



公司註冊處  
Companies Registry

註冊非香港公司更改地址申報表  
Return of Change of Address of  
Registered Non-Hong Kong Company

表格  
Form **NN9**

公司編號 Company Number

**F**

註 Note

6

1 公司名稱 Company Name

2 在香港的主要營業地點 Principal Place of Business in Hong Kong

只需申報有更改的項目 Please complete item(s) with change(s) only

(a) 在香港的主要營業地點的新地址

New Address of the Principal Place of Business in Hong Kong

(本處不接納非香港地址、「轉交」地址或郵政信箱號碼)

Non-Hong Kong addresses, 'care of' addresses or post office box numbers are not acceptable)

  
  


地區  
Region

香港 / HONG KONG

生效日期 Effective Date

日 DD

月 MM

年 YYYY

7

(b) 新電郵地址 New Email Address

生效日期 Effective Date

日 DD

月 MM

年 YYYY

3

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

**3 在成立為法團所在地方的營業地點 Places of Business in Place of Incorporation**  
**只需申報有更改的項目 Please complete item(s) with change(s) only**

**(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)的新地址**  
**New Address of the Registered Office (or its equivalent) in Place of Incorporation**

(本處不接納  
「轉交」地址  
'Care of' addresses  
are not acceptable)


國家 / 地區  
Country / Region

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生效日期 Effective Date

日 DD	月 MM	年 YYYY

**(b) 在成立為法團所在地方的主要營業地點的新地址**  
**New Address of the Principal Place of Business in Place of Incorporation**

(本處不接納  
「轉交」地址  
'Care of' addresses  
are not acceptable)


國家 / 地區  
Country / Region

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生效日期 Effective Date

日 DD	月 MM	年 YYYY

**7 (c) 新電郵地址 New Email Address**

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生效日期 Effective Date

日 DD	月 MM	年 YYYY

**5** 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

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

**註冊非香港公司更改地址申報表**

**填表須知 — 表格 NN9**

**附註**

**引言**

1. 如註冊非香港公司在香港的主要營業地點的地址、在其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)或主要營業地點的地址有任何更改,該公司必須在出現更改的日期後的一個月內,將更改的詳情以本表格交付公司註冊處處長(「處長」)登記。
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。
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。

**簽署**

5. 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)**

6. 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營業地點 (第 2(b)及 3(c)項)**

7. 請提供或更新公司的電郵地址(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。

## **RETURN OF CHANGE OF ADDRESS OF REGISTERED NON-HONG KONG COMPANY**

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

### **Notes for Completion of Form NN9**

#### **Introduction**

1. If there is a change in the address of a registered non-Hong Kong company's principal place of business in Hong Kong, or of its registered office (or its equivalent) or of its principal place of business in its place of incorporation, the company must, within 1 month after the date of the change, deliver a return in this form to the Registrar of Companies (the Registrar) for registration.
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.
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.

#### **Signature**

5. 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)**

6. 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 Places of Business in Place of Incorporation (Sections 2(b) and 3(c))**

7. Please provide or update the email address of the company, if any, to facilitate electronic communication. If there are any subsequent changes in the email address of the company, please notify the Companies Registry by completing this form.