致: 公司註冊處處長
To: Registrar of Companies

申請退款 Application for Refund (APPREF)

申請人資料（附註 1） Particulars of the Applicant (Note 1)	
申請人姓名 / 名稱（請用正楷填寫）: Name of Applicant (Please complete in block letters):	
地址: Address :	
聯絡電話號碼: Contact Telephone No. :	
申請人的檔案編號（如有的話）: Applicant's reference, if any :	

申請退款詳情 Details of the Application for Refund		
與這次退款申請相關的公司名稱 / 商業登記號碼（附註 2）: Company Name / Business Registration No. in respect of which the refund is made (Note 2) :	公司名稱 Company Name:	
	商業登記號碼: Business Registration No. :	
文件類別（附註 3）Type of Document (Note 3):		
收據日期及編號 Date & No. of Receipt :	日期: Date:	收據編號（附註 4）: Receipt No. (Note 4) :
申請退還款額 Amount to be Refunded :	港幣 HK$	

收據正本（請貼在此處） Original Receipt (Please affix here)	申請退款原因（請在適當地方加上✓號）: Reason for the Application for Refund (Please tick as appropriate) :
	☐ 註冊新公司不成功 Unsuccessful incorporation ☐ 公司更改名稱不成功 Unsuccessful change of name ☐ 撤回註冊非香港公司的申請 Withdrawal of application for registration of non-Hong Kong company ☐ 重複遞交文件 Duplicate filing of document ☐ 文件不需提交 Document not required to be filed ☐ 多付繳款 Excess payment ☐ 其他（請說明）Others (Please specify)

確認聲明 Confirmation

現確認本人/我們有權取得上述退款。本人/我們就獲得公司註冊處退還繳款，同意彌償香港特別行政區政府因退還上述費用而引致的任何損失。

I/We confirm that I am/we are entitled to the refund. I/We, in consideration of the above refund made to me/us by the Companies Registry, agree to keep the Government of the Hong Kong Special Administrative Region indemnified against all liability whatsoever which may arise in respect of the said refund.

申請人簽署: Signature of Applicant :	
	請蓋公司印章（如適用的話） Please affix company chop (if applicable) 日期: Date:

請填妥退款申請表格，交回香港金鐘道 66 號金鐘道政府合署 14 樓收款櫃檯。
Please return the completed application form to the Shroff Counters on the 14th Floor of Queensway Government Offices, 66 Queensway, Hong Kong.
請參看背頁附註 Please see Notes overleaf.

附註： 1. 你所提供的個人資料只用於處理申請退款的事宜上。支票只付款予申請人，並寄往申請人填報的地址。如退款申請人並非文件提交人，申請人須向本處提供提交人的退款授權書。

2. 如屬成立新公司的退款申請，請填寫擬用的新公司名稱。否則，請填寫現有的公司名稱 / 商業登記號碼。

3. 如收據帳項為'99'，無須填寫此欄。

4. 每份申請表只可申請一張收據的退款。

Note : 1. The personal data provided will only be used for processing the application for refund. Cheque will be made payable to the applicant only and sent by post to the address of the applicant provided. If the applicant for refund is not the presentor of document, the applicant should provide us with a letter from the presentor authorising the applicant to receive the refund.

2. For a refund of fee for application for incorporation of a new company, please state the proposed company name. Otherwise, please state the existing company name / Business Registration No.

3. If the revenue code of the receipt is '99', it is not required to complete this item.

4. One application form can only be used for the refund of one receipt.