



請勿填寫本欄 For Official Use

註 Note

更正已登記文件內在排印或文書方面的錯誤
Rectification of Typographical or Clerical Error in Registered Document

商業登記號碼
Business Registration Number

1 公司名稱 Company Name

2 需更正的已登記文件的資料 Particulars of the Registered Document to be Rectified

A. 表格編號及文件名稱 Form Number and Name of Document

表格編號 Form Number
(如適用 if applicable)

(例如: NAR1、ND2A 等 e.g. NAR1, ND2A, etc.)

文件名稱 Name of Document

B. 存檔日期 Filing Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
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日 DD

月 MM

年 YYYY

C. 文件參考編號 Document Reference Number

4

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

3 更正已登記文件內的個人資料
Rectification of Personal Particulars in the Registered Document

A. 在已登記文件填報的詳情 Particulars Reported in the Registered Document

(如需更正超過一名自然人的資料，請用續頁 A 填報)
Use Continuation Sheet A if information of more than 1 natural person is to be rectified)
請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)

9 身分 Capacity

公司秘書 Company Secretary

董事 Director

候補董事 Alternate Director

備任董事 Reserve Director

其他 (請註明) Others (Please specify)

中文姓名 Name in Chinese

英文姓名 Name in English

姓氏 Surname

名字 Other Names

B. 更正後的正確資料的詳情 Details of Correct Information after Rectification

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

10 中文姓名 Name in Chinese

10 英文姓名 Name in English

姓氏 Surname

名字 Other Names

前用姓名 Previous Name

中文 Chinese

英文 English

別名 Alias

中文 Chinese

英文 English

11 董事／候補董事／備任董事的通常住址 Usual Residential Address of Director / Alternate Director / Reserve Director

正確的通常住址填報於 PI-AD 頁內
Correct usual residential address is provided in PI-AD sheet

通訊地址 / 地址 Correspondence Address / Address

室 / 樓 / 座等 Flat / Floor / Block etc.

大廈 Building

街道 / 屋苑 / 地段 / 村等 Street / Estate / Lot / Village etc.

區 / 市 / 省 / 州 / 郵遞區號等 District / City / Province / State / Postal Code etc.

國家 / 地區 Country / Region

電郵地址 Email Address

12 香港身分證 Hong Kong Identity Card

完整號碼 Full Number

正確的完整號碼填報於 PI-AD 頁內
Correct full number is provided in PI-AD sheet

13 部分號碼 Partial Number

* * * (*)

護照 Passport

簽發國家 / 地區 Issuing Country / Region

12 完整號碼 Full Number

正確的完整號碼填報於 PI-AD 頁內
Correct full number is provided in PI-AD sheet

13 部分號碼 Partial Number

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14 4 更正本表格第 3 項未涵蓋的其他資料
Rectification of Other Information Not Covered by Section 3 of this Form

(如空位不足，請用續頁 B 填報 Use Continuation Sheet B if the space provided is insufficient)

15 需更正的資料 **Information to be rectified**

(i) 錯誤資料載於已登記文件內的位置 **Location of the incorrect information in the registered document**

(ii) 錯誤資料的描述 **Description of the incorrect information**

16 (iii) 更正後的正確資料 **Correct Information after rectification**

本表格包括下列續頁/PI-AD 頁 This Form includes the following Continuation Sheet(s)/PI-AD Sheet(s)

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

PI-AD (不會供公眾查閱 NOT for Public Inspection)	
頁數 Number of pages	

6 簽署 Signed :

姓名 Name : _____ 日期 Date : _____

日 DD / 月 MM / 年 YYYY

身分 Capacity: _____

更正已登記文件內的個人資料 (第 3 項)

Rectification of Personal Particulars in the Registered Document (Section 3)

A. 在已登記文件填報的詳情 Particulars Reported in the Registered Document

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

9

身分 公司秘書 董事 候補董事 備任董事
Capacity Company Secretary Director Alternate Director Reserve Director

其他 (請註明)
Others (Please specify)

中文姓名
Name in Chinese

英文姓名 姓氏
Name in English Surname

名字
Other Names

B. 更正後的正確資料的詳情 Details of Correct Information after Rectification

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

10

中文姓名
Name in Chinese

10

英文姓名
Name in English

姓氏 Surname

名字 Other Names

前用姓名 中文 英文
Previous Name Chinese English

別名 中文 英文
Alias Chinese English

11

董事／候補董事／備任董事的通常住址
Usual Residential Address of Director／
Alternate Director／Reserve Director

正確的通常住址填報於 PI-AD 頁內
Correct usual residential address is provided in PI-AD sheet

通訊地址／地址 室／樓／座等
Correspondence Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／
State／Postal Code etc.

國家／地區
Country／Region

電郵地址
Email Address

12

香港身分證
Hong Kong Identity Card

完整號碼
Full Number

正確的完整號碼填報於 PI-AD 頁內
Correct full number is provided in PI-AD sheet

13

部分號碼
Partial Number

* * * (*)

護照 簽發國家／地區
Passport Issuing Country／Region

12

完整號碼
Full Number

正確的完整號碼填報於 PI-AD 頁內
Correct full number is provided in PI-AD sheet

13

部分號碼
Partial Number

14 更正本表格第 3 項未涵蓋的其他資料(第 4 項)

Rectification for Other Information Not Covered by Section 3 of this Form (Section 4)

需更正的資料 Information to be rectified

15 (i) 錯誤資料載於已登記文件內的位置 Location of the incorrect information in the registered document

(ii) 錯誤資料的描述 Description of the incorrect information

16 (iii) 更正後的正確資料 Correct Information after rectification

更正已登記文件內在排印或文書方面的錯誤 – 受保護資料 Rectification of Typographical or Clerical Error in Registered Document – Protected Information

17

X

公眾紀錄不會顯示此頁

This page will not be shown on the public record

請於本頁申報正確的公司秘書／董事／相關人士的香港身分證或護照的完整號碼及／或董事的通常住址。

The correct full number of Hong Kong Identity Card or passport of the company secretary／director／relevant person and／or usual residential address of the director should be reported on this page.

(每一頁PI-AD 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加PI-AD 頁填報。)

Each PI-AD sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-AD sheet(s).

A. 在已登記文件填報的詳情 Particulars Reported in the Registered Document

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

9

身分 Capacity	<input type="checkbox"/> 公司秘書 Company Secretary	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 候補董事 Alternate Director	<input type="checkbox"/> 備任董事 Reserve Director
	<input type="checkbox"/> 其他 (請註明) Others (Please specify)			

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

B. 更正後的正確資料的詳情 Details of Correct Information after Rectification

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

香港身分證(完整號碼)
Hong Kong Identity Card (Full Number)

 ()

護照
Passport

簽發國家／地區
Issuing Country／Region

完整號碼
Full Number

18

董事／候補董事／
備任董事的通常
住址

室／樓／座等
Flat／Floor／Block etc.

大廈
Building

街道／屋苑／地段／村等
Street／Estate／Lot／Village etc.

區／市／省／州／郵遞區號等
District／City／Province／
State／Postal Code etc.

國家／地區
Country／Region

(交付本表格AD時，請將所有PI-AD頁置於最後。)

Please place all PI-AD sheets at the end when delivering the Form AD.)



更正已登記文件內在排印或文書方面的錯誤

填表須知 — 表格 AD

附註

引言

1. 本表格是供公司根據《公司條例》(第 622 章)第 41(2)條，向公司註冊處處長(「處長」)提出更正公司登記冊內關於該公司的資料載有在排印或文書方面的錯誤的申請。每份表格只可以申請更正涉及一份已登記文件內的錯誤資料。處長可登記本表格及其附件(如有的話)，藉以更正有關的錯誤。
2. 公司註冊處可要求申請人提供更多資料，以澄清或解釋正確的資料。在處理更正登記冊內的資料時，如有需要，處長可因應不同的情況拒絕接納更正已登記文件內錯誤的申請，其中包括(但不限於)以下情況：
 - (i) 本處已就擬修訂的已登記文件展開檢控程序；
 - (ii) 有人士就擬作出的修訂向處長提出反對或作出／提供與該修訂有衝突的申述／證據；
 - (iii) 擬作出的修訂涉及公司名稱、公司類別或創辦成員的更改；或
 - (iv) 擬作出的修訂涉及公司的資本結構有未經許可的變更。
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。

簽署

6. 本表格必須由一名合適身分的人士簽署。請參照需更正的已登記文件的簽署人士的身分。公司註冊處不接納未簽妥的表格。

商業登記號碼

7. 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／註冊的公司，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」或「非香港公司註冊證明書」上的編號。

需更正的已登記文件的資料 (第 2A、2B 及 2C 項)

8. 請述明已登記文件的詳情，包括表格編號(如適用)、文件名稱、存檔日期和文件參考編號。

更正已登記文件內的個人資料 (第 3A 及 3B 項)

9. 請選取需更正個人資料人士的身分。如非公司秘書／董事／候補董事／備任董事，請述明其身分，例如清盤人、臨時清盤人、接管人、經理人或註冊非香港公司的獲授權代表等。
10. 有關人士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。
11. 請在 PI-AD 頁填報更正後的正確的通常住址。
12. 請在 PI-AD 頁填報更正後的正確的完整身分識別號碼。

13. 請根據下述方式填報「部分身分識別號碼」：

- (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

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。

更正本表格第 3 項未涵蓋的其他資料 (第 4 項)

- 14. 就更正本表格第 3 部分未涵蓋的資料，如公司成員資料、股本、註冊辦事處地址等，請於此項填報有關詳情。
- 15. 請註明需更正的錯誤資料載於已登記文件的位置，例如那一頁、那一份續頁或那一項等，以方便識別。
- 16. 如果載有錯誤資料的已登記文件的相關頁面 沒有包含任何完整的個人身分識別號碼或董事／候補董事／備任董事的通常住址，可以隨本表格一併交付已更正的文件的相關頁面，以便顯示有關的更正。相關頁面的頂部應印上「修訂本」字眼，並以底線標明已更正的資料，經修訂的相關頁面的其他內容須與原本文件相同。

更正已登記的文件內在排印或文書方面的錯誤—受保護資料 (PI-AD)

- 17. 在 PI-AD 頁所填報的香港身分證或護照的完整號碼及通常住址為受保護資料。PI-AD 頁及於該頁內所填報的資料，不會供公眾查閱。
每一頁 PI-AD 只可填報一名自然人的受保護資料。如需填報超過一名自然人的資料，請另加 PI-AD 頁填報。
- 18. 請填報屬自然人的董事／候補董事／備任董事的正確通常住址，如董事／候補董事／備任董事的通常住址屬非香港地址，請同時申報「國家／地區」一欄。本處不接納「轉交」地址或郵政信箱號碼。

RECTIFICATION OF TYPOGRAPHICAL OR CLERICAL ERROR IN REGISTERED DOCUMENT

Notes for Completion of Form AD

Introduction

1. This form should be used by a company to apply to the Registrar of Companies (the Registrar) under section 41(2) of the Companies Ordinance (Cap. 622) for rectification of typographical or clerical errors contained in any information relating to the company on the Companies Register. Each form can only apply for rectification of erroneous information contained in one registered document. The Registrar may rectify the error by registering this form and the attachments, if any.
2. The Companies Registry may require further information from the applicant to clarify or explain the correct position. The Registrar may reject the application for rectification of errors contained in registered document under different circumstances which may include, but not limited to, the following:
 - (i) where prosecution proceedings have already been commenced in respect of a registered document relating to the requested amendment;
 - (ii) where an objection to the requested amendment or conflicting representation/evidence has been made/provided to the Registrar;
 - (iii) where the requested amendment may involve a change of the name of a company, a change of the type of company, or a change of founder member(s); or
 - (iv) where the requested amendment may involve an unauthorised variation of the capital structure of a company.
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'.

Signature

6. This form must be signed by a person of appropriate capacity. Please refer to the capacity of the person signing the document to be rectified. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

7. 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/registered on or after 27 December 2023, the business registration number is also adopted as the 'No. ' on the 'Certificate of Incorporation' or 'Certificate of Registration of Non-Hong Kong Company' issued by the Companies Registry.

Particulars of the Registered Document to be Rectified (Sections 2A, 2B and 2C)

8. Please state details of the registered document to be rectified, including the form number (if applicable), name of registered document, filing date and document reference number.

Rectification of Personal Particulars in the Registered Document (Sections 3A and 3B)

9. Please select the capacity(ies) of the person whose personal particulars are to be rectified. If the capacity is other than company secretary/director/alternate director/reserve director, please state his/her capacity, e.g. liquidator, provisional liquidator, receiver, manager or authorized representative of a registered non-Hong Kong company.
10. The name of the related 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.

11. Please report the correct usual residential address after rectification on the PI-AD sheet.
12. Please report the correct full identification number after rectification on the PI-AD sheet.
13. Please report the **partial identification number** according to the format described below:
 - (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.

Examples :

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)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">*</td> <td style="text-align: center;">*</td> <td style="text-align: center;">*</td> <td style="text-align: center;">(</td> <td style="text-align: center;">*</td> <td style="text-align: center;">)</td> </tr> </table>	A	1	2	3	*	*	*	(*)	
A	1	2	3	*	*	*	(*)			
AA123456(7)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">A</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">*</td> <td style="text-align: center;">*</td> <td style="text-align: center;">*</td> <td style="text-align: center;">(</td> <td style="text-align: center;">*</td> <td style="text-align: center;">)</td> </tr> </table>	A	A	1	2	3	*	*	*	(*)
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

Please **DO NOT** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.

Rectification of Other Information Not Covered by Section 3 of this Form (Section 4)

14. For rectification of information not covered by section 3 of this form, such as information of members, share capital, registered office address, etc., relevant details should be reported in this section.
15. Please state clearly the location of the error in the registered document, e.g. the page number, section number or continuation sheet, etc., of the registered document containing the error to be rectified for easy identification.
16. If the page of the registered document containing the erroneous information **does not include any full identification number of an individual or usual residential address of director, alternate director or reserve director**, you may deliver together with this form the relevant page of the registered document with errors rectified for ease of indicating the rectifications. The word "AMENDED" should be printed on the top of the amended page. Please also underline the corrected information and ensure that rest of the content remain identical to the original registered document.

Rectification of Typographical or Clerical Error in Registered Document – Protected Information (PI-AD)

17. Hong Kong Identity Card number or passport number and usual residential address reported on PI-AD sheet are protected information. PI-AD sheet and the information reported therein are withheld from public inspection.

Each PI-AD sheet can only report the protected information of 1 natural person. If information for more than 1 natural person is to be reported, please use additional PI-AD sheet(s).

- 18.** Please state the correct usual residential address of the director, alternate director or reserve director. 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.