



公司註冊處
Companies Registry

更改備任董事詳情通知書

Notice of Change in Particulars of Reserve Director

表格 **ND7**
Form

公司編號 Company Number

註 Note

1 公司名稱 Company Name

2 備任董事詳情更改 Change in Particulars of Reserve Director

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

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

7

身分證明
Identification

香港身分證號碼
Hong Kong Identity Card Number

護照號碼
Passport Number

4

提交人資料 Presentor's Reference

姓名 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

《公司條例》(香港法例第 622 章)
第 645(4)條規定交付的

更改備任董事詳情通知書

填表須知 — 表格 ND7

附註

引言

1. 本表格是用以通知公司註冊處處長(「處長」)有關在香港成立為法團的私人公司的備任董事的詳情的更改，並須在董事登記冊所載的詳情有所更改後的 15 日內交付處長登記。
2. 請使用適當的表格申報下列更改—

更改事項	表格
備任董事的提名或停任	表格 ND5
本地公司董事(包括候補董事)或公司秘書的委任或停任	表格 ND2A
本地公司董事(包括候補董事)或公司秘書詳情的更改	表格 ND2B

3. 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。
4. 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。
5. 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

6. 本表格必須由一名董事或公司秘書簽署，公司註冊處不接納未簽妥的表格。

現時在公司註冊處登記的詳情 (第 2A 項)

7. 請填報備任董事在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格內填「無」。

更改詳情 (第 2B 項)

8. 請在適當的空格內申報備任董事的新詳情，並在相關的空格內註明生效日期。沒有更改的詳情無需填報。
9. 如申報備任董事的新增別名，請在空格內將該備任董事現有的所有別名(包括已在公司註冊處登記的別名)一併填報，以便正確更新紀錄。
10. 請申報備任董事的通常住址。如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。
11. 請提供或更新備任董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，亦請以本表格通知公司註冊處。

NOTICE OF CHANGE IN PARTICULARS OF RESERVE DIRECTOR

For the purposes of section 645(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form ND7

Introduction

1. This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the reserve director of a private company incorporated in Hong Kong. This form should be delivered to the Registrar for registration within 15 days after the change in the particulars contained in the company's register of directors.
2. Please use the appropriate form to report the following changes —

Types of changes	Forms
Nomination of or cessation to be reserve director	Form ND5
Appointment or cessation of appointment of the company secretary or director (including alternate director) of a local company	Form ND2A
Changes in particulars of the company secretary or director (including alternate director) of a local company	Form ND2B

3. 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.
4. 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.
5. 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

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

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

7. If the reserve director has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.

Details of Change(s) (Section 2B)

8. Please state only the **new particulars** of the reserve director in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.
9. To report the addition of an alias, please also state all the aliases (including the alias which has been registered with the Companies Registry) of the reserve director in the box provided to facilitate correct updating of the record.
10. Please provide the **usual residential address** of the reserve director. If a non-Hong Kong address of the reserve director is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable.
11. Please provide or update the email address of the reserve director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.