該序列的前半部分；或
- (ii) 如組成身分識別號碼的字母或數目字元序列的字元數目是單數(不包括空位、標點符號及標記符號)－該序列的首個字元開始，至處於該序列正中間位置的字元為止的部分。

例子：

**香港身分證號碼**

完整號碼 (包括括號內的數字或字母)	部分號碼 (即所有英文字母及首三個數字)
A123456(7)	A 1 2 3 * * * ( * )
AA123456(7)	A A 1 2 3 * * * ( * )

**護照號碼**

完整號碼 (包括標點符號及標記符號)	部分號碼
ABCD1234567	ABCD12
ABCD12345678	ABCD12
ABCD123456789	ABCD123
ABC-123-4	ABC1
#A1234567H(*)	A1234

- (b) 如辭職的公司秘書或董事屬自然人，並曾根據以上描述，在公司註冊處登記其香港身分證或護照的 **部分號碼**，請填報該 **部分號碼**。
  - (c) **請勿**在有關空格內填報完整的身分識別號碼，格內所填報的資料會供公眾查閱。
  - (d) 如該項資料未曾在本處登記，請在有關的空格內填「無」。
10. 如辭職的聯名公司秘書為某商號的所有合夥人，請在供公司秘書(法人團體)填報名稱的空格內填上商號名稱。

**辭職詳情 (第 2B 項)**

11. 請述明董事或候補董事在辭職後，是否仍然擔任其他董事(包括候補董事)職位。如申報公司秘書辭職，則無需填報此項。

**辭職通知 (第 3 項)**

12. 如公司的章程細則或與該公司訂立的任何協議，規定辭職的董事或公司秘書向該公司發出辭職通知，則除非該董事或公司秘書已按照《公司條例》第 464 或 477 條發出通知，否則該項辭職無效。

## **NOTICE OF RESIGNATION OF COMPANY SECRETARY AND DIRECTOR**

**For the purposes of sections 464(3) and 477(3) of Companies Ordinance (Cap. 622)**

### **Notes for Completion of Form ND4**

#### **Introduction**

1. (a) A resigning company secretary or director (including an alternate director but excluding a reserve director) should use this form to notify the Registrar of Companies (the Registrar) of his or her or its resignation if there are reasonable grounds for believing that the company will not deliver a notice of the resignation in the specified form, Form ND2A, to the Registrar for registration.  
  
(b) A resigning reserve director should use Form ND8 to deliver a notice of his or her resignation to the Registrar if there are reasonable grounds for believing that the company will not deliver such a notice in the specified form, Form ND5, to the Registrar for registration.
2. Please fill in all particulars and complete all items consistently in either Chinese or English. Traditional Chinese characters should be used if the form is completed in Chinese. Please note that handwritten forms may be rejected by the Companies Registry.
3. Please complete the Presentor's Reference. Unless the presentor needs to raise a specific issue for the attention of the Companies Registry, no covering letter is required.
4. This form can be delivered by post or in person to "The Companies Registry, 14th floor, Queensway Government Offices, 66 Queensway, Hong Kong". If the form is delivered by post but the Registrar has not received it, the form will not be regarded as having been delivered to the Registrar in satisfaction of the relevant provision of the Companies Ordinance.

#### **Signature**

5. This form must be signed by the resigning company secretary or director. A form which is not properly signed will be rejected by the Companies Registry.

#### **Business Registration Number**

6. 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. The numbers after [-] are not required. For companies incorporated on or after 27 December 2023, the business registration number is also adopted as the "No. " on the "Certificate of Incorporation" issued by the Companies Registry.

#### **Particulars Currently Registered with the Companies Registry (Section 2A)**

7. Please indicate the capacity(ies) of the person(s) ceasing to act. In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it was the alternate.
8. The name of the company secretary or director who is a natural person must be the same as stated in his or her Hong Kong Identity Card or, if he or she does not hold a Hong Kong Identity Card, in his or her passport.

9. (a) For identification purposes, please provide the **partial number** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the **partial number** of passport according to the description of “Partial number” below:

Partial number means —

- (i) if the identification number comprises a sequence of an even number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the first half of the sequence; or
- (ii) if the identification number comprises a sequence of an odd number of alphanumeric characters (excluding spaces, punctuation marks and symbols) — the part that begins with the first character in the sequence and ends with the character that falls on the middle of the sequence.

e.g.

#### Hong Kong Identity Card Number

Full Number (including the digit or alphabet in brackets)	Partial Number (i.e. all the alphabets and the first three digits)
A123456(7)	A 1 2 3 * * * ( * )
AA123456(7)	A A 1 2 3 * * * ( * )

#### Passport Number

Full Number (including punctuation marks and symbols)	Partial Number
ABCD1234567	ABCD12
ABCD12345678	ABCD12
ABCD123456789	ABCD123
ABC-123-4	ABC1
#A1234567H(*)	A1234

- (b) If the resigning company secretary or director is a natural person and has previously registered the **partial number** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that **partial number**.
  - (c) Please **DO NOT** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.
  - (d) If no such particulars have been registered, please state ‘Nil’ in the boxes provided.
10. If all the partners in a firm resigned as joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

#### Details of Resignation (Section 2B)

11. Please indicate whether the director or alternate director still holds any directorship(s) (including alternate directorship(s)) after the resignation. There is no need to complete this item when reporting the resignation of the company secretary.

#### Notice of Resignation (Section 3)

12. Please note that where notice of the resignation of a director or the company secretary is required to be given by the articles of the company or by any agreement with the company, the resignation of the director or the company secretary does not have effect unless such notice has been given in accordance with section 464 or 477 of the Companies Ordinance.