周年申報表
Annual Return

樣本
(擔保有限公司)

公司註冊處
Companies Registry

表格 Form **NAR1**

註: ✧ 在此樣本表格內填報的資料全屬虛構，如有雷同，實屬巧合。
✧ 請交付整份表格(即第 1-8 頁，包括載有不適用項目的資料頁)，未使用的續頁除外。
✧ 填表前請參閱《填表須知》。

商業登記號碼
Business Registration Number: 66666666

請填報商業登記號碼的首 8 位數字。

註 Note

1 公司名稱 Company Name

LOVE AND CARE CHARITY LIMITED 愛與護慈善有限公司

公司名稱必須與「公司註冊證明書」或最近一份「公司更改名稱證明書」所述的相同。

8 2 商業名稱(如有的話) Business Name (If any)

註: 此表格必須簽妥，並於第 4 項填報的申報表日期後 **42 日內**，連同正確的每年登記費用一併交付。逾期交付者須繳付較高的登記費用。

3 公司類別 Type of Company

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

☐ 私人公司 Private company
☐ 公眾公司 Public company
☑ 擔保有限公司 Company limited by guarantee

9 經營業務性質 Business Nature

編碼 Code: [ ] 描述 Description: [ ]

請按照公司註冊處網站提供的業務性質類別填報公司經營業務性質的編碼及描述。如不適用，請留空。

10 4 本申報表的結算日期
Date to which this Return is Made Up

日 DD	月 MM	年 YYYY
30	04	2025

11 5 隨本表格交付的財務報表所涵蓋的會計期
Period Covered by Financial Statements Delivered with this Form
(私人公司無需填報此項 A private company needs not complete this section)

請填寫此項及把經核證為真實的相關財務報表的副本，連同此表格一併交付。

	日 DD	月 MM	年 YYYY
由 From	01	08	2023
至 To	31	07	2024

12 6 在香港的註冊辦事處地址 Address of Registered Office in Hong Kong

請填報香港註冊辦事處的詳細地址。

室／樓／座等 Flat／Floor／Block etc.	A 屋
大廈 Building	愛心慈善中心
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	愛護路 8 號
區 District	上水
地區 Region	香港／HONG KONG

提交人資料 Presentor's Reference

姓名／名稱 Name: 優越秘書服務有限公司
地址 Address: 香港金鐘道 1 號
開心商業大廈 99 樓
9901- 9905 室

電話 Tel: 1111 2222 傳真 Fax: 1212 1212
電郵 Email: makesperfect@abc.com
檔號 Reference: pmp/lcc-ZNAR1

請提供提交人的資料以方便聯絡(如有需要)。

請勿填寫本欄 For Official Use

表格 Form **NAR1**

商業登記號碼 Business Registration Number: 66666666

請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如不適用，請留空。

13 **7 電郵地址 Email Address**: lovecare@abc.org.hk

13 **8 香港聯絡電話號碼 Hong Kong Contact Telephone Number**: +852 11112222

9 按揭及押記 Mortgages and Charges

截至本申報表的日期，所有根據《公司條例》(第 622 章)須向公司註冊處處長登記的，或若於 1912 年 1 月 1 日後設定便須如此登記的按揭及押記的負債總額

Total amount of the indebtedness as at the date of this return in respect of all mortgages and charges which are required to be registered with the Registrar of Companies pursuant to the Companies Ordinance (Cap. 622) or would have been required to be so registered if created after 1 January 1912

無

如此項不適用，請填上「無」。

10 無股本公司的成員人數 Number of Member(s) of a Company Not Having a Share Capital

(有股本的公司無需填報此項 Company having a share capital need not complete this section)

截至本申報表的日期的成員人數
Number of Member(s) as at the Date of this Return: 100

14 **11 股本 Share Capital**

(無股本的公司無需填報此項 Company not having a share capital need not complete this section)

截至本申報表的日期 As at the Date of this Return				
股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.)	貨幣單位 Currency	已發行股份 Issued Shares		
		總數 Total Number	總款額 Total Amount	已繳或視作已繳的總款額 Total Amount Paid up or Regarded as Paid up
總數 Total				

表格 Form **NAR1**

商業登記號碼 Business Registration Number: 66666666

12 公司秘書 Company Secretary

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

(如超過一名公司秘書屬自然人，請用續頁 A 填報　Use Continuation Sheet A if more than 1 company secretary is a natural person)

15 **中文姓名 Name in Chinese**: 李比舒

英文姓名 Name in English

- 姓氏 Surname: Li
- 名字 Other Names: Bei Shu

前用姓名 Previous Names

- 中文 Chinese:
- 英文 English:

別名 Alias

- 中文 Chinese:
- 英文 English:

如公司在 2014 年 3 月 3 日前成立，而屬自然人的公司秘書從未以表格 ND2A／ND2B 申報其香港通訊地址，請在此申報公司的註冊辦事處地址。

16 **香港通訊地址 Hong Kong Correspondence Address**

- 室／樓／座等 Flat／Floor／Block etc.: A 座
- 大廈 Building: 愛心慈善中心
- 街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.: 愛護路 8 號
- 區 District: 上水
- 地區 Region: 香港／HONG KONG

請填報已在公司註冊處登記的部分的香港身分證號碼或部分的護照號碼及簽發國家／地區（如適用的話）。切勿填報完整的身份識別號碼。如該些詳情尚未在本處登記，請以表格 ND2B 申報。如公司秘書沒有香港身分證或任何護照，請在有關的空格內填上「無」。

17 **電郵地址 Email Address**:

18 **身分識別 Identification**

(a) 香港身分證部分號碼 **Partial Number** of Hong Kong Identity Card: M666 * * * (*)

(b) 護照 Passport

- 簽發國家／地區 Issuing Country／Region:
- 部分號碼 Partial Number:

20 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**

請填報牌照編號或在適用的空格內加上 ✓ 號　Please provide the licence no. or tick the relevant box

牌照編號 Licence No.: TC099999

☐ 無須領有牌照 Not required to obtain a licence

原因 Reason:

表格 Form **NAR1**

商業登記號碼 Business Registration Number: 66666666

12 公司秘書 Company Secretary (續上頁 cont'd)

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

(如超過一名公司秘書屬法人團體，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary is a body corporate)

中文名稱 Name in Chinese	優越秘書服務有限公司
英文名稱 Name in English	Practice Makes Perfect Limited
香港地址 Hong Kong Address — 室／樓／座等 Flat／Floor／Block etc.	99 樓 9901-9905 室
大廈 Building	開心商業大廈
街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.	金鐘道 1 號
區 District	
地區 Region	香港／HONG KONG
電郵地址 Email Address	makesperfect@abc.com
商業登記號碼 Business Registration Number	78888888

如公司秘書是一間商號，請在這些空格內填報該商號的詳情。

信託或公司服務提供者牌照 Trust or Company Service Provider Licence

請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box

牌照編號 Licence No.: TC088888

☐ 無須領有牌照 Not required to obtain a licence

原因 Reason:

表格 Form **NAR1**

商業登記號碼 Business Registration Number: 66666666

13 董事 Directors

A. 董事 (自然人) Director (Natural Person)

(如超過一名董事屬自然人，請用續頁 C 填報 Use Continuation Sheet C if more than 1 director is a natural person)

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

23 **身分 Capacity**

☑ **董事** Director ☐ 候補董事 Alternate Director

代替 Alternate to:

24 **中文姓名 Name in Chinese**: 李慈愛

英文姓名 Name in English

姓氏 Surname: Li

名字 Other Names: Chi Oi Maria

前用姓名 Previous Names

中文 Chinese:

英文 English:

別名 Alias

中文 Chinese:

英文 English: Mary Li

25 **通訊地址 Correspondence Address**

室／樓／座等 Flat／Floor／Block etc.: A 座

大廈 Building: 愛心慈善中心

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.: 愛護路 8 號

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

國家／地區 Country／Region: 香港

如公司在 2022 年 10 月 24 日前成立，而屬自然人的董事從未以表格 ND2A／ND2B 申報其通訊地址，請在此申報公司的註冊辦事處地址。
如屬非香港地址，請同時填報國家／地區名稱。

26 **電郵地址 Email Address**: mariali@abc.com

27 **身分識別 Identification**

(a) 香港身分證部分號碼 **Partial Number** of Hong Kong Identity Card: AB989 * * * (*)

(b) 護照 Passport

簽發國家／地區 Issuing Country／Region:

部分號碼 **Partial Number**:

請填報已在本處登記的部分的香港身分證號碼或部分的護照號碼及簽發國家／地區(如適用的話)。切勿填報完整的身份識別號碼。如該些詳情尚未在本處登記，請以表格 ND2B 申報。如董事／候補董事沒有香港身分證或任何護照，請在有關的空格內填上「無」。

表格 Form **NAR1**

註：擔保有限公司不可委任法人團體為其董事。

商業登記號碼 Business Registration Number

66666666

13 董事 Directors (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 corporate)

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

23 **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

28 **地址 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

26 **電郵地址 Email Address**

29 **商業登記號碼 Business Registration Number**
(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

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

23 **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

28 **地址 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

26 **電郵地址 Email Address**

29 **商業登記號碼 Business Registration Number**
(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

表格 Form **NAR1**

商業登記號碼 **Business Registration Number**

66666666

13 董事 Directors (續上頁 cont'd)

C. 備任董事 Reserve Director

(只適用於只有一名成員而該成員同時亦是唯一董事的私人公司
Only applicable to a private company with only one member who is also the sole director of the company)

24 **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

25 **通訊地址 Correspondence 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

26 **電郵地址 Email Address**

27 **身分識別 Identification**

(a) 香港身分證<u>部分號碼</u> **<u>Partial Number</u>** of Hong Kong Identity Card

* * * (*)

(b) 護照 Passport
- **簽發國家／地區** Issuing Country／Region
- **<u>部分號碼</u>** **<u>Partial Number</u>**

表格 Form **NAR1**

商業登記號碼 Business Registration Number

66666666

14 有股本公司的成員詳情 Particulars of Member(s) of a Company Having a Share Capital

*(有股本的公司必須填報此項 **Company having a share capital must complete this section**)*

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

註:擔保有限公司不須申報其成員的詳情。

☐ 非上市公司的成員詳情列於附表一
Particulars of members of a non-listed company are listed in Schedule 1

☐ 上市公司的成員詳情列於附表二
Particulars of members of a listed company are listed in Schedule 2

☐ 公司的成員詳情列於隨本表格附上的唯讀光碟或唯讀型數碼多功能光碟
Particulars of members of the company are listed in the CD-ROM or DVD-ROM attached to this form
*(載於唯讀光碟或唯讀型數碼多功能光碟內的成員的詳情，會以 PDF 格式供公眾以電子方式查閱。
Particulars of members recorded in the CD-ROM or DVD-ROM will be available for public search electronically in PDF format.)*

15 公司紀錄 Company Records

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

公司備存下列紀錄的地址(如並非備存於第 6 項所述的註冊辦事處內)
Address where the following company records are kept (if not kept at the registered office stated in Section 6)

公司紀錄 Company Records	地址 Address

16 陳述書 Statement

註: 此項不適用於擔保有限公司。

(如屬私人公司，請在空格內加上 ✓ 號以作出此項陳述 For a private company, please tick the box to make the Statement)

☐ 現述明公司自最近一份周年申報表的日期起(如屬首份周年申報表，而公司不是經遷冊公司，自公司成立為法團當日起；如公司是經遷冊公司，自其遷冊日起)，並沒有發出邀請，以邀請公眾人士認購公司的任何股份或債權證；同時如成員人數於本申報表的日期當日超過五十名，則超出五十名之數的成員，全屬根據《公司條例》第 11(2)條於計算公司成員人數時不包括在內的人。
The company has not, since the date of the last annual return (or in the case of the first annual return, since the date of incorporation if the company is not a re-domiciled company or since the re-domiciliation date if the company is a re-domiciled company), issued any invitation to the public to subscribe for any shares or debentures of the company and that if the number of members of the company exceeds 50 as at the date of this return, the excess consists wholly of persons who, under section 11(2) of the Companies Ordinance, are excluded in the calculation of the number of members of the company.

提示 Advisory Note

所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。
All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide.

本申報表包括下列續頁／附表 This Return includes the following Continuation Sheet(s)／Schedule(s)

	續頁 Continuation Sheet(s)					附表一 Schedule 1	附表二 Schedule 2
	A	B	C	D	E		
頁數 Number of pages	0	0	2	0	0	0	0

簽署 Signed : Maria Li

姓名 Name : 李慈愛 日期 Date : 23/05/2025

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*

未經填寫的附表不需交付公司註冊處。

表格 Form **NAR1**

附表一 Schedule 1

(非上市公司適用 FOR NON-LISTED COMPANY)

本申報表的結算日期
Date to which this Return is Made Up

日 DD	月 MM	年 YYYY

商業登記號碼
Business Registration Number

30 33 **非上市公司的成員詳情(第 14 項) Particulars of Member(s) of a Non-listed Company (Section 14)**

(有股本的非上市公司可填報此頁。如超過兩名成員，或超過一類股份，可另加附表一。另外，公司可選擇以唯讀光碟或唯讀型數碼多功能光碟提供成員詳情。
Non-listed company having a share capital can complete this page. If there are more than 2 members, or if there is more than one class of shares, please use additional Schedule 1. Alternatively, the company can choose to provide particulars of members in the form of CD-ROM or DVD-ROM.)

截至本申報表的日期的成員詳情 Particulars of Member(s) as at the Date of this Return

股份類別 Class of Shares | **此類別股份的已發行總數 Total Number of Issued Shares in this Class**

1 中文姓名／名稱 Name in Chinese | **持有股份數目 No. of Shares Held**

英文姓名 Name in English
姓氏 Surname | 名字 Other Names

或 OR
英文名稱 Name in English

☐ 股份是聯名持有 Shares are Jointly Held
(如適用，請加 ✓ 號 Please tick if applicable.)

地址 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

33 **備註* Remarks***

Remarks: *例如聯名持有股份、股份轉讓等的詳情。For example, details of jointly held shares, share transfer, etc.*

2 中文姓名／名稱 Name in Chinese | **持有股份數目 No. of Shares Held**

英文姓名 Name in English
姓氏 Surname | 名字 Other Names

或 OR
英文名稱 Name in English

☐ 股份是聯名持有 Shares are Jointly Held
(如適用，請加 ✓ 號 Please tick if applicable.)

地址 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

33 **備註* Remarks***

Remarks: *例如聯名持有股份、股份轉讓等的詳情。For example, details of jointly held shares, share transfer, etc.*

未經填寫的附表不需交付公司註冊處。

表格 Form **NAR1**

附表二 **Schedule 2**

(上市公司適用 FOR LISTED COMPANY)

本申報表的結算日期
Date to which this Return is Made Up

日 DD	月 MM	年 YYYY

商業登記號碼
Business Registration Number

30 34 **上市公司的成員詳情 (第 14 項) Particulars of Member(s) of a Listed Company (Section 14)**

(有股本的上市公司可填報此頁。如超過兩名成員需要申報，或超過一類股份，可另加附表二。另外，公司可選擇以唯讀光碟或唯讀型數碼多功能光碟提供成員詳情。
Listed company having a share capital can complete this page. If there are more than 2 members that are required to be reported, or if there is more than one class of shares, please use additional Schedule 2. Alternatively, the company can choose to provide particulars of members in the form of CD-ROM or DVD-ROM.)

截至本申報表的日期持有公司任何類別股份中的不少於 **5%**發行股本的成員的詳情
Particulars of Member(s) who Held not less than 5% of the Issued Shares in any Class of the Company's Shares as at the Date of this Return

股份類別 **Class of Shares**

此類別股份的已發行總數 **Total Number of Issued Shares in this Class**

1 中文姓名／名稱 **Name in Chinese**

持有股份數目 No. of Shares Held

英文姓名 **Name in English**

姓氏 Surname　　名字 Other Names

或 OR

英文名稱 **Name in English**

佔此類別已發行股份的百分比 Percentage of Issued Shares Held in this Class

地址 **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

☐ 股份是聯名持有 Shares are Jointly Held

(如適用，請加 ✓ 號 Please tick if applicable.)

34 **備註* Remarks***

*****例如聯名持有股份的詳情。For example, details of jointly held shares.*

2 中文姓名／名稱 **Name in Chinese**

持有股份數目 No. of Shares Held

英文姓名 **Name in English**

姓氏 Surname　　名字 Other Names

或 OR

英文名稱 **Name in English**

佔此類別已發行股份的百分比 Percentage of Issued Shares Held in this Class

地址 **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

☐ 股份是聯名持有 Shares are Jointly Held

(如適用，請加 ✓ 號 Please tick if applicable.)

34 **備註* Remarks***

*****例如聯名持有股份的詳情。For example, details of jointly held shares.*

表格 Form **NAR1**

續頁 A Continuation Sheet A

未經填寫的續頁不需交付公司註冊處。

本申報表的結算日期
Date to which this Return is Made Up

日 DD	月 MM	年 YYYY

商業登記號碼
Business Registration Number

公司秘書詳情 (自然人) (第 12A 項)
Details of Company Secretary (Natural Person) (Section 12A)

15

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

16

香港通訊地址
Hong Kong Correspondence 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 District

地區 Region 香港／HONG KONG

17

電郵地址
Email Address

18

身分識別 **Identification**

(a) 香港身分證<u>部分號碼</u>
<u>Partial Number</u> of Hong Kong Identity Card

(b) 護照
Passport

簽發國家／地區 Issuing Country／Region

<u>部分號碼</u>
<u>Partial Number</u>

20

信託或公司服務提供者牌照 **Trust or Company Service Provider Licence**

請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ 無須領有牌照
Not required to obtain a licence

原因 Reason:

表格 Form **NAR1**

續頁 B Continuation Sheet B

未經填寫的續頁不需交付公司註冊處。

本申報表的結算日期
Date to which this Return is Made Up

日 DD	月 MM	年 YYYY

商業登記號碼
Business Registration Number

21 **公司秘書詳情 (法人團體) (第 12B 項)**
Details of Company Secretary (Body Corporate) (Section 12B)

中文名稱
Name in Chinese

英文名稱
Name in English

22 **香港地址**
Hong Kong 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
District

地區
Region

香港／HONG KONG

17 **電郵地址**
Email Address

19 **商業登記號碼 Business Registration Number**

20 **信託或公司服務提供者牌照 Trust or Company Service Provider Licence**
請填報牌照編號或在適用的空格內加上 ✓ 號 Please provide the licence no. or tick the relevant box

牌照編號
Licence No.

☐ **無須領有牌照**
Not required to obtain a licence

原因 Reason:

表格 Form **NAR1**

續頁 C Continuation Sheet C

本申報表的結算日期
Date to which this Return is Made Up

此日期必須與第 4 項填報的日期相同。

30	04	2025
日 DD	月 MM	年 YYYY

商業登記號碼
Business Registration Number

66666666

董事詳情 (自然人) (第 13A 項)
Details of Director (Natural Person) (Section 13A)

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

如該人士同時是董事及候補董事，請在所有空格內加上 ✓ 號。

23 **身分 Capacity**

☑ **董事** Director ☑ **候補董事** Alternate Director

代替 Alternate to: 李慈愛

如屬候補董事，請註明獲代替行事的董事姓名或名稱。

24 **中文姓名 Name in Chinese**: 常娟錢

英文姓名 Name in English

姓氏 Surname: Chang

名字 Other Names: Juan Qian

前用姓名 Previous Names

中文 Chinese: | 英文 English:

別名 Alias

中文 Chinese:

英文 English:

如公司在 2022 年 10 月 24 日前成立，而屬自然人的董事從未以表格 ND2A／ND2B 申報其通訊地址，請在此申報公司的註冊辦事處地址。
如屬非香港地址，請同時填報國家／地區名稱。

25 **通訊地址 Correspondence Address**

室／樓／座等 Flat／Floor／Block etc.: A 座

大廈 Building: 愛心慈善中心

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.: 愛護路 8 號

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

國家／地區 Country／Region: 香港

26 **電郵地址 Email Address**:

27 **身分識別 Identification**

(a) **香港身分證部分號碼 Partial Number** of Hong Kong Identity Card: * * * (*)

(b) **護照 Passport**

簽發國家／地區 Issuing Country／Region: 中國

部分號碼 Partial Number: 98765

請註明部分的護照號碼和簽發國家／地區。此兩項視為同一組資料。

請填報已在本處登記的部分的香港身分證號碼或部分的護照號碼及簽發國家／地區(如適用的話)。切勿填報完整的身份識別號碼。如該些詳情尚未在本處登記，請以表格 ND2B 申報。
如董事／候補董事沒有香港身分證或任何護照，請在有關的空格內填上「無」。

表格 Form **NAR1**

續頁 C Continuation Sheet C

本申報表的結算日期
Date to which this Return is Made Up

此日期必須與第 4 項填報的日期相同。

30	04	2025
日 DD	月 MM	年 YYYY

商業登記號碼
Business Registration Number

66666666

董事詳情 (自然人) (第 13A 項)
Details of Director (Natural Person) (Section 13A)

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

23 **身分 Capacity**

☑ **董事** Director ☐ **候補董事** Alternate Director

代替 Alternate to:

24 **中文姓名 Name in Chinese**: 施有福

英文姓名 Name in English

姓氏 Surname: Sze

名字 Other Names: Yau Fook

前用姓名 Previous Names

中文 Chinese: 英文 English:

別名 Alias

中文 Chinese:

英文 English:

25 **通訊地址 Correspondence Address**

室／樓／座等 Flat／Floor／Block etc.: 8 室

大廈 Building:

街道／屋苑／地段／村等 Street／Estate／Lot／Village etc.: 富強路 18 號

區／市／省／州／郵遞區號等 District／City／Province／State／Postal Code etc.: 廣東省中山市

如屬非香港地址，請同時填報國家／地區名稱。

國家／地區 Country／Region: 中國

26 **電郵地址 Email Address**

27 **身分識別 Identification**

(a) 香港身分證**部分號碼** **Partial Number** of Hong Kong Identity Card: * * * (*)

(b) **護照** Passport

簽發國家／地區 Issuing Country／Region: 澳洲

部分號碼 **Partial Number**: SA445

請註明部分的護照號碼和簽發國家／地區。此兩項視為同一組資料。

請填報已在本處登記的部分的香港身分證號碼或部分的護照號碼及簽發國家／地區(如適用的話)。切勿填報完整的身份識別號碼。如該些詳情尚未在本處登記，請以表格 ND2B 申報。如董事／候補董事沒有香港身分證或任何護照，請在有關的空格內填上「無」。

表格 Form **NAR1**

續頁 D Continuation Sheet D

未經填寫的續頁不需交付公司註冊處。

本申報表的結算日期
Date to which this Return is Made Up

日 DD	月 MM	年 YYYY

商業登記號碼
Business Registration Number

董事詳情 (法人團體) (第 13B 項) Details of Director (Body Corporate) (Section 13B)

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

23 **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

28 **地址 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

26 **電郵地址 Email Address**

29 **商業登記號碼 Business Registration Number**
(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

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

23 **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

28 **地址 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

26 **電郵地址 Email Address**

29 **商業登記號碼 Business Registration Number**
(只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)

表格
Form **NAR1**

續頁 E Continuation Sheet E

未經填寫的續頁不需交付公司註冊處。

本申報表的結算日期
Date to which this Return is Made Up

日 DD	月 MM	年 YYYY

商業登記號碼
Business Registration Number

31 公司紀錄 (第 15 項)
Company Records (Section 15)

公司備存下列紀錄的地址(如並非備存於第 6 項所述的註冊辦事處內)
Address where the following company records are kept (if not kept at the registered office stated in Section 6)

公司紀錄 Company Records	地址 Address

此《填表須知》必須細讀，但不需交付公司註冊處。

《公司條例》(第 622 章)
第 662 條規定交付的

周年申報表

填表須知 — 表格 NAR1

附註

引言

1. 每間私人公司、公眾公司或擔保公司必須向公司註冊處處長(「處長」)交付一份周年申報表登記。公司董事及公司秘書有責任確保申報表正確反映公司於申報表的日期的狀況。

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。

交付表格的期限

4. ***本表格必須於申報表的日期後 42 日內交付處長登記***。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。不論公司屬何類別，***逾期提交者均須繳付較高的註冊費用***。

費用

5. 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。公司註冊處將依據公司重新交付表格的日期，計算所需繳付的註冊費用。有關所需費用的詳情，請參閱《主要服務收費表》資料小冊子。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

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，並將依據公司重新交付已簽妥的表格的日期，計算所需繳付的註冊費用。

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。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。

商業名稱 (第 2 項)

8. 除公司名稱外，請申報所採用的任何商業名稱。

公司類別 (第 3 項)

9. 請按照公司註冊處網站(www.cr.gov.hk)提供的業務性質類別填報公司經營業務性質的編碼及描述。如公司經營多類業務，請填報最主要的一類。

本申報表的結算日期 (第 4 項)

10. 請述明申報表的結算日期。
(a) 就某一年而言，私人公司如非經遷冊公司，其申報表日期是該公司成立為法團之日在該年中的周年日。
(b) 就某一年而言，私人公司如屬經遷冊公司，其申報表日期是該公司的遷冊日在該年中的周年日。
(c) 就某一財政年度而言，公眾公司的申報表日期，即該公司的會計參照期結束後的 6 個月屆滿之日。
(d) 就某一財政年度而言，屬擔保有限公司的申報表日期，即該公司的會計參照期結束後的 9 個月屆滿之日。

隨本表格交付的財務報表所涵蓋的會計期 (第 5 項)

11. (a) 公眾公司或擔保有限公司的周年申報表須隨附根據《公司條例》第430條須送交該公司每名成員的關乎該財政年度的報告文件的副本，包括財務報表、董事報告及就該財務報表作出的核數師報告。該等副本須經該公司的一名董事或公司秘書核證為真實副本。

(b) 如(a)段所述的任何文件所用的語文既非中文亦非英文，該文件的經核證英文或中文譯本必須附於該文件。

在香港的註冊辦事處地址 (第 6 項)

12. 註冊辦事處的地址必須為公司於申報表的日期當日的地址。本處不接納非香港地址、「轉交」地址及郵政信箱號碼。

電郵地址及香港聯絡電話號碼 (第 7 及 8 項)

13. 請提供公司的電郵地址及香港聯絡電話號碼以方便聯絡。如上述資料有任何更改，請以表格 NR1 通知公司註冊處。

股本 (第 11 項)

14. 有股本的公司必須申報其已發行股本及已繳股款的詳細資料。以下例子只供參考。

例子： 甲乙丙有限公司已發行 5,000 股普通股，截至本申報表的日期該等普通股已繳足股款。

截至本申報表的日期 As at the Date of this Return				
股份的類別 (如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.)	**貨幣單位** Currency	**已發行股份** Issued Shares		
		總數 Total Number	**總款額** Total Amount	**已繳或視作已繳的總款額** Total Amount Paid up or Regarded as Paid up
普通股	港元	5000	5000	5000
總數 Total	港元	5000	5000	5000

公司秘書 (第 12 項)

15. 屬自然人的公司秘書的姓名，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。

16. 請申報屬自然人的公司秘書***在香港的通訊地址***。本處不接納非香港地址及郵政信箱號碼。

17. 請提供公司秘書的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改，請以表格 ND2B 通知公司註冊處。

18. (a) 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***及簽發國家／地區。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) 如公司秘書屬自然人，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上「無」。

19. 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／註冊的公司所發出的「公司註冊證明書」或「非香港公司註冊證明書」，以及公司註冊處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。

20. 根據《打擊洗錢及恐怖分子資金籌集條例》(第 615 章)(「該條例」)第 53F 條，任何人如在未領有處長批給的「信託或公司服務提供者牌照」(「牌照」)的情況下在香港經營信託或公司服務業務，即屬犯罪。

如公司秘書為信託或公司服務持牌人，請在有關的空格內填報其牌照編號。

如公司秘書是憑藉該條例第 53B 條無須領有牌照以經營信託或公司服務業務；或並非以業務形式在香港經營信託或公司服務，因而未領有牌照，請在適用的空格內加上✓號，並提供無須領有牌照的原因。如對是否應該領有牌照存有疑問，請瀏覽信託及公司服務提供者註冊辦事處(「該辦事處」)的網站(www.tcsp.cr.gov.hk)查閱有關信託或公司服務提供者發牌制度的詳情，或向該辦事處查詢。如有需要，請就有關事宜尋求獨立的法律意見。

21. 如某商號的所有合夥人為公司的聯名公司秘書，請在第 12B 項供公司秘書(法人團體)填報的空格內填報商號名稱及其在***香港***的主要辦事處的地址。本處不接納非香港地址、「轉交」地址及郵政信箱號碼。

22. 如公司秘書屬法人團體，請註明其在***香港***的註冊辦事處或主要辦事處的地址。本處不接納非香港地址、「轉交」地址及郵政信箱號碼。

董事 (第 13 項)

23. 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。

24. 屬自然人的董事或備任董事的姓名，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。

25. 請申報屬自然人的董事或備任董事的***通訊地址***。如屬非香港地址，請同時申報「國家／地區」一欄。本處不接納郵政信箱號碼。

26. 請提供董事或備任董事的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改，請以表格 ND2B 或 ND7 通知公司註冊處。

27. (a) 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***及簽發國家／地區。有關填報身分識別的***部分號碼***的詳情及例子，請參閱附註18。

(b) 如董事或備任董事曾根據附註 18 的描述，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上「無」。

28. 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，請同時申報「國家／地區」一欄。本處不接納「轉交」地址及郵政信箱號碼。

29. 在香港註冊的法人團體董事，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／註冊的公司所發出的「公司註冊證明書」或「非香港公司註冊證明書」，以及公司註冊處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。

有股本公司的成員詳情 (第 14 項)

30. 有股本的公司申報公司成員的詳情，可使用(a)附表一(適用於非上市公司)或附表二(適用於上市公司)；或(b)唯讀光碟或唯讀型數碼多功能光碟。如使用唯讀光碟或唯讀型數碼多功能光碟，請以公司註冊處指定格式的 Excel 檔案申報公司成員的詳情，該 Excel 檔案可在公司註冊處網站(www.cr.gov.hk)下載。如已交付相關的光碟，則附表一或附表二無須夾附於本表格。

公司紀錄 (第 15 項)

31. 公司紀錄指《公司條例》規定公司須備存的登記冊、索引、協議、備忘錄、會議紀錄或其他文件，但不包括會計紀錄。

《董事責任指引》

32. 所有公司董事均應閱讀公司註冊處編製的《董事責任指引》，並熟悉該指引所概述的董事一般責任。公司應把該指引發給董事參考。該指引可於公司註冊處網頁 (www.cr.gov.hk) 閱覽或下載，印文本亦可於香港金鐘道 66 號金鐘道政府合署 13 和 14 樓公司註冊處的詢問處索取。

非上市公司的成員詳情 (附表一)

33. (a) 每類別股份的已發行總數必須與申報表第 11 項中所申報該類別股份的已發行股份總數相同。

(b) 請填報每名成員的姓名／名稱及地址及持有股份的數目。

如果股份是由 2 名或多於 2 名人士聯名持有，請：

(i) 先填報***載於成員登記冊上就該些股份排名最先的聯名持有人士***的姓名／名稱及地址，並填上與其他人士聯名持有的股份的數目；

(ii) 在相關空格內加上 ✓ 號，以顯示該些股份為聯名持有；

(iii) 在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名／名稱；及

(iv) 在接著於用以填報成員詳情的相關空格內，填報***所有其他聯名持有人士***的姓名／名稱及地址及在「持有股份數目」空格內填上「不適用」。相關的空格內亦應加上 ✓ 號，以顯示該些股份是聯名持有，並在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名／名稱。

在填報聯名股份持有人士的資料時，請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。如有需要，請就申報有關詳情尋求獨立的法律意見。

(c) 如自上一份周年申報表的日期起(如屬首份申報表，而該公司不是經遷冊公司，則自該公司成立為法團當日起；如該公司是經遷冊公司，則自其遷冊日起)有任何股份轉讓、任何成員詳情的更改、任何公司股本結構的更改，例如：某一類別股份轉換為另一類別股份、或已發行的股份被公司沒收等，請在「備註」一欄，提供有關詳情。如相關股份已被多次轉讓，請在「備註」一欄中註明所有轉讓。

在填報「備註」一欄時，請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。如有需要，請就申報有關詳情尋求獨立的法律意見。

(d) 如公司備存成員登記支冊，而該登記支冊所載記項的詳情與需要載於周年申報表內的事項有關，而且該周年申報表是在該等記項的文本送抵該公司的註冊辦事處之後交付處長，請申報有關的詳情。

上市公司的成員詳情 (附表二)

34. (a) 上市公司須於附表二提供的成員詳情，僅限於周年申報表的日期當日持有該公司任何類別股份中的不少於 5%發行股本的成員的詳情。

(b) 請提供需要填報成員的姓名／名稱及地址、持有股份的數目及其佔該類別已發行股份的百分比。

如果股份是由 2 名或多於 2 名人士聯名持有，請：

(i) 先填報***載於成員登記冊上就該些股份排名最先的聯名持有人士***的姓名／名稱及地址，並填上與其他人士聯名持有的股份的數目及其佔該類別已發行股份的百分比；

(ii) 在相關空格內加上 ✓ 號，以顯示該些股份為聯名持有；

(iii) 在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名／名稱；及

(iv) 在接著於用以填報成員詳情的相關空格內，填報***所有其他聯名持有人士***的姓名／名稱及地址及在「持有股份數目」及「佔該類別已發行股份的百分比」的空格內填上「不適用」。相關的空格內亦應加上 ✓ 號，以顯示該些股份是聯名持有，並在「備註」一欄內填寫所有其他聯名持有該些股份人士的姓名／名稱。

在填報聯名股份持有人士的資料時，請參閱公司註冊處網站(www.cr.gov.hk)提供的參考例子。如有需要，請就申報有關詳情尋求獨立的法律意見。

ANNUAL RETURN

For the purposes of section 662 of Companies Ordinance (Cap. 622)

Notes for Completion of Form NAR1

Introduction

1. Every private company, public company or company limited by guarantee must make an annual return which should be delivered to the Registrar of Companies (the Registrar) for registration. It is the duty of the director(s) and the company secretary to ensure that the return accurately reflects the affairs of the company as at the date of the return.

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.

Deadline for Delivery of this Form

4. ***This form must be delivered to the Registrar for registration within 42 days after the return date of the company*** 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. Regardless of the types of companies, ***late submission will be subject to payment of a higher registration fee***.

Fee

5. 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. The registration fee payable will be calculated according to the resubmission date of the form. Please refer to the information pamphlet on 'Price Guide to Main Services' 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

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. The registration fee payable will be calculated according to the resubmission date of the properly signed form.

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 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.

Business Name (Section 2)

8. Please state any business names used in addition to the company's name.

Type of Company (Section 3)

9. Please provide the code and description of the business nature of the company in accordance with the categories of business nature which are available from the Companies Registry's website (www.cr.gov.hk). If the company carries on more than one category of business, please provide the major category.

Date to which this Return is Made Up (Section 4)

10. Please state the date to which the Annual Return is made up.

(a) For a private company that is not a re-domiciled company, the return date in respect of a particular year is the anniversary of the date of the company's incorporation in that particular year.

(b) For a private company that is a re-domiciled company, the return date in respect of a particular year is the anniversary of the company's re-domiciliation date in that particular year.

(c) For a public company, the return date in respect of a particular financial year is the date that is 6 months after the end of its accounting reference period.

(d) For a company limited by guarantee, the return date in respect of a particular financial year is the date that is 9 months after the end of its accounting reference period.

Period Covered by Financial Statements Delivered with this Form (Section 5)

11. (a) Public companies and companies limited by guarantee are required to deliver with each annual return copies of the reporting documents required to be sent to every member of the company under section 430 of the Companies Ordinance, which include the financial statements and the directors' report for the financial year and the auditors' report on those financial statements. Copies of the reporting documents must be certified by a director or the company secretary to be true copies.

(b) If any of the documents is in a language other than Chinese or English, a certified translation in English or Chinese of the document must be delivered.

Address of Registered Office in Hong Kong (Section 6)

12. The address must be the registered office address as at the date of the return. Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable.

Email Address and Hong Kong Contact Telephone Number (Sections 7 and 8)

13. Please provide the email address and contact telephone number in Hong Kong of the company to facilitate communication. If there is any change in the above information, please use Form NR1 to notify the Companies Registry.

Share Capital (Section 11)

14. A company having a share capital must report the details of its issued and paid up share capital. An example is provided below for reference only.

e.g. ABC Company Limited has issued 5,000 ordinary shares which are fully paid as at the date of this return.

截至本申報表的日期 As at the Date of this Return				
股份的類別(如普通股／優先股等) Class of Shares (e.g. Ordinary／Preference etc.)	貨幣單位 Currency	已發行股份 Issued Shares		
		總數 Total Number	總款額 Total Amount	已繳或視作已繳的總款額 Total Amount Paid up or Regarded as Paid up
Ordinary	HKD	5000	5000	5000
總數 Total	HKD	5000	5000	5000

Company Secretary (Section 12)

15. The name of the company secretary 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.

16. Please provide the ***correspondence address in Hong Kong*** of the company secretary who is a natural person. Non-Hong Kong addresses and post office box numbers are not acceptable.

17. Please provide the email address of the company secretary, if any, to facilitate electronic communication. If there is any change in the email address, please use Form ND2B to notify the Companies Registry.

18. (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the 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 company secretary 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.

19. 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. 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 to companies incorporated／registered on or after 27 December 2023, or the "Certificate of Re-domiciliation" issued to re-domiciled companies.

20. It is an offence under section 53F of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615) (AMLO) to carry on a trust or company service business in Hong Kong without a trust or company service provider (TCSP) licence granted by the Registrar.

If the company secretary is a TCSP licensee, please provide his／her／its Licence Number in the box provided.

If the company secretary is not required, by virtue of section 53B of the AMLO, to obtain a TCSP licence to carry on a trust or company service business or is not carrying on a trust or company service in Hong Kong by way of business, and, therefore, has not obtained a licence, please tick the relevant box and state the reason for not requiring to obtain a licence. If there are doubts as to whether it is necessary to obtain a licence or not, please visit the website of the Registry for Trust and Company Service Providers (the TCSP Registry) (www.tcsp.cr.gov.hk) for details of the licensing regime for TCSPs or approach the TCSP Registry for enquiry. Please seek independent legal advice on the matter, if necessary.

21. If all the partners in a firm are joint company secretaries of the company, please state the name of the firm and the address of its principal office in ***Hong Kong*** in the boxes provided for Company Secretary (Body Corporate) in Section 12B. Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable.

22. If the company secretary is a body corporate, the address of its registered or principal office in ***Hong Kong*** should be given. Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable.

Directors (Section 13)

23. 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.

24. The name of the director who is a natural person or reserve director 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.

25. Please provide the ***correspondence address*** of a director or reserve director 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.

26. Please provide the email address of the director or reserve director, if any, to facilitate electronic communication. If there are any changes in the email address, please use Form ND2B or ND7 to notify the Companies Registry.

27. (a) Please provide the ***partial number*** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the ***partial number*** and issuing country／region of the passport. Please refer to Note 18 on the details and examples of ***partial number***.

(b) If the director or reserve director has previously registered the ***partial number*** of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description of Note 18 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.

28. 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 and post office box numbers are not acceptable.

29. If the director is a body corporate registered in Hong Kong, 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. 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 to companies incorporated／registered on or after 27 December 2023, or the "Certificate of Re-domiciliation" issued to re-domiciled companies.

Particulars of Member(s) of a Company Having a Share Capital (Section 14)

30. A company having a share capital can provide particulars of member(s) either (a) in Schedule 1 (applicable to a non-listed company) or Schedule 2 (applicable to a listed company), or (b) in the form of CD-ROM or DVD-ROM. If CD-ROM or DVD-ROM is used, particulars of member(s) must be provided in Excel file format and in the form specified by the Companies Registry which can be downloaded from the Companies Registry's website (www.cr.gov.hk). If a CD-ROM or DVD-ROM is delivered, Schedule 1 or Schedule 2 is not required to be attached to this form.

Company Records (Section 15)

31. Company records mean any register, index, agreement, memorandum, minutes or other document required by the Companies Ordinance to be kept by a company, but do not include accounting records.

'A Guide on Directors' Duties'

32. All directors of the company are advised to read 'A Guide on Directors' Duties' published by the Companies Registry and acquaint themselves with the general duties of directors outlined in the Guide. Companies should provide copies of the Guide to their directors for information and reference. The Guide is accessible on the Companies Registry's website (www.cr.gov.hk). Hard copies are also available at the information counters of the Companies Registry on the 13th and 14th floors of the Queensway Government Offices, 66 Queensway, Hong Kong.

Particulars of Member(s) of a Non-listed Company (Schedule 1)

33. (a) For each class of shares, the total number of issued shares for the class must agree with the total number of issued shares for that class as reported in Section 11 of the return.

(b) Please provide the full name and address of each member and the number of shares held.

In case a share is／shares are jointly held by 2 or more persons, please:

(i) report the full name and address of the ***joint shareholder whose name appears first in order in respect of such shares in the register of members*** and fill in the number of shares held with other joint shareholders;
(ii) tick the relevant box to indicate that the shares are jointly held;
(iii) report all the other joint shareholders' names in the "Remarks" box; and
(iv) report the names and addresses of ***all the other joint shareholders*** in the subsequent boxes for reporting particulars of members and state "N/A" in the "No. of Shares Held" box. The box to indicate that the shares are jointly held should be ticked if it is so and the names of all the other joint shareholders should be stated in the "Remarks" box.

When completing the information of joint shareholders, please refer to the examples provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.

(c) If since the date of the last annual return (or in the case of the company's first return, since the date of incorporation for a company that is not a re-domiciled company or since the re-domiciliation date for a company that is a re-domiciled company), there have been any transfers of shares, any changes in the particulars of the members, any changes in the structure of the share capital, e.g. conversion of one class of shares into shares of another class, or any forfeitures of issued shares etc., please provide such information in the "Remarks" box. If the shares concerned have been transferred more than once, please indicate all the transfers in the "Remarks" box.

When completing the "Remarks" box, please refer to the examples provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.

(d) If the company keeps a branch register of members and the particulars of the entries in that register relate to matters which are required to be contained in the annual return, particulars of the entries in that register should be included in the annual return if copies of those entries have been received at the registered office of the company before the annual return is delivered to the Registrar.

Particulars of Member(s) of a Listed Company (Schedule 2)

34. (a) The particulars of members of a listed company to be provided in Schedule 2 are limited to those relating to members who held not less than 5% of the issued shares in any class of the company's shares as at the date of the return.

(b) Please provide the full names and addresses of the members that are required to be reported, the number of shares held and the percentage of issued shares held in the class concerned.

In case a share is／shares are jointly held by 2 or more persons, please:

(i) report the full name and address of the ***joint shareholder whose name appears first in order in respect of such shares in the register of members*** and fill in the number of shares held with other joint shareholders and the percentage of issued shares held in the class concerned;
(ii) tick the relevant box to indicate that the shares are jointly held;
(iii) report all the other joint shareholders' names in the "Remarks" box; and
(iv) report the names and addresses of ***all the other joint shareholders*** in the subsequent boxes for reporting particulars of members and state "N/A" in the "No. of Shares Held" box and the "Percentage of Issued Shares Held in this Class" box. The box to indicate that the shares are jointly held should be ticked if it is so and the names of all the other joint shareholders should be stated in the "Remarks" box.

When completing the information of joint shareholders, please refer to the example provided in the Companies Registry's website (www.cr.gov.hk). Please seek independent legal advice on the reporting of the relevant particulars, if necessary.