



公司註冊處  
Companies Registry

# 公司秘書及董事辭職通知書 Notice of Resignation of Company Secretary and Director

樣本

表格  
Form **ND4**

公司編號 Company Number

8888888

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。  
✧ 填表前請參閱《填表須知》。

註 Note

## 1 公司名稱 Company Name

GREAT RICH SUCCESS LIMITED 大展鴻圖有限公司

公司編號及公司名稱必須與「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。

## 2 公司秘書／董事的辭職 Resignation of Company Secretary／ Director

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

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

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

代替 Alternate to

請述明辭職者的身分。如該人士是公司秘書及董事／候補董事，請在所有適用的空格內加上 ✓ 號。

### 公司秘書／董事的詳情 (自然人) Particulars of Company Secretary／ Director (Natural Person)

中文姓名 Name in Chinese 利豐盈

英文姓名 Name in English 姓氏 Surname Lee 名字 Other Names Fung Ying

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身分證明 Identification

香港身分證號碼 Hong Kong Identity Card Number ( ) 123456789

護照號碼 Passport Number

或 OR

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### 公司秘書／董事的詳情 (法人團體) Particulars of Company Secretary／ Director (Body Corporate)

中文及英文名稱 Chinese and English Names

如辭職的公司秘書／董事／候補董事是一間商號，請在此空格內填報該商號的名稱。

請填報香港身分證號碼或護照號碼(如適用的話)。如該些詳情尚未在公司註冊處登記，請以表格 ND2B 申報。如公司秘書／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」。

### B. 辭職詳情 Details of Resignation

辭職日期 Date of Resignation

17 03 2014  
日 DD 月 MM 年 YYYY

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上述董事或候補董事在辭職日期後，是否仍然擔任這公司的候補董事或董事職位？  
Will this director or alternate director continue to hold office as alternate director or director in this company after the date of resignation?

是 Yes  否 No

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提交人資料 Presentor's Reference

姓名 Name: 優質秘書服務有限公司

地址 Address: 香港九龍彌敦道 2 號  
幸運商業大廈  
7 樓 708 室

電話 Tel: 1234 5678 傳真 Fax: 8765 4321

電郵 Email: qss@abc.com

檔號 Reference: qss/grs-ZND4

請勿填寫本欄 For Official Use

請提供提交人的資料以方便聯絡(如有需要)。

**10 3 辭職通知 Notice of Resignation**

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

按照上述公司的章程細則或本人與該公司訂立的協議的規定，本人須向該公司發出辭職通知；本人亦已按照該規定發出辭職通知。

**I am required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company and I have given notice of resignation in accordance with the requirement.**

按照上述公司的章程細則或本人與該公司訂立的協議的規定，本人須向該公司發出辭職通知。本人並未按照該規定發出通知，但已將辭職通知的印本送交該公司；或將該通知的電子版發送予該公司；或將該通知留在該公司的註冊辦事處。

**I am required by the articles of the above-named Company or by an agreement with the Company to give notice of resignation to the Company. I have not given notice of resignation in accordance with the requirement but I have sent the notice of resignation to the Company in hard copy form or in electronic form, or have left it at the registered office of the Company.**

按照上述公司的章程細則或本人與該公司訂立的任何協議，本人不須向該公司發出辭職通知。

**I am not required by the articles of the above-named Company or by any agreement with the Company to give notice of resignation to the Company.**

此表格必須由辭職的公司秘書／董事／候補董事簽署。

**5** 簽署 Signed :

*Lee Fung Ying*

姓名 Name :

利豐盈

日期 Date :

17/03/2014

辭職的公司秘書／董事 \*

日 DD / 月 MM / 年 YYYY

Resigning Company Secretary / Director \*

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

**此《填表須知》必須細讀，但不需交付公司註冊處。**

**《公司條例》(香港法例第 622 章)  
第 464(3) 及 477(3) 條規定交付的**

**公司秘書及董事辭職通知書**

**填表須知 — 表格 ND4**

**附註**

**引言**

- (a) 辭職的公司秘書或董事(包括候補董事但不包括備任董事)如有合理理由相信公司將不會就其辭職一事以表格 ND2A 通知公司註冊處處長(「處長」)，須自行將辭職一事，以本表格通知處長。

(b) 辭職的備任董事如有合理理由相信公司將不會就其辭職一事以表格 ND5 通知處長，須自行將辭職一事，以表格 ND8 通知處長。
- 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。
- 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。
- 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**

- 本表格必須由辭職的公司秘書或董事簽署，公司註冊處不接納未簽妥的表格。

**現時在公司註冊處登記的詳情 (第 2A 項)**

- 請述明辭職者的身分。如屬候補董事，請註明獲代替行事的董事姓名或名稱。
- 請填報辭職的屬自然人的公司秘書或董事已在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格內填「無」。
- 如辭職的聯名公司秘書為某商號的所有合夥人，請在供公司秘書(法人團體)填報名稱的空格內填上商號名稱。

**辭職詳情 (第 2B 項)**

- 請述明董事或候補董事在辭職後，是否仍然擔任其他董事(包括候補董事)職位。如申報公司秘書辭職，則無需填報此項。

**辭職通知 (第 3 項)**

- 如公司的章程細則或與該公司訂立的任何協議，規定辭職的董事或公司秘書向該公司發出辭職通知，則除非該董事或公司秘書已按照《公司條例》第 464 或 477 條發出通知，否則該項辭職無效。

## **NOTICE OF RESIGNATION OF COMPANY SECRETARY AND DIRECTOR**

**For the purposes of sections 464(3) and 477(3) of Companies Ordinance (Cap. 622)**

### **Notes for Completion of Form ND4**

#### **Introduction**

1. (a) A resigning company secretary or director (including an alternate director but excluding a reserve director) should use this form to notify the Registrar of Companies (the Registrar) of his or her or its resignation if there are reasonable grounds for believing that the company will not deliver a notice of the resignation in the specified form, Form ND2A, to the Registrar for registration.  
  
(b) A resigning reserve director should use Form ND8 to deliver a notice of his or her resignation to the Registrar if there are reasonable grounds for believing that the company will not deliver such a notice in the specified form, Form ND5, to the Registrar for registration.
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 Presenter's Reference. Unless the presenter 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 the resigning company secretary or director. A form which is not properly signed will be rejected by the Companies Registry.

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

6. Please indicate the capacity(ies) of the person(s) ceasing to act. In the case of an alternate director, please state the name(s) of the principal director(s) to whom he or she or it was the alternate.
7. If the resigning company secretary or director, who is a natural person, has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.
8. If all the partners in a firm resigned as joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).

#### **Details of Resignation (Section 2B)**

9. Please indicate whether the director or alternate director still holds any directorship(s) (including alternate directorship(s)) after the resignation. There is no need to complete this item when reporting the resignation of the company secretary.

#### **Notice of Resignation (Section 3)**

10. Please note that where notice of the resignation of a director or the company secretary is required to be given by the articles of the company or by any agreement with the company, the resignation of the director or the company secretary does not have effect unless such notice has been given in accordance with section 464 or 477 of the Companies Ordinance.