



公司註冊處  
Companies Registry

# 註冊非香港公司的註冊申請書 Application for Registration as Registered Non-Hong Kong Company

表格  
Form **NN1**

註 Note

**8** 1 公司名稱 **Company Name**

2 成立所在地 **Place of Incorporation**

3 在香港的主要營業地點 **Principal Place of Business in Hong Kong**

(a) 在香港設立營業地點的日期

Date of Establishment of the Place of Business in Hong Kong

日 DD	月 MM	年 YYYY

(b) 在香港的主要營業地點的地址 **Address of the Principal Place of Business in Hong Kong**

香港 / HONG KONG

*(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)*

**9** (c) 電郵地址 **Email Address**

**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**



表格  
Form **NN1**

**5 在香港的獲授權代表 Authorized Representative in Hong Kong** (續上頁 cont'd)

**A. 獲授權代表(自然人) Authorized Representative(Natural Person)**

2 中文姓名  
Name in Chinese

英文姓名 Name in English

姓氏  
Surname

名字  
Other Names

香港地址  
Hong Kong  
Address

**香港 / HONG KONG**

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

11 電郵地址  
Email Address

12 身分證明 Identification

(a) 香港身分證號碼  
Hong Kong Identity Card Number

										( )
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(b) 護照  
Passport

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簽發國家 / 地區 Issuing Country / Region

號碼 Number

委任日期 Date of Appointment

--	--	--

日 DD                      月 MM                      年 YYYY

**B. 獲授權代表(非自然人) Authorized Representative (Other than Natural Person)**

(如超過一名獲授權代表屬非自然人，請用續頁 A 填報 Use Continuation Sheet A if more than 1 authorized representative is not a natural person)

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

律師行或律師法團  
A firm of solicitors or  
a solicitor corporation

執業會計師事務所或執業法團  
A firm or a corporate practice of certified  
public accountants (practising)

中文名稱  
Name in Chinese

英文名稱  
Name in English

13 香港地址  
Hong Kong  
Address

**香港 / HONG KONG**

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

11 電郵地址  
Email Address

委任日期 Date of Appointment

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日 DD                      月 MM                      年 YYYY

# 表格 Form NN1

## 6 公司秘書 Company Secretary

(如超過一名公司秘書屬自然人或法人團體，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a natural person or a body corporate)

### A. 公司秘書(自然人) Company Secretary (Natural Person)

中文姓名  
Name in Chinese

英文姓名 Name in English

姓氏  
Surname

名字  
Other Names

前用姓名  
Previous Names

中文 Chinese

英文 English

別名  
Alias

中文 Chinese

英文 English

14

通訊地址  
Correspondence  
Address

國家/地區  
Country/Region

(本處不接納郵政信箱號碼 Post office box numbers are not acceptable)

15

電郵地址  
Email Address

身分證明 Identification

16

(a) 香港身分證號碼  
Hong Kong Identity Card Number

										( )
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(b) 護照  
Passport

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簽發國家/地區 Issuing Country/Region

號碼 Number

委任日期 Date of Appointment

日 DD	月 MM	年 YYYY

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### B. 公司秘書(法人團體) Company Secretary (Body Corporate)

中文名稱  
Name in Chinese

英文名稱  
Name in English

18

地址  
Address

國家/地區  
Country/Region

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

15

電郵地址  
Email Address

公司編號 Company Number

(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment

日 DD	月 MM	年 YYYY

# 表格 Form NN1

## 7 董事 Director

### A. 董事(自然人) Director (Natural Person)

(如超過兩名董事屬自然人，請用續頁 C 填報 Use Continuation Sheet C if more than 2 directors are natural persons)

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

19 1 身分 Capacity  董事 Director  候補董事 Alternate Director

代替 Alternate to

中文姓名 Name in Chinese

英文姓名 Name in English

姓氏 Surname

名字 Other Names

前用姓名 Previous Names

中文 Chinese

英文 English

別名 Alias

中文 Chinese

英文 English

20 住址 Residential Address

國家/地區 Country/Region

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

15 電郵地址 Email Address

身分證明 Identification

(a) 香港身分證號碼 Hong Kong Identity Card Number

										( )
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(b) 護照 Passport

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簽發國家/地區 Issuing Country/Region

號碼 Number

委任日期 Date of Appointment

日 DD	月 MM	年 YYYY

# 表格 Form NN1

## 7 董事 Director (續上頁 cont'd)

### A. 董事(自然人) Director (Natural Person)

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

19 2 身分 Capacity  董事 Director  候補董事 Alternate Director

代替 Alternate to

中文姓名 Name in Chinese

英文姓名 Name in English

姓氏 Surname

名字 Other Names

前用姓名 Previous Names

中文 Chinese

英文 English

別名 Alias

中文 Chinese

英文 English

20 住址 Residential Address

國家/地區 Country/Region

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

15 電郵地址 Email Address

身分證明 Identification

(a) 香港身分證號碼 Hong Kong Identity Card Number

										( )
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(b) 護照 Passport

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簽發國家/地區 Issuing Country/Region

號碼 Number

委任日期 Date of Appointment

--	--	--

日 DD 月 MM 年 YYYY

# 表格 Form NN1

## 7 董事 Director (續上頁 cont'd)

### B. 董事(法人團體) Director (Body Corporate)

(如超過兩名董事屬法人團體，請用續頁 D 填報 Use Continuation Sheet D if more than 2 directors are body corporates)

19 1 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)

身分 Capacity  董事 Director  候補董事 Alternate Director

代替 Alternate to

中文名稱 Name in Chinese

英文名稱 Name in English

21 地址 Address

國家/地區 Country/Region

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

15 電郵地址 Email Address

公司編號 Company Number (只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

19 2 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)

身分 Capacity  董事 Director  候補董事 Alternate Director

代替 Alternate to

中文名稱 Name in Chinese

英文名稱 Name in English

21 地址 Address

國家/地區 Country/Region

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

15 電郵地址 Email Address

公司編號 Company Number (只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

表格  
Form **NN1**

- 22 8 隨本表格交付的公司的憲章、法規或章程大綱(包括章程細則(如有的話))或對公司的組織作出規定的其他文書的名稱  
**Name of the Charter, Statutes, Memorandum (including Articles, if any) or any other Instruments Defining the Constitution of the Company Delivered with this Form**

--

- 23 9 隨本表格交付的公司註冊證明書或等同於公司註冊證明書的文件的名稱  
**Name of the Certificate of Incorporation or its Equivalent Delivered with this Form**

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10 帳目 **Accounts** (請填報 A 或 B 項 *Please complete Section A or B as appropriate*)

- 24 A. 根據《公司(非香港公司)規例》第 4(1)(c)或(d)條隨本表格交付的帳目  
**Accounts delivered with this form under section 4(1)(c) or (d) of the Companies (Non-Hong Kong Companies) Regulation**

該等帳目所涵蓋的會計期 **Period Covered by the Accounts**

日 DD	月 MM	年 YYYY	至 To	日 DD	月 MM	年 YYYY

- 25 B. 沒有根據《公司(非香港公司)規例》第 4(1)(c)或(d)條交付帳目的陳述書  
**Statement of no accounts delivered under section 4(1)(c) or (d) of the Companies (Non-Hong Kong Companies) Regulation**

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

- 公司的成立所在地的法律或在其註冊為公司所在的任何其他司法管轄區的法律，以及該司法管轄區的任何證券交易所或類似的監管機構的規章，均沒有規定公司須發表帳目或須將其帳目的文本交付任何人，而公眾人士有權在該人的辦事處查閱該帳目。

The company is neither required by the law of the place of its incorporation, the law of any other jurisdiction where the company is registered as a company, nor the rules of any stock exchange or similar regulatory bodies in that jurisdiction to publish its accounts or to deliver copies of its accounts to any person in whose office they may be inspected as of right by members of the public.

- 公司成立為法團的日期是在根據《公司條例》第 776(4)條交付申請的日期前的 18 個月內，及公司須發表的帳目並未擬備。

The company has been incorporated for less than 18 months prior to the date of delivery of the application under section 776(4) of the Companies Ordinance and the accounts that the company is required to publish have not been made up.

本表格包括下列續頁 **This Form includes the following Continuation Sheet(s)**

續頁 Continuation Sheet(s)	A	B	C	D
頁數 Number of pages				

- 7 簽署 Signed :

姓名 Name : \_\_\_\_\_ 日期 Date : \_\_\_\_\_  
 董事 / 公司秘書 / 經理 / 獲授權代表\*      日 DD / 月 MM / 年 YYYY  
 Director / Company Secretary / Manager /  
 Authorized Representative\*

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



在香港的獲授權代表詳情(第 5 項)

**Details of Authorized Representative in Hong Kong (Section 5)**

**A. 獲授權代表(自然人) Authorized Representative(Natural Person)**

中文姓名  
Name in Chinese

英文姓名 Name in English  
姓氏  
Surname

名字  
Other Names

香港地址  
Hong Kong  
Address

香港 / HONG KONG  
(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

11 電郵地址  
Email Address

12 身分證明 Identification  
(a) 香港身分證號碼  
Hong Kong Identity Card Number

(b) 護照  
Passport  
簽發國家 / 地區 Issuing Country / Region 號碼 Number

委任日期 Date of Appointment  
日 DD 月 MM 年 YYYY

**B. 獲授權代表(非自然人) Authorized Representative (Other than Natural Person)**

請在適用的空格內加上 ✓ 號  
Please tick the relevant box  
 律師行或律師法團  
A firm of solicitors or a solicitor corporation  
 執業會計師事務所或執業法團  
A firm or a corporate practice of certified public accountants (practising)

中文名稱  
Name in Chinese

英文名稱  
Name in English

13 香港地址  
Hong Kong  
Address

香港 / HONG KONG  
(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

11 電郵地址  
Email Address

委任日期 Date of Appointment  
日 DD 月 MM 年 YYYY

**公司秘書詳情(第 6 項) Details of Company Secretary (Section 6)**

**A. 公司秘書(自然人) Company Secretary (Natural Person)**

中文姓名  
Name in Chinese

英文姓名 Name in English

姓氏  
Surname

名字  
Other Names

前用姓名  
Previous Names

中文 Chinese

英文 English

別名  
Alias

中文 Chinese

英文 English

通訊地址  
Correspondence  
Address

國家/地區  
Country/Region

(本處不接納郵政信箱號碼 Post office box numbers are not acceptable)

電郵地址  
Email Address

身分證明 Identification

(a) 香港身分證號碼  
Hong Kong Identity Card Number

(b) 護照  
Passport

簽發國家/地區 Issuing Country/Region

號碼 Number

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY

**B. 公司秘書(法人團體) Company Secretary (Body Corporate)**

中文名稱  
Name in Chinese

英文名稱  
Name in English

地址  
Address

國家/地區  
Country/Region

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

電郵地址  
Email Address

公司編號 Company Number

(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment

日 DD

月 MM

年 YYYY

**董事(自然人)詳情(第 7A 項) Details of Director (Natural Person) (Section 7A)**

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

**19** 身分 Capacity  董事 Director  候補董事 Alternate Director

代替 Alternate to

中文姓名 Name in Chinese

英文姓名 Name in English

姓氏 Surname

名字 Other Names

前用姓名 Previous Names

中文 Chinese 英文 English

別名 Alias

中文 Chinese 英文 English

**20** 住址 Residential Address

國家/地區 Country/Region

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

**15** 電郵地址 Email Address

**16** 身分證明 Identification

(a) 香港身分證號碼 Hong Kong Identity Card Number

(b) 護照 Passport

簽發國家/地區 Issuing Country/Region 號碼 Number

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

**董事(法人團體)詳情(第 7B 項) Details of Director (Body Corporate) (Section 7B)**

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

**1** 身分 Capacity  董事 Director  候補董事 Alternate Director

代替 Alternate to

中文名稱 Name in Chinese

英文名稱 Name in English

**21** 地址 Address

國家/地區 Country/Region

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

**15** 電郵地址 Email Address

公司編號 Company Number (只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

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

**2** 身分 Capacity  董事 Director  候補董事 Alternate Director

代替 Alternate to

中文名稱 Name in Chinese

英文名稱 Name in English

**21** 地址 Address

國家/地區 Country/Region

(本處不接納「轉交」地址 'Care of' addresses are not acceptable)

**15** 電郵地址 Email Address

公司編號 Company Number (只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

委任日期 Date of Appointment

日 DD 月 MM 年 YYYY

**《公司條例》(香港法例第 622 章)  
第 776(4)條規定交付的**

**註冊非香港公司的註冊申請書**

**填表須知 — 表格 NN1**

**附註**

**引言**

1. 非香港公司在香港設立營業地點後的 1 個月內，須以本表格向公司註冊處處長(「處長」)申請註冊為「註冊非香港公司」。
2. 根據《商業登記條例》(香港法例第 310 章) 第 5B(1) 及 5D(2) 條的規定，**提出註冊非香港公司的申請人須把「致商業登記署通知書」(IRBR2)連同本表格一併交付**；如有關公司仍未按《商業登記條例》登記其業務，申請人須在交付本表格時繳付訂明的商業登記費及徵費，否則公司註冊處不會接納其申請。
3. 請劃一以中文或英文填報各項所需資料。如以中文填報，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。公司註冊處會以傳真方式通知提交人親身領取「非香港公司註冊證明書」及「商業登記證」(如有的話)。如提交人委託他人代領，需簽署授權書。
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》中有關條文的規定交付處長。

**費用**

6. 本表格必須連同正確的註冊費用一併交付，否則公司註冊處不會接納。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子及《商業登記費及徵費收費表》。如以港幣劃線支票繳付費用，抬頭請註明「公司註冊處」。請勿郵寄現金。

**簽署**

7. 本表格必須由一名董事、公司秘書、經理或獲授權代表簽署，公司註冊處不接納未簽妥的表格。

**公司名稱 (第 1 項)**

8. (a) 請在此項填報非香港公司在其成立所在地註冊所用的一個或多於一個名稱(「本土名稱」)。如該本土名稱中，既無羅馬字名稱亦無中文字名稱，則須填報其中一個本土名稱的經核證英文譯名或中文譯名(或兼備有兩者)。該經核證譯名是指在本表格第 9 項所述隨本表格交付的非香港公司的公司註冊證明書(或等同於公司註冊證明書的文件)的經核證譯本上所示的譯名。核證譯本的方式應依循《公司條例》第 4 條的規定。
- (b) 如本土名稱中只有羅馬字名稱而無中文字名稱，非香港公司可在此項填報其擬註冊的一個經核證中文譯名。如本土名稱中只有中文字名稱而無羅馬字名稱，非香港公司可在此項填報其擬註冊的一個經核證英文譯名。非香港公司須按照《公司(非香港公司)規例》第 7(1)條訂明的規定，交付本表格時須隨附公司註冊證明書(或等同於公司註冊證明書的文件)的有關部分的經核證譯本。核證譯本的方式應依循《公司條例》第 4 條的規定。
- (c) 請參閱《公司條例》第 16 部第 4 分部對註冊非香港公司在香港經營業務時採用的名稱的規管，及公司註冊處發出的《註冊非香港公司的法團名稱註冊指引》有關註冊法團名稱所須注意的事項。

### 在香港的主要營業地點及在成立所在地的辦事處 (第 3 及 4 項)

9. 請提供公司的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN9 通知公司註冊處。

### 在香港的獲授權代表 (第 5 項)

10. 凡在香港註冊的非香港公司，均須有至少一名在香港的獲授權代表，代公司接受任何須向該公司送達的法律程序文件或通知的送達。該名獲授權代表應由居於香港的自然人、《法律執業者條例》(第 159 章)第 2(1)條界定的律師法團、《專業會計師條例》(第 50 章)第 2(1)條界定的執業法團、律師行或執業會計師事務所擔任。
11. 請提供獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN8 通知公司註冊處。
12. 請填報獲授權代表的香港身分證號碼。如該人並非香港身分證持有人，請填報其所持護照的號碼及簽發國家／地區。如該人並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」。
13. 如獲授權代表屬律師行、律師法團、執業會計師事務所或法團，請填報其在香港的營業地址。本處不接納非香港地址、「轉交」地址或郵政信箱號碼。

### 公司秘書及董事 (第 6 及 7 項)

14. 請填報屬自然人的公司秘書的通訊地址。如屬非香港地址，請同時填報「國家／地區」一欄。本處不接納郵政信箱號碼。
15. 請提供公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN7 通知公司註冊處。
16. 請填報屬自然人的公司秘書或董事的香港身分證號碼。如該人並非香港身分證持有人，請填報其所持護照的號碼及簽發國家／地區。如該人並非香港身分證持有人，亦沒有任何護照，則請在有關的空格內填上「無」。
17. 如某商號的所有合夥人均屬非香港公司的聯名公司秘書，請在供公司秘書(法人團體)填報的空格內(第 6B 項)填報商號名稱及其主要辦事處的地址。
18. 如公司秘書屬法人團體，請註明其註冊辦事處或主要辦事處的地址。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。
19. 請述明董事的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
20. 請填報屬自然人的董事的通常住址。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。
21. 如董事屬法人團體，請註明其註冊辦事處或主要辦事處的地址。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。

### 隨本表格交付的公司的憲章、法規或章程大綱(包括章程細則(如有的話))或對公司的組織作出規定的其他文書的名稱 (第 8 項)

22. 請填寫文書的名稱，該文書的正本或經核證副本必須連同本表格一併交付。如交付經核證副本，核證方式應依循《公司條例》第 775 條的規定。如該文書既非採用中文，亦非採用英文，則只須交付該文書的經核證中文或英文譯本。核證譯本的方式應依循《公司條例》第 4 條的規定。

**隨本表格交付的公司註冊證明書或等同於公司註冊證明書的文件的名稱 (第 9 項)**

23. (a) 如根據非香港公司成立所在地的法律，發出公司註冊證明書並非慣常做法，則公司須向處長交付它成立為法團的其他證據，該等證據須屬處長認為充分者。
- (b) 請填寫文件的名稱，該文件的正本或經核證副本必須連同本表格一併交付。如交付經核證副本，核證方式應依循《公司條例》第 775 條的規定。如該文件既非採用中文，亦非採用英文，則除該文件外，亦須連同該文件的經核證中文或英文譯本一併交付。核證譯本的方式應依循《公司條例》第 4 條的規定。

**帳目 (第 10 項)**

24. 請填寫帳目所涵蓋的會計期，帳目的正本或經核證副本必須連同本表格一併交付。如交付經核證副本，核證方式應依循《公司條例》第 775 條的規定。如帳目既非採用中文，亦非採用英文，則只須交付該帳目的經核證中文或英文譯本。核證譯本的方式應依循《公司條例》第 4 條的規定。
25. 如公司在本表格第 10B 項作出其中一項陳述，則無須交付帳目。

# APPLICATION FOR REGISTRATION AS REGISTERED NON-HONG KONG COMPANY

## For the purposes of section 776(4) of Companies Ordinance (Cap. 622)

### Notes for Completion of Form NN1

#### Introduction

1. A non-Hong Kong company should use this form for applying to the Registrar of Companies (the Registrar) for registration as a registered non-Hong Kong company within 1 month after the establishment of a place of business in Hong Kong.
2. According to sections 5B(1) and 5D(2) of the Business Registration Ordinance (Cap. 310), **an applicant for registration as a registered non-Hong Kong company must deliver a Notice to Business Registration Office (IRBR2) together with this form.** If the non-Hong Kong company has not yet registered its business under the Business Registration Ordinance, the prescribed business registration fee and levy must be paid on delivery of this form. Otherwise, the application will be rejected by the Companies Registry.
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. The Companies Registry will notify the presentor by fax to collect the Certificate of Registration of Non-Hong Kong Company and the Business Registration Certificate (if any) in person. A written authorization will be required if the presentor sends a representative to collect the certificates.
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.

#### Fee

6. This form must be delivered with the correct registration fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. Please refer to the information pamphlets on 'Price Guide to Main Services' and the 'Business Registration Fee and Levy Table' for the correct fee payable. If the fee is paid by cheque, the cheque should be crossed and issued in Hong Kong Dollars payable to 'Companies Registry'. Please do not send cash.

#### Signature

7. This form must be signed by a director, company secretary, manager or an authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

#### Company Name (Section 1)

8. (a) Please state the name(s) by which the non-Hong Kong company is registered in its place of incorporation (the domestic name). If none of its domestic names is in Roman script or in Chinese, please state a certified translation of one of those names in English or Chinese or both as shown in the certified translation of the company's certificate of incorporation (or its equivalent) delivered with this form as stated in Section 9 of this form. The translation should be certified in accordance with section 4 of the Companies Ordinance.  
  
(b) If the non-Hong Kong company has one or more than one domestic names and the names are only in Roman scripts, the non-Hong Kong company may state in this section a certified translation of any one of the domestic names in Chinese which it intends to register as an additional corporate name in Hong Kong. If the non-Hong Kong company has one or more than one domestic names and the names are only in Chinese, the non-Hong Kong company may state in this section a certified translation of any one of the domestic names in English which it intends to register as an additional corporate name in Hong Kong. A certified translation of the relevant part of the company's certificate of incorporation (or its equivalent) should be delivered with this form pursuant to section 7(1) of the Companies (Non-Hong Kong Companies) Regulation. The translation should be certified in accordance with section 4 of the Companies Ordinance.  
  
(c) Please note the provisions in Division 4 of Part 16 of the Companies Ordinance that regulate the names used by registered non-Hong Kong companies to carry on business in Hong Kong and the 'Guideline on Registration of Corporate Names for Registered Non-Hong Kong Companies' issued by the Companies Registry for the points to note in registration of corporate names for registered non-Hong Kong companies.



### **Principal Place of Business in Hong Kong and Offices in the Place of Incorporation (Sections 3 and 4)**

9. Please provide the email address of the company, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN9.

### **Authorized Representative in Hong Kong (Section 5)**

10. A non-Hong Kong company registered in Hong Kong must have at least one authorized representative in Hong Kong to accept on the company's behalf service of any process or notice required to be served on the company. An authorized representative should be a natural person resident in Hong Kong, a solicitor corporation as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159), a corporate practice as defined by section 2(1) of the Professional Accountants Ordinance (Cap. 50), a firm of solicitors, or a firm of certified public accountants (practising).
11. Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN8.
12. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country/region of the passport of the authorized representative who is a natural person should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
13. If the authorized representative is a firm of solicitors, a solicitor corporation, a firm of certified public accountants (practising) or a corporate practice, its business address in Hong Kong should be given. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable.

### **Company Secretary or Director (Sections 6 and 7)**

14. Please provide the correspondence address of the company secretary who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. Post office box numbers are not acceptable.
15. Please provide the email address of the secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NN7.
16. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country/region of the passport of the company secretary or director who is a natural person should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.
17. If all the partners in a firm are joint company secretaries of the non-Hong Kong company, please state the name of the firm and the address of its principal office in the boxes provided for Company Secretary (Body Corporate) (Section 6B).
18. If the company secretary is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses are not acceptable.
19. Please state the capacity(ies) of the director(s). In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it is the alternate.
20. Please provide the usual residential address of a director who is a natural person. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses or post office box numbers are not acceptable.
21. If the director is a body corporate, the address of its registered or principal office should be given. If a non-Hong Kong address is given, please also complete the box for 'Country/Region'. 'Care of' addresses are not acceptable.

### **Name of the Charter, Statutes, Memorandum (including Articles, if any) or any other Instruments Defining the Constitution of the Company Delivered with this Form (Section 8)**

22. Please state the name of the instrument and deliver the original or a certified copy of the instrument with this form. The copy should be certified in accordance with section 775 of the Companies Ordinance. If the instrument is not in English or Chinese, you need only deliver a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance.

**Name of the Certificate of Incorporation or its Equivalent Delivered with this Form (Section 9)**

23. (a) If it is shown to the satisfaction of the Registrar that it is not the practice under the law of the place where a non-Hong Kong company is incorporated to issue a certificate of incorporation, the company must deliver to the Registrar other evidence of incorporation that the Registrar considers sufficient.
- (b) Please state the name of the document and deliver the original or a certified copy of the document with this form. The copy should be certified in accordance with section 775 of the Companies Ordinance. If the document is not in English or Chinese, you should deliver the document **together with** a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance.

**Accounts (Section 10)**

24. Please state the period covered by the accounts and deliver the original or a certified copy of the accounts with this form. The copy should be certified in accordance with section 775 of the Companies Ordinance. If the accounts are not in English or Chinese, you need **only** deliver a translation in either of these languages certified in accordance with section 4 of the Companies Ordinance.
25. If the company makes **either one** of the statements in Section 10B of this form, no accounts are required to be delivered.