



公司註冊處
Companies Registry

註冊非香港公司
更改獲授權代表申報表(委任/停任)
Return of Change of Authorized Representative
of Registered Non-Hong Kong Company
(Appointment/Cessation)

表格 **NN8**
Form

公司編號 Company Number

F

註 Note

7 1 公司名稱 Company Name

2 獲授權代表的停任 Cessation to Act as Authorized Representative

(如超過一名獲授權代表停任，請用續頁A填報 Use Continuation Sheet A if more than 1 authorized representative ceased to act)

現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

自然人 Natural Person

中文姓名 Name in Chinese

英文姓名 Name in English 姓氏 Surname

名字 Other Names

8 身分證明 Identification ()

香港身分證號碼
Hong Kong Identity Card Number

護照號碼
Passport Number

或 OR

非自然人 Other than Natural Person

律師行/律師法團/執業會計師事務所或執業法團的名稱

Names of Firm of Solicitors/Solicitor Corporation/Firm or Corporate Practice of Certified Public Accountants (Practising)

中文名稱 Chinese Name

英文名稱 English Name

9 停任日期 Date of Cessation

<input type="text"/>	<input type="text"/>	<input type="text"/>
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日 DD

月 MM

年 YYYY

4 提交人資料 Presentor's Reference

姓名 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

4 委任獲授權代表 (非自然人)

Appointment of Authorized Representative (Other than Natural Person)

(如委任超過一名非自然人为獲授權代表，請用續頁 C 填報 Use Continuation Sheet C if more than 1 authorized representative, who is not a natural person, is appointed)

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

12

商號或法團的性質
Nature of the Firm or Corporation

律師行或律師法團
A firm of solicitors or
a solicitor corporation

執業會計師事務所或執業法團
A firm or a corporate practice of certified
public accountants (practising)

中文名稱
Name in Chinese

英文名稱
Name in English

13

香港地址
Hong Kong Address

地區 Region 香港 / HONG KONG

14

電郵地址
Email Address

委任日期 Date of Appointment

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日 DD

月 MM

年 YYYY

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

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

6

簽署 Signed :

姓名 Name :

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

日期 Date :

日 DD / 月 MM / 年 YYYY

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

獲授權代表的停任 (第 2 項)

Cessation to Act as Authorized Representative (Section 2)

現時在公司註冊處登記的詳情 Particulars Currently Registered with the Companies Registry

自然人 Natural Person

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

8

身分證明
Identification

 ()

香港身分證號碼
Hong Kong Identity Card Number

護照號碼
Passport Number

或 OR

非自然人 Other than Natural Person

律師行／律師法團／執業會計師事務所或執業法團的名稱

Names of Firm of Solicitors / Solicitor Corporation / Firm or Corporate Practice of Certified Public Accountants (Practising)

中文名稱 Chinese Name

英文名稱 English Name

9

停任日期
Date of Cessation

日 DD

月 MM

年 YYYY

委任獲授權代表 (自然人) (第 3 項)

Appointment of Authorized Representative (Natural Person) (Section 3)

中文姓名
Name in Chinese

英文姓名
Name in English

姓氏
Surname

名字
Other Names

香港地址
Hong Kong Address

地區
Region

香港 / HONG KONG

(本處不接納「轉交」地址或郵政信箱號碼 'Care of' addresses or post office box numbers are not acceptable)

10 電郵地址
Email Address

11 身分證明
Identification

(a) 香港身分證號碼
Hong Kong
Identity Card Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	()
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(b) 護照
Passport

簽發國家
Issuing Country

號碼
Number

委任日期 Date of Appointment

<input type="text"/>	<input type="text"/>	<input type="text"/>
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日 DD 月 MM 年 YYYY

委任獲授權代表 (非自然人) (第 4 項)

Appointment of Authorized Representative (Other than Natural Person) (Section 4)

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

12

商號或法團的性質
Nature of the Firm or Corporation

律師行或律師法團
A firm of solicitors or
a solicitor corporation

執業會計師事務所或執業法團
A firm or a corporate practice of certified
public accountants (practising)

中文名稱
Name in Chinese

英文名稱
Name in English

13

香港地址
Hong Kong Address

地區
Region 香港 / HONG KONG

14

電郵地址
Email Address

委任日期 Date of Appointment

<input type="text"/>	<input type="text"/>	<input type="text"/>
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日 DD

月 MM

年 YYYY

《公司條例》(香港法例第 622 章)
第 791(1) 及 791(2)(b)條規定交付的

註冊非香港公司更改獲授權代表申報表(委任／停任)

填表須知 — 表格 NN8

附註

引言

1. 註冊非香港公司必須將獲授權代該公司接受任何須向該公司送達的法律程序文件或通知的代表的所需細節，維持在公司登記冊內。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委任及停任。公司須在出現有關更改的日期後的 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詳情的更改，請使用表格 NN8C。
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。

公司名稱 (第 1 項)

7. 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。

獲授權代表的停任 (第 2 項)

8. 請填報停任的屬自然人的獲授權代表已在公司註冊處登記的香港身分證號碼或護照號碼，以方便本處識別身分。如該項資料未曾在本處登記，請在有關的空格內填上「無」。
9. 如獲授權代表去世，請申報其去世日期，作為停任日期。

委任獲授權代表 (自然人) (第 3 項)

10. 請提供獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN8C 通知公司註冊處。
11. 請申報獲授權代表的香港身分證號碼。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上「無」。

委任獲授權代表 (非自然人) (第 4 項)

- 12.** 獲授權代表可以由《法律執業者條例》(第 159 章) 第 2(1) 條界定的律師法團、《專業會計師條例》(第 50 章) 第 2(1) 條界定的執業法團、律師行或執業會計師事務所擔任，但不可以由任何其他法人團體或商號擔任。
- 13.** 請申報獲授權代表在香港的營業地址。
- 14.** 請提供獲授權代表的電郵地址(如有的話)以方便聯絡。如電郵地址其後有任何更改，請以表格 NN8C 通知公司註冊處。

**RETURN OF CHANGE OF AUTHORIZED REPRESENTATIVE
OF REGISTERED NON-HONG KONG COMPANY (APPOINTMENT / CESSATION)**

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

Notes for Completion of Form NN8

Introduction

1. A registered non-Hong Kong company must keep registered in the Companies Register the required details of its authorized representative who is authorized to accept on the company's behalf service of any process or notice required to be served on the company. This form should be used to notify the Registrar of Companies (the Registrar) of any new appointment of an authorized representative or of any person ceasing to be an 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 any changes in the particulars of an authorized representative, please use Form NN8C.
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.

Company Name (Section 1)

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

Cessation to Act as Authorized Representative (Section 2)

8. If the authorized representative who is a natural person has ceased to hold office has registered the particulars in respect of his or her Hong Kong Identity Card number or passport number with the Companies Registry, please provide such number for identification purposes. If no such particulars have been registered, please state 'Nil' in the boxes provided.
9. For a deceased authorized representative, the date of death should be given as the date of cessation.

Appointment of Authorized Representative (Natural Person) (Section 3)

10. Please provide 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 Form NN8C.
11. The Hong Kong Identity Card number or, in the absence of which, the number and issuing country of the passport of the authorized representative should be given. If he or she holds neither a Hong Kong Identity Card nor a passport, please state 'Nil' in the boxes provided.

Appointment of Authorized Representative (Other than Natural Person) (Section 4)

- 12.** An authorized representative may be a solicitor corporation as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159), or a corporate practice as defined by section 2(1) of the Professional Accountants Ordinance (Cap. 50), or a firm of solicitors or certified public accountants (practising) but may not be any other form of body corporate or firm.
- 13.** Please state the business address in Hong Kong of the authorized representative who is not a natural person.
- 14.** Please provide 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 Form NN8C.