

## 註冊非香港公司 更改獲授權代表詳情申報表

### **Return of Change in Particulars of Authorized Representative** of Registered Non-Hong Kong Company

NN8C

商業登記號碼 **Business Registration Number** 

護照<u>部分號碼</u> <u>**Partial Number**</u> of Passport

•		
1	公司名稱 Company Nar	ne
2	獲授權代表詳情更改 Change in Particulars of	(自然人) f Authorized Representative (Natural Person)
	(如涉及超過一名屬自然人的獲授權 natural person, is involved)	代表·請用續頁A 填報 Use Continuation Sheet A if more than 1 authorized representative, who is a
A.	現時在公司註冊處登記的	内詳情 Particulars Currently Registered with the Companies Registry
	中文姓名 Name in Chinese	
	英文姓名 姓氏 Name in English Surname	
	名字 Other Names	
	身分識別 Identification	* * * ( * )

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

提交人資料 Presentor's Reference

姓名/名稱 Name:

地址 Address:

請勿填寫本欄 For Official Use

電話 Tel:

傳真 Fax:

電郵 Email: 檔號 Reference:



### 表格 Form NN8C

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

2 獲授權代表詳情更改 (自然人) (續上頁)
Change in Particulars of Authorized Representative (Natural Person) (cont'd)

			生效日期	
(a) 中文姓名 Na	me in Chinese	Ef	fective D	ate
(b) 英文姓名 Na	me in English	日DD	月MM	年
	姓氏 Surname	目DD	月MM	年
	名字 Other Names			
(c) 香港地址 Ho	ng Kong Address			1
室/樓/座等 Flat/Floor/Block et	tc.			
大廈		目DD	月MM	£
Building				
街道/屋苑/地段	<b>设</b> /村等			
Street / Estate / Lot /	Village etc.			
區 District				
地 區 Region	香港/HONG KONG			
(d) 電郵地址 Em	nail Address			
		目DD	月MM	£
(e) 香港身分證 <u>音</u>	部分號碼 <u>Partial Number</u> of Hong Kong Identity Card		1	1
	* * * * ( * )			
(f) 護照 Passpor	rt	目DD	月MM	勻
(I) 192 7/7 I 400 POI				

表格	RIR	10	
Form	IVI	<b>N8</b>	U

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

A.	not a natural person, i 現時在公司註冊	*	勺詳情 Par	rticulars	Currently	/ Re	gistered with the Com	panies F	Registry	/	
	中文名稱 Name in Chinese										
	英文名稱 Name in English										
В.	更改詳情 Detail										
	<u>請只填報有更改的項目 Please complete item(s) with change(s) only</u>								生效日期		
	(a) 獲授權代表的名稱 Name of Authorized Representative							主双口朔 Effective Date			
								目DD	月MM	<u>」</u>	
			中,	文 Chines	e						
			英	文 Englis	h						
	(b) 香港地址 Ho	ng Kong Ad	ddress								
	室/樓/座等 Flat/Floor/Block et	C.									
								目DD	月MM	年	
	大 <i>廈</i> Building										
	街道/屋苑/地段 Street/Estate/Lot/	と/村等 Village etc. 									
	區 District										
	地 區 Region	2	香港/HO	ONG K	ONG						
	(c) 電郵地址 Em	ail Address	3								
								目DD	月MM	<u> </u>	
木	中 恕 表 句 坯 下 劢 氮	萝丁 / PI_NN	J8C 囯 This	Return i	ncludes the	a fol	lowing Continuation She	ot(s) /PI	-NN8C S	She	
	頁 Continuation S		A	- Totalli	В		PI-NN8C (不會供公眾查閱 <u>N</u>				
	數 Number of page				_	H	頁數 Number of pages	<u> </u>			
						<u></u>					
簽署	署 Signed:										

<sup>\*</sup>請刪去不適用者 Delete whichever does not apply

# 表格 NN8C

### 續頁 A Continuation Sheet A

商業登記號碼 Business Registration Number

獲授權代表詳情更改 (自然人) (第2項)

Change in Particulars of Authorized Representative (Natural Person) (Section 2)	

A.	現時在公司註冊處登記	的詳情 Particulars Currently Registered with the Co	ompa	anies R	egistry	1
	中文姓名 Name in Chinese					
	英文姓名 姓氏 Name in English Surnam					
	名气 Other Name	Z				
9	身分識別					
	Identification			7 <del>3</del> 7 7 15 16 18	1 7E	
		香港身分證 <u>部分號碼</u> <u>Partial Number</u> of Hong Kong Identity Card <u>Par</u> t		留 <u>部分號</u> umber of		t
В.	更改詳情 Details of Cha					
	<i>請只項報有更改的項目 <b>F</b></i>	Please complete item(s) with change(s) only		<u> </u>	<b>上效</b> 日期	月
	(a) 中文姓名 Name in Chi	nese			ective D	
	(L) 林子 bb 久 Nouse in Free	diele		目DD	月MM	年 YYYY
	(b) 英文姓名 Name in Eng	lisn	¬ [			
		姓氏 Surname	L	目DD	月MM	年 YYYY
		姓氏 Sumame		ЦВВ	⅓ IAIIAI	41111
		名字 Other Names				
D	(c) 香港地址 Hong Kong /					
	室/樓/座等 Flat/Floor/Block etc.					
	大廈 Building			目DD	月 MM	年 YYYY
	街道/屋苑/地段/村等 Street/Estate/Lot/Village etc.					
	區 District					
	地區 Region	香港/HONG KONG				
2	(d) 電郵地址 Email Addre	ss				
	and the six of the state of the state			目DD	月MM	年 YYYY
3	(e) 香港身分證 <u>部分號碼</u>	Partial Number of Hong Kong Identity Card	, [			I
頁在 -NN8C 頁		*   *   *   (   *	)	Н 00	H 144	<b>*</b> \0.00(
和完整 分識別號碼	(f) 護照 Passport			日DD	月MM	年 YYYY
rovide full entification	-		$\neg$			
mber in -NN8C sheet	L	發國家/地區 Issuing Country/Region		日DD	月MM	年 YYYY
						i.vr <del></del>

# 表格 NN8C

### 續頁 B Continuation Sheet B

商業登記號碼 Business Registration Number

٦.		已的詳情 Particulars Currently Registered with	i tile Collip	dilles iv	egistiy	
	中文名稱 Name in Chinese					
	英文名稱 Name in English					
В.	更改詳情 Details of Cha	ange(s)				
	<i>請只填報有更改的項目</i>	Please complete item(s) with change(s) only				
	(4) 海拉梅卫主的夕拉 1	lame of Authorized Representative		_	主效日期 fective D	
	(a) 授权催刊农的石牌 I	dame of Authorized Representative			lective D	ale
				∃DD	月MM	在 YY
		.1. ): 011			,,	<b>T</b>
		中文 Chinese		<b>D</b> DD	74	Ţ.,
		中文 Chinese		<b>ם</b> 500	,,	Ţ.,
				<b>ם</b> 500	,,,	7.,
		英文 English		<b>B</b> 00	,,	7
	(b) 香港地址 Hong Kong	英文 English		<u> </u>	,,	T
	室/樓/座等	英文 English		H DD	,,	
		英文 English		日DD	月MM	
	室/樓/座等 Flat/Floor/Block etc. 大廈	英文 English				
	室/樓/座等 Flat/Floor/Block etc.	英文 English				
	室/樓/座等 Flat/Floor/Block etc. 大廈 Building	英文 English				
	室/樓/座等 Flat/Floor/Block etc. 大廈	英文 English				
	室/樓/座等 Flat/Floor/Block etc. 大廈 Building 街道/屋苑/地段/村等	英文 English				
	室/樓/座等 Flat/Floor/Block etc. 大廈 Building 街道/屋苑/地段/村等	英文 English				
	室/樓/座等 Flat / Floor / Block etc.  大廈 Building  街道/屋苑/地段/村等 Street / Estate / Lot / Village etc.	英文 English				
	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	英文 English				



# PI-NN8C

獲授權代表詳情更改 (自然人) - 受保護資料

Change in Particulars of Authorized Representative (Natural Person) – Protected Information

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# 公 眾 紀 錄 不 會 顯 示 此 頁 This page will not be shown on the public record

如獲授權代表(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 <u>full number</u> of Hong Kong Identity Card or passport of an authorized representative, who is a natural person, should be reported on this page if his or her identification number has been changed.

(每一頁 PI-NN8C 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-NN8C 頁填報。

Each PI-NN8C 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-NN8C sheet(s).)

	中文姓名 Name in Chinese			
	英文姓名 Name in English	姓氏 Surname		
		名字 Other Names		
•	身分識別 Identific	ation		
	(a) 香港身分證( <u>Ś</u> Hong Kong Iden	<u>名整</u> 號碼 <b>)</b> tity Card ( <b>Full</b> Nun	nber)	( )
	(b) 護照 Passport		簽發國家/地區 Issuing Country/Region	
			<u>完整</u> 號碼 <u>F<b>ull</b> Number</u>	

<u>(交付表格 NN8C 時,請將所有 PI-NN8C 頁置於最後。</u> Please place all PI-NN8C sheets at the end when delivering the Form NN8C.)



#### 《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獲授權代表詳情申報表

#### 填表須知 — 表格 NN8C

#### 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獲授權代表的詳情更改。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. 如要申報有關獲授權代表的委任或停任,請使用表格 NN8。
- 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 項)

9. (a) 為識別身分,請填報香港身分證的<u>部分號碼</u>。如該人並非香港身分證持有人,請提供其所持護照的<u>部分號碼</u>。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) *讀勿*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」。

#### 更改詳情 (第 2B 及 3B 項)

- **10.** 請在適當的空格內申報獲授權代表的*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。
- 11. 請更新獲授權代表的香港地址,本處不接納「轉交」地址及郵政信箱號碼。
- **12.** 請提供或更新獲授權代表的電郵地址(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。
- 13. (a) 請申報獲授權代表新的香港身分證的<u>部分號碼</u>。如該人並非香港身分證持有人, 請提供其所持新護照的<u>部分號碼</u>及簽發國家/地區。有關填報身分識別的<u>部分號</u> 碼的詳情及例子,請參閱附註 9。
  - (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-NN8C 頁內填報獲授權代表完整的香港身分證號碼或護照號碼。 PI-NN8C 頁及於該頁內所填報的資料,不會供公眾查閱。
    - 每一頁 PI-NN8C 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-NN8C 頁填報。
  - (d) 如獲授權代表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-NN8C 頁。

- **14.** 在申報屬非自然人的獲授權代表更改名稱時,須列明新的全名(即中文及英文名稱)。例如:屬非自然人的獲授權代表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,便須在填報獲授權代表新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。
- **15.** 如獲授權代表屬非自然人,請申報其在香港的新營業地址。本處不接納「轉交」地址 及郵政信箱號碼。

#### 獲授權代表詳情更改 (自然人) - 受保護資料 (PI-NN8C)

16. 在 PI-NN8C 頁所填報的香港身分證號碼或護照號碼為受保護資料。 PI-NN8C 頁及於該頁內所填報的資料,不會供公眾查閱。

每一頁 PI-NN8C 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-NN8C 頁填報。

**17.** 請填報屬自然人的獲授權代表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。

# RETURN OF CHANGE IN PARTICULARS OF AUTHORIZED REPRESENTATIVE 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 NN8C**

#### Introduction

- **1.** This form should be used to notify the Registrar of Companies (the Registrar) of any change in particulars of the authorized representative 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 to act of the authorized representative, please use Form NN8.
- 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 Presentor's Reference. Unless the presentor 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 (Section 2A)

**9.** (a) For identification purposes, 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> 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.

**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.

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

- **10.** Please state only the <u>new particulars</u> of the authorized representative 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.
- **11.** Please update the Hong Kong address of the authorized representative. 'Care of' addresses and post office box numbers are not acceptable.
- **12.** Please provide or update the email address of the authorized representative, 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.
- 13. (a) Please provide the new <u>partial number</u> of Hong Kong Identity Card or, in the absence of a Hong Kong Identity Card, the new <u>partial number</u> and issuing country/region of the passport of the authorized representative. Please refer to Note 9 on the details and examples of <u>partial number</u>.
  - (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 authorized representative separately on a PI-NN8C sheet. PI-NN8C sheet and the information reported therein are withheld from public inspection.
    - Each PI-NN8C 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-NN8C sheet(s).
  - (d) If the authorized representative 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-NN8C sheet.

- 14. For reporting a change of name of an authorized representative other than a natural person, please state the new name in full (i.e. both English and Chinese names). For example, if the name of an authorized representative other than a natural person 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 authorized representative.
- **15.** For an authorized representative other than a natural person, please report the new business address in Hong Kong if it is changed. 'Care of' addresses and post office box numbers are not acceptable.

# Change in Particulars of Authorized Representative (Natural Person) - Protected Information (PINN8C)

- **16.** Hong Kong Identity Card number or passport number reported on PI-NN8C sheet is protected information. PI-NN8C sheet and the information reported therein are withheld from public inspection.
  - Each PI-NN8C 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-NN8C sheet(s).
- **17.** 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 authorized representative.