

# 註冊非香港公司周年申報表

# **Annual Return** 公司註冊處 Companies Registry of Registered Non-Hong Kong Company <sub>表格</sub>

**Form** 

商業登記號碼

				Business F	Registratio	n Numbe
te	八司在郊 Common Name					
1	公司名稱 Company Name					
2	本申報表的日期 Date of th	nis Return				
	根據《公司條例》(第 622 〕	章)第 16 部或《前身	條例》第 XI	部		
	註冊的日期的最近周年日 The Most Recent Anniversa	ry of the Date of Re	egistration und	der <sup>目 DD</sup>	月MM	年 YY
	Part 16 of the Companies Of Predecessor Ordinance	rdinance (Cap. 622)	or Part XI of t	the		
3	根據《公司條例》第 16 部項	ポ ∥ 前 良 悠 <i>闹</i> 】 笋 】	/	th		
J	Date of Registration under Pa			or		<u></u>
	Part XI of the Predecessor Orc			日DD	月 MM	年 YY
4	成立為法團所在地方 Plac	e of Incorporation				
5	在香港的主要營業地點 P	rincinal Place of Bu	siness in Hor	na Kona		
	(a) 在香港的主要營業地點的:	•		•	g Kong	
	(本處不接納「轉交」地址及郵政信	箱號碼 'Care of' addresses	and post office box	numbers are not a	cceptable)	
	室/樓/座等 Flat/Floor/Block etc.					
	,					
	大 <i>廈</i> Building					
	街道/屋苑/地段/村等					
	対 道 / 産 処 / 地 校 / 刊 寺 Street / Estate / Lot / Village etc.					
	區					
	District					
	地區	丢进 /HONG VO	N.C			
	Region	香港/HONG KC	טאיט			
	(b) 電郵地址 Email Address					
	(c) 香港聯絡電話號碼 Hong Kong Contact Telephon	ne Number	+852			
44			* 一体 ~ 十	# For Official	llee	
	交人資料 Presentor's Referenc 名/名稱 Name:	е	前勿項 易 本 1	闌 For Official	Use	
地	址 Address:					
電	話 Tel: 傳真 I	ax:				
電	郵 Email:					23.J

檔號 Reference:

商業登記號碼
<b>Business Registration Number</b>

- 6 在成立為法團所在地方的辦事處 Offices in Place of Incorporation
  - (a) 在成立為法團所在地方的註冊辦事處(或等同於註冊辦事處的地點)的地址

Address of the Registered Office (or its equivalent) in Place of Incorporation

	(本處不接納「轉交」地址 'Care of'	ddresses are not acceptable)
	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	
(h)	在成立為法團所在地方的三	中 A 类 W 乳 的 W th / th / th 石 的 针 \
(1)		
(5)	Address of the Principal Place	of Business (if any) in Place of Incorporation
(5)	Address of the Principal Place (本處不接納「轉交」地址 'Care of'	of Business (if any) in Place of Incorporation
(5)	Address of the Principal Place	of Business (if any) in Place of Incorporation
(5)	Address of the Principal Place (本處不接納「轉交」地址 'Care of' 室/樓/座等	of Business (if any) in Place of Incorporation
(6)	Address of the Principal Place (本處不接納「轉交」地址 'Care of' 室/樓/座等	of Business (if any) in Place of Incorporation
(5)	Address of the Principal Place (本處不接納「轉交」地址 'Care of' 室/樓/座等 Flat/Floor/Block etc.	of Business (if any) in Place of Incorporation
	Address of the Principal Place (本處不接納「轉交」地址 'Care of' 室/樓/座等 Flat/Floor/Block etc.	of Business (if any) in Place of Incorporation
	Address of the Principal Place (本處不接納「轉交」地址 'Care of' 室 / 樓 / 座等 Flat / Floor / Block etc.  大廈 Building	of Business (if any) in Place of Incorporation
	Address of the Principal Place (本處不接納「轉交」地址 'Care of' 室 / 樓 / 座等 Flat / Floor / Block etc.  大廈 Building	of Business (if any) in Place of Incorporation
	Address of the Principal Place (本處不接納「轉交」地址 'Care of' 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 /	of Business (if any) in Place of Incorporation
	Address of the Principal Place (本處不接納「轉交」地址 'Care of' 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 /	of Business (if any) in Place of Incorporation
	Address of the Principal Place (本處不接納「轉交」地址 'Care of' 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	of Business (if any) in Place of Incorporation
	Address of the Principal Place (本處不接納「轉交」地址 'Care of' 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	of Business (if any) in Place of Incorporation

<sup>表格</sup> NN3

苩	<b>莱 登 記 號 </b>	
Business	Registration	Number

7	在香港的獲授	權代表	<b>Authorized Re</b>	presentative in	ı Hong	Kong
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	A.	獲授權代表 (自然人) Author (如超過一名獲授權代表屬自然人,請用	•	•	•	horized repre	sentative	is a na	aturai
		person) 中文姓名							
		Name in Chinese							
		英文姓名 姓氏 Name in English Surname							
		名字 Other Names							
10		香港地址 室/樓/座等 Hong Kong Flat/Floor/Block etc.							
		Address 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					
1		電郵地址 Email Address							
12		身分識別 Identification							
		(a) 香港身分證 <u>部分號碼</u> <u><b>Partial Number</b></u> of Hong Kong	Identity Card			*   *   *	<b>k</b> (	*	)
		(b) 護照 Passport Is	簽發國家/地區 suing Country/Region						
			部分號碼 Partial Number						
	В.	獲授權代表 (非自然人) Aut	horized Represer	ntative (Othe	r Than Natural	Person)			
		(如超過一名獲授權代表屬非自然人,請 natural person)	用續頁A填報 Use Cor	ntinuation Sheet	t A if more than 1	authorized re	presentat	ive is r	not a
		請在適用的空格內加上 ✓ 號 Please ti							
		商號或法團的性質 Nature of the Firm or Corporation	▲ 卸行或律的 A firm of solicit a solicitor corp	ors or	■ 會計師事 A CPA firm	務所或執第 or a corpora		ce	
		中文名稱 Name in Chinese							
_		英文名稱 Name in English							
13		香港地址 室/樓/座等 Hong Kong Flat/Floor/Block etc.							
		Address 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					
0		電郵地址 Email Address							

商業登記號碼
<b>Business Registration Number</b>

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

	(如但则一石公可他青衡日)	於人,胡用領貝 <b>□</b> 吳報	USE Continuati	on sneet billing	ne man i com	Darry Sec	relary is a r	iaturai persori)
14	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				
15	Correspondence Flat/	/ 樓 / 座 等 Floor/Block etc.						
	Address	大廈 Building						
	街道/屋苑/: Street/Estate/Lo	也段/村等 t/Village etc.						
	區/市/省/州/ District/City							
	· 	國家/地區 untry/Region						
16	電郵地址 Email Address							
<b>①</b>	身分識別 Identificati (a) 香港身分證部分		Card			*	*   *	( * )
	(b) 護照 Passport		國家/地區 intry/Region					
		Pa	<u>部分號碼</u> rtial Number					
E	3. 公司秘書 (法人團 (如超過一名公司秘書屬法)					ompany s	ecretary is	a body corporate
_	中文名稱 Name in Chinese	八四版 明/15原只 5 杂	nx CCC Comma	audit Gildet Birt	more than 1 do			<u> </u>
18	英文名稱 Name in English							
19		/樓/座等 or/Block etc.						
	riacy risk	大廈 Building						
	街道/屋苑/J Street/Estate/Lo	地段/村等						
	區/市/省/州/	● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●						
	State / Po I	國家/地區						
<b>1</b> 6	State / Po I							

表格	N I	N I	2
Form	IN	N	J

商業登記號碼
<b>Business Registration Number</b>

# 9 董事 Directors

# A. 董事 (自然人) Director (Natural Person)

(如超過兩名董事屬自然人,請用續頁 C 填報 Use Continuation Sheet C if more than 2 directors are natural persons) 請在適用的空格內加上 ✔ 號 Please tick the relevant box(es)

	<i>請任週用的空格內川上</i>	v 號 Please tick	the relevant box	(es)	
21	<b>1</b> 身分		董事	候補董事	代替 Alternate to
	Capacity	_	Director	Alternate	
				Director	
14	中文姓名				
	Name in Chinese				
	英文姓名				
	スとなる Name in English	姓氏 Surname			
		名字			
		Other Names			
	前用姓名				
	Previous Names	中文 Chinese			
		_英文			
		English			
	別名	中文			
	Alias	中文 Chinese			
		L			
		英文 English			
		English			
15	通訊地址	室/樓/座等			
	Correspondence FI	at / Floor / Block etc.			
	Address	L			
		大廈			
		Building			
	街道/屋苑	/地段/村等			
	Street / Estate /	Lot Village etc.			
	度 / 市 / 少 / 小	金銀豆銀魚			
	District /	M/郵遞區號等 City/Province/			
	State /	Postal Code etc.			
		國家/地區			
		Country / Region			
•	== ~# N. P.	<u> </u>			
16	電郵地址 Email Address				
		L			
<b>①</b>	身分識別 Identific	ation			
	(a) 香港身分證 <u>部</u>	分號碼			4 4 4 ( 4 )
	Partial Number	of Hong Kong Ide	entity Card		* * * ( * )
	(b) 護照		簽發國家/地		
	Passport	Issui	数数國家/ 旭  ing Country/Re		
			ه و ورد		
			<u>部分號</u> Partial Num	<u>t </u> 場 iber	



表格	N I	N I	2
Form	N	IN	J

商 琹 登 記 號 碼								
<b>Business Registration Number</b>								

- 9 董事 Directors (續上頁 cont'd)

21	<i>請任週用的空格內加上,</i> <b>2 身分</b>	n nease lick li	董事	es)	候補董事	代替 Alte	rnate to				
	Capacity		Director		Alternate Director						
<b>4</b>	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									
<b>1</b>	通訊地址 室 Correspondence <sub>Flat,</sub> Address	/樓/座等 /Floor/Block etc.									
		大廈 Building									
	街道/屋苑/ Street/Estate/L	地段/村等 ot/Village etc.									
	區/市/省/州 District/Ci State/P	/郵遞區號等 ty / Province / ostal Code etc.									
	Co	國家/地區 puntry/Region									
<b>1</b> 6	電郵地址 Email Address										
<b>①</b>	身分識別 Identificat (a) 香港身分證 <u>部分</u> <u>Partial Number</u> o	分號碼	ntity Card				* *	*	( ;	* )	
	(b) 護照 Passport	∯ Issuin	簽發國家/地 g Country/Reg	區 gion							
			部分號 <u>Partial Num</u>	碼 ber							

商業登記號碼
<b>Business Registration Number</b>

- 9 董事 Directors (續上頁 cont'd)
- B. 董事 (法人團體) Director (Body Corporate)

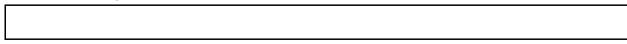
(如超過一名董事屬法人團體,請用續頁 D 填報 Use Continuation Sheet D if more than 1 director is a body corporate) 請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)

<b>a</b>	身分 <b>董事</b> Capacity Direct		Alternate to
	中文名稱 Name in Chinese		
	英文名稱 Name in English		
19	地址 室/樓/座等 Address 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		
<b>1</b> 6	電郵地址 Email Address		
20	商業登記號碼 Business Registration Numl (只適用於在香港註冊的法人團體 Only applicable to body corporate registered in Hong Kong)	ber	
1	10 股本 Share Capital (截至本申報表的日期 (只適用於有股本公司 Only applicable to a company R	明 As at the date of this return) having a share capital)	
	法定股本(或等同者) Authorized Share Capital (or its equivale (如不適用,請填上「不適用」 If not applicable, please state 'NA')	ent)	
		貨幣單位 Currency	總面值 Total Nominal Value
	已發行股本(或等同者) Issued Share Capital (or its equivalent) (如不適用,請填上「不適用」 If not applicable, please state 'NA')		
		貨幣單位 Currency	總面值 Total Nominal Value

11 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 8 部或《前身條例》第 Ⅲ 部,須向公司註冊處處長登記的就所有按揭及押記的負債總額

Total amount of the indebtedness of the company as at the date of this return in respect of all mortgages and charges that are required to be registered with the Registrar of Companies under Part 8 of the Companies Ordinance or Part III of the Predecessor Ordinance





表格	N I	N I	2
Form	IN	N	J

商業登記號碼							
<b>Business Registration Number</b>							

22	12	帳目	∃ A	cco	unts

(請填報 A 或 B 項 Please complete Section A or B as appropriate)

A. 隨本表格交付《公司條例》第789條規定的最近發表的帳目

Latest Published Accounts required under section 789 of the Companies Ordinance are delivered with this form

該等帳目所涵蓋的會計期 Period Covered by the Accounts

			至 To			
目 DD	月 MM	年 YYYY	•	日 DD	月 MM	年 YYYY

■ B. 並無隨本表格交付《公司條例》第789條規定的帳目,原因如下一

Accounts required under section 789 of the Companies Ordinance are not delivered with this form for the following reason —

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

□ 公司成立為法團所在地方的法律,或在其註冊成為公司所在的任何其他司法管轄區的法律,以及該司法管轄區的任何證券交易所或類似的監管機構的規章,均沒有規定公司須發表其帳目,或將其帳目的文本交付某人,而公眾人士有權在該人的辦事處查閱該帳目。

The company is neither required by the law of its place of incorporation, the law of any other jurisdiction where the company is registered as a company, nor the rules of any stock exchange or similar regulatory bodies in that jurisdiction to publish its accounts or to deliver copies of its accounts to any person in whose office the accounts may be inspected as of right by members of the public.

□ 公司成立為法團的日期,是在根據《公司條例》第 788(1)條交付周年申報表的日期前的 18 個月內,而公司須發表的帳目仍未擬備。

The company has been incorporated for less than 18 months prior to the date of delivery of the annual return under section 788(1) of the Companies Ordinance and the accounts of the company that are required to be published have not been made up.

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

續頁 Continuation Sheet(s)	Α	В	С	D
頁數 Number of pages				

簽署 Signed:

姓名 Name :

董事/公司秘書/經理/獲授權代表\*

日期 Date:

日DD / 月MM / 年YYYY

Director / Company Secretary / Manager /
Authorized Representative\*

\**請删去不適用者 Delete whichever does not apply* 



# 續頁 A Continuation Sheet A

	本申報表的	日期 Date	of Return				Business Re	gistratio	n Nur	mber
	日 DD	月MM	年 YYYY							
	香港的獲扮					_				
				tative in Hong I						
A.		え(目然)	人)Autnoi T	rized Representa	tive (Natura	n Person)				1
	中文姓名 Name in Chi	nese	<u>_</u>							
	英文姓名 Name in Eng	jlish	姓氏 Surname							
		C	名字 Other Names							
	香港地址 Hong Kong		/樓/座等 ✓ Block etc.							
	Address		大廈 Building							
	街道 <i>。</i> Street	/屋苑/地 Estate/Lot/	2段/村等							
			區 District							
			地區 Region	香港/HONG	KONG					
	電郵地址 Email Addre	ss								
	身分識別 k	dentificatio	n							
	(a) 香港身分 Partial N	分證 <u>部分號</u> umber of ⊦	<u>虎碼</u> long Kong lo	dentity Card			*   *	* (	*	)
	(b) 護照 Passport		Iss	簽發國家/地區 uing Country/Region						
				<u>部分號碼</u> Partial Number						
В.	獲授權代表	<b>長(</b> 非自須	然人) <b>A</b> utl	norized Represei	ntative (Othe	er Than Natu	ral Person)			
			-	k the relevant box(es)						
	商號或法團 Nature of the Corporation	Firm or	L	■ 律師行或律詞 A firm of solicit a solicitor corp	ors or		事務所或執 rm or a corpor		tice	
	中文名稱 Name in Chi	nese								
	英文名稱 Name in Eng	ılish								
	香港地址 Hong Kong		´ <b>樓/座等</b> ✓Block etc.							
	Address		大廈 Building							
		/屋苑/地 Estate/Lot/								
			區 District							
			地區 Region	香港/HONG	KONG					
	電郵地址 Fmail Addre	ss	ļ							



# 續頁 B Continuation Sheet B

本	申報表的	日期 Date	of Return			Business Reg	istration Numb
日	DD	月MM	年 YYYY	<u></u>			
公司:	秘書詳	情(第 8 ]	頁)Details	of Company	Secretary (Sec	<u>tion 8)</u>	
		(自然人)	) Company	Secretary (Nat	ural Person)		
	ɪ文姓名 ame in Ch	ninese					
	文姓名 ame in En	nglish	姓氏 Surname				
			名字 Other Names				
	ī用姓名 revious N	ames	中文 Chinese		英文 English		
	]名 lias		中文 Chinese		英文 English		
C	i訊地址 orrespond ddress	室 / dence Flat/l	/ 樓 / 座等 Floor / Block etc.				
			大廈 Building				
	Street/	/Estate / Lot	也段/村等 :/Village etc. (老Viscondage)				
		District / City State / Po	´郵遞區號等[ ▽/Province/ stal Code etc				
			國家/地區 intry/Region				
	重郵地址 mail Addr	ess	Ī				
	) 香港身	Identification 分證 <u>部分</u> Number of		lentity Card		* * *	( *
(b	)護照 Passpo	rt	Issi	簽發國家/地區 uing Country/Regio	記 on		
				部分號 Partial Numb			
B. 公	司秘書	(法人團	體)Compa	ny Secretary (E	Body Corporate)		
	·文名稱 ame in Ch	ninese					
	文名稱 ame in En	nglish					
地 Ad	z址 ddress		/樓/座等 or/Block etc.				
			大廈 Building				
	Street/	/Estate / Lot	也段/村等 :/Village etc.				
	區/市	District / City	´郵遞區號等 ▽/ Province/ stal Code etc.				
			國家/地區 intry/Region				
	I郵地址 mail Addr	ess					
(5	?適用於在香泡	港註册的法人團	_	tion Number			



# 續頁 C Continuation Sheet C

	本甲報表的日	期 Date of Return	7		Business Registration Number
	日 <b>DD</b> 月	MM 年 YYYY	1		
	董事詳情 (自然	₹人)(第 9A 項)			
		or (Natural Perso	n) (Section	9A)	
		✓ 號 Please tick the re			
21	身分		董事	候補董事	代替 Alternate to
	Capacity		Director	Alternate Director	
				Director.	
	中文姓名				
14	中文姓石 Name in Chinese				
	英文姓名	姓氏			
	Name in English	Surname			
		Other Names			
	前用姓名	中文			
	Previous Names	Chinese			
		英文			
		English			
	別名 Alias	中文			
	Allas	Chinese			
		英文 English			
		English			
15	通訊地址 Correspondence	室/樓/座等 Flat/Floor/Block etc.			
	Address	Traty Floory Block Ctc.			
		大廈 Building			
		Dullding			
	街道/園	屋苑/地段/村等			
	Street/ Est	ate / Lot / Village etc.			
	區/市/省 Distr	介/州/郵遞區號等 ict/City/Province/			
	St	ate / Postal Code etc.			
		國家/地區			
		Country / Region			
16	電郵地址				
	Email Address				
<b>①</b>	身分識別 Identific				
	(a) 香港身分證 <u>部</u> Partial Number	<u>分號碼</u> of Hong Kong Identity	Card		*   *   *   (   *   )
	(b) 護照 Passport	) Issuin	簽發國家/地) g Country/Regi	區 on	
			部分號 Partial Numb	<del>媽</del> Der	



# 續頁 D Continuation Sheet D

		本申報表的日期	Date of Return	<u>1</u>		<b>Business Registration Numb</b>
	<u> </u>	日 DD 月 N	IM 年 YYYY	Y		
	董	事詳情 (法人	團體)(第 9B	項)		
	De	tails of Directo	r (Body Corpo	orate) (Section	on 9B)	
_		在適用的空格內加上 🗸	✓ 號 Please tick the			
21	1	身分 Capacity		董事 Director	候補董事 Alternate	代替 Alternate to
		Cupucity		200101	Director	
		中文名稱				
		Name in Chinese				
		英文名稱				
		Name in English				
19		地址 Address Flat	室/樓/座等 t/Floor/Block etc.			
		Addi C33	大廈			
			Building			
		街道/屋 Street/Estat	苑/地段/村等 e/Lot/Village etc.			
		區/市/省	/州/郵遞區號等			
		Distric Stat	t / City / Province / e / Postal Code etc.			
			國家/地區 Country/Region			
16		電郵地址	<i>,,</i>			
		Email Address		4 11 1		
20		商業登記號碼 B (只適用於在香港註冊的)	法人團體			
		Only applicable to body	corporate registered in l	Hong Kong)		
21	2	身分		董事	── 候補董事	代替 Alternate to
•	_	Capacity		Director	Alternate	TV-E / Memale to
					Director	
		中文名稱				
		Name in Chinese				
		英文名稱 Name in English				
		_				
19		地址 Address Flat	室/樓/座等 t/Floor/Block etc.			
			大廈			
		45m 114 / -	Building			
		街 道 / 屋 Street /Estat	苑/地段/村等 e/Lot/Village etc.			
		區/市/省 <i>,</i> Distric	/州/郵遞區號等 t/City/Province/			
			e / Postal Code etc.			
			國家/地區 Country/Region	1		
16		電郵地址				
<b>~</b>		Email Address 商業登記號碼 B	Business Registra	Lation Number		
20		(只適用於在香港註冊的法				



# 《公司條例》(第 622 章) 第 788 條規定交付的

# 註冊非香港公司周年申報表

# 填表須知 — 表格 NN3

## 附註

## 引言

- 1. 註冊非香港公司必須每年將一份周年申報表交付公司註冊處處長(「處長」)登記。申報表應準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. 本表格必須於公司註冊為註冊非香港公司的註冊證明書發出的日期的最近周年日後的 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。 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、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,並將依據公司重新提交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。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。

# 公司名稱 (第1項)

8. 在本表格填報的公司名稱必須與公司註冊處發出的最近一份註冊證明書上的公司名稱相同。

# 在香港的主要營業地點及在成立為法團所在地方的辦事處 (第5及6項)

9. 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 NN9 通知公司註冊處。

# 在香港的獲授權代表 (第7項)

- **10.** 如獲授權代表屬自然人,請提供其香港地址,本處不接納「轉交」地址及郵政信箱號碼。
- 11. 請提供獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改,請以表格 NN8C 通知公司註冊處。
- **12.** (a) 請填報屬自然人的獲授權代表的香港身分證的*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) 如獲授權代表屬自然人,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」。

**13.** 如獲授權代表屬律師行或律師法團、會計師事務所或執業法團,請申報其在香港的營業地址。本處不接納「轉交」地址及郵政信箱號碼。

# 公司秘書或董事 (第8及9項)

- **14.** 屬自然人的公司秘書或董事的姓名,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。
- **15.** 請申報屬自然人的公司秘書或董事的<u>通訊地址</u>。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。
- 16. 請提供公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址有任何更改,請以表格 NN7 通知公司註冊處。
- **17.** (a) 請填報屬自然人的公司秘書或董事的香港身分證的 *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 12。
  - (b) 如公司秘書或董事屬自然人,並曾根據附註 12 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」。
- **18.** 如某商號的所有合夥人為公司的聯名公司秘書,請在供公司秘書(法人團體)填報名稱 的空格內申報商號名稱。
- **19.** 如公司秘書或董事屬法人團體,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。
- 20. 如在香港註冊的法人團體公司秘書及董事,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。於2023年12月27日或之後成立/註冊的公司,商業登記號碼亦已用作公司註冊處所發出的「公司註冊證明書」或「非香港公司註冊證明書」上的編號。
- 21. 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。

## 帳目 (第12項)

- 22. 根據《公司條例》第 789 條規定,周年申報表必須連同一份最近發表的涵蓋最少 12 個月期間的帳目的經核證副本,或如該帳目不是採用英文或中文擬備,則須連同該帳目的經核證英文譯本或中文譯本一併交付處長登記。
- 23. 如公司能符合本表格第 12B 項所列兩項條件的任何一項,則無需交付帳目。

#### ANNUAL RETURN OF REGISTERED NON-HONG KONG COMPANY

## For the purposes of section 788 of Companies Ordinance (Cap. 622)

# **Notes for Completion of Form NN3**

#### Introduction

- 1. A registered non-Hong Kong company must every year deliver to the Registrar of Companies (the Registrar) an annual return for registration. The return should reflect accurately the affairs of the company as at the date of 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 most recent anniversary of the date of registration of the registered non-Hong Kong 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. 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, company secretary, manager or an authorized representative. 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 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.

#### **Company Name (Section 1)**

**8.** The company name should be identical to the name which appears in the certificate of registration last issued by the Companies Registry.

# Principal Place of Business in Hong Kong and Offices in Place of Incorporation (Sections 5 and 6)

**9.** 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 NN9 to notify the Companies Registry.

## Authorized Representative in Hong Kong (Section 7)

- **10.** Please provide the Hong Kong address of the authorized representative who is a natural person. 'Care of' addresses and post office box numbers are not acceptable.
- **11.** Please provide the email address of the authorized representative, if any, to facilitate electronic communication. If there are any changes in the email address, please use Form NN8C to notify the Companies Registry.
- **12.** (a) Please provide the <u>partial number</u> of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the <u>partial number</u> and issuing country/region of the passport of the authorized representative who is a natural person 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 authorized representative who is a natural person has previously registered the <u>partial</u> <u>number</u> of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description above, please provide that <u>partial number</u>.
- (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.

**13.** If the authorized representative is a firm of solicitors, a solicitor corporation, or a CPA firm or corporate practice, its business address in Hong Kong should be given. 'Care of' addresses and post office box numbers are not acceptable.

# Company Secretary or Directors (Sections 8 and 9)

- **14.** The name of the company secretary or director 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.
- **15.** Please provide the <u>correspondence address</u> of the company secretary or 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.
- **16.** Please provide the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any changes in the email address, please use Form NN7 to notify the Companies Registry.
- 17. (a) Please provide the <u>partial number</u> of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the <u>partial number</u> and issuing country/region of the passport of the company secretary or director who is a natural person. Please refer to Note 12 on the details and examples of <u>partial number</u>.
  - (b) If the company secretary or director who is a natural person has previously registered the <u>partial</u> <u>number</u> of his or her Hong Kong Identity Card or passport with the Companies Registry according to the description of Note 12 above, please provide that <u>partial number</u>.
  - (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.
- **18.** If all the partners in a firm are joint company secretaries of the company, please state the name of the firm in the box for name of Company Secretary (Body Corporate).
- **19.** If the company secretary or 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 are not acceptable.
- 20. If the company secretary or 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. For companies incorporated / registered on or after 27 December 2023, 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.
- **21.** 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.

# **Accounts (Section 12)**

- 22. A certified copy of the latest published accounts for a period of at least 12 months, or if the accounts are not in English or Chinese, a certified translation of the accounts in English or Chinese should be delivered with the Annual Return to the Registrar for registration as required by section 789 of the Companies Ordinance.
- **23.** If the company can fulfil <u>either</u> of the two conditions listed in Section 12B of this form, no accounts are required to be delivered.