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**3 承按人或承押記人行使財產管有權所根據的押記**  
**Charge under which Mortgagee or Chargee Entered into Possession of the Property**

押記描述 Description of Charge

設立日期 Date of Creation

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日 DD 月 MM 年 YYYY

**4 行使財產管有權的日期**  
**Date of Entering into Possession of Property**

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日 DD 月 MM 年 YYYY

**5 承按人或承押記人行使管有權的財產的描述**  
**Description of Property Entered into Possession by the Mortgagee or Chargee**

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

**A. 房地產 Landed Property**

**押記財產的簡要詳情 Short particulars of the property charged**

(請填報財產的地址 Please state the address of the property)

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**B. 其他類別的押記財產 Other types of property charged**

(請填報適當詳情 Please insert details as appropriate)

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本通知書所包括的續頁數目  
Number of Continuation Sheet(s) included in this Notice

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5

簽署 Signed :

姓名 Name : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

(董事 / 公司秘書 / 授權代表 \*)

日 DD / 月 MM / 年 YYYY

本表格第 2 項所述的承按人 / 承押記人

(Director / Company Secretary / Authorized Representative \*)

Mortgagee / Chargee named in Section 2 of this Form

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

承按人或承押記人行使管有權的財產的描述 (第 5 項)

Description of Property Entered into Possession by the Mortgagee or Chargee (Section 5)

**《公司條例》(香港法例第 622 章)  
第 349(1) 條規定交付的**

**承按人行使財產管有權通知書**

**填表須知 — 表格 NM3**

**附註**

**引言**

1. 如任何人以承按人身分，就公司財產或註冊非香港公司已押記財產行使管有權，該人須在開始行使管有權的日期後的7日內，將關於該事實的陳述，以本表格交付公司註冊處處長(「處長」)登記。
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。
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. 本表格必須由第 2 項所述的承按人或承押記人簽署。如承按人或承押記人屬法人團體，本表格必須由其一名董事、公司秘書或授權代表簽署。如承按人或承押記人屬自然人，則本表格必須由承按人或承押記人親自簽署，或由其授權代表簽署。公司註冊處不接納未簽妥的表格。

**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。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。

**承按人或承押記人資料 (第 2 項)**

7. 屬自然人的承按人或承押記人須申報其香港身分證號碼。如該人並非香港身分證持有人，請申報其所持護照的號碼及簽發國家。如該人並非香港身分證持有人，亦沒有任何國家的護照，則請在有關的空格內填報「無」。
8. 如曾經轉換承按人或承押記人，請在有關的空格內填報現時的承按人或承押記人開始享有該項押記權利的日期。
9. 請申報承按人或承押記人的詳細地址，本處不接納「轉交」地址或郵政信箱號碼。如承按人或承押記人屬法人團體，請註明其註冊辦事處或主要辦事處的地址。
10. 請提供承按人或承押記人的電郵地址(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 NM7 通知公司註冊處。

**承按人或承押記人行使財產管有權所根據的押記 (第 3 項)**

11. 在此空格內填報的押記描述必須與在公司註冊處登記有關該押記的表格 M1 或 NM1 所填報的描述相同。

## **NOTICE OF MORTGAGEE ENTERING INTO POSSESSION OF PROPERTY**

**For the purposes of section 349(1) of Companies Ordinance (Cap. 622)**

### **Notes for Completion of Form NM3**

#### **Introduction**

1. If a person enters into possession of the property of a company, or the charged property of a registered non-Hong Kong company, as mortgagee, the person must, within 7 days after the date of entering into possession, deliver a statement of that fact in this form to the Registrar of Companies (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 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 the mortgagee or chargee named in Section 2 of this form. If the mortgagee or chargee is a body corporate, this form must be signed by a director, company secretary or an authorized representative. If the mortgagee or chargee is a natural person, this form must be signed by the mortgagee or chargee personally or by his or her authorized representative. A form which is not properly signed will be rejected by the Companies Registry.

#### **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 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.

#### **Particulars of Mortgagee or Chargee (Section 2)**

7. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the mortgagee or chargee 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.
8. If there has been a change of mortgagee or chargee, please fill in the date on which the current mortgagee or chargee became entitled to the charge in the box provided.
9. Please provide the full address of the mortgagee or chargee. 'Care of' addresses or post office box numbers are not acceptable. If the mortgagee or chargee is a body corporate, please provide the address of the registered or principal office.
10. Please supply the email address of the mortgagee or chargee, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing Form NM7.

#### **Charge under which Mortgagee or Chargee Entered into Possession of the Property (Section 3)**

11. The description of the charge to be included in this box should be the same as the description included in the Form M1 or NM1 relating to this charge registered with the Companies Registry.