



公司註冊處  
Companies Registry

註冊非香港公司  
更改公司秘書及董事詳情申報表  
Return of Change in Particulars of  
Company Secretary and Director of  
Registered Non-Hong Kong Company

表格  
Form **NN7**

商業登記號碼  
Business Registration Number

註 Note

8

1 公司名稱 Company Name

2 公司秘書／董事詳情更改（自然人）

Change in Particulars of Company Secretary／Director (Natural Person)

(如涉及超過一名屬自然人的公司秘書／董事，請用續頁 A 填報 Use Continuation Sheet A if more than 1 company secretary／director, who is a natural person, is involved)

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)

9

身分  
Capacity

☐

公司秘書  
Company Secretary

☐

董事  
Director

☐

候補董事  
Alternate Director

10

中文姓名  
Name in Chinese

英文姓名  
Name in English

姓氏  
Surname

名字  
Other Names

11

身分識別  
Identification

香港身分證部分號碼  
Partial Number of Hong Kong Identity Card

護照部分號碼  
Partial Number of Passport

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



2 公司秘書／董事詳情更改（自然人）（續上頁）

**Change in Particulars of Company Secretary／Director (Natural Person) (cont'd)**

B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 中文姓名 Name in Chinese	生效日期 Effective Date
<input type="text"/>	<input type="text"/> 日 DD <input type="text"/> 月 MM <input type="text"/> 年 YYYY

(b) 英文姓名 Name in English	生效日期 Effective Date
<input type="text"/>	<input type="text"/> 日 DD <input type="text"/> 月 MM <input type="text"/> 年 YYYY
姓氏 Surname	
<input type="text"/>	
名字 Other Names	

(c) 別名 Alias	生效日期 Effective Date
<input type="text"/>	<input type="text"/> 日 DD <input type="text"/> 月 MM <input type="text"/> 年 YYYY
中文 Chinese	英文 English
<input type="text"/>	<input type="text"/>

(d) 董事的通常住址 Usual Residential Address of Director	生效日期 Effective Date
(須在 PI-NN7 頁填報董事新的通常住址 Provide director's new usual residential address in PI-NN7 sheet)	<input type="text"/> 日 DD <input type="text"/> 月 MM <input type="text"/> 年 YYYY

(e) 通訊地址 Correspondence Address	生效日期 Effective Date
室／樓／座等 Flat/Floor/Block etc.	<input type="text"/> 日 DD <input type="text"/> 月 MM <input type="text"/> 年 YYYY
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	

(f) 電郵地址 Email Address	生效日期 Effective Date
<input type="text"/>	<input type="text"/> 日 DD <input type="text"/> 月 MM <input type="text"/> 年 YYYY

(g) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card	生效日期 Effective Date
<input type="text"/> * * * ( * )	<input type="text"/> 日 DD <input type="text"/> 月 MM <input type="text"/> 年 YYYY

(h) 護照 Passport	生效日期 Effective Date
<input type="text"/>	<input type="text"/> 日 DD <input type="text"/> 月 MM <input type="text"/> 年 YYYY
簽發國家／地區 Issuing Country/Region	
<input type="text"/>	
部分號碼 Partial Number	

(須在  
PI-NN7 頁  
填報完整  
身分識別號碼  
Provide full  
identification  
number in  
PI-NN7 sheet)



3 公司秘書／董事詳情更改 (法人團體)

Change in Particulars of Company Secretary／Director (Body Corporate)

(如涉及超過一名屬法人團體的公司秘書／董事，請用續頁 B 填報 Use Continuation Sheet B if more than 1 company secretary／director, which is a body corporate, is involved)

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)

9

身分  
Capacity

☐

公司秘書  
Company Secretary

☐

董事  
Director

☐

候補董事  
Alternate Director

12

公司秘書／董事的名稱 Name of Company Secretary／Director

中文 Chinese

英文 English

13

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

14

B. 更改詳情 Details of Change(s)

請只填報有更改的項目 Please complete item(s) with change(s) only

21

(a) 公司秘書／董事的名稱 Name of Company Secretary／Director

生效日期

Effective Date



日 DD 月 MM 年 YYYY

中文 Chinese

英文 English

22

(b) 地址 Address

室／樓／座等  
Flat／Floor／Block etc.



日 DD 月 MM 年 YYYY

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

19

(c) 電郵地址 Email Address



日 DD 月 MM 年 YYYY

本申報表包括下列續頁／PI-NN7 頁 This Return includes the following Continuation Sheet(s)／PI-NN7 Sheet(s)

續頁 Continuation Sheet(s)	A	B
頁數 Number of pages		

PI-NN7 (不會供公眾查閱 NOT for Public Inspection)
頁數 Number of pages

6

簽署 Signed :

姓名 Name :

日期 Date :

董事／公司秘書／經理／獲授權代表\*  
Director／Company Secretary／Manager／  
Authorized Representative\*

日 DD / 月 MM / 年 YYYY

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



商業登記號碼  
Business Registration Number

公司秘書／董事詳情更改（自然人）（第2項）

**Change in Particulars of Company Secretary/Director (Natural Person) (Section 2)**

**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)

9	身分 Capacity	<input type="checkbox"/> 公司秘書 Company Secretary	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 候補董事 Alternate Director
10	中文姓名 Name in Chinese			
	英文姓名 Name in English	姓氏 Surname		
		名字 Other Names		
11	身分識別 Identification	<div> <div></div> <div>*</div> <div>*</div> <div>*</div> <div>(</div> <div>*</div> <div>)</div> <div></div> </div>		
		香港身分證部分號碼 Partial Number of Hong Kong Identity Card		護照部分號碼 Partial Number of Passport

**B. 更改詳情 Details of Change(s)**

請只填報有更改的項目 Please complete item(s) with change(s) only

14	(a) 中文姓名 Name in Chinese	生效日期 Effective Date
15		<div> <div></div> <div></div> <div></div> </div> <div>日 DD 月 MM 年 YYYY</div>
	(b) 英文姓名 Name in English	
		<div> <div></div> <div></div> <div></div> </div> <div>日 DD 月 MM 年 YYYY</div>
	姓氏 Surname	
	名字 Other Names	
16	(c) 別名 Alias	
	中文 Chinese	英文 English
17	(d) 董事的通常住址 Usual Residential Address of Director (須在 PI-NN7 頁填報董事新的通常住址 Provide director's new usual residential address in PI-NN7 sheet)	
		<div> <div></div> <div></div> <div></div> </div> <div>日 DD 月 MM 年 YYYY</div>
18	(e) 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	
19	(f) 電郵地址 Email Address	
		<div> <div></div> <div></div> <div></div> </div> <div>日 DD 月 MM 年 YYYY</div>
20	(g) 香港身分證部分號碼 Partial Number of Hong Kong Identity Card	
		<div> <div></div> <div>*</div> <div>*</div> <div>*</div> <div>(</div> <div>*</div> <div>)</div> <div></div> </div> <div>日 DD 月 MM 年 YYYY</div>
	(h) 護照 Passport	
		<div> <div></div> <div></div> <div></div> </div> <div>日 DD 月 MM 年 YYYY</div>
	簽發國家／地區 Issuing Country/Region	

(須在  
PI-NN7 頁  
填報完整  
身分識別號碼  
Provide full  
identification  
number in  
PI-NN7 sheet)

部分號碼 Partial Number



商業登記號碼  
Business Registration Number

公司秘書／董事詳情更改 (法人團體) (第 3 項)

**Change in Particulars of Company Secretary/Director (Body Corporate) (Section 3)**

**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)

身分  
Capacity

☐

公司秘書  
Company Secretary

☐

董事  
Director

☐

候補董事  
Alternate Director

公司秘書／董事的名稱 Name of Company Secretary/Director

中文 Chinese

英文 English

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

**B. 更改詳情 Details of Change(s)**

請只填報有更改的項目 Please complete item(s) with change(s) only

(a) 公司秘書／董事的名稱 Name of Company Secretary/Director

中文 Chinese

英文 English

生效日期

Effective Date

日 DD 月 MM 年 YYYY

(b) 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

(c) 電郵地址 Email Address

日 DD 月 MM 年 YYYY



公司秘書／董事詳情更改（自然人）－ 受保護資料  
Change in Particulars of Company Secretary／Director (Natural Person) – Protected Information

23

公眾紀錄不會顯示此頁  
This page will not be shown on the public record

- 如公司秘書／董事(自然人)的身分識別號碼有所更改，公司須於本頁申報其新的香港身分證或護照的完整號碼。

The new full number of Hong Kong Identity Card or passport of a company secretary/director, who is a natural person, should be reported on this page if his or her identification number has been changed.

- 如董事(自然人)的通常住址有所更改，公司須於本頁申報其新的通常住址。

The new usual residential address of a director, who is a natural person, should be reported on this page if his or her usual residential address has been changed.

(每一頁 PI-NN7 只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加 PI-NN7 頁填報。)

Each PI-NN7 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN7 sheet(s).

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

身分  
Capacity

☐

公司秘書  
Company Secretary

☐

董事  
Director

☐

候補董事  
Alternate Director

中文姓名  
Name in Chinese

10

英文姓名  
Name in English

姓氏  
Surname

名字  
Other Names

請只填報有更改的項目 Please complete item(s) with change(s) only

24

身分識別 Identification

(a) 香港身分證(完整號碼)

Hong Kong Identity Card (Full Number)

 (  )

(b) 護照

Passport

簽發國家／地區  
Issuing Country/Region

完整號碼  
Full Number

25

董事／候補董事的通常住址 Usual Residential Address of Director／Alternate Director

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

(交付表格 NN7 時，請將所有 PI-NN7 頁置於最後。)

Please place all PI-NN7 sheets at the end when delivering the Form NN7.)



**《公司條例》(第 622 章)  
第 791(1) 及 791(2)(c)條規定交付的**

**註冊非香港公司更改公司秘書及董事詳情申報表**

**填表須知 — 表格 NN7**

**附註**

**引言**

1. 本表格是用以通知公司註冊處處長(「處長」)有關註冊非香港公司的公司秘書或聯名公司秘書(「公司秘書」)或董事(包括候補董事)的詳情更改。公司須在出現有關詳情更改的日期後的 1 個月內，將本表格交付處長登記。
2. 如要申報註冊非香港公司的董事或公司秘書的委任或停任，請使用表格 NN6。
3. 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。
4. 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。
5. 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**

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。公司註冊處在 2023 年 12 月 27 日或之後向註冊的公司所發出的「非香港公司註冊證明書」，亦已採用商業登記號碼作為證明書上的編號。

**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。

**現時在公司註冊處登記的詳情 (第 2A 及 3A 項)**

9. 請述明詳情有所更改者的身分。
10. 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。

11. (a) 為識別身分，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。請根據以下有關「部分號碼」的描述填報「部分號碼」。

「部分號碼」指一

- (i) 如組成身分識別號碼的字母或數目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) 如公司秘書或董事屬自然人，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」。
12. 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)填報名稱的空格內填報商號名稱。
13. 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。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。

**更改詳情 (第 2B 及 3B 項)**

14. 請在適當的空格內申報公司秘書或董事的 新詳情，並在相關的空格內註明生效日期。沒有更改的詳情無需填報。
15. 請填報公司秘書或董事的新姓名，該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. 如申報公司秘書或董事的新增別名，請在空格內將該公司秘書或董事現有的所有別名(包括已在公司註冊處登記的別名)一併填報，以便正確更新紀錄。
17. 如屬自然人的董事的通常住址有所更改，請在相關的空格內註明生效日期，並於PI-NN7頁內填報該董事新的通常住址。PI-NN7頁及於該頁內所填報的資料，不會供公眾查閱。
- 每一頁PI-NN7只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加PI-NN7頁填報。
18. 請申報屬自然人的公司秘書或董事的通訊地址。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。
19. 請提供或更新公司秘書或董事的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，亦請以本表格通知公司註冊處。
20. (a) 請申報公司秘書或董事新的香港身分證的部分號碼。如該人並非香港身分證持有人，請提供其所持新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11。
- (b) 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。
- (c) 請另外於PI-NN7頁內填報公司秘書或董事完整的香港身分證號碼或護照號碼。PI-NN7頁及於該頁內所填報的資料，不會供公眾查閱。
- 每一頁PI-NN7只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加PI-NN7頁填報。
- (d) 如公司秘書或董事不再持有香港身分證或任何護照，請在有關的空格內填上「無」，亦無需提交PI-NN7頁。
21. 在申報屬法人團體的董事或公司秘書更改名稱時，須列明新的公司全名(即中文及英文名稱)。例如：屬法人團體的董事的名稱加入了新的中文名稱或更改現有的中文名稱而英文名稱沒有任何更改，便須在填報新董事名稱的方格內填上新的或已更改的中文名稱及現有的英文名稱。
22. 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。

#### 公司秘書／董事詳情更改 (自然人) - 受保護資料 (PI-NN7)

23. 在PI-NN7頁所填報的香港身分證號碼或護照號碼及通常住址為受保護資料。PI-NN7頁及於該頁內所填報的資料，不會供公眾查閱。
- 每一頁PI-NN7只可填報一名自然人的受保護資料。如超過一名自然人資料，請另加PI-NN7頁填報。
24. 請填報屬自然人的公司秘書或董事新的香港身分證的完整號碼。如該人並非香港身分證持有人，請填報其所持新護照的完整號碼及簽發國家／地區。
25. 請填報屬自然人的董事或候補董事新的通常住址，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。公司秘書無需填報其通常住址。

**RETURN OF CHANGE IN PARTICULARS OF COMPANY SECRETARY AND DIRECTOR  
OF REGISTERED NON-HONG KONG COMPANY**

**For the purposes of sections 791(1) and 791(2)(c) of Companies Ordinance (Cap. 622)**

**Notes for Completion of Form NN7**

**Introduction**

1. This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the company secretary or joint company secretaries (company secretary) or director (including an alternate director) of a registered non-Hong Kong company. This form should be delivered to the Registrar for registration within 1 month after the date of the change.
2. To report the appointment or cessation of appointment of the director or company secretary of a registered non-Hong Kong company, please use Form NN6.
3. 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.
4. 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.
5. 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**

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.

**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.

**Particulars Currently Registered with the Companies Registry (Sections 2A and 3A)**

9. Please indicate the capacity(ies) of the person(s) whose particulars have changed.
10. 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.

11. (a) For identification purposes, please provide the **partial number** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the **partial number** of 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 or director who is a natural person 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.
12. 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).
13. 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. 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.

#### Details of Change(s) (Sections 2B and 3B)

14. Please state only the **new particulars** of the company secretary or director in the appropriate box(es) provided and specify the effective date of change in the corresponding box. There is no need to state those particulars which remain unchanged.
15. Please provide the new name of the company secretary or director. The new name 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. To report the addition of an alias, please also state all the other aliases (including the alias which has been registered with the Companies Registry) of the company secretary or director in the box provided to facilitate correct updating of the record.
17. If the **usual residential address** of the director who is a natural person has been changed, please specify the effective date of change in the corresponding box and report the new usual residential address of the director separately on a PI-NN7 sheet. PI-NN7 sheet and the information reported therein are withheld from public inspection.

Each PI-NN7 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN7 sheet(s).

18. Please provide the **correspondence address** of the company secretary or director who is a natural person. If a non-Hong Kong address of a company secretary or director is given, please also complete the box for 'Country/Region'. Post office box numbers are not acceptable.
19. Please provide or update the email address of the company secretary or director, if any, to facilitate electronic communication. If there are any subsequent changes in the email address, please notify the Companies Registry by completing this form.
20. (a) Please provide the new **partial number** of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the new **partial number** and issuing country/region of the passport of the company secretary or director. Please refer to Note 11 on the details and examples of **partial number**.
- (b) Please **DO NOT** fill in the full identification number in the box provided. Information provided in the box is available for public inspection.
- (c) Please report the full Hong Kong Identity Card number or passport number of the company secretary or director separately on a PI-NN7 sheet. PI-NN7 sheet and the information reported therein are withheld from public inspection.

Each PI-NN7 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN7 sheet(s).

- (d) If the company secretary or director no longer holds a Hong Kong Identity Card or any passport, please state 'Nil' in the boxes provided. There is no need to submit a PI-NN7 sheet.
21. For reporting a change of name of a director or company secretary which is a body corporate, please state the new company name in full (i.e. both English and Chinese names). For example, if the name of a director which is a body corporate has been changed by adding a new Chinese name or replacing an old Chinese name without any change in its English name, the existing English name should still be stated together with the new Chinese name in the box provided for the new name of the director.
22. 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.

**Change in Particulars of Company Secretary/ Director (Natural Person) - Protected Information (PI- NN7)**

23. Hong Kong Identity Card number or passport number and usual residential address reported on PI-NN7 sheet are protected information. PI-NN7 sheet and the information reported therein are withheld from public inspection.

Each PI-NN7 sheet can only report the protected information of 1 natural person. If there is information for more than 1 natural person, please report separately on additional PI-NN7 sheet(s).

24. Please state the new full Hong Kong Identity Card number, or in the absence of a Hong Kong Identity Card, the new full number and issuing country/region of the passport of the company secretary or director.
25. Please state the new usual residential address of the director or alternate director. 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. A company secretary is not required to report such information.