



公司註冊處
Companies Registry

更改會計參照日通知書
Notice of Alteration of
Accounting Reference Date

表格
Form **NAC4**

商業登記號碼
Business Registration Number

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註 Note

1 公司名稱 Company Name

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2 更改詳情 Details of Change

- 1 A. 現行或對上的會計參照期的終結日期
End Date of the Current or Previous
Accounting Reference Period

日 DD	月 MM	年 YYYY

7 8 B. 新的會計參照日 New Accounting Reference Date

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

- ☐ 有關的會計參照期會被縮短，以致該期間終結的日期為以下的日期 —
The accounting reference period concerned is to be shortened, so as to end on the following date —

日 DD	月 MM	年 YYYY

- 9 ☐ 有關的會計參照期會被延長，以致該期間終結的日期為以下的日期 —
The accounting reference period concerned is to be extended, so as to end on the following date —

日 DD	月 MM	年 YYYY

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

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C. 指明新的會計參照日的董事決議的日期
Date of the Directors' Resolution Specifying the New Accounting Reference Date

日 DD	月 MM	年 YYYY

3 在五年內延長會計參照期
Extension of Accounting Reference Period within Five Years

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

☐ 公司並未就較早前的會計參照期指明一個新的會計參照日，從而延長該期間，而該較早前的會計參照期是在指明新的會計參照日前的5年內終結的。
The company has not specified a new accounting reference date in relation to an earlier accounting reference period so as to extend that earlier period, and the earlier accounting reference period ended within 5 years before the new accounting reference date is specified.

☐ 公司已就較早前的會計參照期指明一個新的會計參照日，從而延長該期間；而該較早前的會計參照期，是在是次指明新的會計參照日前的5年內終結的。但是次指明的新的會計參照日，是與公司有關的控權公司的會計參照日同步的。
The company has specified a new accounting reference date in relation to an earlier accounting reference period so as to extend that earlier period, and the earlier accounting reference period ended within 5 years before the new accounting reference date is specified. However, the new accounting reference date coincides with the accounting reference date of the holding company of the company.

☐ 公司已就較早前的會計參照期指明一個新的會計參照日，從而延長該期間；而較早前的會計參照期，是在是次指明新的會計參照日前的5年內終結的。是次新的會計參照日的指明已獲成員的決議所批准。
The company has specified a new accounting reference date in relation to an earlier accounting reference period so as to extend that earlier period, and the earlier accounting reference period ended within 5 years before the new accounting reference date is specified. Specification of the new accounting reference date is approved by a members' resolution.

5 簽署 Signed :

姓名 Name : _____ 日期 Date : _____
董事 Director / 公司秘書 Company Secretary * 日 DD / 月 MM / 年 YYYY

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

《公司條例》(第 622 章)
第 371(2) 條規定交付的

更改會計參照日通知書

填表須知 — 表格 NAC4

附註

引言

1. 公司的董事可根據《公司條例》第 371(1)條就公司現行的或對上的會計參照期，以及其後每個會計參照期，指明新的會計參照日。「對上的會計參照期」指在緊接公司現行的會計參照期之前的會計參照期。

如屬公眾公司或擔保有限公司，公司須在指明該新的會計參照日的董事決議的日期後的 15 日內，將關於該新的日期的通知，以本表格交付公司註冊處處長(「處長」)登記。

2. 如以中文申報本表格內的資料，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。

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。公司註冊處在 2023 年 12 月 27 日或之後向成立的公司所發出的「公司註冊證明書」，或向經遷冊公司所發出的「遷冊證明書」，亦已採用商業登記號碼作為證明書上的編號。

更改詳情 (第 2 項)

7. 請述明有關的現行或對上的會計參照期會被縮短或被延長。如該期間被縮短，該期間終結的日期，會變成該期間開始後新的會計參照日首次出現的日期。如該期間被延長，該期間終結的日期，會變成該期間開始後新的會計參照日第二次出現的日期。
8. 如有以下情況，公司的董事不得就對上的會計參照期指明新的會計參照日—
 - (a) 根據《公司條例》第 429 條，須就參照該會計參照期而定出的財政年度，在成員大會上提交關乎該財政年度的報告文件的文本供該公司省覽，而提交該套文件的限期已屆滿；或
 - (b) 根據《公司條例》第 430(3)條，須將關乎該財政年度的報告文件的文本送交成員，而送交該套文件的限期已屆滿。
9. 公司的董事不得就某會計參照期指明一個新的會計參照日，從而將該期間延長至超過 18 個月。

NOTICE OF ALTERATION OF ACCOUNTING REFERENCE DATE

For the purposes of section 371(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAC4

Introduction

1. The directors of a company may specify a new accounting reference date in relation to the company's current or previous accounting reference period, and every subsequent accounting reference period, under section 371(1) of the Companies Ordinance. "Previous accounting reference period" means the accounting reference period immediately preceding the company's current accounting reference period.

If the company is a **public company** or a **company limited by guarantee**, the company must, within 15 days after the date of the directors' resolution specifying the new accounting reference date, deliver a notice of that new date in this form to the Registrar of Companies (the Registrar) for registration.

2. 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 a director or the company secretary. 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 or re-domiciled companies, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Re-domiciliation" issued by the Companies Registry respectively.

Details of Change (Section 2)

7. Please state whether the current or previous accounting reference period concerned is to be shortened or extended. If the accounting reference period is to be shortened, it should end on the first occasion on which the new accounting reference date falls or fell after the beginning of that period. If the accounting reference period is to be extended, it will end on the second occasion on which the new accounting reference date falls or fell after the beginning of that period.
8. The directors of a company must not specify a new accounting reference date in relation to the previous accounting reference period if —
 - (a) the period for laying before the company in general meeting under section 429 of the Companies Ordinance a copy of the reporting documents for the financial year determined by reference to that accounting reference period has expired; or
 - (b) the period for sending a copy of the reporting documents for the financial year to the members under section 430(3) of the Companies Ordinance has expired.
9. The directors of a company must not specify a new accounting reference date in relation to an accounting reference period so as to extend the period to longer than 18 months.