



公司註冊處
Companies Registry

註冊非香港公司在香港經營業務時
採用的經批准名稱申報表

**Return of Approved Name for
Carrying on Business in Hong Kong by
Registered Non-Hong Kong Company**

表格 **NN12**
Form

商業登記號碼
Business Registration Number

註 Note

8 1 法團名稱 Corporate Name

2 在香港經營業務時採用的經批准名稱
Approved Name for Carrying on Business in Hong Kong
(請填報 A 或 B 項 Please complete Section A or B as appropriate)

9 A. 根據《公司條例》(第 622 章)第 782 條經公司註冊處處長批准在香港經營業務時採用的名稱
Name approved by the Registrar of Companies for carrying on business in Hong Kong under section 782 of the Companies Ordinance (Cap. 622)

3 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

**《公司條例》(第 622 章)
第 782(4)及 785(4)條規定交付的**

註冊非香港公司在香港經營業務時採用的經批准名稱申報表

填表須知 — 表格 NN12

附註

引言

1. 如註冊非香港公司因為某法團名稱或因為相對某法團名稱而言的經批准名稱，獲公司註冊處處長(「處長」)根據第 780(1)條送達通知，則該公司可向處長提出書面申請，要求批准另一名稱，作為該公司在香港經營業務時採用的名稱。註冊非香港公司亦可向處長提出書面申請，要求更改該公司的經批准名稱。該公司獲處長批准名稱／新名稱後，須在本表格內指明該名稱，並將本表格交付處長登記。
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。公司註冊處會以電郵或傳真方式通知提交人親身領取新註冊證明書。如提交人委託他人代領，需簽署授權書。
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。

費用

5. 本表格必須連同正確的費用一併交付，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。

簽署

6. 本表格必須由一名董事、公司秘書、經理或獲授權代表簽署。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 日或之後註冊的公司，商業登記號碼亦已用作公司註冊處所發出的「非香港公司註冊證明書」上的編號。

法團名稱 (第 1 項)

8. 請按照公司註冊處發給該註冊非香港公司的最近一份註冊證明書，填報公司的名稱。

在香港經營業務時採用的經批准名稱 (第 2 項)

9. (a) 申報表內指明的名稱必須已獲處長批准。
(b) 請參閱《公司條例》第 16 部第 4 分部對註冊非香港公司在香港經營業務時採用的名稱的規管，及公司註冊處發出的《註冊非香港公司的法團名稱註冊指引》有關註冊法團名稱所須注意的事項。

**RETURN OF APPROVED NAME FOR CARRYING ON BUSINESS IN HONG KONG
BY REGISTERED NON-HONG KONG COMPANY**

For the purposes of sections 782(4) and 785(4) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NN12

Introduction

1. If a registered non-Hong Kong company is served with a notice under section 780(1) for a corporate name or for an approved name in relation to a corporate name, the company may apply in writing to the Registrar of Companies (the Registrar) for approval of another name under which the company is to carry on business in Hong Kong. A registered non-Hong Kong company may also apply in writing to the Registrar for change of an approved name. After approval is given by the Registrar, the company should deliver to the Registrar for registration a return in this form specifying the name/new name so approved.
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. The Companies Registry will notify the presentor by email or fax to collect the fresh certificate of registration in person. A written authorization will be required if the presentor sends a representative to collect the certificate.
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.

Fee

5. This form must be delivered with the correct 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.

Signature

6. This form must be signed by a director, company secretary, manager or an authorized representative. 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 registered on or after 27 December 2023, the business registration number is also adopted as the "No." on the "Certificate of Registration of Non-Hong Kong Company" issued by the Companies Registry.

Corporate Name (Section 1)

8. Please state the name of the company as it appeared in the certificate of registration last issued by the Companies Registry.

Approved Name for Carrying on Business in Hong Kong (Section 2)

9. (a) The name specified in the return must have been approved by the Registrar.
(b) Please note the provisions in Division 4 of Part 16 of the Companies Ordinance that regulate the names used by registered non-Hong Kong companies to carry on business in Hong Kong and the 'Guideline on Registration of Corporate Names for Registered Non-Hong Kong Companies' issued by the Companies Registry for the points to note in registration of corporate names for registered non-Hong Kong companies.