



公司註冊處
Companies Registry

更改公司名稱通知書 Notice of Change of Company Name

表格
Form

NNC2

商業登記號碼
Business Registration Number

註 Note

9 1 現有公司英文名稱 Existing English Company Name

現有公司中文名稱 Existing Chinese Company Name

2 2 更改公司名稱的特別決議日期
Date of Special Resolution for Change of Company Name

日 DD	月 MM	年 YYYY

10 3 擬用的公司英文名稱 Intended English Company Name

擬用的公司中文名稱 Intended Chinese Company Name

7 簽署 Signed:

姓名 Name: _____
董事 Director / 公司秘書 Company Secretary *

日期 Date: _____
日 DD / 月 MM / 年 YYYY

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

提交人資料 Presentor's Reference

中文姓名 / 名稱
Name in Chinese

英文姓名 / 名稱
Name in English

地址
Address

電話 Tel

傳真 Fax

電郵 Email

檔號 Reference

請勿填寫本欄 For Official Use



**《公司條例》(第 622 章)
第 107(2)及 770(2)條規定交付的**

更改公司名稱通知書

填表須知 — 表格 NNC2

附註

引言

1. 凡公司根據《公司條例》第 107(2)條藉特別決議更改公司名稱，必須在特別決議通過的日期後的 15 日內，將有關通知以本表格交付公司註冊處處長(「處長」)登記。公司名稱的更改，在有關更改名稱證明書發出的日期生效。

凡公司根據《公司條例》第 770(2)條以特別決議更改公司名稱，必須在其恢復註冊後的 28 日內，將有關更改以本表格通知處長。公司名稱的更改，在有關更改名稱證明書發出的日期生效。

2. 更改公司名稱的特別決議 **無須**提交公司註冊處。
3. 如以中文申報本表格內的資料，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。公司註冊處會以電郵或傳真方式通知提交人親身領取「公司更改名稱證明書」。如提交人委託他人代領，需簽署授權書。
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。

費用

6. 本表格必須連同正確的費用一併交付，否則公司註冊處不會接納。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

7. 本表格必須由一名董事或公司秘書簽署。公司註冊處不接納未簽妥的表格。

商業登記號碼

8. 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 日或之後向成立的公司所發出的「公司註冊證明書」，或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。

現有公司名稱 (第 1 項)

9. 如公司具有英文及中文名稱，請在有關空格內填報這些名稱。如公司沒有英文或中文名稱，請在有關空格內填上「無」。

擬用的公司名稱 (第 3 項)

10. 公司如欲保留現有的英文或中文名稱，**必須**在有關空格內填上現有名稱。如公司在更改名稱後沒有英文或中文名稱，請在有關空格內填上「無」。

NOTICE OF CHANGE OF COMPANY NAME

For the purposes of sections 107(2) and 770(2) of Companies Ordinance (Cap. 622)

Notes for Completion of Form NNC2

Introduction

1. Where a company passes a special resolution changing its name pursuant to section 107(2) of the Companies Ordinance, the company must deliver a notice of the change of its name in this form to the Registrar of Companies (the Registrar) for registration within 15 days after the date of passing the resolution. The change of company name has effect from the date on which the certificate of change of name is issued.

Where a company passes a special resolution changing its name pursuant to section 770(2) of the Companies Ordinance, the company must give notice of the change of its name in this form to the Registrar within 28 days after the restoration of the company. The change of company name has effect from the date on which the certificate of change of name is issued.

2. The special resolution for change of company name is ***not*** required for filing with the Companies Registry.
3. 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. **The Companies Registry will notify the presentor by email or fax to collect the Certificate of Change of Name in person. A written authorization will be required if the presentor sends a representative to collect the certificate.**
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.

Fee

6. This form must be delivered with the correct fee. A form which is not delivered with the correct fee will be rejected by the Companies Registry. 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

7. This form must be signed by a director or the company secretary. A form which is not properly signed will be rejected by the Companies Registry.

Business Registration Number

8. 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 on or after 27 December 2023 or re-domiciled companies, the business registration number is also adopted as the "No." on the "Certificate of Incorporation" or "Certificate of Re-domiciliation" issued by the Companies Registry respectively.

Existing Company Name(s) (Section 1)

9. If the company has an English and a Chinese name, please state the names in the appropriate boxes. If the company does not have any English or Chinese name, please insert 'NIL' in the appropriate box.

Intended Company Name(s) (Section 3)

10. If the company wishes to retain its existing English or Chinese name, such name ***must*** be stated in the appropriate box. If the company does not have any English or Chinese name after change of name, please insert 'NIL' in the appropriate box.